

BIXBY PUBLIC SCHOOLS
STUDENT HANDBOOK
2019-20

**Bixby Public Schools
Elementary and Intermediate
Student Handbook**



2019 - 2020

Bixby Public Schools

2019-2020

August 19						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Inst Days: 174



Early out: 29

September 19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Inst Days: 20

Early out: 4

October 19						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Inst Days: 21

Early out: 1

November 19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Inst Days: 18

Early out: 4

December 19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Inst Days: 15

Early out: 2

January 20						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inst Days: 19

Early out: 4

February 20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Inst Days: 19

Early out: 4

March 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Inst Days: 17

Early out: 3

April 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Inst Days: 21

Early out: 3

May 20						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Inst Days: 15

Early out: 1

End of a Six Week Period

End of Semester

Teacher Checkout Day

Early Dismissal Days

First Day of School/Semester

Parent/Teacher Conf

Holiday/No School

Professional Development/No School

Teacher Workday

DATES & HOLIDAYS

8/14-8/16 Teacher Prof Development
8/16 Teacher Prof Development 1/2 day
8/16 Meet the Teacher
8/19 Teacher Workday
8/20 FIRST DAY OF SCHOOL
9/2 Labor Day - No School
9/25 End of Six Weeks
10/3 Parent-Teacher Conf pm
10/8 Parent-Teacher Conf pm
10/17-10/21 Fall Break
11/8 End of Six Weeks
11/27-11/29 Thanksgiving Break
12/20 End of First Semester
12/23-1/3 Winter Break No School
1/6 FIRST DAY OF SCHOOL 2nd Semester
1/20 Martin Luther King Day No School
2/14 End of Six Weeks
2/17 President's Day No School
2/25 Parent-Teacher Conf pm
2/27 Parent-Teacher Conf pm
3/16-3/23 Spring Break No School
4/3 End of Six Weeks
4/10 No School
5/21 End of Second Semester
5/22 Teacher Checkout Day

Equal Opportunity Statement/Notice of Nondiscrimination:

Bixby Public Schools, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, 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.) If you suspect discrimination please contact: Title IX, Section 504, Discrimination Employment Issues: Rob Miller, Superintendent, at 918-366-2200. Title IX, Discrimination, Section 504 Student Issues: Lydia Wilson, Assistant Superintendent, at 918-366-2200. General questions about the District should be directed to 918-366-2200.

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Central Office Administration and Staff

Central Office		
Rob Miller	Superintendent	366-2200
Lydia Wilson	Assistant Superintendent	366-2200
Mike Anthony	Chief Financial Officer	366-2336
Jamie Milligan	Executive Director of Secondary Education	366-2298
Sherri McMillan	Executive Director of Elementary Education	366-2328
Hayden Snow	Director of Facilities Services	366-2323
Helen Hurst	Director of Food Services	366-2214
Gabe Hayes	Director of Transportation	366-2247
Janice Rogers	Director of Special Education	366-2338
Jay Bittle	Exec. Director of Athletics & Activities	366-2218
Jessica Jernegan	Director of School & Community Engagement	366-2327

School Administration:

Central Elementary Administration		
The direct line number....		918-366-2284
Leslie Haynes	Principal	918-366-2282
Denver Boren	Assistant Principal	918-366-2272
Libby McNamara	Assistant Principal	918-366-2886
Cindy Maguire (PK-1)	Counselor	918-366-2271
Vanessa Adams (2-3)	Counselor	918-366-2289
Nikki Jolly	Counselor	918-366-1742
Tracy Stephens	School Nurse	918-366-2285
Melissa Chittenden	Attendance	918-366-2283

Central Intermediate Administration		
The direct line number....		918-366-2249
Brenda Shaw	Principal	918-366-2249
Jennifer Colvin	Assistant Principal	918-366-2249
Barbara Etheredge (5 th /6 th)	Counselor	918-366-2292
Nikki Jolly (4 th)	Counselor	918-366-2252
Ardath Lamb	School Nurse	918-366-2264
Amy Rogers	Attendance	918-366-2266

North Elementary Administration		
The direct line number....		918-366-2690
Kelly Mears	Principal	918-366-2691
Rowdy Dilbeck	Assistant Principal	918-366-2697
Ann Wright	Counselor	918-366-2692
Letha Flippin	Counselor	918-366-2643
Laura Wiley	School Nurse	918-366-2690
Sandi Moore	Attendance	918-366-2693

North Intermediate Administration		
The direct line number....		918-366-2669
Linda Ricks	Principal	918-366-2639
Libby VanDolah	Assistant Principal	918-366-2695
Brooke Puckett (5 th /6 th)	Counselor	918-366-2637
Letha Flippin (4 th)	Counselor	918-366-1703
Tama Clark	School Nurse	918-366-1807
Nicole Williams	Attendance	918-366-2671

Northeast Elementary and Intermediate Administration		
The direct line number....		918-366-1712
Wendy Johnson	Principal	918-366-1713 (E) 918-366-1752 (I)
Dinah Benavides	Assistant Principal	918-366-1714 (E) 918-366-1755 (I)
Susannah Flake	Assistant Principal	918-366-1755
Ashley Bayouth	Counselor – PK - 3rd	918-366-1716
Kendra Graham	Counselor - 4th - 6th	918-366-1757
Brandy Harris	School Nurse	918-366-1715
Laura DeWoody	Attendance – PK - 3rd	918-366-1711
Ginger Lloyd	Attendance - 4th - 6th	918-366-1759

Link Information: There are numerous school board policies that are included or cited in this handbook. Currently all school board policy is on www.bixbyps.org. At www.bixbyps.org please go to district, school board, and the link to policy is the second red arrow on the right hand side of screen.

DAILY OPERATIONS

ABSENCES/TRUANCY

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

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

ASSIGNMENT REQUESTS & MAKING UP ASSIGNMENTS

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

ATTENDANCE

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

BOOK BAGS

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

CAFETERIA INFORMATION

- A free or reduced lunch is available to students who qualify. You may pick up a confidential application in the school lunch clerk's office or go to the Child Nutrition section of the BPS website at www.bixbyps.org.
- If you desire to eat lunch with your child notify the office by 9:30 a.m.
- Students are allowed no more than two (2) charges. After two (2) charges, students will be served a sandwich and milk.
- Breakfast and lunch are offered to students. Breakfast is served from 7:40 a.m. to 8:00 a.m. Students have approximately 20 minutes to eat lunch before going to recess. During inclement weather, students will go to their designated area.
- Students are expected to follow posted/taught cafeteria procedures.

CHECKING IN/OUT OF SCHOOL FOR STUDENTS

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

1. Students may enter the building at 7:40 a.m. for breakfast. Recommended arrival time is 7:40 a.m. for a student not eating breakfast.
2. Students who are late to school or leaving prior to dismissal time must be signed out through the office.
3. When it is necessary for medical appointments to be made during the school day, the parent/guardian must check out the student through the office. Please try to arrange for students to attend class the maximum amount of time during school hours.
4. Students leaving campus for lunch with a parent must observe their regular lunch schedule.
5. Students will not be allowed to leave school with anyone other than a parent/guardian without prior written permission from the parent/guardian.

CLASS PARTIES (Prekindergarten to third grade)

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

Class parties are not permitted at the Intermediate schools, grades 4, 5, and 6.

DISMISSAL

Please assume responsibility for your child upon dismissal from school. Arrange for your child to be picked up promptly. If your child walks home, please instruct your child in safety procedures and the route home. Walkers should use designated crosswalks. Please do not request that students be allowed to remain at school as adult supervision is only provided for children in the B&A Daycare program. Please do not tell children to call you at the end of the day for instructions. Children

should be told in advance what their pick up arrangements will be and what to do on rainy days. Any change in routine should be routed through the school secretaries.

Dismissal Expectations:

Students have the responsibility...

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

DRESS CODE

Students shall follow **BOE Policy 2144 Student Conduct: Dress Code** for all dress code issues.

Section I:

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearance that interrupts classes or draws undue attention will not be allowed. **Revealing or sexually provocative clothing or clothing of extreme style may not be worn.**

Section II:

The following is partial list of clothing specifically prohibited:

1. Un-hemmed and cutoff style shorts and bathing/swimming wear. Spandex style pants, biking style shorts, and tights that are worn as outerwear. Spandex style pants, biking style shorts, and tights, when worn under other clothing that meets the dress code, are acceptable.
2. Leggings are acceptable for outer wear in most cases. However, leggings that are form fitting and/or tight fitting to the body are prohibited when in violation of Section I above.
3. Shirts or blouses that do not overlap the skirt or trousers, such as:
 - Half-length tops or ½ t-shirts
 - Midriff blouses
 - Midriff shirts
 - Crop tops
 - Tube tops
 - Tank-tops
 - Mesh shirts (unless a suitable undershirt is worn)
 - Halter tops
 - Tops with thin straps
 - Muscle shirts
 - See through (transparent) tops
 - Tops with excessively low necklines
4. Clothing, jewelry, patches, belt buckles, tattoos and brands advertising drugs, drug paraphernalia, alcohol, or tobacco, or anything illegal or immoral, and those items with obscene, lewd, violent, dehumanizing, or sexually suggestive slogans and/or graphics, or symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang.
4. Indoor wearing of hats, caps, and sunglasses
5. Underwear (such as boxers) for outerwear
6. Pajama style pants
7. Wallet chains or external chains
8. Any combination of the above

Lower Garments:

Shorts, dresses, and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the wearer fully extended with the shoulders in a relaxed position. Students who violate provisions of the dress code may be sent home to change.

ENROLLMENT

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

EXPECTATIONS

HALLWAY Expectations

The student has the responsibility to...

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

PLAYGROUND Expectations

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

GIFT AND FLOWER DELIVERY

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

GOING TO AND FROM SCHOOL

Community residents have a right to privacy, private property and freedom from abusive behavior. On the way to and from school and at bus stops, students shall not loiter, litter, trespass, assault another, or abuse or create nuisance conditions for residents of the community. While the district does not assume responsibility for the acts of students to and from school, it may take disciplinary action if the circumstances warrant.

INCLEMENT WEATHER – SCHOOL CANCELLATIONS

Televisions and radio stations will be notified if school is to be CANCELLED. 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 cancelled. Resources to use include:

1. Television stations- Channels (Fox), (KOTV), (KTUL), (KJRH)
2. Websites-<http://www.fox23.com/default.aspx>; <http://www.newson6.com/>; <http://www.ktul.com/>; <http://www.kjrh.com/>
3. Radio stations 740AM, 95.5FM, or 106.9FM
4. School website: www.bixbyps.org

INSIDE RECESS

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

Inside Recess Expectations:

The student has the responsibility

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

LOST AND FOUND

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

PARENT ORIENTATION

North Elementary:

August 29, 2019 6:00-7:30

PreK, K, 1st in classrooms 6:00-6:30

All parents to gym 6:30-7:00

2nd and 3rd in classrooms 7:00-7:30

North Intermediate:

August 27, 2019 6:00-7:00

New Parents 5:30 (cafeteria)

Northeast Elementary:

August 27, 2019

5:30-6:30 Pre K to 3rd

Northeast Intermediate:

August 27, 2019

6:30-7:30 4-5-6

Central Elementary:

August 29, 2019 5:30-7:00pm

5:30-6 Pre K, K, and 1st grade

6-6:30 All families to gym for parent meeting

6:30-7 2nd and 3rd grade

Central Intermediate:

September 3, 2019 6:00-7:00

PARENT/TEACHER ORGANIZATION

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

SCHOOL PROPERTY

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

STAY-IN NOTES/NONPARTICIPATION NOTES

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

STUDENT BIRTHDAYS

All holiday and birthday food or drinks must be commercially prepared or pre-packaged. Healthy alternatives to cupcakes, cookies, and donuts as birthday treats are strongly encouraged. Students may not have parties. The student will be

recognized for a few minutes at the end of the day. **During class time, birthday invitations may only be delivered at school under the following conditions: all students, all boys, or all girls in order to avoid hurt feelings of students not invited.** Any flowers or balloons sent to a student will remain in the office until dismissal time. Balloons or glass containers are not permitted on school buses. Students may not attend school events if they have been absent due to sickness.

STUDENT ID NUMBER

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

TARDY / LEAVE EARLY POLICY

Punctuality is important, and the responsibility for being on time rests with the student and family. Class disruptions due to tardiness are to be discouraged. Missing the first minutes of class sets the tone for the day. Therefore, excessive tardies may result in disciplinary action. Students will be considered tardy if they arrive to class after the bell rings at 8:00 a.m., 11:55 a.m. for PM PreK classes. Students who are tardy must get a tardy slip in the main office before proceeding to their class. Students who habitually miss instructional time (due to late arrival or early check out) will be considered absent for the length of time they are out of class. These cumulative tardies or early check outs may be considered absences. We do provide transportation to those students who qualify to and from school on all regularly scheduled school days, which should allow for full day attendance.

TELEPHONE USE

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

TRANSPORTATION

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

TRANSPORTATION CHANGES

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

STUDENTS MUST RIDE THEIR DESIGNATED BUS UNLESS APPROVED BY TRANSPORTATION

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

WE WILL NOT RELY ON VERBAL INFORMATION FROM THE STUDENT.

TOYS AND UNNECESSARY ITEMS

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

VISITORS DURING SCHOOL HOURS

There are times that visitors to the Bixby Public Schools are appropriate and highly encouraged. Visitors come to our schools for classroom and school presentations, as parents volunteering in our classrooms and at our schools, as service providers for specific services provided to specific students. However, not all visitation requests are appropriate and not all visitation requests will be approved. The Bixby Public Schools primary mission is to provide academic instruction to its students. Therefore, Bixby Public Schools has the responsibility of protecting student and teacher instructional time from interruptions, including those that may be caused by visitors to the school. Please refer to Bixby Board of Education Policy 3114 for specific details of visitation requirements.

VOLUNTEER PROGRAM

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

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

WALKING STUDENTS TO CLASS

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

- Please drop off students on time. Students may first come to their classrooms at 7:40 a.m.
- All parents must check in through our Lobby Guard system.
- To protect instructional time please check out of the building by the tardy bell at 8:00 a.m.
- If you arrive after the bell you will not be allowed to walk your child to class.

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

WATER BOTTLES AND ENERGY DRINKS

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

WIRELESS ELECTRONICS DEVICES

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

WITHDRAWAL FROM ENROLLMENT

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

ACADEMICS

ACADEMIC STUDY TRIPS

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

CHEATING

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

FACULTY AND STUDENT SUPPORT TEAM (FASST)

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

GIFTED AND TALENTED PROGRAM

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

GRADES AND PARENT PORTAL

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

GRADING

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

Pre-Kindergarten, Kindergarten, and First Grade

A checklist evaluating progress in identified skills will be provided to parents. Assessment will be by the semester and based upon mastery of skills/standards as identified in the Essential Elements.

The evaluation key is listed below:

"3" Meets or exceeds standards/skills

"2" Progressing toward standards/skills

"1" Area of concern

Shaded box: Not evaluated at this time

First through Third Grade for Art, Music, and Physical Education and Handwriting Grades 1st-4th

A general evaluation of student progress will be provided based upon the Essential Elements for these subjects.

The evaluation key is listed below:

“3” Meets or exceeds standards/skills

“2” Progressing toward standards/skills

“1” Area of concern

Second, Third, Fourth, Fifth and Sixth Grades (Core Academic Subjects)

A – 90 to 100% (exceeding expected requirements in excellent manner)

B – 80 to 89 % (complete work with high degree of accuracy)

C – 70 to 79 % (complete work of average quality)

D – 60 to 69 % (work of below average quality)

F – 59% and below (failing work)

HOMEWORK

Homework is used as a part of the educational process. It will be related to the school's aim and philosophy, but its primary objective shall be to aid in the development of the student. See **BOE Policy 3123**.

INTERNET & OTHER COMPUTER – ACCEPTABLE USE

Privacy

Network and Internet access is provided as a tool for the education of students. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. **All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.**

Failure to Follow Policy

The student's use of the computer network and Internet is a privilege, not a right. A student who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A student who violates this policy by his or her own actions or by failing to report any violations by other students that come to the attention of the user. Further, a student violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances. See **BOE Policy 3108 Internet and Other Computer Networks Acceptable Use and Internet Safety Policy**.

MEDIA CENTER

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

PLACEMENT EXAMINATIONS

Students entering from non-accredited, private, or home schools may be tested for appropriate grade placement. See **BOE Policy 3122 Proficiency Based Promotion**.

PROGRESS REPORTS AND REPORT CARDS

Grades awarded to students will be based on percentages (**see below chart**) or a student checklist for all grading periods. Six weeks and twelve weeks reports of progress and the eighteen weeks semester grade reports will be given to all

students. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the school administration.

End of 6 Weeks	Sept 25	Progress Reports Distributed on 10/3/19
End of 12 Weeks	Nov 8	Progress Reports Distributed on 11/14/19
End of Semester 1	Dec 20	Report Cards Distributed on 1/10/20
End of 6 Weeks	Feb 14	Progress Reports Distributed on 2/21/19
End of 12 Weeks	Apr 3	Progress Reports Distributed on 4/9/20
End of Semester 2	May 21	Report Cards Available On-line on 6/2/20

PROMOTION and PROFICIENCY BASED PLACEMENT

The Bixby Board of Education believes the primary goal of the educational process is to educate. The Board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more or less than twelve years will be necessary.

Proficiency based testing may be offered twice each year (once in August and once in May) per BOE Policy 3122.

RETENTION

Occasionally, it may be necessary for a student to repeat a grade. Typically, students who are retained should be retained only once during their educational experience in grades Pre-K through 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 disabilities will be advanced or retained in accordance with their Individual Education Program team's decision.

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

SPECIAL EDUCATION

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

STUDENT PLANNERS

Our third to sixth grade students are required to have a student planner. Student planners will be used as a communication source to parents. Parents are asked to make a \$4.00 donation to the school for the planner.

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

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

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

TEXTBOOKS

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

VIRTUAL ONLINE CLASSES

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

Applications for online course work may be picked up in the counseling office.

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

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

DISCIPLINE

BULLYING

BPS forbids bullying behavior in any form. The school will impose discipline, including suspension, for such behavior by students. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic

communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. See **BOE Policy 2146 Student Bullying**.

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

DISCIPLINE OF STUDENTS

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

In addition conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action. These actions may include in school placement options or out of school suspension.

See **BOE Policy 2158 Student Discipline**.

IN-HOUSE PLACEMENT (IHP)

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

METAL DETECTOR USE/SURVEILLANCE

Persons entering BPS may be subject to a metal detector scan and camera surveillance.

SEARCH AND SEIZURE

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

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. It is the policy of the Bixby Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy and regulations
- Possession of an intoxicating beverage, low point beer
- Possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)

- Possession of a firearm shall result in out-of-school suspension of not less than one calendar year.
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

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.

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. The above information is a detailed list but not a complete list of all behavioral scenarios. See **BOE Policy 2161 Suspension of Students**.

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

or any other item that is considered dangerous by the administration. Violations of the above rule may result in recommendation for suspension from school. See **BOE Policy 2151 Weapons-Free Schools**.

HEALTH AND SAFETY

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

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

COMMUNICABLE DISEASES

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

Head Lice: Head lice does not constitute a serious health risk. It may occur any time numerous people gather. When a student is identified as having head lice, siblings are assessed as well. Students with live head lice may be sent home.

Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of most nits. In order to return to school, students will be checked by school personnel. Students must be free of live bugs and nearly free of nits.

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

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

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

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

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

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

Sick Students Returning to School: Students sent home or absent due to illness must be free of fever, diarrhea and vomiting for 24 hours without the use of medication. If placed on an antibiotic for a contagious illness, the student must be on an antibiotic for 24 hours before returning to school. Parents may bring a note from the doctor to verify the absence.

COUNSELING PROGRAMS and GOALS

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

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

- To review academic progress of all students to identify those who qualify for services or remediation.
- To provide assessment services.

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

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

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

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

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

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

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

DIABETIC MANAGEMENT PLAN:

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

EMERGENCY 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.

GROWTH & DEVELOPMENT

A Growth and Development class is part of the school curriculum and is scheduled for 5th grade. The lesson will focus on natural changes that a student's body will undergo. The lessons are given separately for boys and girls. The class is conducted by one of our district nurses and may include the Tulsa County Health Department. A parent/guardian preview session is available online on the BPS website at www.bixbyps.org. Parent/guardians may contact the school principal or nurse for the date of the presentation. If parents/guardians object to their child participating in the class, they must notify the school nurse or principal. See **BOE Policy 3110A Growth and Development**.

IMMUNIZATIONS

Immunization requirements are established by the State of Oklahoma and are state law. No student will be allowed to enroll in school without documentation of the required vaccines. Each time an immunization is given, a copy of the child's updated

immunization record 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 questions, please call the nurse for your child's school.

Ardath Lamb, RN	Central Intermediate	918-366-2264
Tracy Stephens, RN	Central Elementary	918-366-2285
Tama Clark, RN	North Intermediate	918-366-1807
Laura Wiley, RN	North Elementary	918-366-2686
Brandy Harris, RN	Northeast Elem & Int.	918-366-1715

Immunization Requirements 2018-19

5	DPT	Grades K-12	(unless the 4 th dose was received on or after the 4 th birthday)
4	DPT	Pre-K	
4	OPV	Grades K-12	(unless the 3 rd dose was received on or after the 4 th birthday)
3	OPV	Pre-K	
2	MMR	Grades K-12	
1	MMR	Pre-K	
2	Hep A	Grades Pre-K – 12	
3	Hep B	Grades Pre-K – 12	
1	Varicella	Grades Pre-K – 12	
1	Tdap	Grades 7, 8, 9, 10	

For assistance with immunizations, contact the Tulsa County Health Department at (918) 582-9355.

MEDICATION

If it is necessary for a student to bring prescription, nonprescription or over-the-counter medicines to school, the "Parental Authorization to Administer Medication" form must be completed. The form must be completed and signed each year to be kept along with the medication in the school office. The form is available in the front office, nurse's office or online. Medications, both prescription and non-prescription, must be brought to school in their original containers with the proper labeling and your student's name on the container. If your student takes 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**.

Prescription medication must have:

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

Non-prescription meds must have:

Student Name
Contain directions
Must be in original container/package

MENINGOCOCCAL DISEASE AND VACCINES

In accordance with Oklahoma State Law, the Bixby School District must provide information to parents regarding Meningococcal Disease and Vaccines. Meningococcal disease is a rare but very serious disease. In the United States about 2,500 people are infected and about 300 people die every year, in spite of treatment with antibiotics. Of those who live, many have serious health complications. There is a vaccine for meningococcal disease and it is recommended for all

children ages 11 through 18. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus housing. For complete information regarding meningococcal disease and vaccines, please contact the school nurse or visit the school website and choose the school nurse web page.

SCHOOL NURSE

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

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

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

SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE

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

SEXUAL HARASSMENT

Bixby Public Schools forbids discrimination against or harassment of any student on the basis of sex. The School District will impose discipline, including suspension, for such behavior by students. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the superintendent, principal, assistant principal, school counselor, or any board member. It is preferred that all reports be made in person or in writing by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. The report should state the name of the student involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. Should you wish to contact a site counselor, please see the contact information below:

North Elementary: Ann Wright at 918-366-2692 or Letha Flippin at 918-366-2643

North Intermediate: Letha Flippin (4th) at 918-366-1703 or Brooke Puckett (5th/6th) at 918-366-2637

Northeast Elementary/Intermediate: Ashley Bayouth at: 918-366-1716 or Kendra Graham 918-366-1716

Central Intermediate: Nikki Jolly(4th) at 918- 366-2252 or Barbara Etheredge (5th/6th) at 918-366-2292

Central Elementary: Cindy Maguire (PreK,K,1st) at 918-366-2271 or Vanessa Adams (2nd/3rd) at 918-366-2289

STUDENT INSURANCE

The Bixby Public Schools does not provide health or accident insurance coverage for students who regularly attend school, or participate in extracurricular activities. A student accident insurance policy may be purchased by a parent or guardian for a child from a student insurance company designated at the beginning of each school year by the school district. However, the cost is strictly the responsibility of the parent and not the school district.

TOBACCO PRODUCTS, ALCOHOL AND DRUGS

The use of alcohol, drugs, tobacco products, simulated tobacco products, and vapor products will not be permitted on any BPS property.

See **BOE Policy 2148 Drug-Free Schools**.

PROBATION PROGRAM FOR STUDENTS SUSPENDED UNDER THE INFLUENCE

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

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

POLICY AND PROCEDURES

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.

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 by within one week of the first day of attendance. Bixby Public Schools has designated the following information as directory information:

1. Student's name
2. Names of the student's parents
3. Grade level
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Photograph
7. Degrees, honors, and awards received

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

BIXBY PUBLIC SCHOOLS

Notification of Rights under FERPA for Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write 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

BOE 2102 STUDENTS: ENROLLMENT REQUIREMENTS

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

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

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

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

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

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

Students enrolling at a site other than the site of residence:

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

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

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

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

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

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

Students Suspended Out-of-School:

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

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

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

REFERENCE: 70 O.S. §1-114

70 O.S. §18-108, §18-111

70 O.S. §24-101

Adoption Date: November 13, 2000

Revision Date: September 11, 2006

Revision Date: July 20, 2009

Revision Date: May 10, 2010

BOE 2105 STUDENT ATTENDANCE

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

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

REFERENCE: 70 O.S. §10-105, §10-106

Department of Education, Administrator's Handbook

Board Minutes dated July 6, 1987

Adoption Date: November 13, 2000

Revision Date: August 11, 2008

Revision Date: August 2, 2011

Revision Date: August 12, 2013

BOE 2106 TARDINESS

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

The Bixby Board of Education directs the superintendent of schools in conjunction with the building

Principals to establish rules and regulations as reflected in a student's handbook to accomplish this goal of the district.

Adoption Date: November 13, 2000

BOE 2107 LEAVING SCHOOL GROUNDS: CLOSED CAMPUS

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

BOE 2108 BIXBY PUBLIC SCHOOLS OPEN TRANSFER POLICY

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

Criteria for Approval or Denial of Regular Transfers

The fact that the District has adopted a transfer policy, including Open Transfers, does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the

educational experience of currently enrolled students or place additional financial or space burdens upon the district. A transfer application will NOT be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonable anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on District facilities or staff in the courses/educational program(s) the student would attend;
 - B. Exceeding class size limitations set by state law or District policy in such courses. This includes the Pre-Kindergarten program, which is a limited enrollment program, and no Open Transfers will be accepted; or
 - C. Exceeding class size limitations as set by the Superintendent or designee. The administration may determine that class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/course/programs in which the applicant desires to enroll.

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

- A. Has violated school regulations;
- B. Has committed an act commonly regarded as being immoral;
- C. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
- D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
- E. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
- F. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
- G. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health and safety of faculty or others;
- H. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or

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

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

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

Delegation of Approval Authority to Superintendent or Superintendent's Designee

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

First Priority for Transfer Openings Will Be Reserved for Children of District Employees

Subject to the foregoing criteria for approval or denial of transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees.

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

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

Time of Receipt of Applications Determines Order of Review

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

Nondiscrimination

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

Students with Disabilities

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

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

Time Deadlines for Regular Transfers

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the superintendent of this District not later than **May 31** of the school year preceding the school year in which the transfer is requested. On or before **May 31** of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts through the SDE WAVE that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than **July 15** of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by **August 1** of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this School District. Failure of the parents to notify this School District, in writing, as required may result in loss of the student's right to enroll in this District for the ensuing school year. By **September 1** this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

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

Athletic and Other Competition

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

Emergency Transfers

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

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;
2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;
3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;
4. The total failure of the resident district to provide transportation to and from school;
5. The concurrence of both the resident school district and this receiving District; or
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this State during the previous three school years.
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.

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

Approval of a Transfer Requires Agreement for Cancellation of Transfer

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

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

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District

policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approval transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

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

Transfer consideration criteria for space availability

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

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

Adoption Date: November 13, 2000

Revision Date: May 14, 2001

Amended: July 8, 2002

Revision Date: September 13, 2004

Revision Date: August 14, 2006

Revision Date: May 10, 2010

Revision Date: February 14, 2011

BOE 2116 ADMINISTRATION OF MEDICINE TO STUDENTS

Purpose

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

Definitions

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

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

"Parent" means a parent, a court appointed guardian or a person having legal custody.

Policy

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

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

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

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

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

Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

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

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

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

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self administration of medication.
- Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self administer:
 - o Narcotics;
 - o Prescription pain killers;
 - o Ritalin; and
 - o Other medication hereafter designated in writing by the District.
- Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

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

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

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

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

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

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

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

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

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

REFERENCE: 10 O.S. § 170.1

59 O.S. § 353.1

70 O.S. § 1-116

Adoption Date: November 13, 2000

Revision Date: September 8, 2008

BOE 3126 STUDENT PROMOTION, RETENTION and PASS/FAILURE OF A COURSE

The Board of Education of the Bixby School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individualized Educational Program as created by the IEP team.

Grade Level Placement

Grade level placement in the elementary and in the middle school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, landmarks achieved. Standardized and criterion referenced test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year. Grades will not be used as a means of punishment or reward.

A grade on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level. Reduction of grade marks will not be used as a form of discipline under any circumstances.

Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion referenced test, thesis, project, product or performance.

For promotion/acceleration decisions, students who demonstrate proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical growth, and maturity.

Required notation will be placed on the high school transcript for students in grades 9-12 after proficiency in the curriculum area is demonstrated in state standards. The unit shall count toward meeting the requirements for the high school diploma. Placement at high school will be based on a student's accumulation of credits earned.

Promotion/Retention and Failing Courses

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision.

Students may be considered for retention or promotion based on teacher or parent request. Students in grades Pre-K through second grade may be considered for retention by a committee utilizing the following factors:

This evidence, which will carry equal weight for these grade levels, must be based on:

- a. Testing which actually covers the subject matter presented to the student.
- b. Assignments directly related to the subject matter being taught.
- c. Consideration will also be given to the student's attendance record.
- d. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social).

Students in grades three through eight may be considered for retention or promotion by a committee utilizing the following factors:

This evidence, which will carry various weights, must be based on:

1. Testing, (state criterion, district constructed benchmark, standardized, and teacher made unit tests) which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade.

If the reading deficiency of a student, as identified and based on assessments administered, is not remedied by the end of third grade, as demonstrated by scoring Does Not Meet Criteria on RSA Status on the reading portion of the OSTP third-grade criterion-referenced test, the student shall be retained in the third grade unless the student meets one of the following:

- a. Demonstrates proficiency on the third grade reading screening instrument
- b. Is recommended for promotion by the Student Reading Proficiency Team
- c. Qualifies for a Good-Cause Exemption:
 1. Limited-English-proficient students who have had less than two (2) years of instruction in an English language learner program;
 2. Students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);
 3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
 4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

5. Students with disabilities who participate in the statewide assessments and who have an individualized education program (IEP) that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;
6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in pre-kindergarten for academic reasons, kindergarten, first, second, or third grade.
7. Students who have been granted an exemption for medical emergencies by the State Department of Education

Students who are promoted for good cause, or who are recommended for promotion by the Student Reading Proficiency Team, shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The school district shall assist schools and teachers to implement reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall consist only of the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

Students may qualify for probationary promotion to the fourth grade if the following requirements are met:

1. A student who does not qualify for automatic promotion to the fourth grade may be evaluated for probationary promotion by a Student Reading Proficiency Team composed of : Parent, Teacher assigned to student who was responsible for reading instruction, Teacher in subsequent grade level who teaches reading, Certified Reading Specialist, if one is available
2. If each member of the Student Reading Proficiency Team unanimously recommends the student for probationary promotion, the student shall be promoted to the fourth grade
3. Once the Student Reading Proficiency Team has made a unanimous recommendation, the recommendation shall be submitted to the superintendent of the school district for approval if promotion is the best option for the student
4. If the student is allowed probationary promotion, the Student Reading Proficiency Team shall continue to review the reading performance of the student and repeat the requirements every school year until the student demonstrates grade-level reading proficiency as identified through a screening instrument for the corresponding grade level in which the student is enrolled.
5. The district must document Student Reading Proficiency Team meetings

The school district will provide written notification to the parent or guardian of any student who is to be retained due to not meeting the proficiency level required for promotion and the reasons the student is not eligible for a good-cause exemption. The notification shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Mid-Year Promotion of Retained Third Graders

The School District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to September 1 of the academic year. To be eligible for mid-year promotion the student must demonstrate that he or she:

1. is a successful and independent reader,
2. is reading at or above grade level;
3. is ready to be promoted to fourth grade;
4. is demonstrating a level of proficiency required to score at the proficient level on the third-grade statewide test; or
5. upon demonstrating proficiency in reading at the third grade level through a screening instrument, and
6. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the school.

Tools that school districts may use in reevaluation a retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education.

A mid-year promotion shall be made only upon agreement of the parent or guardian of the student, and the school principal.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable. This appeal will be heard by an administrator from another site.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent or designee. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and non-appealable.

Third Level of Appeal

The parent may request review of the superintendent's decision by letter to the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and non-appealable. The Board of Education decision shall be final and non-appealable. If a parent disagrees with the decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

REFERENCE: 70 O.S. §24-114.1

Adoption Date: November 13, 2000

Revision Date: September 13, 2004

Revision Date: June 25, 2009

Revision Date: June 14, 2010

Revision Date: October 11, 2011

Revision Date: December 10, 2012

Revision Date: February 9, 2015

Revision Date: September 12, 2016

Revision Date: July 18, 2019

BOE 2131 STUDENT RECORDS

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days.

Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

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

REFERENCE: 34 CFR 99.1

18 USC §§2331 and 2332(g)(5)(B)

20 USC 1232

P. O. 107-110, No Child Left Behind Act of 2001

70 O.S. §6-115

70 O.S. §24.101.4

70 O.S. §24-114

Adoption Date: November 13, 2000

Revision Date: July 14, 2003

Revision Date: September 13, 2004

BOE 2144 STUDENT CONDUCT: DRESS CODE

The Bixby Board of Education believes that the majority of the students in the public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning; therefore, the following dress code standards, rules, and regulations are adopted for all students.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the provisions of this policy, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended out of school.

Section I:

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearance that interrupts classes or draws undue attention will not be allowed. **Revealing or sexually provocative clothing or clothing of extreme style may not be worn.**

Section II:

The following are specifically prohibited:

1. Un-hemmed and cutoff style shorts and bathing/swimming wear. Spandex style pants, biking style shorts, and tights that are worn as outer wear. Spandex style pants, biking style shorts, and tights, when worn under other clothing that meets the dress code, are acceptable.
2. Leggings are acceptable for outerwear in most cases. However, leggings that are form fitting and/or tight fitting to the body are prohibited when in violation of Section I above.
3. Shirts and blouses that do not overlap the skirt or trousers, such as:
half-length tops or ½ t-shirts
halter tops
tube tops
tank-tops
crop tops
midriff blouses
midriff shirts
muscle shirts
see-through (transparent) tops
tops with thin straps
mesh shirts (unless a suitable undershirt is worn)
tops with excessively low necklines
4. Clothing, jewelry, patches, belt buckles, tattoos and brands advertising drugs, alcohol, or tobacco, or anything illegal or immoral, and those items with obscene, lewd, violent, dehumanizing, or suggestive slogans and/or graphics, or symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang.
5. Indoor wearing of hats, caps, and sun glasses.
6. Underwear (such as boxers) for outerwear.
7. Pajama style pants.
8. Wallet chains or external chains.
9. Any combination of the above.

General Rules:

Excessively large or baggy clothes are prohibited. Garments must be of a length and fit that are suitable to the build and stature of the student. Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips above the tip of the longest finger on student's hand with arms fully extended to the side.

Footwear:

Proper footwear must be worn at all times. Shoes with cleats, roller-shoes, house shoes, and shoes that mark the floor are not acceptable.

Accessories:

Visible pierced jewelry shall not be distracting, interrupt the educational process, or be a safety concern to the wearer or others.

Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another are a safety concern for students. These items, as well as other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Lower Garments:

Shorts, dresses, and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position.

Undergarments shall not be visible. The administration has the authority to discontinue the shorts privilege at any time if its enforcement becomes a problem.

Upper Garments:

The cut and design of any shirt, top, blouse, or sweater must not expose undergarments, bare midriff, or bare backs, or be otherwise immodest. All garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Activity Group Uniforms:

Members of school sponsored or school related performing activity groups may wear appropriate uniforms on a school day when an official school activity is scheduled in which the performing group is participating. Activity group uniforms may be worn during the school day when specific authorization is given by the building principal. Only uniforms that comply with the dress code regulation may be worn during the school day.

Religious and Health Accommodations:

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health requirement, shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Provisions of the dress code are applicable to the school day and to school related activities. Exception or modification of a provision of the dress code may be authorized by the building principal for a specific school-related activity on a single-event basis.

REFERENCE: Board Minutes dated August 11, 1988

Adoption Date: November 13, 2000

Revision Date: February 11, 2002

Revision Date: September 13, 2004

Revision Date: August 11, 2008

Revision Date: July 17, 2017

BOE 2146 STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly

embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member, who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Lydia Wilson, Assistant Superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official (site principal or designee) will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STATUTE Title 12 § 1376, OKLA. STATUTE Title 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STATUTE § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

REFERENCE: 21 O.S. § 850.0

70 O.S. § 24-100.3

CROSS-REFERENCE: Policy F.1 Sexual Harassment of Students Policy F.41 Hazing

BOE 2148 DRUG-FREE SCHOOLS

It is the policy of the Bixby Board of Education that in recognition of the clear danger resulting from alcohol, low-point beer, tobacco and illegal chemical substances, and in a good faith effort to promote the health, safety, and well being of students, employees, and the community, the Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades kindergarten through twelve (K-12).

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all illicit drugs, such as prescription drugs obtained without authorization and prescribed drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student). The term "illegal chemical substance" also includes mood-altering substances such as paint, glue, aerosol sprays and similar substances and mate coca (also known as mate de coca and Eritroxilecea coca), whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug use test.

Students are hereby notified that the use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution or being under the influence of any illicit drug or mood-altering substance is wrong, harmful and prohibited on any school district property, including vehicles, or while going to or from or attending any school district sponsored function or event.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 require that State, as well as local educational agencies, must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

REFERENCE: Public Law 101-226
70 O.S. §1210.221, et seq.

CROSS-REFERENCE: Policy D.9 Use of and Testing for Drugs and Controlled Substances by
Employees (Drug-Free Workplace)
Policy F.15 Teaching about Drugs, Alcohol, and Tobacco
Policy F.43 Reporting Students Under the Influence of or Possessing
Alcoholic Beverages or Controlled Dangerous Substances

Adoption Date: November 13, 2000,
Revision Date: September 13, 2004,
Revision Date: August 8, 2005,
Revision Date: August 11, 2008

BOE 2149 DRUG-FREE SCHOOLS: TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all students have notice and knowledge of the ramifications of alcohol and illegal chemical substance use, possession, dispensing, manufacture, purchase, sale or distribution or conspiracy to sell, distribute or possess or being

in the chain of sale or distribution or being under the influence while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

Statement of Purpose and Intent:

- a. The safety of students and employees of the school district is of paramount concern to the School Board.
- b. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.
- c. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
- d. The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.
- e. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
- f. This policy will apply to all students of the school district.
- g. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension

Definitions:

- 1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all illicit drugs, such as prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student). By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, steroids, designer drugs, or any metabolite of any of these substances.
- 2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.
- 3. "Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
- 4. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
- 5. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.

6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things.
- a. Observable phenomena, such as:
- 1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
 - 2) The direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school-sponsored event.
- b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school-sponsored event, provided by reliable and credible sources.
- c. Evidence that a student has tampered with an alcohol or drug test.
- d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

Procedures for Alcohol or Illegal Chemical Substance Testing:

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

Upon a positive test result a student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules or the laboratory's rules in the absence of such rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules or the rules of the laboratory in the absence of such rules.

Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this policy shall be at school district expense.

Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Student Alcohol and Drug Use Tests - When Required:

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student.

Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-school suspension to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance:

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension.

Persons Authorized to Order Alcohol or Drug Testing:

The following persons have the authority to require alcohol or drug use testing of students under this policy:

- a. The Superintendent of Schools;
- b. Any employee designated for such purposes by the Superintendent or the School Board.

Out-of-School Suspension Due Process Procedures:

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the school district's policy on student behavior.

Circulation of Policy:

This policy shall be given broad circulation to all students of the school district which shall include posting in the Parent-Student Handbook and on the District's webpage.

Adoption Date: June 11, 2001

Revision Date: August 8, 2005

Revision Date: August 13, 2012

Revision Date: July 17, 2017

BOE 2151 WEAPONS-FREE SCHOOLS

1. In order to provide a safe environment for the students and staff of the Bixby School District, the
 - a. Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.
2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
3. For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.
5. A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any

kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

7. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

8. If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

- a. Immediately investigate the matter and contact the police or campus security, if appropriate.
- b. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
- c. Notify the superintendent of schools or designee.
- d. Notify the student's parents.
- e. Cooperate fully with the police.
- f. Transfer confiscated weapon to the police department, if feasible.

9. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon shall not be accepted as a transfer student into the School District.

10. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the superintendent of schools, is required.

11. **A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.**

12. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

REFERENCE: 18 U.S.C. §921

21 O.S. §1271.1, §1280.1

Board Minutes dated September 12, 1994

CROSS-REFERENCE: Policy F.54 Suspension of Students

NOTE: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school, the number of students expelled from the school, and the type of weapons concerned.

Adoption Date: September 13, 2004

BOE 2152 USE OF METAL DETECTORS

Violence in schools and concern for the establishment and maintenance of safe schools is a subject of national discussion. The Oklahoma Legislature acknowledged the growing problem of school violence by enacting the Safe School Committee Act in 1996, requiring schools to establish a Safe School Committee at each school site due to the growing concern of safety, and the ever constant threat of violence in our children's schools.

Schools across the country are using metal detectors to keep guns, knives and other weapons out of school buildings. Metal detectors are used by school districts as a means to prevent the infiltration of weapons into the classroom or the educational environment. The intrusion into a student's expectation of privacy from the use of a metal detector is minimal because the purpose is limited to the detection of a student's possession of a weapon.

The purpose of this policy is to deter students and others from bringing weapons into school buildings and other District facilities and to establish a procedure for the use of metal detectors pursuant to this policy.

The District strictly prohibits the possession of weapons brought to school in violation of District policies, procedures and the Student Discipline Code. Metal detectors may be utilized in any of the District's schools or facilities. This includes the use of metal detectors at school-sponsored athletic events involving both students and the general public.

Procedures

The principal, or the principal's designee, will be present during the use of metal detectors and will confiscate any weapon found as a result of the use of metal detectors. The principal, or the principal's designee, will take charge of the student in the event a student is in violation of District policies by possession of a weapon. Disciplinary action will be handled in accordance with the District's Student Discipline Code.

Any student attempting to evade a metal detector or refusing to open a bag or parcel, or otherwise refusing to cooperate in the use of the metal detector, will be deemed in violation of this policy and the Student Discipline Code and will be disciplined accordingly.

Discovery of weapons or illegal contraband will result in law enforcement officers being notified.

Signs will be posted outside school buildings and other District facilities to notify students/persons they are subject to scanning by a metal detector in order to enter the building.

All students/persons entering a school building or other District facility are subject to metal detector scanning; however, the person operating the metal detector may limit the use by a random formula. For example: if the lines become too long, the operator may decide to scan every second or third person.

Metal detectors may also be used in classrooms or other building areas. The use of a metal detector to scan a particular student/person may also be based on individualized reasonable suspicion. "Individualized reasonable suspicion" means a belief that a particular student/person is in possession of a weapon and in violation of District policies and the Student Discipline Code based on specific objective facts and reasonable inferences drawn from those facts in light of experience. "Individualized reasonable suspicion," among other things, may be based upon observance of behavior indicating weapon possession or a report of weapon possession provided by reliable and credible sources.

All students/persons entering a school or other District facility may be required to pass through a metal detector or be scanned. Prior to the initial metal detector scan, the student/other person will be requested to remove metal objects from his/her pockets or clothing. If the device activates, the operator will make a second request for the student/person to remove metal objects from his/or pockets or clothing. A second scan will then be conducted beginning at the student's/person's toes and continuing up to the head without actually touching the body. If the metal detector continues to activate, the operator will escort the student/person to a private area where a more thorough search will be conducted. The private search will involve at least two adults other than the person who is the subject of the search. At least one of the adults must be of the same sex as that person. Prior to the private search, the operator will ask the student/person for the third time to remove any metal objects. A "pat-down" search will be conducted for the purpose of locating the item(s) that triggered the scanning device. The "pat-down" will begin near the place where the metal detector was activated. If the operator feels an object during the "pat-down," the student/person will be given the opportunity to remove the object before the operator does. If the object appears to be the item that activated the metal detector, the search will cease. The search will continue only if a subsequent scan continues to activate the metal detector.

In the event weapons are discovered, the appropriate administrator will make a recommendation related to the disciplinary consequences of the discovery of weapons prohibited by District policy. If a student/person refuses to cooperate or attempts to evade the use of the metal detector, the appropriate administrator will recommend discipline in accordance with District policy based on the facts of the individual incident.

A copy of this policy or a summary of the policy will be placed in each building site's student handbook.

Adoption Date: September 13, 2004

BOE 2156 WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, Smartphone's, laptops, recorders, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. reasonably considered private areas. The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

STUDENTS

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off/silent AND out of sight during class time. No student will be permitted to access his/her personal wireless device during

class time except with teacher permission. Students may use their personal wireless devices during breaks, lunch, before school, after school and at school activities unless prohibited by school officials.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference. The student may also lose the privilege of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device:

- o For any purpose related to academic dishonesty;
- o To record conversations or events during the school day, on school property or at school activities where specifically prohibited;
- o To threaten, harass, intimidate, or bully;
- o To take, possess, or distribute obscene or pornographic images or photos;
- o To engage in lewd communications;
- o To violate school policies, handbook provisions, or regulations.

EMPLOYEES

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc. Employees will make reasonable efforts to use district resources rather than personal wireless devices for electronic or digital communications with other employees, parents, and students.

No individual may use any personal wireless device while operating a district vehicle. No individual may use any personal wireless device for purposes of conducting school business operating any vehicle regardless if district or personally owned.

Personal wireless devices may not be used by employees to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties with exceptions allowed according to the Oklahoma Open Records Act. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices of employees may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The district fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

WARNING: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion of sexual offender registries.

REFERENCE: 70 O.S. §24-101.1, et seq.

70 O.S. §24-102

Adoption Date: November 13, 2000

Revision Date: July 9, 2001

Revision Date: July 17, 2006

Revision Date: August 12, 2013

BOE 2158 STUDENT DISCIPLINE

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspensions:

1. Arson
2. Assault (whether physical or verbal) and/or battery
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
5. Academic Dishonesty/Cheating through the dishonest giving or receiving of aide or information on any student assignment or test
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

24. Obscene language
25. Parking violations
- 26.
27. Physical or verbal abuse
28. Plagiarism
29. Possession or distribution of a caustic substance
30. Possession or distribution of obscene materials
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content
34. Possession of illegal and/or drug related paraphernalia
35. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts
41. Truancy
42. Use or possession of tobacco in any form as well as, "simulated tobacco products" which are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking WITH or WITHOUT nicotine.
43. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
44. Using racial, religious, ethnic, sexual, gender or disability-related epithets
45. Vandalism
46. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official

For cheating, the student may receive a zero on the assignment and possible further disciplinary actions as deemed necessary by the teacher and administration. Cheating does affect a student's admission to honor organizations or positions of trust.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

REFERENCE: 10 O.S. § 7115 70 O.S. § 24-100.4

**Cross-reference: Policy F.52 Ordinary Force/Corporal Punishment
Policy F.53 Detention**

Policy F.54 Suspension of Student
Policy F.55 Student Discipline, Out-of-School Actions
Policy F.39 Student Conduct
Policy F.46 Search of Students
Policy F.48 Inspection of Student Lockers

Adoption Date: November 13, 2000

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Revision Date: August 11, 2008

Revision Date: August 2, 2011

Revision Date: October 10, 2011

BOE 2162 DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

1. Definitions - For purposes of this policy, the following definitions apply:

- (a) "Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).
- (b) "Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- (c) "Serious bodily injury" means bodily injury that involves –
 - (1) a substantial risk of death;
 - (2) extreme physical pain;
 - (3) protracted and obvious disfigurement; or
 - (4) protracted loss or impairment of the function of a bodily member, organ or mental faculty.
- (d) "Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.
- (e) "School day" means any day, including a partial day, that children are in attendance at school for instructional purposes.

2. Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the District's code of student conduct.

3. Short-Term Disciplinary Removal

District personnel may remove a child with a disability who violates the District's code of student conduct from the child's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

- (a) the removal is for more than ten (10) consecutive school days; or
- (b) the child has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

- (a) the series of removals total more than ten (10) school days in a school year;
- (b) the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and

(c) such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

However, in an effort to promote uniformity in the decision-making process, the Board of Education has determined that it is in the District's best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed ten (10) school days over the course of the school year, the District will follow the process identified in this policy for implementing a long-term removal.

4. Educational Services During a Short-Term Disciplinary Removal

The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP.

5. Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the District's code of student conduct, District personnel will notify the child's parents of the decision and provide the parents a copy of the District's *Parents Rights in Special Education: Notice of Procedural Safeguards* form.

6. Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child --

- (a) carries or possesses a weapon at school, on school premises, or to or at a school function;
- (b) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or
- (c) has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

7. Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District's code of student conduct, the District, the parent and relevant members of the child's IEP team (as determined by the parent and the District), will review all relevant information in the student's file, including the child's IEP, any teacher observations and any relevant information provided by the parents to determine --

- (a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- (b) if the conduct in question was the direct result of the District's failure to implement the IEP.

The conduct will be determined to be a manifestation of the child's disability if the District, the parent and relevant members of the child's IEP team determine that a condition in either (a) or (b) of this paragraph was met.

If the District, the parent and relevant members of the child's IEP team determine that the conduct in question was the direct result of the District's failure to implement the IEP, the District will take immediate steps to remedy those deficiencies.

8. Determination that Behavior Is a Manifestation

If the District, the parent and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP team will either --

- (a) conduct a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
- (b) if a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

9. Determination that Behavior Is Not a Manifestation

If the behavior that gave rise to the violation of the District's code of student conduct is determined not to be a manifestation of the child's disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

10. Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child with a disability will --

(a) continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP; and

(b) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

11. Appeal to Hearing Officer

The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may --

(a) return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or

(b) order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a child with a disability from school or change the child's current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

12. Providing Records to Disciplinary Decision maker

If the District initiates disciplinary procedures that would constitute a change of placement for a child with a disability, District personnel will ensure that the child's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

BOE 2163 STUDENT DISCIPLINE: OUT-OF-SCHOOL ACTIONS

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action,

which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

REFERENCE: 70 O.S. 24-100.4

Adoption Date: November 13, 2000,

Revision Date: September 13, 2004,

Revision Date: October 13, 2008

STUDENT OPT-OUT FORM

BIXBY PUBLIC SCHOOLS

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

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

TO: Principal _____ SITE: _____

NAME OF STUDENT: _____

GRADE: _____

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

Parent/Guardian Signature

Date

BOE 3108 INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Bixby School District is pleased to make available to students and employees access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students and employees must take responsibility for appropriate and lawful use of this access. Staff and students must understand that anyone's misuse of the District network and Internet access may jeopardize the ability of all to enjoy such access. While the school's teachers, administrators, directors, and other staff will make reasonable efforts to supervise individual student and employee use of network and internet access, they must have students' and all employees' cooperation in exercising and promoting responsible use of this access, the district technology systems, and computer equipment and networks.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed, or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Employees of Bixby Public Schools will, upon employment, complete and sign an internet and computer equipment and network agreement. Such agreement will be on file with the director of technology for the employee's term of employment with the school district.

Listed below are the provisions of the agreement regarding the district technology systems, computer equipment, and computer network and internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's or employee's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing the Internet Acceptable Use and Safety Agreement, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which she or he has agreed will have computer network and Internet access during the course of his/her attendance at the Bixby Public School site. Students will be asked to sign a **new** Agreement before they are given access to the district computer network and Internet when they are transferred or attend a different school site within the Bixby Public School District.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

a. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted

materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

b. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network, or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other unauthorized access to other computers, networks, or information systems.

c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

d. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

b. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

c. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Supervision and Monitoring

It shall be the responsibility of **all staff** of the Bixby Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District's technology resources.

Education

Students will be annually provided instruction on acceptable and safe use of the internet including appropriate behavior. Specifically, students will be educated about interacting with other individuals on social networking Web sites and in chatrooms and cyberbullying awareness and response.

Internet Safety

1. **General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. **Personal Safety:** Employees and students shall not use the District's technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

a. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photographs on the web and identify them by name.

b. Student users shall not agree to meet or meet with someone they have met online, without parental approval.

c. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

d. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special situation for educational purposes where arrangements have been made in advance and approved by the District's authorized supervisory personnel and the Director of Technology.

e. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

3. **Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District's technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

a. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.

b. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.

c. District staff will not support or maintain any computer operating system or application software that does not meet

District standards.

d. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.

e. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.

f. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.

g. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.

h. Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

4. **Inappropriate Communications.** Inappropriate communications are prohibited and may result in removal of access, or other disciplinary action including suspension from school or termination of employment.

a. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.

b. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.

c. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

d. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.

e. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.

f. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

5. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

6. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) Child Pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. It is the policy of the Bixby Public Schools to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254 (h)].

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 (h) (7)), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

7. **Security of District's Technology.** The District invests and spends substantial financial and personnel resources to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with educational objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

- a. Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.
- b. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.
- c. A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.

- d. Users must immediately notify the e-mail administrator if they identify a possible security problem.
- e. Users are responsible for the appropriate storage and backup of their data.
- f. Employee personal computers not owned by the school district shall not be used in school except with permission of the superintendent or the superintendent's designee. Student owned computers may be used at the discretion and permission of the classroom teacher and the principal.
- g. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. The superintendent or designee shall have access to all materials loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to the proper authorities for prosecution.

Warranties/Identification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. Sec. 1040.75, Sec. 1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254 (h), (l))

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 Et. Seq., Part F.)

Adoption Date: November 13, 2000,

Revision Date: August 12, 2002,

Revision Date: June 14, 2010

BOE 3134 OKLAHOMA SCHOOL TESTING PROGRAM – PARENT/STUDENT OPT OUT

The district participates in the Oklahoma School Testing Program (OSTP). The administration will provide annual information to students, parents/guardians and patrons regarding the district's compliance with OSTP.

The district administers state mandated tests pursuant to OSTP for all 3rd – 8th graders, 11th grade exams, and US History exam in high school. The district also administers "try out" items which may be embedded in the tests or may be separate/stand-alone tests, as required by the Oklahoma State Department of Education (OSDE).

All students must take all state assessments required by the State Board of Education in order to graduate. Alternatively, these students must take any nationally recognized high school test the District elects to use instead of the state assessments as authorized by federal law. The requirement to take the assessments in order to graduate is subject to all exemptions, conditions, and accommodations authorized by state or federal law. Students moving in from out of State in 12th grade, will be exempt from this requirement with the transfer of acceptable testing from the previous school. The site administrator will determine the acceptability to satisfy graduation requirements.

The district is required to test a minimum of 95% of enrolled students or face sanctions from OSDE. The OSDE does not recognize the legal right of any parent/guardian or student to opt out of the district's standardized testing program. As a result the OSDE requires that all students be provided with appropriate tests pursuant to the district's testing program. Any documentation of opting out or refusal to test will be kept by the district.

- Any parent/guardian who does not want his/her student to participate in the district's testing program must submit an opt out form to the school administration two weeks prior to the start of the testing window, and all such parents/guardians will be provided with a copy of this policy to ensure they understand the possible consequences to students and the district regarding their request. If a timely opt out form is on file with the district, the student will be placed in an alternate school area during the testing session.
- In those situations where a parent/guardian fails or refuses to provide the opt out form and the student refuses to participate in the testing program at the time he/she is presented with a test, no force or coercion shall be used against the student to obtain compliance with the testing program. The student will be removed from the testing area to ensure that other students are not disrupted during the testing session. The district will document that the student refused to participate in the testing program and parents/guardians will be notified in writing that the student refused to test.

Third Grade Reading Exams

Oklahoma law requires that 3rd graders who are enrolled in the district meet RSA criteria on the reading portion of the OSTP exam in order to be promoted to 4th grade, unless the student meets one of the following: demonstrates proficiency on the

third grade reading screening instrument, demonstrates proficiency through the reading student portfolio, qualifies for a Good Cause Exemption, or is recommended for promotion by the Student Reading Proficiency Team.

Any 3rd grade student who is enrolled in the district but does not participate in and meet RSA criteria on the required exam will be retained in 3rd grade unless he/she meets one of the following:

- a. Demonstrates proficiency on the third grade reading screening instrument
- b. Is recommended for promotion by the Student Reading Proficiency Team
- c. Qualifies for a Good Cause Exemption:
 1. Limited English-proficient student who has had less than two (2) years of instruction in an English language learner program;
 2. Student with disabilities on an individualized education plan (IEP) which indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
 3. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
 4. Student who demonstrates, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
 5. Student with disabilities who participates in the statewide criterion-referenced tests and is on an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program.
 6. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in kindergarten (including assignment to a transitional program), first, second, or third grade.
 7. Student who has been granted an exemption for medical emergencies by the State Department of Education

Eighth Grade Reading Exams

Oklahoma law, Section 6-107.3, Title 47, requires that any individual under eighteen years of age demonstrate satisfactory reading ability at the 8th grade level (unless the student is on an IEP and performing satisfactorily in reading according to the IEP) in order to obtain an Oklahoma driver's license. Public school students may demonstrate this mastery by scoring Limited Knowledge/Basic or above on the 8th Grade OSTP ELA exam or an alternative test approved by OSDE.

High School 11th Grade and US History Exam

Students in 11th grade will take the ACT and OSTP science test. Students will take a US History exam before graduation

Parent/Guardian Request for "Opting Out" of State Mandated Testing

I have reviewed a copy of the district's policy regarding participation in state mandated testing. I understand that if too few students participate in the exams administered under the Oklahoma Schools Testing Program the district may face sanctions. I also understand that my student may be adversely affected on an individual basis, including being retained in 3rd grade, or having difficulty obtaining a driver's license. I understand that the

law and the Oklahoma State Department of Education do not recognize any right to “opt out” of standardized testing, and that the school district discourages this practice.

I request that my child not participate in the following state mandated exams:

<u>3rd Grade</u>	<u>4th Grade</u>	<u>5th Grade</u>	<u>6th Grade</u>
<input type="checkbox"/> English Language Arts <input type="checkbox"/> Math	<input type="checkbox"/> English Language Arts <input type="checkbox"/> Math	<input type="checkbox"/> English Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science	<input type="checkbox"/> English Language Arts <input type="checkbox"/> Math
<u>7th Grade</u>	<u>8th Grade</u>	<u>High School Credit</u>	<u>All Grades</u>
<input type="checkbox"/> English Language Arts <input type="checkbox"/> Math	<input type="checkbox"/> English Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science	<input type="checkbox"/> ACT <input type="checkbox"/> 11th Grade Science <input type="checkbox"/> US History	<input type="checkbox"/> Separate / stand alone try out exams

I understand the consequences of this decision for my student and the district and make this request against the advice of the district.

Student's Legal Name (please print):

School Site:

Student's Grade:

Student's ID Number:

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date:

District Use Only:

Date request received:

Date information verified with the parent/guardian:

Employee name:

Title:

BOE Approved: 2/9/2015

Revised 3/08/2018

Revised 6/14/2018

Revised 6/14/2018

Revised 7/18/2019

BOE 3110A GROWTH AND DEVELOPMENT

A Growth and Development class is part of the school curriculum and is taught in 5th grade. The lesson will focus on natural changes that a student's body will undergo. Lessons are given separately for boys and girls. The class is conducted by one of our district nurses and may include curriculum material and/or staff from the Tulsa County Health Department. A parent/guardian preview session is available online on the BPS website at www.bixbyps.org. Parent/guardians may contact the school principal or nurse for the day of the presentation. If parents/guardians object to their child participating in the class, they must notify the school nurse or principal.

Adoption Date: July 17, 2017