

Secondary 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:

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.

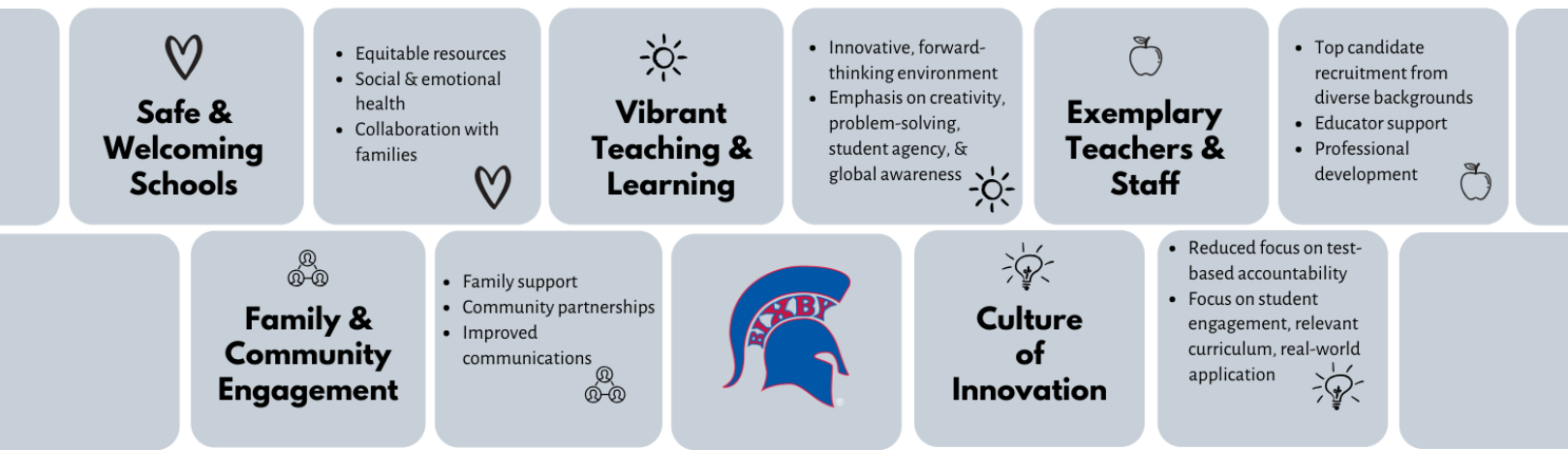
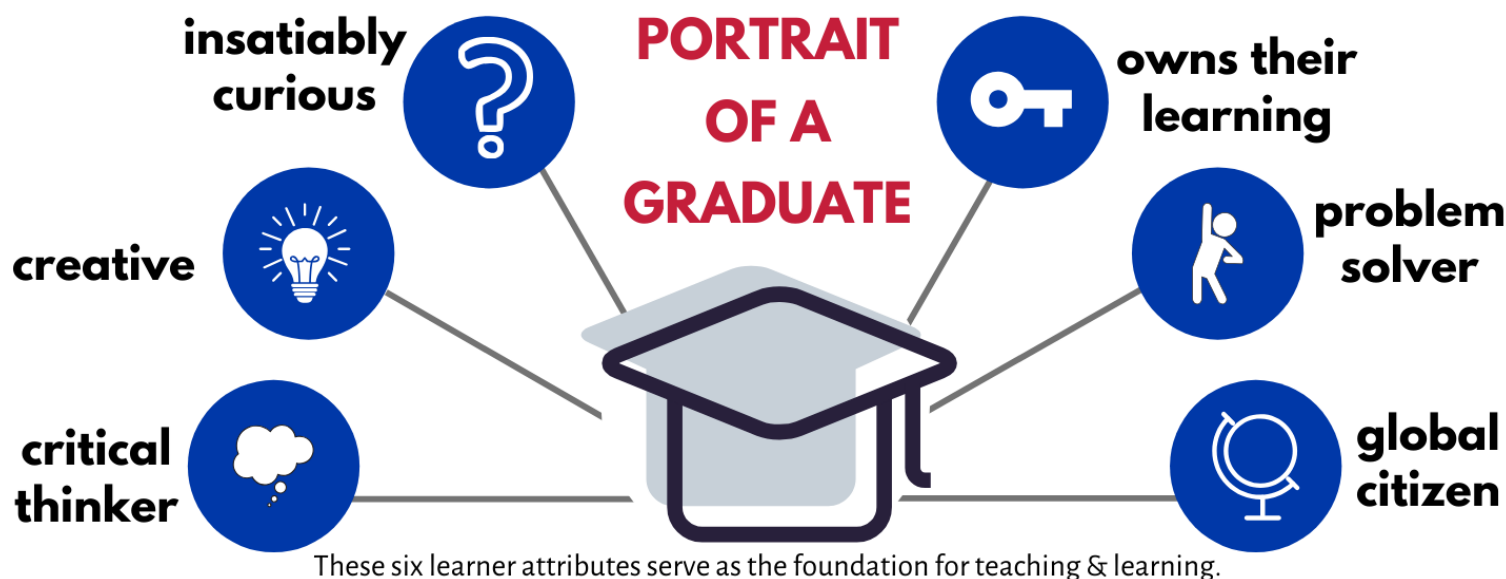
**The Spartan Way:
Learn Well.
Live with Honor.**

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

This handbook is developed to address policies and operations at Bixby Middle School and Bixby High School. Invariably there are policies and operations that are only specific to one school or the other. Specific notations are used, when appropriate, in order to distinguish between each school. The following key should be used when reading this handbook:

= **Middle School Only**

** = **High School Only**

This handbook is not all-inclusive and is designed to be in harmony with board policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. For a complete and updated copy of Board Policy please visit bixbyps.info/boardpolicy.

SCHOOL CALENDAR

<u>CONTACT LISTS</u>	<u>DAILY SCHEDULE</u>	<u>ARRIVAL & DISMISSAL</u>
<u>Administration</u>	Hours: 8:00 AM-4:00 PM	-----
<u>Middle School</u>	<u>Middle School</u>	<u>Middle School</u>
<u>9th Grade Center</u>	<u>9th Grade Center</u>	<u>9th Grade Center</u>
<u>High School</u>	<u>High School</u>	<u>High School</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, Oklahoma Secondary Schools Activities Association, 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.

ENROLLMENT

To attend Bixby Public Schools, a student must reside with parents or legal guardians within the district boundaries. All students new to Bixby Public Schools must enroll at our district enrollment center located at 109 N. Armstrong. Proof of residence must be shown at the time of enrollment. Evidence of residency may include, but is not limited to, current proof of provisions of water, electric, or gas to the residence. A birth certificate must be presented for enrollment. A student's previous school records are essential in appropriate placement and services. Parents should provide authorization to receive prior records at the time of enrollment. 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](#).

****CONCURRENT ENROLLMENT**

Concurrent enrollment allows students to take college courses for both college and high school credit. Only qualified juniors and seniors who are able to meet all graduation requirements may take concurrent courses. College courses taken as concurrent enrollment are listed on the high school transcript **and will be** calculated in the student's high school and college GPAs. **College courses that fulfill a core high school graduation credit requirement will be weighted with one (1) additional point for each grade in the calculation of GPA for class rankings. College courses which fulfill an elective credit will be included in the calculation of the GPA but will not receive any additional weight.**

****TULSA TECHNOLOGY CENTER**

The Tulsa Technology Center provides participating high schools with an extended curriculum. The students enrolled attend three hours a day at the Tulsa Technology Center either morning or afternoon. During the remaining portion of the day, each student is scheduled at Bixby High School. All other subjects and extracurricular activities such as athletics, music, etc., are provided at Bixby High School. See your counselor for details.

WITHDRAWALS

******When it is necessary for a student to withdraw or transfer from Bixby, the following steps must be taken:

1. Report to the registrar immediately upon arrival to school in the morning so that the withdrawal records may be completed as the student goes to each class.
2. The registrar will give you withdrawal records, which you will carry to each of your teachers for a letter grade to date. This sheet must be filled out in full. This sheet does not withdraw you from classes.
3. After the withdrawal records have been completed, return the sheet to the registrar who will give them to the counselor for final approval.
4. Have all school school-issued items (books, Chromebook, activity uniform, etc.) books in hand when you clear with each teacher and be prepared to pay any library fines, etc. which you might owe.

##Students withdrawing from Bixby Middle School must come to the main school office. At that time all textbooks and media center books will need to be turned in as well as any cafeteria or media center charges paid.

DAILY OPERATIONS

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/>
- Radio stations: 740AM, 95.5FM, or 106.9FM
- School website: www.bixbyps.org
- Communication to families from District

ATTENDANCE POLICY

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**)

Students not in attendance a minimum of ninety-five percent (95%) of the time during a semester will receive “No Grade” (NG) as their final grade. The earned grade can be restored upon completion of seat time made up outside the regular school day.

The “NG” is calculated in the grade point as an “F.”

Students missing more than 5% of school days of a class (which equates to 6 days) during a semester will receive an “NG” for their grade in that class. All absence codes will count against students' attendance requirement with the exception of:

- School activities. (Per State Regulations)
- Out of School Suspensions and IHP placement.
- **Administrative (AD)** Any absence of a nature deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition in writing prior to or within two (2) days following the student's return to school the building principal to request a waiver of penalty.
- **Administrative (AD)** Upon a parent's request to an administrator, a student's absence from school on a recognized religious holiday.
- **Documented (D)** Any absence verified with a doctor's note, court order, or funeral memorial card.

- **College Visit (CV)** Students will be allowed up to 3 college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence to be considered non-chargeable. If college visits exceed three visits, the subsequent visits will count against the ninety-five percent (95%) attendance requirement.

Parents should call in to report that their child will be absent for the day.

Absences without valid excuse: If a student has been absent for four (4) or more days or PARTS of days within a four week period, without valid excuse, the parent/guardian of this student is in violation of the Oklahoma Compulsory Education Law.

Non-chargeable Absences

Non-Chargeable absences will not count against the student's attendance requirement. These absences are coded as: AD, D, CC, SA, NC, IHP, OSS, and CV.

Administrative Approval (AD): This code will be given when any absence is deemed unavoidable by an administrator. This code does not charge against the 95% attendance requirement.

Documented (D): This code will be given when the absences are verified with a doctor's note, court order, or funeral memorial card. It is the responsibility of the student and parent to deliver the documents to the attendance office. This code does not charge against the 95% attendance requirement.

Counselor (Counselor): This code will be given when a student has been seen by one of our school counselors or an outside counselor while at school.

Competition (CC): This code will be given when a student represents the school in a school approved activity organization that is sanctioned by the O.S.S.A.A. This is a non-chargeable absence in terms of the 95% attendance requirement.

College Visit (CV) This code will be used when students visit colleges. Students will be allowed up to 3 college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence. This is a non-chargeable absence in terms of the 95% attendance requirement. However, if college visits exceed three visits during a high school career, the subsequent visits will count against the ninety-five percent (95%) attendance requirement.

School Activity (SA): This code will be used when a student is on a field trip. The "SA" code indicates the student is present. This is a non-chargeable absence in terms of the 95% attendance requirement.

Qualifying Event (NC): This code will be given when a student is absent from school for an O.S.S.A.A., N.A.S.S.P., O.B.A. or other school approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state qualifying events (e.g., O.B.A. State Championship, State Wrestling Tournament, State Academic Team Championship). This absence does not count towards the ten (10) allowed activity absences, or the 95% attendance requirement.

In-House Placement (IHP): This code will be given when a student attends school in the In-House Placement classroom.

Suspension (OSS): This code will be given when a student has been suspended out of school.

Chargeable Absences

Chargeable absences will count against the student's attendance requirement. These absences are coded as: A and VA:

Absence (A): This code will be given for any absence from school that is not related to a school activity.

Verified Absence (VA): This code will be given for a call from a parent verifying knowledge of the student's absence.

PROCEDURE FOR TRUANCIES

The practice of using suspension as the primary form of discipline for truancy is not normal practice unless the student has already reported to school and leaves the school grounds, in which case a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, and a conference will be scheduled if possible. The practice of parent conferences, detention, or assignment to the IHP program will be utilized when appropriate. Suspension from school for truancy alone shall not be used until other disciplinary tools have been exhausted.

ATTENDANCE PROCEDURES

The attendance office hours are 8:00 a.m. to 4:00 p.m. The phones will be open at 8:00 a.m. to receive calls from parents regarding absences. Parents are asked to notify the attendance office early in the morning or before 3:00 p.m. on the day of the absence. The school will attempt to contact parents who fail to call.

The school is unable to accept notes. All absences must be cleared by parent contact on the day or days of absence. Parent verification must be by a phone call or in person the day of absence or the following school day. A student's parking privileges may be revoked for truancy.

MAKE-UP WORK FOR ABSENCES

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. During the period that make-up time is allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the makeup time has expired. For example, if absent on Monday, make-up work is due to the teacher by the beginning of the class period on Wednesday. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up.

Students need to be absent at least two (2) consecutive days before assignments can be requested. When it is necessary, parents may request assignments when a student has multiple absences, due to illness or other circumstances. Please call the Attendance Office **PRIOR TO 10:00 a.m.** Assignments may be picked up the same day after 3:00 p.m. in the Attendance Office for all requests made prior to 10:00 a.m. Assignment requests made after 10:00 a.m. may be picked up the following day after 3:00 p.m.

All students involved in a student activity should get their work prior to the activity absence occurring.

Any examination or assignment, announced during the student's presence in class or which is regularly scheduled (e.g. semester test, research paper, etc.), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, the student is obligated to take the test on that day. Should the student be absent at the time the test is announced, and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test will be administered one day following the return to class. If a student is absent for part of a class period but present for the majority of the class period, work assigned the same day is due without extended time.

Any exceptions to the policy concerning administering the tests shall be limited to those exceptions made by the building principal. In the event of a chronic or recurring illness, documentation from the student's doctor should be provided to the school nurse to determine if multiple absences are allowable. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

In the case of a student suspension refer to [BOE Policy 2161: Suspension of Students](#)

TARDY POLICY

BOE Policy 2106: Attendance

Definition of Tardy:

A student is considered tardy if they are not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for any period may receive a truancy code for the day for that class. All work assigned during that period will be due as assigned.

Discipline may include, but is not limited to, before or after school detention, Saturday School, IHP, suspension from school, restriction of extracurricular activities, loss of on campus parking privileges, etc. Teachers/Administrators will be required to contact a parent prior to these discipline measures. Tardies will accumulate on a per period basis each semester. All tardies beyond five per period will be considered excessive and subject to additional discipline.

Procedure for Tardies

1st and 2nd Tardy	Verbal Warning
3rd and 4th Tardy	Teacher assigned consequences with parent contact
5th Tardy	Teacher assigned consequences with parent contact or referral to Administration

ARRIVING LATE AND EARLY DISMISSALS

Students are required to sign-in at the attendance office upon arriving to school after the first hour bell rings. Students will be given truancy or a coded absence upon parent notification. Students leaving school before regular dismissal time must clear and sign-out through the attendance office.

Parent contact with the office will be necessary before a student is cleared to sign out. If all efforts to contact a parent fail, an administrator may clear the sign out.

After the parent calls the school, an early dismissal slip will be sent to the student. The student must bring this slip to the attendance office to sign out. If the student does not sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day, they must check back in with the attendance office.

Students must remain in class for 50% or longer of the class period in order to be counted present. If a student leaves before 50% of the required time, the student will be counted absent. The absence will be coded according to the reason for the early dismissal.

Checking In and Out of School

1. Students are not to arrive at school before 8:25 a.m each morning.
2. When students arrive at school before the bell dismissing to class, they are to report to the Cafeteria/Commons area or Media Center. If a student needs to visit with a teacher prior to classes beginning, they can make prior arrangements or ask permission from the teacher on duty. Students are not permitted to roam the halls prior to the start of school.
3. When students are late to school, they must check in with the office before going to class.
4. When it is necessary for appointments to be made during the school day, the parent/guardian must check the student out through the office with verified personal information.
5. Students will not be allowed to leave school with anyone other than a parent/guardian without prior permission.

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, students shall not hang around, litter, go on another person's property, assault anyone, or create issues for residents of the community. While the school does not assume responsibility for their actions to and from school, students may receive disciplinary actions when necessary.

BICYCLE SAFETY/MOTORIZED TRANSPORTATION

Students who ride bicycles to school should park them in the bike rack at the front of the building. The school assumes no responsibility for lost, stolen, or damaged bicycles. Students may not drive or operate motorized transportation (such as go-carts, dune buggies, etc.) on school grounds.

DRESS CODE

Students shall follow [BOE Policy 2144 Student Conduct: Dress Code](#) for all dress code issues. When attending school, students should wear clean and appropriate clothing. 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.

Students who violate provisions of the dress code will be expected to correct the issue or sent home to change clothes. A student who refuses to correct the violation may be disciplined by removal or exclusion from extracurricular activities or suspended from school until the violation is corrected.

LOCKERS

******Students may be assigned a locker during enrollment week. Any student in need of a locker or a change of locker should check at the Attendance Office. The proper care and maintenance of the assigned locker is the responsibility of the student. Lockers must be kept locked when not in use to guarantee that textbooks and materials are not stolen from the locker. Students are responsible for their own lock. In addition, students must provide the attendance office with a key and/or the combination.

##Students can check out a student locker through the front office. . Students are responsible for providing their own combination lock for their locker. Students cannot change lockers after the assignment has been made, unless the change has been approved by the front office. Students may not write on or in lockers. Stickers, contact paper, or posters that cannot be easily removed or leave a sticky substance behind cannot be put on or in lockers. The school is not responsible for items left in the lockers or hallways. Please use sound judgment in leaving items of value in the locker. Under no circumstances will any opened beverages be allowed in lockers.

***#**Students shall have no reasonable expectation of privacy toward school administrators or teachers in the contents of a locker, desk, and all other areas of the school facilities. These may be opened and examined by school officials at any time. No reason shall be necessary for such a search.

Label all personal items such as lunch boxes, coats, hats, etc. with the student's name.

LOST AND FOUND

Students who have lost personal or school-owned articles may check for them at the main office. Students finding articles in the school should bring them to the counter in the office. All items not claimed will be donated to a local charity at the end of each semester. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.**

MISCELLANEOUS DISTRACTING ITEMS

Students are not permitted to have skateboards, footballs, soccer balls, baseballs, basketballs, or toys on the school grounds, in the buildings, or on the school buses at any time without administrative approval. Laser pointers and animals are specifically prohibited. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.**

DELIVERIES TO SCHOOL BUILDING

Items delivered to the school buildings at the request of parents / students (gifts, flowers, balloons, etc.) will be available for students to pick up from the main office at the end of the instructional day. These items will not be delivered or released to students during the instructional day. Items from food delivery services (DoorDash, Grubhub, etc.) will not be accepted by the front office.

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, smartwatches, airpods, 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 and classrooms. 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.

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 between classes and 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 lunch, before school, after school and at school activities unless prohibited by school officials.

Students who violate this policy may lose the privilege of possessing such a device at school. This loss of privilege could extend to the end of the school year. Students who violate this policy are also subject to additional 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.

Students may listen to personal headphones during non-instructional time provided that the music is school appropriate and cannot be heard by others in their presence. These devices should be put away during the school day. **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](#)

HALLWAY/HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The hall pass should be visible for faculty members and administrators.

****LUNCH – CLOSED CAMPUS**

The halls are closed to students during lunch. No food or drinks (including outside) are allowed in the hallways, classrooms, lobbies, or auditorium without administrative approval. During lunchtime, students should be in the cafeteria, commons area, or student center area only. Students are not to be in the parking lot during the school day, including lunch times. Bixby High School has a policy of a closed campus for lunch. Students may not leave campus during the lunch period without their parent physically checking them out in the office and accompanying them to lunch. Students leaving campus at lunch will be disciplined for truancy and may lose driving privileges. Students are reminded that no visitors are allowed in the hallways, classrooms, cafeteria or parking lot during school hours. This means that other students cannot bring lunch in for students during lunch hour. Parents bringing items to students during lunch or any time of the day must sign-in through the school office.

Items from food delivery services (DoorDash, Grubhub, etc.) will not be accepted by the front office. 9th Grade students must remain on the 9th Grade campus and are not allowed to travel to the high school for lunch.

****BIXBY HIGH SCHOOL CAFETERIA**

- Students may not be permitted in the kitchen area of the cafeteria at any time due to safety regulations.
- Students are required to pre-pay on their lunch accounts. Pre-Payments will be accepted during the school day hours of 8:15 a.m. thru 2:00 p.m.
- Parents are encouraged to please send payments for lunch accounts in the form of a check or money order, or for your convenience we now have www.mySchoolBucks.com where parents can go online and make payments to their student's account. Each student must purchase their own meals separately. No meals are to be shared. It is the responsibility of each student to be sure their account is in good standing. There is no charging on students' lunch accounts.
- The cafeteria offers a variety of selections daily. All food bars come with salad bar and milk.
- Only students wishing to purchase lunch or breakfast should be in line for the cashier.
- No student may purchase a meal on their account for another student.
- In the event a student may not have the appropriate monies on their lunch accounts, they will be offered a cheese sandwich, fruit, and milk.
- Each student who is eligible for free or reduced meals will be given an application. The application is also available on our website. A new application must be filled out for each new school year. Parents are responsible for any charges pending the outcome of this application.
- Refunds will be issued for seniors or exiting students. All or part of a student's lunch account balance can be applied to this student's siblings within the school district only with a parent's permission. Exiting students can expect a refund at the end of each school year. If your student will be within the school district the next school year the money will be transferred to the student's account for the next school year.
- Anything purchased in the cafeteria or on Ala Carte will be deducted from that student's account. The student must have money on his/her account to purchase any Ala Carte items.

##BIXBY MIDDLE SCHOOL CAFETERIA

Visit the [BPS Child Nutrition Website](#) for lunch prices. Please pay for lunches prior to 10:00 a.m. in the cafeteria or online. Students who exceed the 2 charge limit will be given an alternate lunch and milk until their account is cleared.

Expectations

1. You may choose to eat the hot lunch, order from the a la carte menu, or bring your own lunch.
2. Food delivery services (DoorDash, GrubHub, etc.) are not allowed. Parents bringing food to their child will drop off the food in the main office ensuring the food has been labeled with the name of the child.
3. Students are only allowed to accept food deliveries from those persons who are listed on that student's PowerSchool contact list.
4. You will sit at the place designated by the persons on duty.
5. Do not leave your table until permission is granted by the duty person.
6. Please clean up your area of the table and floor before leaving.
7. Please remain in an orderly line around the ala carte area.

A free or reduced lunch is available to students who qualify. You may pick up an application in the school office, however all parents will receive an application at the time of enrollment.

##Outside Expectations

1. Games that require contact or tackling are not permitted.
2. Fighting and wrestling are not permitted.
3. No rock, sand or grass throwing.
4. Only students with passes will be allowed in the hallways during lunch time.
5. If any playground equipment is accidentally knocked outside the playground boundaries, get permission from the playground duty teacher before going after it.
6. Please do not stand in front of exits leading to the playground.

School staff are available to assist students during lunch. .

****STUDENT PARKING AND DRIVING**

STUDENTS MUST ENSURE ALL VEHICLES TO BE DRIVEN OR PARKED ON SCHOOL PROPERTY DO NOT CONTAIN CONTRABAND PRIOR TO DRIVING ONTO OR PARKING ON SCHOOL PROPERTY. Driving and parking on school grounds is a privilege that the Board of Education feels should be provided for the students of Bixby High School. **All VEHICLES ARE SUBJECT TO SEARCH, UPON REASONABLE SUSPICION, AT ANY TIME WHILE ON SCHOOL PROPERTY.** This privilege is one that will be honored as long as the student follows the required guidelines and regulations:

VEHICLE REGISTRATION/ PARKING DECAL - RULES AND REGULATIONS

- All student cars and cycles must be registered and have a valid BHS parking decal displayed. Registration and decals should be purchased during enrollment or in the assistant principal's office throughout the year.

- The cost of vehicle registration and a parking decal is twenty dollars (\$20.00). Students will need to show valid OK vehicle registration, student identification card, driver's license, insurance verification, and complete the registration form (make, model, year, license tag) at the time of fee payment to obtain a decal.
- Temporary permits are free and may be obtained from the assistant principal's office any time during office hours. Temporary permits are for cars that will be driven only for a single day (max 3) or for students who need time before they can register the car and pay the fee. A student ID card and vehicle description (including license tag number) is needed to obtain a temporary permit at no charge.
- It is the student's responsibility to keep his registration card up-to-date. In the event that a vehicle registered is sold or another vehicle is to be used, the used decal is to be turned in with a new registration form and the decal will be replaced at no cost. The school is not responsible for replacing stolen permits.
- Placement of Decals—Decals shall be placed on the Windshield driver's side (where the old inspection stickers used to be). Incorrect placement of decal will result in removal of decal, with replacement cost the same as an original registration fee.

****PARKING/DRIVING - RULES AND REGULATIONS**

- There is to be no borrowing, lending, stealing, copying or selling of vehicle permits between students. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a decal number is responsible for any violations committed by that permit unless previously reported lost or stolen to the assistant principal's office.
- All students should have their car(s) registered within the first week of school.
- The speed limit in all parking lots is 10 m.p.h. Offenders may receive a speeding ticket violation or if identified as reckless driving, the driver and all his/her vehicles will be suspended from driving or parking on campus for the remainder of the semester or school year, depending on the nature of the offense. Reckless driving includes, but is not limited to, "squealing tires," "turning donuts," "burning rubber," etc.
- Upon driving onto the school campus at the beginning of the day, students are to find a parking space, park the vehicle, and go inside the building, returning to their cars only at the end of the school day to exit the campus. There will be no loitering or sitting in the vehicles on the parking lot during school hours or during any school sponsored activities for any reason. Cars are not to be moved during the school day without prior permission. This will result in a moving violation ticket.
- Students who leave or enter the campus before the end of the school day must have one of the following or they will receive a moving violation ticket:
 - special permit decal (Tulsa Technology, concurrent enrollment, etc.)
 - early dismissal pass
 - additional proof from Attendance Office (rare circumstance)
- The school is not responsible for vehicles or their contents. Students are encouraged to lock their vehicle doors.
- **VEHICLES ARE SUBJECT TO SEARCH, UPON REASONABLE SUSPICION, AT ANY TIME WHILE ON SCHOOL PROPERTY.**
- All traffic control devices, signs, and directions must be obeyed at all times. Failure to do so will result in a moving or speeding violation ticket.
- Fines for violation tickets are as follows:
- Parking Ticket

- First ticket—Ten dollars (\$10.00) or five (5) days off-campus suspension of student's vehicle. NO WARNINGS WILL BE ISSUED.
- Second ticket—Fifteen dollars (\$15.00) or ten (10) days off-campus suspension of student's vehicle.
- Third ticket—Twenty dollars (\$20.00) or forty (40) days off-campus suspension of student's vehicle.
- Additional violations—vehicle subject to towing.
- Moving Ticket
 - First ticket—Twenty dollars (\$20.00) or twenty (20) days off-campus suspension of student's vehicle.
 - Second ticket—Thirty (30) days off-campus suspension of student's vehicle.
 - Third ticket—Fifty (50) days off-campus suspension of student's vehicle.
- Reckless Driving Ticket
 - Twenty-five (\$25.00) or up to Eighty (80) days off-campus suspension of student's vehicle.
- Off-campus suspensions of the student's vehicle may be given at Administration's discretion. Off campus vehicle suspension may not be chosen by the student. If the vehicle is found on campus during a suspension, it will be towed immediately. All towing charges incurred are the responsibility of the driver/owner.
- Driving suspension or towing may occur to your vehicle for matters other than ticket violations. Instances may include, but are not limited to, loaning or using another person's parking permit, disregarding safety regulations, leaving campus without proper authorization, false information on the registration card, etc. Parents/guardians will be notified of long-term driving suspension.

Note: All students that drive to school should be aware of the school crossings. Extreme caution should be used when driving past these areas.

##STAY-IN NOTES

A note signed by the parent/guardian or doctor is required for any student that is unable to participate in P.E., Athletic Performance, or outside/sports activities.

VISITORS

All visitors must sign in and out, using the School Safe Kiosk in the Attendance Office and receive a visitor's pass. Student visitors are not permitted during school hours, including lunch. If you would like to visit with your student's teacher during school hours, please make an appointment with that teacher by calling the office or email the teacher directly.

VOLUNTEER PROGRAM AND LAY COACH REQUIREMENTS

Parents, if you would like to become involved in your student's school by volunteering, please see the school principal. All persons wishing to volunteer must participate in a district training in order to become a Bixby Education Support Team (B.E.S.T.) Volunteer.

This requirement also applies to any individual selected by the coaching staff as a Lay Coach. Your help in the media center, in the classroom, on sports areas, in technology support areas, and with student tutoring is appreciated.

##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.

##STUDENT BIRTHDAYS

We understand that student birthdays are very special days; however we cannot interrupt the entire school day for such an occasion. If your student would like to share snacks with their last hour class on their birthday they are welcome to do so, but understand that this will only be allowed during the last few minutes of the day pending prior teacher approval. All holiday and birthday food or drinks must be commercially prepared or pre-packaged. Any flowers or balloons that you receive will be kept in the office until dismissal time. Balloons or any glass containers are not permitted on school buses.

DAMAGE TO SCHOOL PROPERTY

All Bixby School property belongs to the patrons of Bixby School District and is intended to be used by and for the benefit of all students. Therefore, when a student steals, destroys or damages school property, he or she is personally liable financially and subject to discipline by school authorities.

SCHOOL TELEPHONES

Students are not to be excused from class to use the telephone except in extreme emergency and only with written permission of the teacher. Also, an emergency must exist before a student will be called from class for a phone call.

TRANSPORTATION

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. Students who live less than a one and one-half (1 ½) radius will not be permitted to ride the bus.

BUS PASSES

Eligible students will be assigned a bus route and bus number for transportation to and from school. Students are not allowed to load or ride any bus not assigned to them by the transportation department. Any changes to assigned transportation require a bus pass. Bus passes will be issued at the discretion of the transportation department. Parents/Guardians may request a bus pass by contacting the transportation department at 918-366-2247.

ACADEMICS

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. Updated student assignments and grades, with the exception of final semester grades, can be found on Canvas. The information in Canvas 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. Assessment of student learning should be meaningful, relevant, and an authentic reflection of a student's progress toward mastery of learning standards. Final semester grades will be posted to PowerTeacher at the end of each semester after the grading process is complete.

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 Canvas and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

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 reduction of grade marks will not be used as a form of discipline under any circumstances. See [BOE Policy 3118: Grading](#).

POWERSCHOOL PARENT PORTAL

Parents can access their student's final semester grades by logging onto the Bixby Public Schools Parent Portal at <http://bixbyps.powerschool.com> or by going to the Bixby Public Schools website and following the appropriate links. Parents can access daily grades and assignments through Canvas at: <https://bixbyps.instructure.com/login/canvas>.

TEXTBOOKS

Textbooks are not our curriculum, but fundamental tools in the delivery of our curriculum. Textbooks are expensive, and it is the obligation of students and parents to protect and account for each book students are assigned. We will expect parents to pay for severely damaged or lost textbooks.

STUDENT SCHOOL EXPENSES

Textbooks are free. Some expenses may be incurred for classroom aids or personal use. Other expenses the student may incur are paying for lost textbooks, library fines, school pictures, graduation costs, parking permits, and items of a similar nature. School records, including report cards and transcripts, will be held until all financial obligations are met.

HOMEWORK

Homework or out of school assignments are considered an integral part of the course work. Bixby Secondary Schools encourages a reasonable amount of school work to be done at home to reinforce skills learned during the school day. Failure to complete and return assignments may result in a reduction of grade or no credit given. Students may not leave campus to get homework or assignments left at home.

ACADEMIC DISHONESTY/CHEATING

Academic Dishonesty is a form of cheating. Cheating is defined as dishonestly giving or receiving of aid or information on any test or assignment, including but not limited to state assessments and 6 Week Benchmark Tests. For cheating, the student will receive a zero on the assignment and possible further disciplinary actions deemed necessary by the teacher/administrator. Cheating does affect a student's admission to honor organizations or positions of trust. See [BOE Policy 2158: Student Discipline](#).

REPORT CARDS AND PROGRESS REPORTS

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 made available to parents or guardians at the end of each semester grading period. Progress reports shall be available at the ninth week of the grading period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student. Report cards or a report of progress will be available to students one week following the end of each grading period. The semester grade is recorded on each student's permanent school record. 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. 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.

PLACEMENT EXAMS

Students entering from non-accredited, private, or home schools may be tested for appropriate grade placement.

##STUDENT RETENTIONCan we add Policy 3126 to this section?

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 8th grade. The purpose of this policy is to establish the criteria and procedures involved in considering student retention and the appeal process. Students with IEPs will be advanced or retained in accordance with their Individual Education Program team's decision. See [BOE Policy 3126: Student Promotion and Retention](#)

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 a student's permanent cumulative record that the current grade level has not been successfully completed.

Not passing a course: means the student is assigned a failing grade in a course of study and the grade will be recorded on the student's permanent cumulative educational record.

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. Students may be considered for retention based on teacher or parent request. Evaluation of such a request will be based on the impact of the following criteria on academic performance:

Students in grades four through eight may be considered for retention by a placement committee utilizing the following factors:

- student attendance
- social, emotional, and physical development
- academic skills and achievement

Students in grades four through eight should pass a majority of the core courses of study to be promoted to the next higher grade level. The major courses of study are math, language arts, science, reading, and social studies.

##STUDENT PROMOTION

Students in special education 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 a 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 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.

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).

PROFICIENCY-BASED PROMOTION

Students may be referred for proficiency based promotion by a teacher or parent. Assessments are given twice per 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 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. The school will confer with parents in making such promotion/acceleration decisions. Such additional factors as social/emotional growth and maturity should be considered.

MEDIA CENTER

The Media Center is open from 8:50 am to 3:50 pm, Monday through Thursday and 8:50 am to 2:50 pm on early out Fridays. Students can gain assistance with printing, making copies, reader's advisory, and research. A variety of school supplies are available for sale at the High School Media Center. Computers are available for use at the Middle School and High School Media Centers.

The Media Center subscribes to a variety of state-sponsored and library funded on-line databases. Access information is available in the Media Center and through Student Life in Canvas. The library catalog is also available through Canvas. The Media Center websites are available from the homepage

for Bixby High School or Bixby Middle School. They are also available under Explore: For Students from each site's homepage.

Library materials may be checked out for two weeks. Failure to return library books on time will keep the student from borrowing library materials until their library account is cleared. Overdue notices are sent to students once a week through Canvas as a courtesy reminder. However, failure to receive the notice does not negate the fact that library materials are overdue. Lost and/or damaged materials will need to be replaced at replacement cost. If students do not clear their library account access to PowerSchool may be blocked by administration.

There is no food or drink allowed in the Media Center! All school rules regarding computer use, Internet use, cell phones, etc. are also in effect while using the Media Center.

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

INTERNET AND OTHER COMPUTER PRIVILEGES

Each student and parent/guardian must sign the Internet Agreement form in order to have access to the Internet. Using the Internet is a privilege and each student is personally responsible for his or her own actions on the Internet. Unacceptable use or behavior will result in disciplinary action, which may include suspension and/or revocation of Internet access service.

ACCEPTABLE USAGE AND PRIVACY POLICY

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.**

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 actions 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 in such circumstances. See [BOE Policy 3108: Internet and Other Computer Networks Acceptable Use and Internet Safety Policy.](#)

ACTIVITY TRIPS

Activity 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 such trips.

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 with

disabilities receiving services are ages 3-21, who may be physically disabled, and intellectually disabled, emotionally disturbed, learning disabled, developmentally delayed, traumatic brain injured, and other health impaired, visually or hearing impaired, speech-language impaired, autistic, or multiply disabled. To inquire about special education, please contact the special education department at Bixby Schools, 366-2241.

STUDENT INTERVENTION TEAM (SIT)

The SIT process is established as a means of providing building level intervention support teams for students and teachers. The counselor will be the primary contact in the building for the SIT referral process. At-risk students are identified by teachers, parents, achievement scores, and continued school failure. The counselor will conduct team meetings to assess and evaluate at-risk 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.

##SPEECH

A therapist conducts classes for students with speech and/or language disorders. The students must qualify according to state guidelines in order to receive those services. Referrals for these services may be initiated by the parent of the student, the teacher, principal, or other professionals who work with the student.

TITLE III: ENGLISH LANGUAGE LEARNERS (ELL)

The purpose of Title III is to ensure that limited English proficient students meet the same challenging state academic content and student academic achievement standards as all other students. Staff assigned to each building complete assessments and determine the level of support for each student. Please direct any questions to the student's school counselor.

TITLE VI: INDIAN EDUCATION

The federal program for Indian Education, Title VI, is available throughout the Bixby School District. The purpose is to assist students of Native American descent with academic needs, specifically academic tutoring. Students are served by completing a 506 form indicating their affiliation with a tribe.

****EARLY GRADUATION**

Students who will meet the graduation requirements established by the Bixby Board of Education prior to the end of their senior year may apply to the principal for early graduation. Students must apply by May 1st of their junior year (unless approved by principal) in order to graduate early. Students must have the approval of their parents, counselor, and principal along with a signed contract. Early graduation contracts and information are available in the counseling office. Early graduates will only participate in commencement exercises. Diplomas for early graduates will be available at the traditional time; however, transcripts showing the early graduation date will be available to them in January.

****GRADUATION REQUIREMENTS/ REGULATIONS**

- **Regulation #1:** Students who need more than one (1) unit of required coursework for graduation shall not be permitted to participate in the graduation exercise.

- **Regulation #2:** At least two (2) of the last three (3) units completed for graduation shall be completed in attendance at the accredited high school from which the individual expects to receive his diploma.
- **Regulation #3:** The Bixby Board of Education has the authority to set local requirements for graduation above those of the State Board of Education. The requirements are as follows:
- In order to graduate from the district with a standard diploma **on the College Preparatory/Work Ready Curriculum option**, students shall complete the following core curriculum units at the secondary level:

4 UNITS (8 SEMESTERS) OF ENGLISH

English I, II, III, and IV or Equivalent

3 UNITS (6 SEMESTERS) OF MATHEMATICS

Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admissions requirements. (3 units of mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9).

3 UNITS (6 SEMESTERS) OF LAB SCIENCE

Must include Life Science meeting the standards of Biology I. One class meeting the standards of Physical Science, Chemistry or Physics. One class from Life Science, Physical Science, or Earth and Space Science with rigor above Biology I. (3 units of science must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9).

3 UNITS (6 SEMESTERS) OF HISTORY AND CITIZENSHIP SKILLS

To include 1 unit of American History, ½ United States Government, ½ Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-western culture and approved for college admission requirements.

10 UNITS OF ELECTIVE CREDITS

Must include 2 Units of the same Foreign Language OR
2 Units of Computer Science

1 Additional Unit from Core Courses

.5 Units from Personal Financial Literacy, or other state-approved agency/measure that demonstrates completed competencies for PFL.

1 UNIT OR SET OF FINE ARTS/SPEECH COMPETENCIES

1 set of competencies is embedded in the required World History courses at BHS, therefore, BHS students will meet this requirement without taking additional coursework

23 Units for Graduation

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.

Regulation #4: A unit of work earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the Bixby Board of Education, as resident credit.

Regulation #5: Units of work earned by a student in an approved area vocational/technical school in Oklahoma shall be certified by an area vocational/technical school to the high school in which the student is regularly enrolled. These units of work shall be counted toward meeting the local and state regulations for graduation.

Regulation #6: All students in grades 9-12 must be enrolled in six (6) courses of studies each day.

Regulation #7: A student's GPA is a cumulative grade point average from grades 9-12.

Credit may be given for the above referenced classes when the courses are taken in the eighth grade if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. The grade for courses taken prior to the 9th grade will not be calculated into the high school GPA.

Regulation #8: Suspended students will not be allowed to participate in graduation activities.

These graduation requirements may be found in [BOE Policy 3127: Graduation Requirements](#).

****TRANSCRIPTS**

Requests for transcripts are made in the counseling office with the registrar. Transcripts, with proper releases, may be picked up in person, mailed, or sent electronically. The first three transcripts are free, both those picked up or mailed. Each transcript after the third, whether picked up or mailed, is assessed a fee of one dollar. Transcripts ordered or picked up must have a signed release statement before the school may release the transcript. Once a student turns 18 and graduates, only the student may sign the release for a transcript. The transcript fee will be waived for the local BEEF scholarship applications.

Senior packets/diplomas can only be picked up in person by the graduate unless a signed release is on file with the registrar or the graduate is under the age of 18.

PLANNING/SCHEDULING PROCESS

The pre-enrollment process begins each year in February. Course planning guides for course information will be distributed to each student. Early planning contributes to an understanding of individual needs and a well-balanced educational program that addresses those needs. **Course selection should be a firm decision made by the student after consultation with his/her parents, teachers and counselor.**

Demand for courses and classroom availability will determine class offerings.

During this process students are encouraged to review the requirements set forth by the Bixby Board of Education, the State Department of Education, and other entities such as the NCAA and colleges/universities. Meeting these requirements is the responsibility of the student and parent. The school's staff can and will give advice about courses offered, but ultimately success in high school rests upon the shoulders of each student. High School counselors and teachers are your greatest sources for information when making course selections for the coming year.

SCHEDULE CHANGES

Institutional staffing, scheduling, building use, and budgetary decisions are based on student pre-enrollment. Therefore, schedule changes often cannot be granted. Every attempt will be made to

give the student his/her requested classes from pre-enrollment. In some instances this may not be possible. Schedule changes are only made in unusual circumstances.

Schedule change requests may be made during the first three days of school for the following reasons only:

1. Computer error-blank or doubled course, course out of sequence
2. Course taken or credit received previously
3. Prerequisite for class not met
4. Missing required course for graduation

Requests for other reasons can only be made after the 3rd day of the semester and must be received in the counseling office no later than the end of the day on the 5th day of class. All requests require a completed change request form signed by a parent.

Requests due to academic non-performance and teacher preference will not be considered.

****RECOGNITION OF 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 with 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 unweighted scale and the “weighted” GPA.

For purposes of determining class rank, the following weight systems will be used:

	Weight	Letter Grade				
		A	B	C	D	F
**AP Courses	2.0	6.0	5.0	4.0	1.0	0
Honors & concurrent	1.0	5.0	4.0	3.0	1.0	0
All other classes	0	4.0	3.0	2.0	1.0	0

**AP courses will initially be weighted at 1.0. After the student passes the AP Exam with a 3, 4, or 5 the weight will be adjusted to reflect the 2.0 weight. The student must pass the AP Exam in order to receive the additional weight.

The following designations exist to recognize outstanding achievement at Bixby High School.

The following criterion will be followed:

Valedictorians will be students who rank in the upper 1% of the class.

Salutatorians will be the remaining students who rank in the upper 2% of the class.

Bixby Distinguished Graduates will be the remaining students who rank in the upper 10% of the class.

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 2:00 a.m. 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.

##Participation in eighth grade extra-curricular activities shall be subject to minimum restrictions as listed on the OSSAA website, www.ossaa.com.

See [BOE Policy 2135: Student Activities - Eligibility](#), [BOE Policy 2136: Extracurricular Activities](#).

****ELIGIBILITY RULES FOR CONCURRENTLY ENROLLED STUDENTS**

Weekly grade checks on all concurrently enrolled students will start the third week of each semester and will take effect the fourth week for eligibility purposes. Concurrently enrolled students will need to bring the verification forms to the High School Assistant Principal’s Office each week to verify eligibility. Forms are available in the High School Assistant Principal’s Office.

GIFTED AND TALENTED PROGRAM (GTP)

The program for the gifted and/or academically talented in Bixby Schools is designed to meet specific needs for those students. The curriculum encompasses the concepts of higher level thinking techniques, leadership skills, and development of creativity. At the High School level this is largely accomplished with a wide array of Advanced Placement (AP) and Pre-AP classes. Talents are supported through a wide range of student classes and extracurricular activities.

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.

STUDENT DISCIPLINE

STUDENT CONDUCT AND BEHAVIOR

Standards of behavior for all members of society are generally a matter of common sense. When, in the judgment of a school support employee, teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken. For further information regarding conduct and behavior, see [BOE Policy 2143: Student Conduct](#).

STUDENT RELATIONSHIPS

No public display of affection should occur during your time at school. Offending students will have their attention called to the matter, and should it reoccur, necessary disciplinary action will be taken.

OUTSIDE-OF-SCHOOL ACTIONS

In addition, conduct occurring outside of the normal school day or off school property that has a negative effect on the educational process or is damaging to 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. See [BOE Policy 2158: Student Discipline](#)

VIOLENCE

Acts of violence during school or school activities are unacceptable and will normally result in suspension. The Bixby Police Department may be called on any act of violence directed towards Bixby High School students and/or staff.

LANGUAGE

Profane, vulgar and racist language is unacceptable at Bixby Public Schools.

SMOKING AND USE OF TOBACCO PRODUCTS

Bixby Public Schools has a 24/7 rule on tobacco possession. Signs are posted on campus to remind students, employees, and patrons that no tobacco products are allowed on school property at any time. No student is to be in possession of tobacco on the property of Bixby Public Schools 24 hours a day, 7 days a week. Students are not to smoke or use tobacco products, simulated tobacco products of any kind, or vapor products of any kind including electronic cigarettes in the school building, on campus, or inside the area of the parking lot. None of these or other similar products are to be in the student's possession on campus. This includes school activities at home and away. The product will be confiscated and the student will be disciplined. See [**BOE Policy 6128: Tobacco Use Prohibited**](#).

DRUGS/ALCOHOL

Due to the devastating impact that student use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect, 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.

This will include any item considered drug paraphernalia. Violations of Policy 2149 will subject the student to disciplinary action, including out-of-school suspension.

For further information read [**BOE Policy 2149: Drug Testing**](#).

DRUG FREE SCHOOLS: SCHOOL STUDENT PARKING AND EXTRACURRICULAR STUDENT ACTIVITIES POLICY ON TESTING FOR ILLEGAL OR PERFORMANCE ENHANCING DRUGS

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 [BOE Policy 2149: Drug Testing**](#). See [**BOE Policy 2150: Drug-Free Schools \(Student Athletes\)**](#).**

PROBATION PROGRAM

Probation contracts offered as an alternative for long-term suspensions are not automatic; rather, they are considered on a case-by-case basis and, if considered, are only offered once during a student's high school career.

Students in violation of the district's policy on the use, possession, or being under the influence of alcohol, illegal substances, and/or non-prescription inhalants may be afforded the opportunity to participate in the district's "Probation Program." 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 student must comply with terms and provisions of the probation program.

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.

GANGS AND GANG ACTIVITY

Bixby Public Schools, in an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, has a Zero Tolerance Policy towards gang activity and/or involvement. See [BOE Policy 2138: Gang Activity](#)

STUDENT 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.

WEAPONS AND DANGEROUS OBJECTS

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. See [BOE Policy 2151: Weapons-Free Schools](#).

STUDENT SEARCH AND SEIZURE

To ensure the safety and welfare of pupils, the school maintains a strict policy of student search and seizure. 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 Canvas. 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 2158: Student Discipline](#), [BOE Policy 2162: Disciplinary Removal Of Children With Disabilities](#), [BOE Policy 2163 Student Discipline: Out-of-school Actions](#), [BOE Policy 2161: Suspension of Students](#).

IN-HOUSE PLACEMENT (IHP)

The purpose of in-house placement is to provide students with an alternative to short term out-of-school suspension. In-house (IHP) shall be imposed by the site administrator. Students not conforming to the behavior required by the IHP signed contract or guidelines will be subject to suspension. Both the student and the parents shall be notified of the placement. Students will not be allowed to practice or participate in extra-curricular activities while placed in IHP.

The classroom teacher shall prepare written lesson assignments for each student given in- house placement and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be turned in daily to the teacher. The student shall receive full credit for work completed and shall not be recorded absent.

METAL DETECTOR USE/SURVEILLANCE

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

In order to better protect students, faculty, and employees of Bixby Public School, surveillance cameras have been installed throughout the school and parking areas. Cameras will enable the administration to monitor activities that could potentially be disruptive or harmful.

VIRTUAL ONLINE CLASSES

We are using web-based software to provide one-on-one on-line instruction in core and elective courses. This program is designed to help students graduate. All coursework is aligned to Oklahoma state standards and combines direct video instruction from highly-qualified teachers with interactive digital content. The highly interactive course content engages students in the learning process through animations, simulations, video-based presentations, online content, vocabulary, and exploration activities. Embedded homework and other activities reinforce understanding, while mastery is measured through formative and summative assessments. See [Bixby Virtual School Procedure Manual](#).

HEALTH & SAFETY

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 parent's responsibility for obtaining health care or the provider's responsibility for administering care.

School nurses provide assistance in evaluating present or potential health problems, provide the essential liaison between the health and educational needs of pupils with chronic illness or handicaps, provide the direction for care of pupils who become ill or injured at school, assist school administrators to meet school health policies of the school district, and function as a school team member to assist each pupil to optimal achievable health.

Health care in the school, as provided by the school nurse, includes identification of health problems, preventive health measures, health maintenance care, and necessary therapeutic intervention.

IMMUNIZATIONS & MENINGOCOCCAL DISEASE AND VACCINES

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 your child's updated immunization record must be brought to the school. Please make sure the child's name, birth date and grade are written on the immunization record. Exemptions from the immunization requirements are authorized for medical, religious, and personal reasons. If you have any further questions, please call one of the school nurses listed above. See [Required Immunizations](#).

HEAD LICE

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

STUDENTS RETURNING TO SCHOOL FROM ILLNESS

Students who have been 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.

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 on-line. 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 a 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 request 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 to Students](#), [BOE Policy 2116A: Medical Marijuana, Hemp & Cannabidiol \(CBD\)](#).

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
- Original container/package

HIV/AIDS EDUCATION

HIV/AIDS education will be presented to students in Middle School and High School. In accordance with state law, a parent preview session will be presented. Parents/guardians may contact the school nurse or principal for the date of this presentation. Parent/guardian may request their student be exempt from this class by contacting the school nurse.

SAFETY DRILLS

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

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](#).

COUNSELORS

Qualified and experienced counselors are available to visit with students during the entire school day. Counselors assist students with enrollment, testing, as well as college and career plans. In addition to academic assistance, the guidance program includes individual planning with students and responsive services (intervention and referrals). Students may meet with their counselor regarding personal or social concerns.

Students can sign up to see their counselor in the counseling office. If there is an emergency involving the safety of the student or another person please tell the counseling office staff to be seen immediately.

INDIVIDUAL AND SMALL GROUP COUNSELING

The school counselor is available to meet with individual students and small groups. Group counseling must have parent permission due to confidential issues that might be discussed in the presence of other students. Students needing counseling may be identified by teachers, parents, or the students themselves. Topics/issues may include but are not limited to self-esteem, handling emotions, bullying, adjusting to a new school, organizational and time management skills, and parental divorce.

##DEVELOPMENTAL GUIDANCE LESSONS

Subjects of classroom guidance lessons will be determined by the advisory committee and planned at both the 7th & 8th grade level. Classroom guidance activities may include but are not limited to: problem-solving, bullying/harassment, decision-making skills, conflict resolution, career awareness-development skills, friendship skills, diversity and tolerance, drug and alcohol awareness, anti-smoking curriculum, and other character education topics.

##GROWTH AND DEVELOPMENT LESSONS

Growth and Development classes are a part of the school curriculum and are scheduled throughout the year. Parents/guardians may contact the school principal or nurse for the dates of these presentations. If parents/guardians object to their children's participation in any of these classes, they may notify the school nurse or principal.

Seventh grade classes contain information regarding choosing abstinence. Seventh graders will also receive required AIDS (Acquired Immune Deficiency Syndrome) prevention education, in accordance with Oklahoma law. Eighth grade classes contain information regarding prevention of sexually transmitted diseases. In accordance with state law, a parent preview session for AIDS education

materials will be presented. Parents/guardians may contact the school principal for the date of this presentation.

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.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of any students on the basis of sex. See [**BOE Policy 2100: Sexual Harassment of Students**](#).

ASBESTOS NOTICE

Our maintenance continues to survey any and all aspects of asbestos contamination. We are pleased to announce that areas that contain asbestos pose no health problem. The management plan (results of the survey) will be available for your viewing during office hours in the office of the facility director. Please call 366-2200 for an appointment.

****STUDENT ACTIVITIES/EXTRA-CURRICULAR ACTIVITIES**

STUDENT ORGANIZATIONS AND PURPOSE STATEMENTS

The Bixby Public Schools provides 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. Students who choose to participate in the co-curricular and extracurricular activities will be held 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 these standards 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 student participants in co-curricular and extracurricular activities and their parents/guardians must sign this policy each year of participation in athletics. In order for the students to participate after that date, the participant and parent must once again sign said form, which in turn will commit the participant to follow all of the dictates of this policy. Policy violations and consequences can carry over from one school year to the next.

For more information, visit “Activities” on the Bixby Public Schools webpage (www.bixbyps.org) or contact Dewayne Patterson, Activities Coordinator, at 918-366-2379.

EXTRA-CURRICULAR POLICIES & PROCEDURES

Participation in extracurricular activities at Bixby High School is a privilege, not a right. Therefore, it is assumed that students’ behavior during those times that they are representing Bixby High School in extracurricular activities (out of class field trips, performances, games, contests, etc.) is to be above reproach.

It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may

receive the same punishment as the regular student, in addition to being declared ineligible to participate in extracurricular activities.

Participation in extracurricular activities shall be subject to the following minimum restrictions: A student on a semester schedule must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the previous 18-week grading period.

If a student does not meet the minimum scholastic standard, he/she will not be eligible during the first six weeks of the next 18-week grading period. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.

During a semester, the student must be passing in all subjects he/she is enrolled in. A student must attend four classes the day of an activity in order to participate, unless the student is enrolled in Virtual High School.

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 principal. In general, the following guidelines will be followed: A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest. Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.

Other issues not specifically addressed in this statement will be addressed by the building principal.

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 and 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, activity, will result in disciplinary action.
- When, considering the totality of all circumstances, a head coach or sponsor or the athletic director or the high school principal or the superintendent or the superintendent's designee determines that it is in the best interests of the School District for any student participant in co-curricular and extracurricular activities to be suspended from the privilege of participation in any such activity, such suspension may occur.

All BHS Extracurricular Policies are available in their entirety on the Bixby Public Schools website, www.bixbyps.org.

STUDENT DISCIPLINE IN SCHOOL CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS AND ACTIVITIES

Disciplinary action against a student 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.

Consequences for Violations of [Policy 2136](#) by Student Participants in Student Activities (Refer to policy for full information)

The consequences for violating this policy shall be determined by the head coach or sponsor or athletic director or high school principal or the superintendent or the 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 performance during the suspension. Coaches and sponsors may set a stricter standard of behavior as long as it is clearly conveyed, in writing, to the student participant.

STUDENT PARTICIPATION IN SCHOOL CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS

Bixby High School provides an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by an activity program designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. However, 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.

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. [See BOE Policy 2136: Extracurricular Activities](#).

DANCES

At various times throughout the school year, school sponsored dances are held. Rules regarding dress, guests, and conduct are set by the administration.

School Administrators, BPS Staff, and adults will sponsor dances in the school system. The Drug Free policy will also be enforced at school events. Absolutely no alcoholic beverages, intoxicants, prescription or non-prescription medications or any other unacceptable substance is allowed at a school event. Once a student enters a school sponsored dance and then leaves, he/she cannot return to the event.

All guests, other than Bixby High School juniors and seniors, attending the prom must have approved permission slips. Freshmen students may not attend the Junior/Senior prom. Sophomore students may attend the prom only as a guest of a Bixby junior or senior student. See [BOE Policy 2135: Student Activities - Eligibility](#), [BOE Policy 2136: Extracurricular Activities](#)

DANCE DRESS CODE

BOE Policy 2144: Dress Code

The following standards regarding school dances will be enforced. The list is not exhaustive and all school dress code policies will be in effect for all dances. Students must be aware that any type of dress that is deemed inappropriate, conspicuous, indecent, profane, crude or unbecoming may be considered a violation of dress code and result in denial of admission to a dance. Students are expected to use modesty in selecting clothing; when in doubt, submit a picture prior to the dance to the dance sponsor or school administrator.

****The following list is specific to the style of clothing allowed at the Homecoming Dance and/or Senior/Junior Prom:**

- Two-piece dresses are acceptable as long as they do not expose the midriff, and backless dresses will be allowed as long as the cut is no lower than the waist and does not extend past the side. Strapless and spaghetti strap dresses will be allowed if the bodice is of modest cut. The skirt or dress must be fingertip length.
- Dances are considered a formal event, so formal wear is required. Formal wear for students may be a dress, gown, suit, tuxedo, or a blazer and slacks. No jeans will be allowed at a formal dance.

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 \(Every Student Succeeds Act\)](#)

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.

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 directory 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

FORMS

STUDENT ACTIVITY OPT-OUT FORM

BIXBY PUBLIC SCHOOLS

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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