Bixby Board of Education Regular Meeting
Thursday, July 17, 2025 Bixby Board of Education Regular Meeting
Bixby Public Schools Administrative Center
23 S Riverview
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Pablo Aguirre:	Present
Justin Cheatham:	Present
Matt Dotson:	Absent
Julie Prox:	Present
Amanda Stephens:	Absent

Present: 3, Absent: 2.

1. **Call Meeting to Order/Roll Call**

2. **Reports to The Board**

   2.1. Superintendent's Report - Lydia Wilson

3. **Comments from the Public**

   3.1. Speakers must identify themselves.

   3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

   3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

   3.4. Total time allocated to this item is thirty (30) minutes.

   3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

   3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

   3.7. The president reserves the right to interrupt this section and move to the next item.

   3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously

consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. **General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-13. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of General Consent Agenda Items #1-13 as presented. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

4.1. Minutes of June 2, 2025 Regularly Scheduled Board Meeting

4.2. Minutes of June 26, 2025 Special Board Meeting

4.3. Activity Fund Summary of Accounts and Transfer Requests

4.4. Encumbrances and Change Orders for FY 2025 and FY 2026 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.5. Approval of an agreement with the University of Tulsa Nursing School for clinical rotations for the 2025-2026 fiscal year

4.6. Approval of a contract with Superior Pest Control at a cost of $1,495 per month for the 2025-2026 fiscal year

4.7. Approval of an amended contract with Pathways Behavior Therapy, LLC for behavioral analysis services for the 2025-2026 fiscal year

4.8. Approval of an agreement with GoGuardian for the 2025-2026 fiscal year at a cost of $40,463.00

4.9. Approval of an agreement with Community Care for an Employee Assistant Program for the 2025-2026 fiscal year

4.10. Approval of an agreement with American Checked for background screening services for the 2025-2026 fiscal year

4.11. Approval of Bixby Public Schools Handbooks as presented for the 2025-2026 fiscal year

4.12. Employment, Resignation, Retirement - Certified Personnel - per attached

4.13. Employment, Resignation, Retirement - Support Personnel - per attached

5. **Finance**

5.1. Discussion and possible board action to approve a contract with StateWide Commercial Cleaning Company for Athletic Department janitorial services at a cost of $260,640.00 for the 2025-2026 fiscal year.

Approval of a contract with StateWide Commercial Cleaning Company for Athletic Department janitorial services at a cost of $260,640.00 for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.2. Discussion and possible board action to approve two contracts with the City of Bixby for four School Resource Officers for the 2025-2026 fiscal year at a cost of $275,733.28.

Approval of two contracts with the City of Bixby for four School Resource Officers for the 2025-2026 fiscal year at a cost of $275,733.28. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.3. Discussion and possible board action to approve an Indemnification and Hold Harmless Agreement with Oklahoma Natural Gas Company for the ONG meter at the Bixby 9th Grade Center.

Approval of an Indemnification and Hold Harmless Agreement with Oklahoma Natural Gas Company for the ONG meter at the Bixby 9th Grade Center. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.4. Discussion and possible board action to approve an agreement with Pepsi for the 2025-2026 fiscal year.

Approval of an agreement with Pepsi for the 2025-2026 fiscal year. Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.5. Discussion and possible board action to approve an increase in Child Nutrition student meal prices for Breakfast and Lunch meals per the attached memo for the 2025-2026 fiscal year.

Approval of increasing the Child Nutrition prices as follows: Breakfast for all from $1.75 to $2.00 Lunch - Prek-6 from $2.90 to $3.00 Middle School from $3.10 to $3.25 High School from $3.35 to $3.45 Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

6. **Teaching and Learning**

6.1. Discussion and possible board action to approve an agreement with Turnitin for the 2025-2026 fiscal year at a cost of $17,826.00 to be paid from the 1:1 Activity Fund account.

Approval of an agreement with Turnitin for the 2025-2026 fiscal year at a cost of $17,826.00 to be paid from the 1:1 Activity Fund account. Passed with a motion by Pablo Aguirre and a second by Julie Prox.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

6.2. Discussion and possible board action to approve an agreement with Edpuzzle for the 2025-2026 fiscal year at a cost of $21,282.15 to be paid from the 1:1 Activity Fund account.

Approval of an agreement with Edpuzzle for the 2025-2026 fiscal year at a cost of $21,282.15 to be paid from the 1:1 Activity Fund account. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

6.3. Discussion and possible board action to approve canceling the original contract with Teachers College and approving a new contract for summer professional development services with them at a cost of $15,200.00 to be paid from federal funds.

Approval of canceling the original contract with Teachers College and approving a new contract for summer professional development services with them at a cost of $15,200.00 to be paid from federal funds. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

6.4. Discussion and possible board action to approve the expansion of the contract with Khan Academy to add the Middle School at no cost to the district for the 2025-2026 fiscal year.

Approval of the expansion of the contract with Khan Academy to add the Middle School at no cost to the district for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7. **Operations**

7.1. Discussion and possible board action to approve Lydia Wilson and Kendall Still as the authorized representatives of Bixby Public Schools and as such, empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2025-2026 fiscal year.

Approval of Lydia Wilson and Kendall Still as the authorized representatives of Bixby Public Schools and as such, empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2025-2026 fiscal year. Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.2. Discussion and possible board action to approve the following handbooks for the 25-26 school year: Elementary/Intermediate Student Handbook; Secondary Student Handbook; Student-Parent Athletic Handbook; Certified Staff Handbook; Support Staff Handbook

Approval of the following handbooks for the 25-26 school year: Elementary/Intermediate Student Handbook; Secondary Student Handbook; Student-Parent Athletic Handbook; Certified Staff Handbook; Support Staff Handbook Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.3. Discussion and possible board action to approve changes to the following policies for the 25-26 school year:
2108 Student Transfers; 2116 Administration of Medicine and Sunscreen to Students; 2124 Procedures for Documentation of Child Abuse, Neglect and Exploitation; 2128 Lettering Qualifications: Athletics; 2156 Wireless Telecommunication Devices; 3100 School Calendar; 3126 Retention; 4101 Nondiscrimination; 4102 Procedures for Filing a Grievance; 5101 Open Records; 6102 Annual Budget

Approval of the changes to the following policies for the 25-26 school year: 2108 Student Transfers; 2116 Administration of Medicine and Sunscreen to Students; 2124 Procedures for Documentation of Child Abuse, Neglect and Exploitation; 2128 Lettering Qualifications: Athletics; 2156 Wireless Telecommunication Devices;

3100 School Calendar; 3126 Retention; 4101 Nondiscrimination; 4102 Procedures for Filing a Grievance; 5101 Open Records; 6102 Annual Budget Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

7.4. Discussion and possible board action to approve an agreement with The Tunnel Rat for services for the 25-26 fiscal year at a cost of $3,178.00 per month.

Approval of an agreement with The Tunnel Rat for services for the 25-26 fiscal year at a cost of $3,178.00 per month. Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

7.5. Discussion and possible board action to approve the closing of the 9th Grade Center NJHS Activity Fund account and transferring the funds to the High School NHS Activity Fund account per the attached email from Curtis Whiteley

Approval of closing the 9th Grade Center NJHS Activity Fund account and transferring the funds to the High School NHS Activity Fund account in the amount of $449.06 per the attached email from Curtis Whiteley Passed with a motion by Julie Prox and a second by Justin Cheatham.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

7.6. Discussion and possible board action to approve an agreement with Zendesk for the 2025-2026 fiscal year at a cost of $63,990.00 to be paid from the General Fund.

Approval of an agreement with Zendesk for the 2025-2026 fiscal year at a cost of $63,990.00 to be paid from the General Fund. Passed with a motion by Pablo Aguirre and a second by Julie Prox.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.7. Discussion and possible board action to approve the following platforms for use by school employees in official communications to students: Google Classroom, Google Suite, Canvas, BPS school email (school-issued Google account), Thrillshare/Apptegy, Sports You, Wrestling IQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride 360/MyRide K-12, Peachjar, and Clever.

Approval of the following platforms for use by school employees in official communications to students: Google Classroom, Google Suite, Canvas, BPS school email (school-issued Google account), Thrillshare/Apptegy, Sports You, Wrestling IQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride 360/MyRide K-12, Peachjar, and Clever. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.8. Discussion and possible board action to renew an agreement with PowerSchool as the district Student Information System at a cost of $151,561.65 for the 2025-2026 fiscal year.

Approval of an agreement with PowerSchool as the district Student Information System at a cost of $151,561.65 for the 2025-2026 fiscal year. Passed with a motion by Pablo Aguirre and a second by Julie Prox.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.9. Discussion and possible board action to approve Campus Smart as the Prime Vendor for Child Nutrition for the 2025-2026 fiscal year.

Approval of correcting the name to U. S Foods as the Prime Vendor for Child Nutrition for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

Approval of U S Foods as the Prime Vendor for Bixby Child Nutrition for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.10. Discussion and possible board action to approve Frontier Produce as the Child Nutrition produce vendor for the 2025-2026 fiscal year.

Approval of Frontier Produce as the Child Nutrition produce vendor for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.11. Discussion and possible board action to approve Simple Simon's Pizza as the Child Nutrition pizza vendor for the 2025-2026 fiscal year.

Approval of Simple Simon's Pizza as the Child Nutrition pizza vendor for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.12. Discussion and possible board action to approve Hiland Dairy as the Child Nutrition Milk Vendor for the $2025-2026 fiscal year.

Approval of Hiland Dairy as the Child Nutrition Milk Vendor for the $2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.13. Discussion and possible board action to approve BugBros MultiFamily Pest Control as the Child Nutrition pest control vendor for the 2025-2026 fiscal year

Approval of BugBros MultiFamily Pest Control as the Child Nutrition pest control vendor for the 2025-2026 fiscal year Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.14. Discussion and possible board action to approve declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

8. **Human Resources**

8.1. Discussion and possible board action to approve Lydia Wilson, Kendall Still, and Brenda Shaw as Title IX and Discrimination Complaint Coordinators for Bixby Public Schools for the 2025-2026 fiscal year.

Approval of Lydia Wilson, Kendall Still and Brenda Shaw as Title IX and Discrimination Complaint Coordinators for Bixby Public Schools for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

8.2. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

9. **Miscellaneous - No items this month**

10. **New Business**

11. **Vote to adjourn**

At 7:38 p.m. approval to adjourn. Passed with a motion by Justin Cheatham and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

_____
President

_____
Vice President

_____
Clerk

_____
Member

_____
Member

Bixby Board of Education Regular Meeting
Monday, June 2, 2025 Bixby Board of Education Regular Meeting
Bixby Administration Building
23 S Riverview
Bixby, OK 74008

Attendance Taken at 6:01 PM.

Pablo Aguirre:	Present
Justin Cheatham:	Present
Matt Dotson:	Present
Julie Prox:	Present
Amanda Stephens:	Present

Present: 5.

1. Call Meeting to Order/Roll Call

2. Reports to The Board

Julie Prox thanked Rob Miller for his great leadership and service to Bixby Public Schools over the last seven years and congratulated him on his retirement.

Julie Lacy, BEA, also thanked Mr. Miller and congratulated him on his retirement.

2.1. Superintendent's Report - Rob Miller

2.2. Teaching and Learning Report - Cheryl Wilkinson

3. Comments from the Public - None

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

3.4. Total time allocated to this item is thirty (30) minutes.

3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

3.7. The president reserves the right to interrupt this section and move to the next item.

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-29. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)

Approval of the General Consent Agenda Items #1-29 except for Item #4.16 as presented Passed with a motion by Julie Prox and a second by Matt Dotson.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

4.1. Minutes of May 8, 2025 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. Encumbrances and Change Orders for FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.4. Renewal of appointment of Sherry McIntyre as School District Treasurer and Minutes Clerk for the 2025-2026 fiscal year

4.5. Renewal of appointment of Melinda Weig as Assistant District Treasurer and Activity Fund Custodian for the 2025-2026 fiscal year

4.6. Renewal of appointment of Maricela Hanseth as Encumbrance Clerk and Deputy Clerk of the Board for the 2025-2026 fiscal year

4.7. Renewal of appointment of Michelle Atkinson as Deputy Encumbrance Clerk and Deputy Minutes Clerk for the 2025-2026 fiscal year

4.8. Renewal of appointment of Debbie Hauser as Deputy Activity Fund Custodian for the 2025-2026 fiscal year

4.9. Approval of an agreement with OSSBA for School Board Assemble services for the 2025-2026 fiscal year at a cost of $3,000 to be paid from General Fund

4.10. Approval of a renewal agreement with the University of Tulsa for Athletic Trainer program for 2025-26 fiscal year

4.11. Approval of an agreement with the University of Tulsa for Teacher Education Programs for the 2025-2026 fiscal year

4.12. Approval of the renewal of Project Lead The Way for the 2025-2026 fiscal year at a cost of $8,200.00

4.13. Approval of the renewal agreement with Peachjar for electronic flyer distribution for the 2025-2026 fiscal year

4.14. Approval of a renewal agreement with ESS South Central, LLC for substitute teachers for the 2025-2026 fiscal year

4.15. Approval of the renewal agreement with VerHoeff Information Sources, LLC for the 2025-2026 fiscal year

4.16. Approval of an agreement with Common Goal Systems, Inc. for Teacher Ease for the 2025-2026 fiscal year

4.17. Approval of the renewal agreement with Sandy Hook Promise to use their "Say Something - Anonymous Reporting System" for the 2025-2026 fiscal year

4.18. Approval of a contract with A New Leaf for the 2025-2026 fiscal year

4.19. Approval of a contract renewal with Motor Mouth Therapy, LLC for Physical Therapy Services at a cost $75 per hour to be paid from Federal Funds

4.20. Approval of an agreement with PrepPlus LLC for Teach ACT preparation classes for the 2025-2026 fiscal year

4.21. Approval of a renewal agreement with Daybreak @FCS for school-based counseling and mental health services for the 2025-26 fiscal year

4.22. Renewal of school picture contracts with Josten's and Ruth Kelley for the 2025-2026 fiscal year

4.23. Renewal of yearbook contracts with Jostens for the 2025-2026 fiscal year

4.24. Acceptance of GO for Public Schools Innovation Grant of $180,000 for the Bixby Applied Creativity Center (BACC)

4.25. Medical Leave - Support - High School - 4/1/25 - 5/21/25

4.26. Sick Leave Bank - Support - Virtual Ed - 4/11/25 - 5/8/25

4.27. Sick Leave Bank - Certified - West Intermediate - 4/21/25 - 5/23/25

4.28. Employment, Resignation, Retirement - Certified Personnel - per attached

4.29. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

5.1. Discussion and possible board action regarding the Workers' Compensation Insurance for the 2025-2026 fiscal year.

Approval of the Workers' Compensation Insurance for the 2025-2026 fiscal year with an increase of $5,300. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

5.2. Discussion and possible board action to approve a sponsorship contract between Bixby Public Schools and Oklahoma's Credit Union.

Approval of a sponsorship contract between Bixby Public Schools and Oklahoma's Credit Union for a $50,000 contribution per year for five years to the Athletic Department Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

6. Teaching and Learning

6.1. Discussion and possible board action for the renewal of IXL Learning at a cost of $90,568.75 to be paid from the General Fund for the 2025-2026 fiscal year.

Approval of the renewal of IXL Learning at a cost of $90,568.75 to be paid from the General Fund for the 2025-2026 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

6.2. Discussion and possible board action to approve an agreement with Junior Achievement of Oklahoma.

Approval of an agreement with Junior Achievement of Oklahoma. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

7. Operations

7.1. Discussion and possible board action to approve an agreement with the Department of Rehabilitation Services for Work Adjustment Training through September 30, 2025.

Approval of agreement with the Department of Rehabilitation Services for Work Adjustment Training through September 30, 2025. Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

7.2. Discussion and possible board action to approve an agreement with TEAM Professionals for drug testing for the 2025-26 fiscal year.

Approval of an agreement with TEAM Professionals for drug testing for the 2025-26 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

7.3. Discussion and possible board action to approve the purchase of two route buses at a cost of $136,319 each and one lift bus at a cost of $158,991 from Ross Transportation for a total cost of $431,629 to be paid from Transportation Bond Funds.

Approval of the purchase of two route buses at a cost of $136,319 each and one lift bus at a cost of $158,991 from Ross Transportation for a total cost of $431,629 to be paid from Transportation Bond Funds. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

At 7:49 p.m. approval to adjourn for 10 minutes. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

At 7:59 p.m. approval to return to meeting. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea

Amanda Stephens: Yea
Yea: 5, Nay: 0

7.4. Discussion and possible board action to approve adjustments to the following policies: 2173 Rights Under FERPA (Family Educational Rights and Privacy Act); 3113 Extended School Year; 3137 Child Find/Identification.

Approval of the adjustments to the following policies: 2173 Rights Under FERPA (Family Educational Rights and Privacy Act); 3113 Extended School Year; 3137 Child Find/Identification. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre: Yea
Justin Cheatham: Yea
Matt Dotson: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.5. Discussion and possible board action to approve new Policy 2174, Release Time.

This motion and second was withdrawn, item not approved. Approval of new Policy 2174, Release Time. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea
Justin Cheatham: Yea
Matt Dotson: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

Approval to table this item for further information. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre: Yea
Justin Cheatham: Yea
Matt Dotson: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.6. Discussion and possible board action to approve two contracts with StateWide Commercial Cleaning Company for janitorial services for the 2025-2026 fiscal year.

Approval of the two contracts with StateWide Commercial Cleaning Company for janitorial services for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

7.7. Discussion and possible board action to approve an agreement with Red Rover for the 2025-2026 fiscal year at a cost of $12,161.52 to be paid from the General Fund.

Approval of an agreement with Red Rover for the 2025-2026 fiscal year at a cost of $12,161.52 to be paid from the General Fund. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

7.8. Discussion and possible board action to approve declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

Approval of declaring items as surplus as presented to be disposed of in accordance with the State Laws of Oklahoma. Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

8. Human Resources

8.1. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

9. **New Business**

10. **Vote to adjourn**

At 8:40 p.m. approval to adjourn. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

_____
President

_____
Vice President

_____
Clerk

_____
Member

_____
Member

Bixby Board of Education Special Meeting
Thursday, June 26, 2025
Bixby Administration Building
23 S Riverview
Bixby, OK 74008

Attendance Taken at 12:00 PM.

Pablo Aguirre:	Present
Justin Cheatham:	Present
Matt Dotson:	Absent
Julie Prox:	Present
Amanda Stephens:	Present

Present: 4, Absent: 1.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Thursday, June 26, at 12:00 p.m. at the BPS Administrative Center, 23 S Riverview Ave, Bixby, OK.

2. Call meeting to Order/Roll Call

3. Finance

At 12:01 p.m. moved to Item #3.2

3.1. Report on End-of-Year Revenue and Expenditures. Discussion only. No action required by the Board of Education.

3.2. Discussion and possible board action regarding General Liability, Education Leaders Liability, Property and Casualty Insurance agreements for the 2025-2026 fiscal year.

Approval of the General Liability, Education Leaders Liability, Property and Casualty Insurance agreements for the 2025-2026 fiscal year with OSIG at a cost of $1,332,838. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 4, Nay: 0, Absent: 1

At 12:10 p.m. moved to Item #5.1

3.3. Discussion and possible board action to approve the 2024-2025 Encumbrances.

Approval of the Encumbrances for the 2024-2025 fiscal year as presented. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 4, Nay: 0, Absent: 1

3.4. Discussion and possible board action to approve a contract with Imperial Vending for the 2024-2025 fiscal year.

Approval of a contract with Imperial Vending for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 4, Nay: 0, Absent: 1

4. **Teaching and Learning** - No items this meeting

5. Operations

5.1. Discussion and possible board action to approve the Guaranteed Maximum Price Amendment #15 with Nabholz Construction for demolishing and removing surplus facilities on the high school campus.

Approval of the Guaranteed Maximum Price Amendment #15 with Nabholz Construction for demolishing and removing surplus facilities on the high school campus at a cost of $333,225. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent

Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 4, Nay: 0, Absent: 1

At 12:17 p.m. returned to Item #3.1

5.2. Discussion and possible board action to approve contracts with Mara Allie Michael, Physical Therapist, for ESY services for the 2025-2026 fiscal year.

Approval of an agreement with Mara Allie Michael, Physical Therapist, for ESY services for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 4, Nay: 0, Absent: 1

6. Human Resources

6.1. Discussion and possible board action to approve the use of the district's sick leave bank as recommended by the superintendent.

Approval of the use of the district's sick leave bank as recommended by the superintendent. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 4, Nay: 0, Absent: 1

7. Vote to Adjourn

At 12:35 p.m. approval to adjourn. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Pablo Aguirre:	Yea
Justin Cheatham:	Yea
Matt Dotson:	Absent

Julie Prox: Yea
Amanda Stephens: Yea
Yea: 4, Nay: 0, Absent: 1

_____
President

_____
Vice President

_____
Clerk

_____
Member

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	330,047.51
11	2	07/01/2024	3839	AMAZON.COM, LLC	DISTRICT PURCHASES	206,095.89
11	3	07/01/2024	1718	TULSA WORLD	CLASSIFIED ADS 000	445.04
11	4	07/01/2024	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	12,215.23
11	5	07/01/2024	61020	FROST OIL COMPANY	UNLEADED/DIESEL FUELS 051	226,986.58
11	6	07/01/2024	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	24,758.10
11	7	07/01/2024	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	38,877.16
11	8	07/01/2024	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	33,461.21
11	9	07/01/2024	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	79,493.05
11	10	07/01/2024	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	7,525.63
11	11	07/01/2024	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	325.00
11	12	07/01/2024	70260	OK TEACHERS RETIREMENT SYSTEM	TEACHER RETIREMENT FIX 000	500.00
11	13	07/01/2024	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 000	6,950.00
11	14	07/01/2024	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	26,155.11
11	15	07/01/2024	2025	WELDON PARTS, INC.	PARTS TRANSP 051	14,531.06
11	16	07/01/2024	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,470.94
11	17	07/01/2024	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	57,907.44
11	18	07/01/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412 / MAINT 050	4,918.15
11	19	07/01/2024	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	780.38
11	20	07/01/2024	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	5,534.82
11	21	07/01/2024	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	1,667.05
11	22	07/01/2024	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	6,534.20
11	24	07/01/2024	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	21,060.00
11	25	07/01/2024	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	61,374.07
11	26	07/01/2024	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	5,825.24
11	27	07/01/2024	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	43,251.38
11	28	07/01/2024	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051,412	150.00
11	29	07/01/2024	1678	TIRE BARN, INC.	TIRE REPAIRS - 051/050	11,345.00
11	30	07/01/2024	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	10,798.89
11	31	07/01/2024	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	198,906.20
11	32	07/01/2024	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	5,783.77
11	33	07/01/2024	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	69,819.10
11	34	07/01/2024	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	8,961.00
11	37	07/01/2024	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	4,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	38	07/01/2024	774	VERHOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	12,892.00
11	39	07/01/2024	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	929,394.82
11	41	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	168,234.83
11	42	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	3,243.64
11	43	07/01/2024	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	45	07/01/2024	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	40,463.00
11	46	07/01/2024	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	1,907.61
11	47	07/01/2024	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	6,809.66
11	48	07/01/2024	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	167,874.37
11	51	07/01/2024	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	2,000.00
11	53	07/01/2024	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412-316	500.00
11	55	07/01/2024	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	4,000.00
11	56	07/01/2024	4366	JOSTENS INC	BHS GRAD MT'LS 000	8,926.55
11	57	07/01/2024	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	12,844.74
11	58	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,216.00
11	59	07/01/2024	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,100.00
11	60	07/01/2024	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	8,834.85
11	61	07/01/2024	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	387.00
11	62	07/01/2024	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2024	59463	MALTSBERGER INDUSTRIAL PROPANE	PROPANE 050	375.00
11	64	07/01/2024	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	24,579.10
11	65	07/01/2024	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2024	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,351.62
11	67	07/01/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,282.92
11	68	07/01/2024	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	1,835.00
11	69	07/01/2024	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,750.00
11	70	07/01/2024	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	141,593.80
11	71	07/01/2024	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	13,398.00
11	72	07/01/2024	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	9,226.00
11	73	07/01/2024	1171	OKASBO	MEMBERSHIP DUES 000	375.00
11	74	07/01/2024	2748	OSAG	WORKERS COMP INS 000	174,639.00
11	75	07/01/2024	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,734.36
11	76	07/01/2024	59812	KORI NEELY	Group Counseling/ Collaboration 621	5,950.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	77	07/01/2024	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	6,225.00
11	78	07/01/2024	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051	2,492.58
11	79	07/01/2024	2290	OSSBA	OSSBA CONFERENCE REGIS 000	4,700.00
11	80	07/01/2024	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	1,214,223.00
11	81	07/01/2024	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	5,754.39
11	82	07/01/2024	60904	QUALITY PETROLEUM INC	OIL FOR TRANSPORTATION 051	8,196.22
11	83	07/01/2024	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	4,000.00
11	84	07/01/2024	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	2,007.00
11	85	07/01/2024	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	249.50
11	88	07/01/2024	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	3,800.52
11	90	07/01/2024	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050	375.00
11	91	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	93	07/01/2024	5188	ULINE	MAINTENANCE SUPPLIES 050	4,277.15
11	94	07/01/2024	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	14,250.00
11	95	07/01/2024	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	1,042.19
11	96	07/01/2024	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	13,266.00
11	97	07/01/2024	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	1,447.20
11	98	07/01/2024	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	323.07
11	99	07/01/2024	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	2,351.45
11	100	07/01/2024	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	14,100.00
11	103	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES 000/050/051/005	259.93
11	104	07/01/2024	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	700.00
11	105	07/01/2024	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	1,448.84
11	107	07/01/2024	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	70.00
11	108	07/01/2024	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	18,000.00
11	109	07/01/2024	57112	APPTEGY	APP DEVELOPMENT 000	13,755.00
11	110	07/01/2024	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	2,197.80
11	111	07/01/2024	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	62,100.00
11	112	07/01/2024	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	276.90
11	113	07/01/2024	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	500.00
11	114	07/01/2024	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	1,474.65
11	115	07/01/2024	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	117	07/01/2024	8035	IXL LEARNING INC	IXL RENEWAL 000	80,745.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	119	07/01/2024	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	20,090.78
11	120	07/01/2024	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	7,291.20
11	121	07/01/2024	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	14,840.00
11	122	07/01/2024	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	7,217.47
11	124	07/01/2024	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	10,686.25
11	125	07/01/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL SERVICE AND REPAIR 000	22,000.00
11	127	07/01/2024	60840	ROCKET ALUMNI SOLUTIONS INC	DIGITAL WALL OF FAME 000	2,400.00
11	128	07/01/2024	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	28,400.00
11	129	07/01/2024	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	37,575.00
11	131	07/01/2024	60843	HD SUPPLY INC	MISC SUPPLIES 050	47,865.67
11	133	07/01/2024	60853	MOTOR MOUTH THERAPY LLC	THERAPY SERVICES EH 698	30,000.00
11	134	07/01/2024	58492	DIMENSIONS FAMILY PRACTICE	DO NOT ROLL THIS ONE OVER NOW PO 198	8,000.00
11	135	07/01/2024	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	137	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	500.50
11	138	07/01/2024	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	143	07/01/2024	7773	MABEE CENTER	BHS GRADUATION 000	29,831.13
11	145	07/01/2024	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	128.68
11	147	07/01/2024	1856	WALMART COMMUNITY	Supplies 099	133.26
11	149	07/01/2024	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	791.16
11	150	07/01/2024	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	73,827.66
11	151	07/01/2024	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	154	07/01/2024	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	216.00
11	155	07/01/2024	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	400.84
11	156	07/01/2024	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	8,839.37
11	157	07/01/2024	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	160	07/01/2024	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	70,090.95
11	161	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	5,403.43
11	164	07/01/2024	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	1,439.64
11	165	07/01/2024	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	7,059.70
11	166	07/01/2024	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	36,268.36
11	170	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	1,170.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	172	07/01/2024	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	98.00
11	173	07/01/2024	59292	COMMON GOAL SYSTEMS INC	TEACHEREASE, REPORT CARD AND GRADE EXPORT 000	26,302.10
11	176	07/01/2024	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 621	65,566.71
11	177	07/01/2024	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00
11	178	07/01/2024	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	10,800.00
11	179	07/01/2024	59967	BRAVED	BRAVED 094	35,500.00
11	180	07/01/2024	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	6,052.50
11	183	07/01/2024	60128	TEACHTOWN	enCore K-12 Student Software 621	43,925.00
11	184	07/01/2024	60759	AERO IT SOLUTIONS LLC	FortiGate-600E 1 Year Enterprise Protection 030	9,544.91
11	186	07/08/2024	60959	NAPA AUTO PARTS	SUPPLIES FOR TRANSPORTATION 051	3,651.32
11	188	09/19/2024	61050	GRIMSLEY'S INC	SOAP DISPENSERS 050	30,523.50
11	190	09/19/2024	21368	KGEB - AMERICA	GRADUATION AUDIO/VIDEO 000	2,750.00
11	191	10/01/2024	61022	BRADY COMPANIES LLC	MAINTENANCE SUPPLIES 050	170,511.25
11	196	01/22/2025	61293	D&H UNITED FUELING SOLUTIONS INC	REPAIR FUELD TANKS - 051	3,515.48
11	197	03/13/2025	61325	STETSON & ASSOCIATES	CONSULTING SERVICES 000	39,055.33
11	199	05/01/2025	59319	GO POWER SCHOOLS LLC	ANNUAL MAINTENANCE FEE 000	6,000.00
11	500	07/01/2024	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	5,140.16
11	501	07/01/2024	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	8,390.03
11	502	07/01/2024	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	3,934.08
11	503	07/01/2024	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	207.31
11	504	07/01/2024	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,767.42
11	505	07/01/2024	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	3,419.73
11	506	07/01/2024	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	7,778.99
11	507	07/01/2024	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,058.79
11	508	07/01/2024	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	1,000.00
11	509	07/01/2024	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	1,441.46
11	510	07/01/2024	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	2,898.60
11	511	07/01/2024	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	1,767.25
11	512	07/01/2024	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	90.82
11	513	07/01/2024	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	8,370.32
11	514	07/01/2024	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	2,993.44
11	515	07/01/2024	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	3,491.35
11	516	07/01/2024	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	100.00
11	530	07/01/2024	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	196.42
11	531	07/01/2024	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	357.83
11	532	07/01/2024	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	33.50
11	533	07/01/2024	61155	JACE CALDWELL	REIMBURSE GAS - 000	40.00
11	536	07/01/2024	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	42.00
11	539	07/01/2024	56104	CODY COONCE	REIMBURES TRAVEL 000	1,100.00

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11	541	07/01/2024	57854	CASEY MACHADO	PERDIEM 722	394.60
11	542	07/01/2024	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	480.00
11	543	07/01/2024	59595	RACHEL CHINSETHAGID	REIMBURSEMENT 003	1,110.11
11	544	07/01/2024	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	360.00
11	546	07/01/2024	53741	DANIEL DEITZ	PER DIEM 000	40.00
11	547	07/01/2024	53742	JESSICA JERNEGAN	REIMBURSE TRAVEL 000	257.00
11	548	07/01/2024	7978	JOHN STOCKTON	REIMBURSE TRAVEL TO OFFICE ON WEEKENDS 000	31.50
11	550	07/01/2024	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	596.40
11	554	07/01/2024	53597	TERRI SLOAN	Per Diem FY2025 BTC for T. Sloan 7/1-7/3 011	171.00
11	555	07/01/2024	60839	ANDREA COFFEY	Per Diem BTC Conf FY2025 for A.Coffey 7/1-7/3 011	171.00
11	556	07/01/2024	59829	KARA MINTON	PER DIEM JOSTENS CONFERENCE 511	207.00
11	557	07/01/2024	4352	ROWLAND VERNON	REIMBURSEMENTS/PERDIEM 004	2,500.00
11	558	10/01/2024	61118	AMANDA WANN	PER DIEM TLC CONFERENCE 541	388.61
11	559	10/01/2024	59645	SARAH ENGLAND	PER DIEM TLC CONFERENCE 541	280.00
11	560	10/01/2024	56962	MEGAN HILL	PER DIEM TLC CONFERENCE 541	280.00
11	561	10/01/2024	57669	TRISH WALLER	PER DIEM TLC CONFERENCE 541	336.00
11	562	10/01/2024	83657	TONYA MORGAN	PER DIEM TLC CONFERENCE 541	338.13
11	563	10/01/2024	3294	MELISSA LYTLE	PER DIEM 615	329.44
11	564	10/01/2024	61341	DANIEL ZEHDER	REIMBURSE TRAVEL - OSDE TSET GRANT 340	194.27
11	565	01/22/2025	59275	KATHY GILLIAM	PER DIEM 000	450.00
11	566	01/22/2025	61322	MEGAN SCHEINKOENIG	Per Diem-OKC-Autism Assessment Training 613	120.00
11	567	01/22/2025	61170	MACKENZIE REUTER	Per Diem-OKC-Autism Assessment Training 613	120.00
11	568	04/29/2025	56809	JESSICA THORNTON	PER DIEM 198	301.00
11	569	04/29/2025	58013	STEFANIE ROBERTS	PER DIEM 198	259.00
11	570	04/29/2025	59979	CARA PENICK	PER DIEM 198	324.65
11	571	04/29/2025	57227	NALINI HARIKUMAR	PER DIEM 198	259.00
11	602	07/01/2024	60893	ALISON BEACH	GAS REIMBURSEMENT 051	100.00
11	603	07/01/2024	60895	AMANDA RUTHERFORD	GAS REIMBURSEMENT 051	100.00
11	604	07/01/2024	61516	JENNIFER BOULMAY	GAS REIMBURSEMENT 051	100.00
11	608	07/01/2024	60026	TIGER WEST	GAS REIMBURSEMENT 051	364.00
11	700	07/01/2024	60873	CARA ROGERS	JV ASSISTANT CHEER COACH (MONTHLY) 000	3,000.00
11	701	07/01/2024	60874	ALAINA WRIGHT	MS CHEER (MONTLY) 000	13,000.00
11	702	07/01/2024	60879	JAMIE HARMON-HUFF MEHAS	MS HEAD CHEER & ASSISTANT CHEER COACH 000 5/22/25	4,000.00
11	703	07/01/2024	60885	RAYLEE BUSSEY	MS HEAD DANCE COACH 000 5/22/25 (PAY MONTHLY)	1,858.70

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11	704	07/01/2024	60900	DARRELL E BEELER	VARISTY ASST BASEBALL COACH 000 12/20/24 & 5/23/25	3,900.00
11	705	07/01/2024	60431	MICHAEL DANIEL	HEAD GIRLS SOCCER COACH (MONTHLY) 000	5,500.00
11	706	07/01/2024	60286	KATHERINE LEE WILEY	MS HEAD VOLLEYBALL COACH 5/22/25 000	3,000.00
11	707	07/01/2024	60374	TREY ODAM	JR HIGH ASSISTANT WRESTLING COACH (MONTHLY) 000	2,500.00
11	708	07/01/2024	60265	MACEY DIONNE TURLEY	ASSISTANT SOFTBALL COACH (MONTHLY) 000	5,000.00
11	709	07/01/2024	59238	DEREK SEROWSKI	HEAD VOLLEYBALL COACH 12/20/24 000	6,475.00
11	710	07/01/2024	59666	ERIN FLANNERY RODEN	VARSITY ASSISTANT VOLLEYBALL COACH 5/22/25 000	3,000.00
11	711	07/01/2024	59614	KARI RIANE ANDERSON	VARSITY ASSISTANT VOLLEYBALL COACH 000 (MONTHLY)	3,000.00
11	712	07/01/2024	59744	BRANDON KYLE COGAN	ASSISTANT BASEBALL COACH 5/22/25 000	4,175.00
11	713	07/01/2024	60292	ROBIN TAYLOR	ASSISTANT GIRLS SOCCER COACH 7/1/24 - 12/20/24 000	2,750.00
11	714	07/01/2024	60918	RACHEL ZIMMERMAN	ASSISTANT MS SWIM COACH 000 10/20/24, 5/22/25	3,000.00
11	715	07/01/2024	60910	DAVID ZIMMERMAN	boys and girls varsity and ms swim (MONTHLY) 000	12,000.00
11	716	07/01/2024	60911	DRAKE CARTER	9TH GRADE BOYS HEAD BASKETBALL 000 (MONTHLY)	3,250.00
11	717	07/01/2024	56523	SARAH KLING	MS ASSISTANT VOLLEYBALL COACH 000 5/22/25	2,250.00
11	718	07/01/2024	60240	MIKE INCREMONA	9TH GRADE ASSISTANT FB COACH (MONTHLY)	3,500.00
11	719	07/01/2024	60848	PHIL HOLLAND	ASSISTANT GIRLS TENNIS COACH 000 (MONTHLY)	2,500.00
11	720	07/01/2024	60927	BRETT HERBSTER KOLMAN	VARSITY ASSISTANT SOCCER COACH 000 5/22/25	2,750.00
11	721	07/01/2024	60860	LUKE BRUMMETT	9TH GRADE ASST FB COACH 000 12/20/24, 5/22/25	3,500.00
11	723	07/01/2024	60365	JENNIFER JILL RUSSELL	MS ASSISTANT BOYS AND GIRLS TENNIS COACH 000	3,500.00
11	724	07/01/2024	60937	SPENCER JAMES MANTOS	PERCUSSION TECH 013	5,710.00
11	725	07/01/2024	60938	MADELINE NAUGLE	FIELD TECH 013	300.00
11	726	07/01/2024	60858	TRAVEYON ARMSTRONG	9TH GRADE ASST FB COACH 000 (MONTHLY)	3,500.00
11	727	07/01/2024	60314	JACK JOHNSON	PERCUSSION TECH 013	2,100.00
11	728	07/01/2024	59107	JEANNA HOLCOMB	MS HEAD TENNIS COACH 000	4,400.00
11	729	07/01/2024	60993	AMANDA N PEREZ	ASSISTANT CROSS COUNTRY COACH 000 5/22/25	2,500.00
11	730	07/01/2024	60506	EPHRAIM REDDEN	JV ASSISTANT BASEBALL COACH 000 (MONTHLY)	3,300.00
11	731	07/01/2024	60348	RICHARD KYLE EVANS	MS VOLLEYBALL/SOCCER COACH 000 (MONTHLY)	6,250.00

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11	732	08/01/2024	54063	AARON JOSEPH MORTON	MARCHING BAND TECH (MONTHLY) 013	5,000.00
11	733	09/02/2024	57120	KENNY GIDDENS	VARSITY ASST WRESTLING 000	4,000.00
11	734	10/15/2024	61100	JEFFERY KEITH OWENS	V ASSISTANT BASEBALL COACH 000	3,900.00
11	735	10/15/2024	61101	DALLAS BEELER	V ASSISTANT BASEBALL COACH 000	3,900.00
11	736	10/15/2024	61121	RYAN CASH	JV ASSISTANT BASEBALL COACH 021	3,300.00
11	737	10/15/2024	52982	SHANE DERRICK ROLLER	VARSITY ASSISTANT WRESTLING COACHING 021	4,000.00
11	738	10/15/2024	59110	PADEN BAILEY	adjunct assistant junior high wrestling coach 021	2,500.00
11	739	10/15/2024	61129	TODD C CASH	HEAD JV BASEBALL COACH 000	4,100.00
11	741	03/14/2025	61375	BRILEY TURNHAM	MS HEAD POM COACH 6/30/25 000	641.30
11	1000	07/01/2024	6208	APPLE EDUCATIONAL SALES	APPLE IPADS FOR STUDENTS (FROM PO 1610) 511	12,792.00
11	1001	07/01/2024	58210	JOURNEYED.COM INC	License 412-316	2,625.00
11	1002	07/01/2024	6208	APPLE EDUCATIONAL SALES	CRAYONS/CASES FOR IPADS 561	959.40
11	1003	07/01/2024	59432	TIFFANY DESAULNIERS	Per Diem 7/1-7/3 BTC Confrence 011	257.44
11	1004	07/01/2024	60877	DANIAL KARNES	PERDIEM 412-317	147.00
11	1005	07/01/2024	7139	PEARSON CLINICAL ASSESSMENT	GIFTED TESTING MATERIALS 020	17,904.56
11	1006	07/01/2024	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	17,537.60
11	1007	07/01/2024	58702	HEGGERTY PHONEMIC AWARENESS	LICENSES FOR CE 511	1,513.00
11	1008	07/01/2024	57264	ESGI, LLC	12 MONTH LICENSES FOR CE 511	7,270.00
11	1010	07/01/2024	53291	STEPHANIE PARKER	Travel Per Diem 003	280.00
11	1011	07/01/2024	60522	KAYLA CARDWELL	Travel Per Diem 003/541	543.20
11	1012	07/01/2024	60878	CRYSTAL BARTON	Travel Per Diem 003	224.00
11	1013	07/01/2024	60493	MEGAN TUSIA	Travel Per Diem 003	224.00
11	1014	07/01/2024	60259	ELIZABETH FRISILLO	Travel Per Diem 003	540.00
11	1015	07/01/2024	59595	RACHEL CHINSETHAGID	Travel Per Diem 003	734.09
11	1016	07/01/2024	5463	LEARNING A-Z	RENEWAL LICENSES FY25 572	2,000.00
11	1018	07/01/2024	59893	CONNECT AND RESTORE, LLC	PD TRAINING FOR ALL ELEMENTARY SITES 541	600.00
11	1019	07/01/2024	57634	CONNECTED KIDS INC	PD TRAINING WITH BARBARA SORRELS FOR CI 511	1,500.00
11	1020	07/01/2024	59787	BLANE BURGE	Per Diem, Vegas Conference 7/16 -7/18	990.90
11	1021	07/01/2024	60640	CHARACTERSTRONG LLC	CHARACTER DEVELOPMENT ORDER 722	16,924.80
11	1023	07/01/2024	52310	CAPSTONE	CAPSTONE PEBBLE GO SUBSCRIPTION 367	1,399.00
11	1024	07/01/2024	58955	SECURE DOCS INC	Readysign/Securedocs 621	4,800.00
11	1025	07/01/2024	58782	DENIA FOTENOPULOS	PER DIEM ASCA CONFERENCE 580	331.00
11	1026	07/01/2024	60636	MEGAN BARNES	PER DIEM ASCA CONFERENCE 722	256.00

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11	1027	07/01/2024	60199	COURTNEY SMITH	PER DIEM ASCA CONFERENCE 722	256.00
11	1029	07/01/2024	60093	KELLEY RAMPEY	PER DIEM ASCA CONFERENCE 722	242.00
11	1030	07/01/2024	2398	SANDY THOMPSON	PER DIEM ASCA CONFERENCE 722	281.00
11	1031	07/01/2024	61160	CASSIDY FLOYD	REIMBURSE FOR BOOT CAMP 615	600.00
11	1032	07/01/2024	60889	PATRICIA WRIGHT	PER DIEM ASCA CONFERENCE 722	256.00
11	1033	07/01/2024	60890	MELANIE ANKERSHEIL	PER DIEM ASCA CONFERENCE 722	331.00
11	1034	07/01/2024	57135	DENVER BOREN	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1035	07/01/2024	56480	JAMIE GUTHRIE	PER DIEM JOSTENS CONFERENCE 511	333.67
11	1036	07/01/2024	57265	LESLEY GOODNIGHT	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1037	07/01/2024	60891	LAUREN WATERHOUSE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1038	07/01/2024	60892	KATELIN BLEDSOE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1039	07/01/2024	56856	KIM KIRK	PER DIEM JOSTENS CONFERENCE 511	254.81
11	1040	07/01/2024	60808	ERICA HAWKINS	PER DIEM JOSTENS CONFERENCE 511	191.00
11	1041	07/01/2024	694	HAYNES, LESLIE D	PER DIEM JOSTENS CONFERENCE 511	248.73
11	1042	07/01/2024	59979	CARA PENICK	PER DIEM JOSTENS CONFERENCE 511	213.04
11	1043	07/01/2024	60893	ALISON BEACH	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1044	07/01/2024	60894	LISA A LINAM	PER DIEM JOSTENS CONFERENCE 511	273.00
11	1045	07/01/2024	60895	AMANDA RUTHERFORD	PER DIEM JOSTENS CONFERENCE 511	232.17
11	1046	07/01/2024	58358	CINDY MAGUIRE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1047	07/01/2024	60896	AMBER FLOWERS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1048	07/01/2024	58052	AMY HALL	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1049	07/01/2024	58605	CING S MANSAN	INTERPRETATION SERVIES FY24-25 000	631.25
11	1051	07/01/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Autism Behavioral Assessments-State of Oklahom 621	725.00
11	1052	07/01/2024	60898	CODE TO THE FUTURE	SCHOOL ONE: TRAIN-THE-TRAINER 511	24,000.00
11	1053	07/01/2024	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATION 412-316/317 HS	930.00
11	1054	07/01/2024	53545	LORI HEARD	PER DIEM 412-316	36.84

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11	1055	07/01/2024	59742	ALLISON MORRIS	PER DIEM ASCA 722	396.00
11	1056	07/01/2024	60619	MARY DELYN MCBRIDE	PER DIEM ASCA 722	256.00
11	1057	07/01/2024	58957	SHRED-IT	SpEd Shredding 621	970.49
11	1058	07/01/2024	1856	WALMART COMMUNITY	School & Office Supplies 005	712.87
11	1059	07/01/2024	55185	LEXIA LEARNING SYSTEMS, INC.	Lexia Annual Subscription 621	4,180.00
11	1060	07/01/2024	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATION 541	50.00
11	1061	07/01/2024	57323	CHELSEA COX	PERDIEM FOR JOSTENS 011	243.00
11	1062	07/01/2024	58097	SPENCER VANDOLAH	PERDIEM FOR JOSTENS 011	207.00
11	1063	07/01/2024	56609	CATHY PETERS	PERDIEM FOR JOSTENS 011	299.31
11	1064	07/01/2024	57575	OATECA	Subscription Renewal 621	450.00
11	1065	07/01/2024	60782	STUDENT CONDUCTOR INC	Student and Parent Attendance System 005	2,800.00
11	1066	07/02/2024	58686	SCHOOL SPECIALTY	Art Supplies 003	1,358.57
11	1067	07/02/2024	60759	AERO IT SOLUTIONS LLC	AP MOUNT BRACKETS / ARUBA NETWORKS 030	248.20
11	1068	07/02/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH ORDERS FOR ELEMENTARY & INTERMEDIATE 333	500,000.00
11	1069	07/02/2024	102	B SEW INN, LLC	ORDER FOR SEWING MACHINES - HS 421	4,497.00
11	1070	07/02/2024	59921	ESPECIAL NEEDS, LLC	12 Commercial Swivels 621	2,969.45
11	1071	07/02/2024	1856	WALMART COMMUNITY	Misc 009	515.72
11	1072	07/02/2024	6208	APPLE EDUCATIONAL SALES	Apple computers for Pysch's/speech paths 198	14,987.40
11	1073	07/02/2024	60252	REALLY GREAT READING COMPANY, LLC	Subscriptions 621	6,420.00
11	1074	07/02/2024	60350	JOSEPH M SANFELIPPO LLC	PROFESSIONAL DEVELOPMENT 541	12,500.00
11	1075	07/02/2024	60919	SHERRIL M MCMILLAN	CONTRACTED SERVICES 000	6,840.31
11	1076	07/02/2024	5913	CENGAGE LEARNING	Curriculum for Technology 412-316	4,604.68
11	1077	07/02/2024	59409	HEATHER L WITHEM	Travel Reimbursement 412-316	40.20
11	1078	07/02/2024	1856	WALMART COMMUNITY	Educational Items 003	16.14
11	1079	07/02/2024	57114	SARAH NELSON	Per Diem Jostens Renaissance Global Conference 004	224.00
11	1080	07/02/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 003	4,705.62
11	1081	07/02/2024	55104	KARI SMITH	PER DIEM TLC CONFERENCE	1,148.59
11	1082	07/02/2024	60920	AMERICAN PLANT PRODUCTS & SERVICES	ORDER FOR BIXBY HIGH SCHOOL 421	18,851.92
11	1083	07/02/2024	51624	ALPHA AWARDS	Name Badges 009	143.00
11	1084	07/02/2024	51624	ALPHA AWARDS	staff badges 001	90.00
11	1085	07/02/2024	59543	IGNITE2UNITE, LLC	8/19/24 staff professional development 003	2,800.00
11	1087	07/02/2024	60957	MEREDITH JAMES	Per Diem Jostens Renaissance Global Conference 004	265.39
11	1088	07/02/2024	2272	LOWE'S	Yearly PO 001	100.00
11	1089	07/02/2024	54406	MARENEM INC	2 Classroom Kits 007	226.60
11	1090	07/02/2024	1245	THE PAPERWORK COMPANY	vinyl signs 001	180.00

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11	1091	07/02/2024	54406	MARENEM INC	class sets 001	732.60
11	1092	07/02/2024	59543	IGNITE2UNITE, LLC	Professional Development Speaker 012	2,800.00
11	1093	07/02/2024	57401	OSU EXTENSION - TULSA COUNTY	3rd Grade Field Trip 001	300.00
11	1097	07/02/2024	2017	LAKESHORE LEARNING MATERIALS	Classroom Furniture 003	558.60
11	1099	07/03/2024	5463	LEARNING A-Z	License for Raz-Plus 621	5,302.00
11	1101	07/03/2024	60929	EVAC + CHAIR NORTH AMERICA LLC	EVAC+Chair Power 900 Ethan Howser (EH) 198	3,594.00
11	1102	07/03/2024	60669	MEREDITH FULLER	Per Diem 004	386.84
11	1104	07/03/2024	60854	LOVING GUIDANCE LLC	CD KITS 722	5,442.00
11	1105	07/03/2024	52916	SCHOLASTIC MAGAZINES	Scholastic News 4th, 5th & 6th 008	2,669.39
11	1106	07/03/2024	60934	KATIE WATKINS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1107	07/03/2024	60933	KELSEY LANE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1108	07/03/2024	57163	WESTCO LAMINATING SERVICES	lamination 001	989.00
11	1109	07/03/2024	5592	ADMIRAL EXPRESS LLC	Classroom Supplies 412-316	3,479.70
11	1110	07/03/2024	57100	LESSONPIX CUSTOM LEARNING MATERIALS	Group User License 621	671.49
11	1111	07/08/2024	60962	TARA GORDON	JOSTENS PERDIEM 004	224.00
11	1112	07/08/2024	61029	VISTA HIGHER LEARNING INC	VISTA BRIDGES ORDER - MS, HS 572	8,907.00
11	1113	07/08/2024	61029	VISTA HIGHER LEARNING INC	VISTA GET READY ORDER - MS, HS 572	3,270.65
11	1114	07/08/2024	1856	WALMART COMMUNITY	Misc year purchases 010	68.06
11	1115	07/08/2024	1245	THE PAPERWORK COMPANY	Commons vinyl 001	2,250.00
11	1116	07/08/2024	633	GREAT EXPECTATIONS NSU	Training 001	1,500.00
11	1117	07/08/2024	60579	NACNY INK LLC	Training 511	10,700.00
11	1118	07/12/2024	51624	ALPHA AWARDS	Name tags 010	702.00
11	1119	07/12/2024	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	CI ORDER 511	178.20
11	1120	07/12/2024	60955	MIRANDA FELTON	Per Diem 004	296.96
11	1121	07/12/2024	60950	SHERRILL MAXWELL	PER DIEM NURSE CONFERENCE 027	164.89
11	1122	07/12/2024	58980	TIA MORROW	PER DIEM NURSE CONFERENCE 027	76.00
11	1123	07/12/2024	56737	TORY KRAUS	PER DIEM NURSE CONFERENCE 027	231.44
11	1124	07/12/2024	57663	ARDATH LAMB	PER DIEM NURSE CONFERENCE 027	76.00
11	1125	07/12/2024	60949	KATELYN SNOW	PER DIEM NURSE CONFERENCE 027	243.66
11	1126	07/12/2024	59503	TRACY STEPHENS	PER DIEM NURSE CONFERENCE 027	236.80
11	1127	07/12/2024	56738	LAURA WILEY	PER DIEM 027	224.62
11	1128	07/15/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Oklahoma Autism Center 613	2,525.00

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11	1129	07/15/2024	60951	KERRY GOODE	REIMBURSE WORKER'S COMP MILEAGE 000	458.77
11	1131	07/19/2024	58686	SCHOOL SPECIALTY	TABLES FOR CAFETERIA BRIDGE THE GAP 012	1,384.94
11	1132	07/19/2024	2766	MARDEL'S	Mardel's 009	112.21
11	1133	07/19/2024	2272	LOWE'S	Misc. supplies 001	160.00
11	1134	07/19/2024	4845	SOLUTION TREE	LICENSES FOR CI 511	2,086.00
11	1135	07/19/2024	633	GREAT EXPECTATIONS NSU	GE Coaching Extra Day 012	1,500.00
11	1136	07/22/2024	60252	REALLY GREAT READING COMPANY, LLC	Admin Training 621	79.00
11	1137	07/22/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 007	5,194.75
11	1138	07/22/2024	57816	TOP 20 TRAINING, LLC	Speaker Tom Cody 005	5,718.00
11	1139	07/22/2024	56554	WCEPS	REGSITRATION FOR WIDA WORKSHOPS 410	475.00
11	1140	07/22/2024	1856	WALMART COMMUNITY	Yearly PO 001	200.00
11	1141	07/23/2024	52916	SCHOLASTIC MAGAZINES	Storyworks for Science 009	1,524.71
11	1142	07/23/2024	555	FLINN SCIENTIFIC, INC.	Chem/Science supplies 011	106.41
11	1144	07/24/2024	59802	TEACHERS CLG READING & WRITING	CONTRACTED SERVICES 541	23,876.76
11	1145	07/24/2024	70099	OKLAHOMA FFA ASSOC.	Membership & Registration Fees 412-311	1,865.00
11	1147	07/24/2024	3839	AMAZON.COM, LLC	WHITE BOARDS ORDER FOR CE 511	2,187.76
11	1148	07/24/2024	3839	AMAZON.COM, LLC	ORDER FOR CI - MCVAY 511	126.19
11	1149	08/01/2024	5188	ULINE	The top of a cage for Bows and Arrows Mr. Cox 011	298.70
11	1150	08/01/2024	1276	HERTZBERG-NEW METHOD, INC.	Fall book order 015	4,285.93
11	1151	08/02/2024	6131	OPERATION AWARE OF OKLAHOMA, INC.	CONTRACTED SERVICES 722	20,100.00
11	1152	08/02/2024	1856	WALMART COMMUNITY	FACS Class 412-314	10,027.57
11	1153	08/02/2024	444	DOC'S FOOD STORES, INC	FACS Class 412-314	885.10
11	1154	08/02/2024	59929	INFINITE ENTERPRISES LLC	Drone video 001	200.00
11	1155	08/02/2024	55980	SHREDDERS, INC	SHREDDING FOR ADMIN	5,000.00
11	1156	08/05/2024	60437	ANA R MADRIGAL DESEELY	INTERPRETATION SERVICES 572	262.50
11	1158	08/05/2024	52004	SWEETWATER	SOUND EQUIPMENT 009	1,828.38
11	1160	08/05/2024	60994	ZOEY RYAN	COLOR GUARD TECH 013	5,034.50
11	1161	08/15/2024	55669	VARITRONICS LLC	Perfecta Ink Set 412-316	648.63
11	1162	08/15/2024	3839	AMAZON.COM, LLC	D. Karnes Classroom Supplies 317	4,137.74
11	1163	08/15/2024	60965	ABLESPACE INC	Subscription 621	3,450.00
11	1164	08/15/2024	56255	B&H PHOTO-VIDEO	Broadcasting Supplies 412-317	682.77
11	1165	08/15/2024	59032	CONTINUED.COM, LLC	OT CE Memberships 698	445.00
11	1166	08/16/2024	60982	INSPIRING YOUNG LEARNERS INC	Subscription 001	219.70
11	1168	08/20/2024	3839	AMAZON.COM, LLC	HEADPHONE CORD IPAD ADAPTERS FOR SECONDARY 572	209.69
11	1169	08/19/2024	6788	H&H PRINTER SERVICES	Printer Toner 412-316	2,268.00
11	1170	08/19/2024	3102	REALITY WORKS	REAL CARE BABY ORDER 421	2,526.02
11	1172	08/21/2024	60986	GARDYN INC	ORDER FOR MS 421	1,400.00

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11	1173	08/21/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG TECH ORDER 421	4,742.10
11	1174	08/21/2024	60658	MARIA WENTWORTH	INTERPRETATION SERVICES 000	468.75
11	1175	08/21/2024	59221	FOLLETT CONTENT SOLUTIONS	purchases 023	8,887.31
11	1176	08/21/2024	60989	OKLAHOMA STATE DEPARTMENT OF ED	RETURN OF OVER PAYMENT ON PROJECT 571	67.33
11	1177	08/22/2024	3839	AMAZON.COM, LLC	ORDER FOR CI - PURDIE 511	277.08
11	1178	08/22/2024	58686	SCHOOL SPECIALTY	Items for 5th Grade Science Dept 012	1,420.00
11	1179	08/22/2024	59221	FOLLETT CONTENT SOLUTIONS	Books 016	7,437.31
11	1180	08/22/2024	6208	APPLE EDUCATIONAL SALES	MAC MINIS 361	3,196.00
11	1181	08/22/2024	60992	APRIL PATRICIA HENRY	AUTHOR PRESENTATIONS 005/011/004	3,460.95
11	1184	08/23/2024	59222	BRIDGET COOK	PER DIEM 511	3,212.25
11	1185	08/23/2024	59980	ISOGRAD INC	Online curriculum materials 412-316	9,714.00
11	1186	08/23/2024	3839	AMAZON.COM, LLC	AOPA Aviation Grant 005	3,780.71
11	1187	08/23/2024	60174	PLEASANT VALLEY SCHOOL FOUNDATION	3rd Grade Field Trip 003	695.00
11	1188	08/26/2024	55566	CEV MULTIMEDIA, LTD	Student/Teacher Licenses 412-311	1,525.00
11	1190	08/26/2024	1276	HERTZBERG-NEW METHOD, INC.	Books for Library 009	3,400.48
11	1191	08/26/2024	59221	FOLLETT CONTENT SOLUTIONS	Books 009	254.66
11	1192	08/26/2024	5336	STARFALL EDUCATION FOUNDATION	School mbrship renewal 010	355.00
11	1194	08/26/2024	60266	ASLDEALFINED	CURRICULUM 333	1,560.00
11	1195	08/27/2024	59221	FOLLETT CONTENT SOLUTIONS	Misc. 023	5,332.27
11	1196	08/27/2024	52916	SCHOLASTIC MAGAZINES	renewal for school year 010	2,832.50
11	1197	08/27/2024	59065	GENERATION GENIUS	Educational streaming and lessons 002	1,795.00
11	1198	08/27/2024	57221	INTRADATA, INC	Read & Quiz 009	1,257.25
11	1229	08/27/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR CI 511	753.75
11	1230	08/28/2024	56274	FCCLA	National Affiliation Dues 412-314	524.00
11	1232	08/28/2024	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	KIM & JEN TRAINING 613	458.00
11	1233	08/29/2024	55888	JOSTENS RENAISSANCE STORE	Planners for students 012	1,350.00
11	1234	08/29/2024	58086	SCOTT RICE	REPLACEMENT BOLTS 004	53.34
11	1235	08/30/2024	3228	DICK BLICK ART MATERIALS	Blocks for Mr. Dean Art class 011	1,823.60
11	1236	08/30/2024	58686	SCHOOL SPECIALTY	School Supplies 003	1,370.11
11	1237	09/03/2024	57264	ESGI, LLC	school renewal 010	3,198.00
11	1238	09/03/2024	3074	MHS	Spanish 698	243.75
11	1239	09/03/2024	6274	PEARSON ASSESSMENT	Test booklets 698	2,722.15
11	1240	09/03/2024	53602	WPS	Testing for all schools 698	824.00
11	1241	09/03/2024	3228	DICK BLICK ART MATERIALS	Art Supplies 005	3,494.36
11	1242	09/03/2024	292	CERAMIC COTTAGE, INC.	Art Supplies 005	986.00
11	1243	09/03/2024	3839	AMAZON.COM, LLC	ADDITIONAL WHITE BOARDS FOR CI 511	1,157.23
11	1245	09/04/2024	60463	ZEN NUN CING	INTERPRETATION SERVICES 000	87.50

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11	1247	09/04/2024	59900	MICHELLE BOWDLE	Traveling Expenses 613	120.00
11	1248	09/04/2024	60128	TEACHTOWN	10 new Licenses 621	3,437.50
11	1249	09/04/2024	61013	OK-APSE	Oklahoma Transition Institute 613	150.00
11	1252	09/05/2024	3839	AMAZON.COM, LLC	CE PARENT ENGAGEMENT ORDER 511	1,146.17
11	1255	09/05/2024	61186	DANA HARDY	LANGUAGE TUTORING SERVICE	4,410.00
11	1256	09/06/2024	59359	ROBINSON RANCH LLC	3rd grade field trip 001	745.00
11	1257	09/06/2024	56643	OTICON, INC.	Oticon EduMic Microphone 000	639.99
11	1258	09/06/2024	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	PE Supplies 004	1,427.61
11	1259	09/06/2024	3891	BLICK ART MATERIALS LLC	Art Supplies 004	475.08
11	1260	09/09/2024	58100	VEX ROBOTICS, INC	Robotics Parts 008	1,373.61
11	1261	09/09/2024	5463	LEARNING A-Z	SUBSCRIPTION RENEWAL CI - MCVAY 511	135.00
11	1262	09/09/2024	56274	FCCLA	FCCLA needs 412-314	900.00
11	1264	09/10/2024	55895	FISLERDATA, LLC	HS Subscription 005	389.00
11	1267	09/10/2024	3581	DEMCO, INC.	book processing supplies 017	441.94
11	1268	09/10/2024	60579	NACNY INK LLC	CONTRACTED SERVICES FOR CI 511	4,800.00
11	1269	09/10/2024	60579	NACNY INK LLC	CONTRACTED SERVICES FOR PD - EI 511, 541	18,900.00
11	1270	09/11/2024	61028	ALEXIS CHITWOOD	REIMBURSE IDENTOGO 000	58.25
11	1271	09/11/2024	61030	ANTONIA PEREZ DE LARA	REIMBURSE IDENTOGO 000	58.25
11	1272	09/11/2024	633	GREAT EXPECTATIONS NSU	Full day of coaching services 002	1,500.00
11	1273	09/11/2024	8035	IXL LEARNING INC	REGISTRATION FOR IXL CONFERENCE 541	738.00
11	1274	09/12/2024	56227	CDW-G 2	HP ELITEBOOK 561	1,702.60
11	1275	09/12/2024	61048	ANNA BLACK	PER DIEM OSCA CONFERENCE 511	280.80
11	1276	09/12/2024	53602	WPS	Narrative language & Arizona Word 198	871.20
11	1277	09/12/2024	6098	SUPER DUPER PUBLICATIONS	TOLD-4 198	156.00
11	1278	09/12/2024	6274	PEARSON ASSESSMENT	CELF & OWLS screening forms 198	683.03
11	1280	09/13/2024	60784	DRONE COMPETITION GATES	Drones 004	7,710.98
11	1281	09/13/2024	58100	VEX ROBOTICS, INC	Robotics 004	6,079.60
11	1283	09/13/2024	61035	ZAM THANG CIIN	INTERPRETATION SERVICES 000	93.75
11	1284	09/13/2024	61034	JOSEPH HUAMAN	INTERPRETATION SERVICES 000	200.00
11	1285	09/16/2024	57816	TOP 20 TRAINING, LLC	Books 005	111.00
11	1286	09/16/2024	52568	FUN AND FUNCTION	Carolyn S EI 198	644.05
11	1287	09/16/2024	3839	AMAZON.COM, LLC	DYSLEXIA PD TRAINING LIBRARY BOOK ORDER FOR EI 511	1,073.07
11	1288	09/17/2024	59088	FREDERICK, SOMMERS & WESTERN SIGN	Signs for the School 012	2,580.00
11	1289	09/18/2024	55566	CEV MULTIMEDIA, LTD	Student/Teacher Licensing 412-311 D NETTLES	1,725.00
11	1292	09/19/2024	58686	SCHOOL SPECIALTY	Misc. 008	372.14

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11	1293	09/20/2024	58839	LEGO EDUCATION NORTH AMERICA	LEGO SETS FOR CE 511	15,357.60
11	1294	09/20/2024	61052	ERIN RAMSEY	reimbursement - PHONE REPAIR 007	149.99
11	1295	09/23/2024	8035	IXL LEARNING INC	IXL ELA for Second Grade 003	975.00
11	1296	09/24/2024	57874	OKLAHOMA ARTS INSTITUTE INC	Workshop for Minton 002	260.00
11	1297	09/24/2024	55895	FISLERDATA, LLC	MY CONFERENCE TIME SUBSCRIPTION 011	359.00
11	1298	09/25/2024	59720	CATAPULT LEARNING WEST LLC	PROFESSIONAL DEVELOPMENT 367	10,900.00
11	1299	09/25/2024	58100	VEX ROBOTICS, INC	Robotics Competition Materials 009	262.33
11	1300	09/25/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	Books 105	13,300.27
11	1301	09/25/2024	3839	AMAZON.COM, LLC	MATH CURSE BOOK ORDER FOR CI 511	104.90
11	1302	09/26/2024	3839	AMAZON.COM, LLC	PD MATERIALS 511	20.49
11	1303	09/26/2024	58714	BIXBY PUBLIC SCHOOLS - PRINTSHOP	PD PRINTED MATERIALS FOR EI 511	11.66
11	1304	09/26/2024	57562	TULSA BOTANIC GARDEN	2nd grade field trip 001	335.00
11	1305	09/26/2024	57264	ESGI, LLC	added license 010	246.00
11	1306	09/27/2024	1856	WALMART COMMUNITY	CLASSROOM MAT FOR COUNSELOR HUDDLE GROUPS 722	918.78
11	1307	09/27/2024	3839	AMAZON.COM, LLC	NEGLECTED ORDER 518	750.00
11	1308	09/27/2024	6208	APPLE EDUCATIONAL SALES	NEGLECTED IPAD ORDER 518	3,167.70
11	1309	09/30/2024	3654	PERFORMANCE STAGE	Auditorium diagnostics 005	2,441.58
11	1310	09/30/2024	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD DICTIONARY ORDER 572	549.15
11	1311	10/01/2024	3839	AMAZON.COM, LLC	BOOK STUDY ORDER FOR NI 541	161.11
11	1312	10/01/2024	57271	LEARNING WITHOUT TEARS	CURSIVE WRITING MAT FOR ELEM & INTERMEDIATES 367	23,766.60
11	1313	10/01/2024	2272	LOWE'S	Fridge 004	3,341.00
11	1314	10/02/2024	59764	LAB-AIDS, INC	C.Cox Biology 011	967.90
11	1315	10/02/2024	3839	AMAZON.COM, LLC	CI MATH LIBRARY BOOK ORDER 511	242.16
11	1316	10/02/2024	3839	AMAZON.COM, LLC	BUILDILNG THINKING CLASSROOMS BOOK ORDER 541	302.70
11	1317	10/03/2024	1856	WALMART COMMUNITY	FACS 412-314-505	2,928.02
11	1318	10/03/2024	3839	AMAZON.COM, LLC	FACS 412-314-505	3,911.12
11	1319	10/03/2024	61074	MICHAEL COX	Facebook MarketPlace 011	309.00
11	1320	10/03/2024	61069	INCLUSION RULES LLC	REGISTRATIONS FOR DOWN SYNDROME COURSE 541	556.00
11	1321	10/03/2024	61163	COODY CONSULTING	CONSULTING SERVICE - SPED 000	7,200.00
11	1322	10/04/2024	1856	WALMART COMMUNITY	Science Class - experiment supplies 004	1,100.00
11	1323	10/07/2024	61081	SEBASTIAN DAVIS	REIMBURSE GLUE PURCHASE 005	34.92
11	1326	10/07/2024	59862	MOBILE ED PRODUCTIONS INC	Earth Dome 009	1,795.00
11	1327	10/07/2024	60579	NACNY INK LLC	DYSLEXIA TRAINING PD 541	6,350.00
11	1328	10/08/2024	80065	MOLLY C MCVAY	PER DIEM IDA CONFERENCE 511	369.57

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11	1329	10/08/2024	59859	GIMKIT, INC	Licensing Renewal 005	650.00
11	1331	10/09/2024	61080	VERONICA CASTILLO	SPANISH TRANSLATION 000	68.75
11	1333	10/09/2024	61077	ACCUCUT, LLC	Bridge The Gap Funds 009	585.00
11	1334	10/09/2024	58720	OAGCT	REGISTRATIONS 020	750.00
11	1335	10/09/2024	1607	SUPER DUPER SCHOOL COMPANY	Hearing-WE 697	44.90
11	1336	10/09/2024	61097	JIMMY DENTON KILN SERVICE	REPAIR KILN FOR ART 002	172.50
11	1337	10/09/2024	59857	KAHOOT! ASA	EDU Subscription 005	1,543.19
11	1338	10/10/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	PAULA CLAYTON-WORKSHOP 002	299.00
11	1340	10/10/2024	59893	CONNECT AND RESTORE, LLC	PROFESSIONAL CONSULTING SERVICES 552	13,175.00
11	1341	10/10/2024	5463	LEARNING A-Z	renewal and added 2 licenses 010	3,200.40
11	1342	10/10/2024	59893	CONNECT AND RESTORE, LLC	CI BOOK STUDY CONSULTATION 511	1,200.00
11	1343	10/10/2024	57271	LEARNING WITHOUT TEARS	Licenses, 1 key power, Printing power etc 697	343.45
11	1345	10/11/2024	52004	SWEETWATER	wireless mic 010	241.58
11	1346	10/14/2024	61085	SIGN MEDIA INC	ASL Cirriculum 005	170.13
11	1348	10/15/2024	1856	WALMART COMMUNITY	Instructional Supplies 011	400.00
11	1350	10/15/2024	58844	RIVERSIDE INSIGHTS	Subscription renewal 697	540.00
11	1351	10/15/2024	4845	SOLUTION TREE	BOOK ORDER 541	315.10
11	1352	10/15/2024	59171	KENDRICK EXCAVATING LLC	Greenhouse 412-311	9,898.50
11	1353	10/16/2024	61125	KIMBERLY ROWE	REIMBURSE GAS FOR FFA TRIP 051	208.73
11	1354	10/16/2024	5913	CENGAGE LEARNING	Gale 018	6,466.56
11	1355	10/16/2024	58972	NOODLETOOLS, INC	MLA Research Tool 018	490.00
11	1356	10/16/2024	4724	BLICK ART MATERIALS	craft paper 010	184.98
11	1357	10/16/2024	54233	BRANDON SELLERS	REIMBURSE GAS FOR FFA TRIP 051	212.34
11	1358	10/22/2024	1245	THE PAPERWORK COMPANY	Vinyl Lettering 004	875.00
11	1359	10/23/2024	555	FLINN SCIENTIFIC, INC.	Strontium Chloride for Mrs. Desaulniers 011	36.27
11	1360	10/23/2024	59221	FOLLETT CONTENT SOLUTIONS	Book Order 015	180.67
11	1362	10/24/2024	54249	BE PUBLISHING	412 Purchase 412-316	1,073.75
11	1363	10/25/2024	21380	CARMICHAEL'S PRODUCE	PUMPKIN PAINTING 412-314	59.00
11	1364	10/28/2024	5913	CENGAGE LEARNING	SPANISH MATH TEXTBOOK ORDER 572	2,368.80
11	1366	10/28/2024	60953	CROUCH RECREATION INC	RUBBER BELT SEAT SWING 012	77.00
11	1367	10/29/2024	51924	RYDIN DECAL CUSTOM IMAGE SOLUTIONS	Parking Permits 005	2,092.79
11	1370	10/29/2024	61111	HOPE KING TEACHING RESOURCES INC	GYTO- Las Vegas- Registration 007	1,996.00
11	1371	10/29/2024	56719	CONJUGUEMOS	Foreign Language Website Renewal 005	50.00
11	1372	10/29/2024	57399	LIBBY MCNAMARA	Per Diem-Vegas 007	540.90
11	1373	10/29/2024	61115	LAUREN PURDIE	Per Diem-Vegas 007	301.00
11	1374	10/29/2024	83418	HAILEE FITZPATRICKSPEIR	Per Diem- Vegas 007	301.00
11	1375	10/29/2024	61117	DEBORAH STANHOPE	Per Diem- Vegas 007	301.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1376	10/30/2024	1276	HERTZBERG-NEW METHOD, INC.	Book Order - REDBUD BOOKS 014	1,651.57
11	1377	10/30/2024	61107	FARADAY STYLUS	Caduceus Stylus (Salt Tip) 697	102.10
11	1378	10/30/2024	52568	FUN AND FUNCTION	Crash Mat & Cover 697	418.08
11	1379	10/30/2024	1276	HERTZBERG-NEW METHOD, INC.	new library books 017	4,000.00
11	1380	10/30/2024	59221	FOLLETT CONTENT SOLUTIONS	library books 017	1,730.22
11	1381	10/31/2024	60252	REALLY GREAT READING COMPANY, LLC	Kindergarten Countdown Cards 621	30.95
11	1382	11/04/2024	1276	HERTZBERG-NEW METHOD, INC.	Books for Library 024	1,238.08
11	1385	11/05/2024	1856	WALMART COMMUNITY	Misc Purchases 012	238.69
11	1386	11/05/2024	59272	SUSI EPPERSON CONSULTING, LLC	GRANTS 4 SCHOOLS CONFERENCE REGISTRATION 541	1,000.00
11	1387	11/05/2024	56104	CODY COONCE	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1388	11/05/2024	55887	HEATHER BOWMAN	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1389	11/05/2024	60856	CARLEY HOSIER	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1390	11/05/2024	59540	SIERRA D THOMPSON	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1391	11/05/2024	59784	MOJUHSI LLC	Storytelling Performance 561	500.00
11	1393	11/06/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR NE - WANN 541	31.95
11	1394	11/06/2024	57741	CONNECTED KIDS, INC	ONLINE PROFESSIONAL DEVELOPMENT 541	1,500.00
11	1395	11/06/2024	52385	WIRELESS TECHNOLOGIES, INC	50 WALKIES 376	37,400.00
11	1396	11/07/2024	61023	NOVEL EFFECT	Subscription 023	49.99
11	1397	11/07/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR EI 511	279.54
11	1398	11/07/2024	3839	AMAZON.COM, LLC	CE PARENT ENGAGEMENT MATERIALS 511	128.16
11	1399	11/07/2024	61150	TAGGTIME LLC	PD WORKSHOP 541	1,800.00
11	1400	11/07/2024	3839	AMAZON.COM, LLC	ASCA BOOKS - ALLISON MORRIS 541	245.15
11	1401	11/07/2024	61164	YAQUELINE MARTINEZ GARCIA	INTERPRETATION SERVICES 000	18.75
11	1403	11/11/2024	57038	LIGHTHOUSE ELECTRIC LLC	SOUND SYSTEM 002	4,954.00
11	1405	11/11/2024	61141	CLIFTON C HILL	INDIAN ED PRESENTATION 561	600.00
11	1406	11/11/2024	4266	TOYS FOR SPECIAL CHILDREN, INC.	4 Camparment Communicator (1245) 697	299.95
11	1407	11/11/2024	60614	NATIONAL SCIENCE TEACHING ASSOC	REGISTRATION 552	425.00
11	1408	11/11/2024	3676	APPLE STORE	MacBook Pro 004	2,518.00
11	1409	11/11/2024	56255	B&H PHOTO-VIDEO	Microphones 004	2,204.28
11	1412	11/18/2024	60896	AMBER FLOWERS	PER DIEM GYTO 511	215.00
11	1413	11/18/2024	5928	LESLIE HAYNES	PER DIEM GYTO CONFERENCE 511	256.83
11	1414	11/19/2024	3228	DICK BLICK ART MATERIALS	Simple Designs Swing Arm Lamp 004	450.84
11	1415	11/20/2024	61159	TRUE+WAY ASL TRUE WAY ASL	ASL Curriculum 005	15,715.00

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11	1416	11/20/2024	5208	MIDWEST TEAM SPORTS	UNIFORMS FOR TECH DEPT 030	628.50
11	1420	12/02/2024	60920	AMERICAN PLANT PRODUCTS & SERVICES	Green House Structure 412-311	3,800.00
11	1421	12/02/2024	54358	STEPHANIE BEASLEY	Per Diem	864.82
11	1422	12/02/2024	61169	JENNA BROWN	NASP-Feb. 18-21 621	517.93
11	1423	12/02/2024	58526	HEATHER GUYNES	NASP Annual 2025 621	615.27
11	1424	12/02/2024	61170	MACKENZIE REUTER	Per Diem-NASP 2025 621	506.00
11	1425	12/02/2024	59868	RACHEL CORNELIUS	Per Diem-NASP 2025 621	506.00
11	1426	12/02/2024	61168	MELANIE CALLICOAT	NASP 2025-Feb 16-21 621	572.93
11	1427	12/03/2024	52916	SCHOLASTIC MAGAZINES	Magazine Subscription 412-314-505	263.74
11	1428	12/04/2024	59907	TRAETON DANSBY	Reimbursement 004	178.00
11	1429	12/04/2024	57158	OKLAHOMA AQUARIUM	Kinder Fieldtrip 001	1,390.00
11	1430	12/04/2024	58176	SCHOOLSAFEID LLC	Car tags 010	72.95
11	1431	12/04/2024	52004	SWEETWATER	PA Speaker for Music 010	475.62
11	1432	12/06/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR 9GC 572	234.00
11	1433	12/06/2024	59802	TEACHERS CLG READING & WRITING	Teachers College 007	900.00
11	1434	12/06/2024	61177	KELLI ZEIGLER	Per Diem 007	357.00
11	1435	12/06/2024	61178	BROOKLYN CAROTHERS	Per Diem 007	539.88
11	1436	12/10/2024	58710	BOOM LEARNING	SUBSCRIPTION RENEWAL 511	99.98
11	1438	12/10/2024	52270	PEARSON	JHaynes--198BOT2-pdms-3 198	529.15
11	1440	12/10/2024	53773	JW PEPPER	Honor Choir Sheet Music - Journey to the Past 009	125.49
11	1441	12/10/2024	61029	VISTA HIGHER LEARNING INC	ADDITIONAL LICENSES 572	449.50
11	1442	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	K GRADE SRA ORDER FOR EE 367	864.85
11	1443	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	1ST GRADE SRA ORDER EE 367	2,417.63
11	1444	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	2ND GRADE SRA BOOK ORDER EE 367	2,519.66
11	1445	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	3RD GRADE SRA BOOK ORDER EE 367	2,728.08
11	1446	12/11/2024	57228	JOANIE HUGHES	Per Diem-Autism Assessment Training OKC 613	481.14
11	1447	12/11/2024	190	BOUND TO STAY BOUND BOOKS, INC	BOOK ORDER FOR EE 367	552.43
11	1448	12/11/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR EE 367	399.68
11	1449	12/12/2024	61184	MISS OKLAHOMA ORGANIZATION INC	Miss Oklahoma Appearance FEE 010	15.00
11	1450	12/13/2024	61185	LAUREN K FROST	Miss Oklahoma Appearance 012/010	334.00
11	1454	12/16/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Virtual Training 007	175.00
11	1455	12/17/2024	57410	THE DEMAND PROJECT INC	CONFERENCE REGISTRATION 541	447.00
11	1456	12/18/2024	51825	SCHOOL OUTFITTERS	2 Study Carrels 007	936.37
11	1457	12/18/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	Library Collection 026	3,847.79
11	1458	12/19/2024	61181	DBIDA	Connections Conference Owasso -615	2,550.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1459	12/19/2024	59276	WENDY TRUEL	PER DIEM ESEA CONFERENCE 511	401.84
11	1460	12/19/2024	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Elementary 025	3,014.47
11	1461	12/19/2024	59221	FOLLETT CONTENT SOLUTIONS	library books for East Elementary 025	4,393.14
11	1462	12/19/2024	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Intermediate 025	3,062.60
11	1463	12/19/2024	59221	FOLLETT CONTENT SOLUTIONS	library books for East Intermediate 025	1,482.63
11	1464	12/20/2024	61140	ROBOLINK INC	Drone motors	1,650.81
11	1467	01/03/2025	57419	PAM STEVENSON	reimbursement for conference 010	358.05
11	1468	01/03/2025	61196	TECHNOLOGY STUDENT ASSOCIATION	TSA National and State Membership 412-315	500.00
11	1469	01/06/2025	52568	FUN AND FUNCTION	Swing for WI-AmyN 627	310.74
11	1471	01/10/2025	59030	CONCORD THEATRICALS CORP	Musical Licensing 005	3,253.86
11	1472	01/13/2025	57298	DREW EICHELBERGER	Conference Registration 012	675.00
11	1473	01/13/2025	3581	DEMCO, INC.	Library Book Repair Supplies/ Library Supplies 014	566.63
11	1475	01/14/2025	243	BUREAU OF EDUCATION & RESEARCH	REGFOR PD - WHATS NEW IN YA LITERATURE 572	295.00
11	1476	01/14/2025	61226	PRAIRIE QUILT COMPANY LLC	Sewing Machine Repairs 412-314 -705	2,317.54
11	1477	01/14/2025	6098	SUPER DUPER PUBLICATIONS	Phrase Flips-JH-WE 697	49.90
11	1478	01/16/2025	3839	AMAZON.COM, LLC	ORDER FOR EL STUDENTS 572	173.72
11	1479	01/16/2025	59102	FIRST EDUCATIONAL RESOURCES	PD CONSULT FOR DISTRICT ADMINISTRATORS 541	10,750.00
11	1480	01/21/2025	59032	CONTINUED.COM, LLC	PhysicalTherapy.com Subscriptions-Holli Todd 697	129.00
11	1481	01/21/2025	6208	APPLE EDUCATIONAL SALES	IPads & cases 618	1,673.70
11	1482	01/21/2025	52626	RICH WALLACE	Per Diem 004	200.00
11	1483	01/21/2025	53560	SIMON MACFARLANE	Per Diem 004	200.00
11	1484	01/21/2025	53264	CAROLE CLAGG	Per Diem 004	200.00
11	1485	01/21/2025	3729	SHERRY GIRARD	Per Diem 004	200.00
11	1486	01/21/2025	57291	HEARTLAND AED, INC	AED AND CABINET 027	2,156.10
11	1487	01/23/2025	61254	PATRICIA HOLLAND	Travel Reimbursement for Science Conference 005	322.00
11	1488	01/23/2025	60321	SKYLAR GOODSELL	Travel Reimbursement for Science Conference 005	414.00
11	1489	01/23/2025	61246	DAVID MEYER	Travel Reimbursement for Science Conference 005	2,929.75
11	1490	01/23/2025	61247	GABBY JOHNSON	Travel Reimbursement for Science Conference 005	417.96
11	1492	01/23/2025	61249	JOSH REGNIER	Ping Pong Table 005	300.00
11	1493	01/24/2025	59563	BLUUM OF TEXAS, LLC	NEWLINE TV & STAND ORDER FOR EI.511	2,548.00
11	1496	01/27/2025	61251	GLEIM PUBLICATIONS	Flight Simulator 005(CODING NEEDS TO BE CORRECTED)	9,479.89

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1497	01/27/2025	56227	CDW-G 2	Conference System 004	1,061.65
11	1499	01/28/2025	53089	BRAIN POP LLC	Onliine Research 014	2,520.00
11	1500	01/29/2025	3839	AMAZON.COM, LLC	CART FOR NEWLINE TV FOR EI 511	207.99
11	1502	01/29/2025	51825	SCHOOL OUTFITTERS	Half moon table-EE-627-Megan	581.97
11	1503	01/29/2025	59921	ESPECIAL NEEDS, LLC	Dbl Squeeze Mach. & 1st Class Chair 641	1,151.81
11	1504	01/29/2025	54162	SCHOOL OUTLET	Jonti-Craft changing table 641	1,545.28
11	1505	01/30/2025	52270	PEARSON	NE-TESTING-641-BL 641	1,314.60
11	1507	01/30/2025	60343	CHRISTOPHER FRENCH	PAYROLL DUE TO THEFT 000	6,426.27
11	1508	02/03/2025	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING STRUCTURED LITERACY TE ORDER 367	20,539.03
11	1509	02/04/2025	52568	FUN AND FUNCTION	627-NI-Web Swing replacement-Livvy Vandolah 198	308.44
11	1510	02/04/2025	60955	MIRANDA FELTON	Per Diem Jostens Renaissance Conference 004	460.96
11	1511	02/04/2025	60962	TARA GORDON	Per Diem Jostens Renaissance Conference 004	400.00
11	1512	02/04/2025	53267	TONI ROSS	Per Diem Jostens Renaissance Conference 004	422.10
11	1513	02/04/2025	53264	CAROLE CLAGG	Per Diem Jostens Renaissance Conference 004	400.00
11	1514	02/05/2025	61266	KRISTIE COGGINS	Per Diem Jostens Renaissance Conference	360.00
11	1515	02/05/2025	61267	RACHEL COSBY	Per Diem Jostens Renaissance Conference 004	360.00
11	1516	02/05/2025	115	BARNES & NOBLES STORE #2585	Fiction Books for Library 018	285.85
11	1517	02/06/2025	55544	CHRISTA THOMPSON	PER DIEM MILEAGE ACT SUMMIT 541	35.00
11	1518	02/06/2025	61268	JOHN GARRISON	PER DIEM MILEAGE ACT SUMMIT 541	35.00
11	1519	02/06/2025	61269	SARA MAR	PER DIEM MILEAGE ACT SUMMIT 541	35.00
11	1527	02/06/2025	59400	ANGELA TIMMONS	PER DIEM MILEAGE DYSLEXIA PD 367	43.40
11	1531	02/07/2025	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Sharks for Science - BTG Funds 009	2,165.13
11	1533	02/11/2025	3223	POWERSCHOOL GROUP LLC	REGISTRATION FOR CENTRAL STATES PSUG CONF 541	1,300.00
11	1534	02/11/2025	1856	WALMART COMMUNITY	PD TEACHER SUPPLIES 541	197.74
11	1535	02/11/2025	3839	AMAZON.COM, LLC	CI PARENT NIGHT MATERIALS 511	956.85
11	1537	02/13/2025	3839	AMAZON.COM, LLC	EI PARENT NIGHT MATERIALS 511	3,541.69
11	1538	02/13/2025	61288	GEO-COMM INC	SCHOOL SAFETY SERVICE 376	45,000.00
11	1539	02/13/2025	58734	BEARCOM	Walkie repair 001	1,242.02
11	1542	02/24/2025	58943	DISCOVERY LAB	EI PARENT ENGAGEMENT NIGHT 511	900.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1543	02/24/2025	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	REGISTRATION FOR ASMLF 511	6,315.00
11	1544	02/24/2025	3057	SCHOOL NURSE SUPPLY, INC.	Changing table 697	945.00
11	1545	02/25/2025	58861	FAB LAB TULSA INC	FAMILY ENGAGEMENT NIGHT ROBOTICS 511	340.00
11	1546	02/25/2025	3581	DEMCO, INC.	book processing supplies 017	125.41
11	1547	02/25/2025	597	GARRETT BOOK COMPANY	non-fiction books 017	2,903.60
11	1548	02/25/2025	52270	PEARSON	District Test Protocals 697	1,381.28
11	1549	02/25/2025	3839	AMAZON.COM, LLC	SRA BOOK ORDER FOR WI 367	1,778.64
11	1550	02/25/2025	3839	AMAZON.COM, LLC	TEACHER MATERIALS FOR PD 511	769.89
11	1551	02/26/2025	3102	REALITY WORKS	Real Care Babies Repair 412-314-705	136.00
11	1552	02/26/2025	292	CERAMIC COTTAGE, INC.	Clay Order 007	440.00
11	1553	02/26/2025	3581	DEMCO, INC.	Stickers for Book to Identify Genre 026	86.68
11	1554	02/27/2025	60854	LOVING GUIDANCE LLC	ON SITE PD TRAINING 552	9,290.00
11	1555	02/28/2025	61294	HANDS-ON TASKS INC	Pre Vocational Skills Master Set 618	9,217.95
11	1556	03/03/2025	2017	LAKESHORE LEARNING MATERIALS	PHONICS KITS FOR WE 367	1,367.52
11	1557	03/03/2025	58848	REHABMART.COM	627-Special Needs-Adaptive Trikes-Multiple	13,419.00
11	1558	03/04/2025	59862	MOBILE ED PRODUCTIONS INC	The Magic of Science Presentation 003	1,395.00
11	1559	03/04/2025	54984	RIXSTINE RECOGNITION	Field Day/PE 003	175.50
11	1560	03/05/2025	51825	SCHOOL OUTFITTERS	Half moon table-EE-Kristan O 627	590.68
11	1563	03/06/2025	58125	KI FURNITURE	Science lab chairs 010	9,000.30
11	1564	03/07/2025	60676	CTR FOR INDIV WITH PHYS CHALLENGES	ASL interpreter for an IEP Meeting for MS 198	592.50
11	1566	03/10/2025	3581	DEMCO, INC.	Book Processing & Instruction 018	205.73
11	1567	03/10/2025	61291	MIKE BLAIR	PER DIEM PSUG CONFERENCE 541/004	428.00
11	1568	03/10/2025	6208	APPLE EDUCATIONAL SALES	MACBOOK AIR 561	4,740.00
11	1570	03/10/2025	52626	RICH WALLACE	PER DIEM PSUG CONFERENCE 541	168.00
11	1571	03/10/2025	55248	LINDA RICKS	PER DIEM PSUG CONFERENCE 541	84.00
11	1572	03/10/2025	58354	LAURA DEWOODY	PER DIEM PSUG CONFERENCE 541	84.00
11	1573	03/11/2025	59221	FOLLETT CONTENT SOLUTIONS	library books - new and replacement copies 017	3,918.97
11	1574	03/12/2025	52669	NASCO	Classroom Supplies 412-314-505	70.00
11	1575	03/12/2025	61324	OKLAHOMA DEPARTMENT OF EDUCATION	REIMBURSEMENT OF NATIONAL BOARD CERTIFICATION 000	23,000.00
11	1576	03/13/2025	555	FLINN SCIENTIFIC, INC.	Supplies for Science Class 005	3,337.95
11	1577	03/13/2025	61225	PLLC	627-Psycholigicall Assessment 627	3,800.00
11	1578	03/13/2025	54777	EWING	WEST PLAYGROUND MULCH 000	643.70

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1579	03/24/2025	59350	AUTISM-PRODUCTS.COM	Replacement Bands for Steam Roller 697	54.91
11	1580	03/25/2025	61326	GSC GO SCIENCE CRAZY	Globes 005	613.74
11	1581	03/25/2025	58734	BEARCOM	Walkie Talkie Needs 007	560.55
11	1582	03/25/2025	3676	APPLE STORE	Mac Computers for Broadcasting 412-317	2,736.00
11	1583	03/25/2025	61316	LANGUAGE TESTING INTERNATIONAL INC	BILINGUAL TESTING MATERIALS 572	20.00
11	1584	03/25/2025	59221	FOLLETT CONTENT SOLUTIONS	Books for Library Collection 026	3,262.58
11	1585	03/26/2025	3102	REALITY WORKS	RealCare Baby	1,210.72
11	1586	03/26/2025	54777	EWING	Mulch Order (Will be reimbursed) 000	570.65
11	1587	03/27/2025	56311	E3 GORDON STOWE	yearly audiometer calibration 027	988.00
11	1588	03/28/2025	58710	BOOM LEARNING	POINTS PURCHASE FOR CURRICULUM CI 511	100.00
11	1591	03/28/2025	57271	LEARNING WITHOUT TEARS	CURRICULUM FOR PREK - 5TH GRADE 367	47,980.05
11	1592	03/28/2025	1643	TEACHER'S DISCOVERY	French Games 005	137.95
11	1593	03/28/2025	52270	PEARSON	697-District SLP	3,178.24
11	1594	03/28/2025	53602	WPS	697-District SLP	371.80
11	1595	03/31/2025	59286	FLYLEAF PUBLISHING LLC	SRA ORDER WE 367	997.27
11	1596	03/31/2025	61111	HOPE KING TEACHING RESOURCES INC	GYTO registration 010	5,526.00
11	1597	03/31/2025	61340	WE LEARN EDUCAITON SERVICES LLC	10 SESSIONS EDUCATION SERVICES 511	837.20
11	1598	04/01/2025	5643	CENGAGE LEARNING	MATH CURRICULUM 2ND GR 333	242.00
11	1599	04/02/2025	61344	NATIONAL DOWN SYNDROME CONGRESS	REGISTRATIONS FOR CONFERENCE 621	750.00
11	1600	04/02/2025	61349	SEWING PARTS ONLINE INC	FACS Supplies 412-314-705	159.96
11	1601	04/02/2025	61348	LUCAS MANN	Curriculum 412-317	500.00
11	1602	04/03/2025	60255	ACCUTRAIN CORPORATION	REGISTRATION 421	857.00
11	1603	04/03/2025	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATION 541	50.00
11	1604	04/04/2025	3581	DEMCO, INC.	display shelving, signage, bookmarks 017	2,092.26
11	1605	04/04/2025	3102	REALITY WORKS	ORDER FOR HS FACS 421	3,014.26
11	1606	04/04/2025	59923	GLOBE PROMOTIONS LLC	3.2 mil nitril golves size large 050	135.00
11	1608	04/07/2025	52901	HEATHER WITHEM	Travel Reimb BMITE Advisory Meeting 412-316	111.02
11	1609	04/07/2025	52310	CAPSTONE	online research platform 014	1,999.00
11	1610	04/08/2025	55952	SCHOOL FIX	FLAG HOLDERS 050	105.15
11	1611	04/08/2025	624	GOPHER SPORTS	OSDE TSET GRANT - ZEHDER 340	8,497.74
11	1612	04/08/2025	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	OSDE TSET GRANT - ZEHDER 340	1,043.96
11	1613	04/09/2025	3891	BLICK ART MATERIALS LLC	Art purchase 007	360.00
11	1614	04/09/2025	5336	STARFALL EDUCATION FOUNDATION	Online Platform 014	355.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1615	04/09/2025	1607	SUPER DUPER SCHOOL COMPANY	697-TOCS,Artic Cards,Photo,Chat & Bundle	571.80
11	1617	04/11/2025	52310	CAPSTONE	PebbleGo Subscription 007	1,399.00
11	1618	04/14/2025	59873	TESOL INTERNATIONAL ASSOCIATION	REGISTRATION FOR VIRTUAL PD 572	285.00
11	1619	04/15/2025	3839	AMAZON.COM, LLC	COUNSELING BOOKS FOR DISTRICT 541	50.49
11	1621	04/15/2025	243	BUREAU OF EDUCATION & RESEARCH	REGISTRATIONS FOR ONLINE CONFERENCE 541	1,120.00
11	1622	04/15/2025	56498	PAR, INC	District Testing 698	275.00
11	1623	04/15/2025	3074	MHS	District Testing 698	943.75
11	1624	04/15/2025	61399	SCHOOLHOUSE EDUCATIONAL SVCS INC	End of the year of the testing 698	650.00
11	1625	04/15/2025	52270	PEARSON	End of the year District Testing 698	2,409.48
11	1626	04/15/2025	52270	PEARSON	End of the year District Testing 698	1,305.99
11	1627	04/16/2025	61381	LITTLE BEE SPEECH CO	Little Bee Speech 198	1,199.90
11	1630	04/16/2025	1607	SUPER DUPER SCHOOL COMPANY	Magne Talk, Fluency River 198	161.90
11	1631	04/17/2025	56286	PUT-IN-CUPS	Fence Cups 001	472.42
11	1632	04/17/2025	59395	DIDAX EDUCATIONAL RESOURCES INC	MATH MANIPULATIVES FOR EI 511	185.95
11	1633	04/17/2025	3839	AMAZON.COM, LLC	MATH MANIPULATIVES ORDER EI 511	360.23
11	1635	04/22/2025	52270	PEARSON	FGTA-PLS-5 198	982.12
11	1636	04/23/2025	59947	HELLO LITERACY INC	Phonics Readers 001	2,567.40
11	1637	04/23/2025	61392	KIDSJUMPTECH LLC	1 Full HD Projector 627	7,499.00
11	1638	04/25/2025	61393	PADLET	Liscenses 001	2,000.00
11	1640	04/28/2025	2663	WEST MUSIC COMPANY	Music Allowance 001	244.36
11	1641	04/28/2025	1607	SUPER DUPER SCHOOL COMPANY	Auditory Processing Chipper Chat 698	79.95
11	1645	04/29/2025	3839	AMAZON.COM, LLC	BOOK STUDY ORDER 641	691.77
11	1646	04/30/2025	52004	SWEETWATER	gym sound system 010	2,649.89
11	1648	04/30/2025	3839	AMAZON.COM, LLC	BOOK ORDER FOR WE 541	714.96
11	1649	05/02/2025	53013	EAI EDUCATION	Graphing Calculators 005	4,111.75
11	1650	05/05/2025	3581	DEMCO, INC.	Library Supplies 014	1,006.04
11	1651	05/05/2025	55887	HEATHER BOWMAN	PER DIEM CODE.ORG CONFERENCE 541	562.47
11	1652	05/06/2025	2272	LOWE'S	New Refrigerator 011	617.55
11	1653	05/07/2025	55194	JENNIFER PHENICIE	PERDIEM FOR JOSTENS 011	337.06
11	1654	05/07/2025	61314	JESSE SUTMILLER	PERDIEM FOR JOSTENS 011	800.00
11	1655	05/07/2025	59560	MICHAEL SHAW	Per Diem San Diego Jostens Conference 005	301.00
11	1656	05/07/2025	60782	STUDENT CONDUCTOR INC	Student Conductor System 011	1,250.00
11	1657	05/07/2025	6208	APPLE EDUCATIONAL SALES	Apps 198	3,077.10
11	1658	05/07/2025	61407	CHRISTA THOMPSON	Per Diem San Diego Jostens Conference 005	301.00

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11	1659	05/07/2025	61408	ERIC COVEY	Per Diem San Diego Jostens Conference 005	355.00
11	1660	05/08/2025	61410	NATIONAL INVENTORS HALL OF FAME INC	INDIAN ED SUMMER CAMP 197	10,625.00
11	1661	05/08/2025	3839	AMAZON.COM, LLC	EI MATH MATERIALS 511	5,408.59
11	1662	05/08/2025	59395	DIDAX EDUCATIONAL RESOURCES INC	MATH MATERIALS FOR EI 511	1,232.88
11	1663	05/08/2025	4220	UNDERWOOD DISTRIBUTING CO.	MATERIALS FOR EI 511	1,223.99
11	1664	05/08/2025	53298	ETA HAND2MIND	MATH MATERIALS FOR EI 511	819.93
11	1666	05/09/2025	56227	CDW-G 2	Laptop for Goodnight 002	1,589.60
11	1667	05/09/2025	52270	PEARSON	PLS-5, GFTA-3 Stimulus Books-Jen H 198	1,194.27
11	1668	05/09/2025	53718	SPEECH CORNER	198-Language Sorting Case, Objects, Spot on	360.96
11	1669	05/09/2025	1607	SUPER DUPER SCHOOL COMPANY	198-120 Pronoun, Webber photo, Word joggers	419.65
11	1670	05/09/2025	61413	VENTRIS LEARNING	TEACHER MANUALS FOR WE 367	1,204.00
11	1671	05/12/2025	3057	SCHOOL NURSE SUPPLY, INC.	RECOVERY COUCH 027	1,970.00
11	1672	05/13/2025	555	FLINN SCIENTIFIC, INC.	Copper Chloride 011	66.65
11	1673	05/13/2025	61415	THE SUSTAIN GROUP LLC	SURPLUS TV DISPOSAL SERVICE 030	500.00
11	1675	05/14/2025	60525	CAITLIN DIFFEE	PER DIEM PAYNE CONFERENCE 427	624.60
11	1676	05/14/2025	60836	JENNIFER JONES	PER DIEM PAYNE CONFERENCE 367	613.68
11	1677	05/14/2025	61416	JIREH SUPPLIES INC	cages for sound system 010	1,200.00
11	1678	05/14/2025	3839	AMAZON.COM, LLC	EI BOOK ORDER 511	125.64
11	1679	05/14/2025	59102	FIRST EDUCATIONAL RESOURCES	BOOK ORDER 641	1,800.00
11	1680	05/14/2025	190	BOUND TO STAY BOUND BOOKS, INC	library books for EI; final order 025	123.91
11	1681	05/15/2025	1880	MACGILL & COMPANY	sphygometer 027	98.99
11	1682	05/15/2025	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Elementary 025	249.83
11	1684	05/16/2025	4845	SOLUTION TREE	SUPPLIES 511	325.82
11	1685	05/16/2025	60257	BRENNA HUMPHREY	Mileage reimbursement 412-314-705	189.00
11	1686	05/16/2025	3839	AMAZON.COM, LLC	EI ORDER MANIPULATIVES 511	5,639.35
11	1687	05/16/2025	5188	ULINE	ORDER FOR EI STEM MATERIALS 511	3,715.85
11	1688	05/16/2025	3839	AMAZON.COM, LLC	CI ORDER MATH MANIPULATIVES 511	1,192.37
11	1689	05/16/2025	53298	ETA HAND2MIND	CI ORDER 511	419.97
11	1690	05/19/2025	3839	AMAZON.COM, LLC	NEGLECTED MATERIALS 518	8.89
11	1691	05/19/2025	2017	LAKESHORE LEARNING MATERIALS	Learning Materials 003	270.69
11	1692	05/20/2025	70068	OSSBA/CCOSA	REGISTRATIONS FOR OSSBA CONFERENCE 000	3,150.00
11	1693	05/20/2025	53098	B & H PHOTO	Building Purchase 004	1,841.73
11	1694	05/21/2025	61425	DELTAMATH SOLUTIONS INC	Math Subscription 011	240.00

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11	1697	05/21/2025	59623	RUDI JAMES	PER DIEM OK MTSS CONFERENCE 541	200.00
11	1700	05/21/2025	61462	AUTUMN KLUGH	PER DIEM MTSS CONFERENCE 541	200.00
11	1701	05/27/2025	55980	SHREDDERS, INC	Shredding 009	93.75
11	1708	05/27/2025	56856	KIM KIRK	PER DIEM SOLUTION TREE 511	88.80
11	1710	05/27/2025	60303	LESA MOORE	PER DIEM SOLUTION TREE CONFERENCE 511/613	458.84
11	1712	05/27/2025	60926	MELISSA MCDONALD	PER DIEM SOLUTION TREE CONFERENCE 511	70.18
11	1715	05/27/2025	60890	MELANIE ANKERSHEIL	PER DIEM SOLUTION TREE CONFERENCE 511/613	384.94
11	1716	05/27/2025	59572	LAUREN LAWSON	PER DIEM OK MTSS 541	200.00
11	1717	05/27/2025	61445	KAITLYN WESTFALL	PER DIEM OK MTSS 541	200.00
11	1719	05/27/2025	57397	ALLISON GRESHAM	PER DIEM OK MTSS CONFERENCE 541	200.00
11	1720	05/27/2025	3594	KATHRYN PLUMLEE	PER DIEM OK MTSS CONFERENCE 541	200.00
11	1721	05/27/2025	60522	KAYLA CARDWELL	PER DIEM MODEL SCHOOLS CONFERENCE 541	1,331.51
11	1722	05/27/2025	59645	SARAH ENGLAND	PER DIEM MODEL SCHOOLS CONFERENCE 541	316.00
11	1723	05/27/2025	59964	ABBEY ENGLES	PER DIEM MODEL SCHOOLS CONFERENCE 541	386.00
11	1724	05/27/2025	61118	AMANDA WANN	PER DIEM MODEL SCHOOLS CONFERENCE 541	524.79
11	1725	05/27/2025	61446	MADISON ENGLES	PER DIEM GYTO CONFERENCE 511	140.00
11	1726	05/27/2025	60555	RACHEL MORIE	PER DIEM GYTO CONFERENCE 511	140.00
11	1727	05/27/2025	60933	KELSEY LANE	PER DIEM GYTO CONFERENCE 511	140.00
11	1728	05/27/2025	60895	AMANDA RUTHERFORD	PER DIEM GYTO CONFERENCE 511/541	340.00
11	1729	05/27/2025	61447	ALEANA J LANE	PER DIEM GYTO CONFERENCE 511	140.00
11	1730	05/27/2025	60893	ALISON BEACH	PER DIEM GYTO CONFERENCE 511/541	505.20
11	1731	05/27/2025	61448	ELAINA MARTIN	PER DIEM GYTO CONFERENCE 511	140.00
11	1732	05/27/2025	61449	PATRICIA BEAVERS	PER DIEM GYTO CONFERENCE 511	140.00
11	1733	05/27/2025	61450	MCKENNA EDDINGS	PER DIEM GYTO CONFERENCE 511	140.00
11	1735	05/27/2025	61434	KRISTIN BROWN	PER DIEM SOLUTION TREE CONFERENCE 511	65.04
11	1736	05/27/2025	60583	PAMELA STEVENSON	REIMBCOST OF AUDIO INSTAL INCIDENTALS EE GYM 010	150.00
11	1737	05/28/2025	61438	SOUTHERN NAZARENE UNIVERSITY	Summer Workshop 001	70.00

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11	1738	05/28/2025	56733	DINAH BENAVIDES	PER DIEM CCOSA CONFERENCE 000/613	200.00
11	1739	05/28/2025	61452	TONYA MORGAN	PER DIEM CCOSA CONFERENCE 000	36.00
11	1740	05/28/2025	59784	MOJUHSI LLC	CONTRACTED SERVICES FOR SUMMER CAMP 197	400.00
11	1741	05/28/2025	1856	WALMART COMMUNITY	MATERIALS/SUPPLIES FOR SUMMER CAMP 197	500.00
11	1742	05/28/2025	58943	DISCOVERY LAB	SERVICES FOR SUMMER CAMP 197	6,160.00
11	1743	05/29/2025	52916	SCHOLASTIC MAGAZINES	24-25 Magazine Payment 003	29.98
11	1744	05/29/2025	60768	THE RULE COMPANY	CONCRETE ANCHORS 050 (INNOVATIVE LAB)	132.84
11	1745	05/29/2025	61438	SOUTHERN NAZARENE UNIVERSITY	SPED training for Admin 010	70.00
11	1746	05/29/2025	83727	MONICA THORNTON	Per Deim 011	470.00
11	1748	05/30/2025	56554	WCEPS	REGISTRATION FOR WIDA ELD STANDARDS EWORKSHOP 572	250.00
11	1749	05/30/2025	3676	APPLE STORE	MacBook for AP 003	962.85
11	1752	06/03/2025	624	GOPHER SPORTS	Bridge The Gap 24-25 012	6,000.00
11	1753	06/03/2025	4724	BLICK ART MATERIALS	Bridge the Gap 24-25 012	1,000.00
11	1757	06/09/2025	61505	COURTNEY MERRIMAN	PER DIEM MTSS CONFERENCE	384.94
11	1758	06/09/2025	61503	JENNIFER CUNNINGHAM	PER DIEM MTSS CONFERENCE 511	160.00
11	1759	06/09/2025	61504	SHALA WILLIAMS	PER DIEM MTSS CONFERENCE 511	384.94
11	1760	06/09/2025	57023	L & M OFFICE FURNITURE	Office Chair 005	1,441.77
11	1761	06/10/2025	59927	KRISTEN RODRIGUEZ	PER DIEM MTSS 541	200.00
11	1763	06/11/2025	57038	LIGHTHOUSE ELECTRIC LLC	ACCESS ADD 001	2,715.54
11	1765	06/11/2025	56227	CDW-G 2	LASER JET PRO PRINTER 011	447.86
11	1766	06/12/2025	61518	GRACE MANNING	REIMBURSE IDENTOGO 000	58.25

Non-Payroll Total:	**$7,779,585.39**
Payroll Total:	**$64,557,574.64**
Balance Forward:	**$0.00**
Report Total:	**$72,337,160.03**

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21	1	07/01/2024	1168	OG&E	ELECTRIC	1,157,874.54
21	2	07/01/2024	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	295,647.80
21	3	07/01/2024	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	93,311.21
21	4	07/01/2024	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	22,052.68
21	5	07/01/2024	319	CITY OF BIXBY	WATER SVS	200,000.00
21	6	07/01/2024	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	47,263.22
21	7	07/01/2024	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	108,975.85
21	8	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	44,295.22
21	9	07/01/2024	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	14,824.42
21	10	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,908.00
21	12	07/01/2024	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	18,100.00
21	13	07/01/2024	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	15,936.46
21	14	07/01/2024	5188	ULINE	SUPPLIES FOR DISTRICT	2,023.09
21	15	07/01/2024	60843	HD SUPPLY INC	MACHINE REPAIR/SUPPLIES	2,551.02
21	16	07/01/2024	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	36,293.46
21	17	07/01/2024	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	7,500.00
21	18	07/01/2024	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	37,723.61
21	19	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	5,817.38
21	20	07/01/2024	3617	TALK RADIO LLC	WALKIES FOR DISTRICT	24,000.00
21	21	07/01/2024	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	92,354.25
21	22	07/01/2024	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	10,000.00
21	23	07/01/2024	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	645.75
21	24	07/01/2024	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	21,778.00
21	25	07/01/2024	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	161.79
21	27	07/01/2024	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	35,000.00
21	28	07/01/2024	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	10,000.00
21	29	07/01/2024	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	3,500.00
21	30	07/01/2024	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	2,375.50
21	31	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	38,919.00
21	33	07/01/2024	4748	ROBINSON GLASS	GLASS FOR DISTRICT	8,098.00
21	34	07/01/2024	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	118,868.90
21	35	07/01/2024	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	100.00
21	36	07/01/2024	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	55.24
21	37	07/01/2024	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	517.36
21	38	07/01/2024	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS USE PO 80	9,495.29

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21	39	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	324,680.00
21	40	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	34,921.00
21	41	07/01/2024	59279	HARNESS ROOFING INC	DISTRICT NEEDS	15,000.00
21	42	07/01/2024	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES 050/318	15,000.00
21	43	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	6,500.00
21	44	07/01/2024	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	1,762.50
21	45	07/01/2024	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	5,518.66
21	46	07/01/2024	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	100.00
21	47	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	10,000.00
21	48	07/01/2024	55300	KUBOTA CONSTRUCTION EQUIMENT	TRACTOR SUPPLIES	82.96
21	49	07/01/2024	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	300,000.00
21	50	07/01/2024	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	7,000.00
21	53	07/01/2024	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,990.31
21	54	07/01/2024	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	1,100.00
21	55	07/01/2024	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	2,865.08
21	56	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2024	2618	TRU GREEN	LAWN CARE	21,048.12
21	58	07/01/2024	53382	ATKINSON SUPPLY	PART &/OR JANITORIAL SUPPLIES	100.00
21	60	07/01/2024	58032	HERC RENTALS INC	SUPPLIES FOR THE DISTRICT	50.00
21	61	07/01/2024	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRCT	19,865.00
21	62	07/01/2024	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	7,650.00
21	64	07/01/2024	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	50.00
21	65	07/01/2024	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	500.00
21	66	07/01/2024	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	1,011.99
21	68	07/01/2024	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,245,246.00
21	69	07/01/2024	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	18,135.81
21	70	07/01/2024	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	8,700.00
21	72	07/01/2024	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	500.00
21	73	07/01/2024	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	5,000.00
21	74	07/01/2024	1449	SAM'S CLUB DIRECT	MAINT PURCHASES	1,000.00
21	76	07/01/2024	59235	WHITE SEPTIC CLEANING	Plumbing for district	5,000.00
21	77	07/01/2024	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	37,174.00
21	78	07/01/2024	58126	KOMPAN INC	MAINTENANCE SUPPLIES	86.25
21	79	07/01/2024	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	22,625.02
21	80	07/01/2024	59951	EEI GROUP, LLC	DISTRICT FILTERS 050	8,131.86

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21	81	07/01/2024	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	25,000.00
21	82	08/26/2024	59914	DUVALL PLUMBING HEATING & COOLING	PLUMBING SERVICES	990.00
21	83	08/30/2024	60333	AAON INC	MAINTENANCE PARTS	1,000.00
21	84	08/30/2024	59688	HOLDERS TOTAL SECURITY	LOCKSMITH	5,810.28
21	85	09/19/2024	61047	CENTRAL POWER SYSTEMS & SERVICES	SEMI-ANNUAL INSPECTIONS FOR SHELTER SPACES	2,390.00
21	86	10/03/2024	60094	NATIONAL LOCK SUPPLY INC	STOCK DOOR ARMS	2,008.60
21	87	11/13/2024	3839	AMAZON.COM, LLC	NEW CN BUILDING FURNITURE	352.59
21	88	12/10/2024	61188	BURGESS COMPANY	Tornado Resistant Coiling Door Inspection & Maint	540.00
21	89	01/15/2025	60573	ADVANCED POOL AND HOME REPAIR	POOL SUPPLIES/REPAIRS	998.46
21	90	02/06/2025	60331	AMERICAN LEAK DETECTION	LEAK DETECTION SERVICES	1,000.00
21	91	02/27/2025	59781	AAAC WILDLIFE REMOVAL	RACCOON REMOVAL	599.00
21	92	03/03/2025	61305	INDIAN CAPITAL TECHNOLOGY CENTER	SCISSOR LIFT TRAINING	910.00
21	93	03/03/2025	61382	SOVEREIGN BANK	HVAC CONTROL SYSTEM	154,807.82
21	94	03/03/2025	59542	ENVIRONMENTAL LOOP SERVICE	REPAIRS ON GEOTHERMAL 000	18,222.00
21	200	07/01/2024	60884	ASSET PANDA LLC	FACILITY SOFTWARE	3,768.21
21	201	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	MAINT BUILDING FINISHES	74,658.00
21	202	07/01/2024	7387	WATKINS SAND	central and west elementary sand boxes	150.00
21	203	07/01/2024	60953	CROUCH RECREATION INC	REPLACEMENT SWING FOR WEST	1,320.00
21	204	07/08/2024	2922	EWING IRRIGATION PRODUCTS, INC.	PINE BARK MULCH	6,167.09
21	206	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP WE	9,575.00
21	207	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP NI	9,150.00
21	209	08/07/2024	60766	INTERIOR CONCEPTS INC	FLOORING FOR DISTRICT 050	501.00
21	210	08/13/2024	55872	AIRETECH CORPORATION	EXHAUST MOTOR - NEW MAINTENANCE BLDG	1,399.58
21	211	08/19/2024	56241	OWASSO FENCE	FENCE REPAIR FROM DAMAGE	2,500.00
21	212	08/28/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADD ON COST FROM PO 24-233	780.00
21	213	08/28/2024	4425	WARREN CAT	LIGHT TOWER RENTALS	8,000.00
21	214	09/23/2024	58086	SCOTT RICE	NE BOOKCASES	934.98
21	215	09/23/2024	57488	EASTON SOD FARMS INC	SOD FOR NEW MAINTENANCE BUILDING	3,995.00
21	216	11/18/2024	2017	LAKESHORE LEARNING MATERIALS	CE- EL TEACHER RUG	521.55
21	218	12/16/2024	5208	MIDWEST TEAM SPORTS	MAINTENANCE UNIFORM SHIRTS	4,269.25
21	219	12/30/2024	2922	EWING IRRIGATION PRODUCTS, INC.	ICE MELT	1,354.56
21	220	01/21/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	POOL CONDENSER FAN MOTOR	375.00
21	221	02/05/2025	55952	SCHOOL FIX	head rails to repair broken bathroom stalls - MS	514.93
21	222	02/25/2025	55952	SCHOOL FIX	bathroom partition parts needed for repairs	213.94
21	223	05/02/2025	61022	BRADY COMPANIES LLC	STANDARD TILT TRUCK BLACK	545.86

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	224	06/05/2025	60768	THE RULE COMPANY	special type of screw for door lock components	18.90

Non-Payroll Total:	**$4,965,853.20**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$4,965,853.20**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2024	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	334,328.06
22	2	07/01/2024	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	9,662.80
22	4	07/01/2024	61207	MCCOMBS REFRIGERATION	REPAIR EQUIPMENT	4,868.75
22	5	07/01/2024	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	19,077.08
22	6	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE EQUIPMENT INSPECTIONS	3,325.63
22	7	07/01/2024	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	9,752.82
22	9	07/01/2024	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	24,780.00
22	10	07/01/2024	58486	PEPSI	DRINKS FOR THE CAFETERIA	19,825.35
22	11	07/01/2024	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	280.00
22	13	07/01/2024	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	8,000.00
22	14	07/01/2024	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	1,377.50
22	15	07/01/2024	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2024	60446	FRONTIER PRODUCE INC	SUPPLIES FOR THE DISTRICT	149,079.98
22	17	07/01/2024	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,532,425.90
22	19	07/01/2024	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2024	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2024	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	88,656.00
22	22	07/01/2024	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	2,700.00
22	23	07/01/2024	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	2,392.00
22	24	07/01/2024	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	391.33
22	25	07/01/2024	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	1,233.28
22	26	07/01/2024	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,500,000.00
22	27	07/01/2024	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	1,547.00
22	28	07/01/2024	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	8,914.56
22	29	07/01/2024	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	11,719.80
22	31	07/01/2024	2657	CONTINUING EDUCATION OPERATIONS	FOOD SERVICE MANAGER CERTIFICATION COURSE	169.00
22	33	07/01/2024	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	3,638.16
22	35	07/01/2024	58457	EKON-O-PAC	CHILD NUTRITION SUPPLIES	330.00
22	36	07/01/2024	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	38	07/01/2024	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	10,416.00
22	40	07/01/2024	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	5,882.58
22	41	07/01/2024	60689	JOBLETICS PRO INC	Subs for the Kitchens	69,405.59
22	44	07/01/2024	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	46	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,425.00
22	48	07/01/2024	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	49	07/01/2024	51624	ALPHA AWARDS	Name Tags for employees	348.00
22	50	07/01/2024	3839	AMAZON.COM, LLC	MISC PURCHASES	5,400.36
22	51	07/01/2024	56586	ECOLAB INC	filters for Kitchens	5,516.61
22	53	07/01/2024	1232	O'CONNOR COMPANY INC.	CAFETERIA REPAIRS	2,303.41
22	55	07/01/2024	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	30,976.20
22	56	08/09/2024	60417	RYADD LLC	DIPPIN DOTS	19,728.00
22	57	08/09/2024	1856	WALMART COMMUNITY	GLUTEN FREE ITEMS	250.54
22	58	08/09/2024	55856	FIELDHOUSE GEAR, INC	CHILD NUTRITION SUPPLIES	1,040.00
22	59	08/09/2024	2396	HAGAR RESTAURANT SERVICE, INC.	CHILD NUTRITION SUPPLIES	1,846.84
22	60	08/09/2024	60116	CENTRAL RESTAURANT PRODUCTS	CHILD NUTRITION SUPPLIES	6,706.84
22	61	12/13/2024	816	JOHNSTONE SUPPLY OF TULSA	CHILD NUTRITION SUPPLIES	269.74
22	64	01/10/2025	927	LOCK-DOC, INC.	LOCK FOR HELEN'S OFFICE	691.42
22	65	02/03/2025	61265	SHE BREWS COFFEE	For the Coffee Bar	530.00
22	100	08/22/2024	56466	CAPTIVE AIRE SYSTEMS INC	CAFETERIA SERVICE WE	435.00
22	101	10/29/2024	56227	CDW-G 2	Printer	386.06
22	103	03/04/2025	59152	COOK'S APPLIANCE INC	WASHING MACHINE REPAIR	165.00
22	200	07/01/2024	60124	ELIA MUNOZ	REIMBURSE PERMIT/MILEAGE	446.61
22	201	07/01/2024	55906	MONTIE SMITH	REIMBURSE PERMIT/MILEAGE	68.36
22	202	07/01/2024	60285	CAMMIE BRINKMAN	REIMB MILEAGE/PERMIT	98.80
22	203	07/01/2024	60330	RONNA MUNSON	REIMBURSE MILEAGE/PERMIT	11.27
22	205	07/01/2024	59847	JENNIFER HERNANDEZ	REIMB MILEAGE/PERMIT	272.27
22	206	07/01/2024	60968	HEATHER CACOPERDO	REIMBURSE PERMIT/MILEAGE	515.16
22	207	07/01/2024	55878	BARBARA EVANS	REIMB MILEAGE/PERMIT	300.96
22	208	07/01/2024	61112	TAMMY LOWE	REIMB MILEAGE/PERMIT	28.31
22	209	07/01/2024	58870	DIVINA RODGERS	REIMBURSE MILEAGE/PERMIT	76.00
22	210	07/01/2024	60969	NANCY RODGERS	REIMBURSE PERMIT/MILEAGE	412.89
22	211	07/01/2024	60971	TAMMY TRICKETT	REIMB MILEAGE/PERMIT	60.96
22	212	07/01/2024	60972	AMBER MCKINNEY	REIMB MILEAGE/PERMIT	183.74
22	213	07/01/2024	55905	KELLY ANDERSON	REIMBURSE PERMIT/MILEAGE	540.60
22	214	07/01/2024	60279	ALICIA PORTER	REIMB MILEAGE/PERMIT	455.07
22	216	07/01/2024	60973	KELLI JACKSON	REIMB MILEAGE/PERMIT	343.62
22	219	07/01/2024	56558	HELEN HURST	REIMB MILEAGE/PERMIT	1,740.62
22	220	07/01/2024	4043	SELINA GARMAN	REIMB MILEAGE/PERMIT	581.73
22	221	07/01/2024	58502	JENNY REED	MILEAGE REIMBURSEMENT	657.80
22	222	07/01/2024	60976	MANDY BALDTRIP	REIMBURSE PERMIT/MILEAGE	567.23
22	223	07/01/2024	60977	MARY SCARPA	REIMBURSE PERMIT/MILEAGE	307.70
22	226	07/01/2024	59083	RYAN SPALDING	REIMBURSE MILEAGE/PERMIT	294.00
22	228	07/01/2024	61016	LUCERO GUERRERO	PERMIT REFUND	20.00
22	229	07/01/2024	59636	REBECCA SOWERS	REIMBURSE PERMIT/MILEAGE	20.00
22	230	08/23/2024	56808	CASSIE COFFETT	REIMB MILEAGE/PERMIT	20.00
22	231	08/23/2024	57688	LORELEY RIZIK	REIMBURSE PERMIT/MILEAGE	20.00
22	234	08/23/2024	61132	SANDRA VARGAS	REIMBURSE PERMIT/MILEAGE	20.00
22	236	08/23/2024	61134	EDITH CASTRO	REIMBURSE PERMIT/MILEAGE	76.00
22	249	08/23/2024	7103	MARIA CHAIREZ	REIMBURSE MILEAGE/PERMIT	20.00
22	252	08/23/2024	61147	JESSICA GRAY	REIMBURSE MILEAGE/PERMIT	24.63

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	263	02/04/2025	61311	ERIC HITES	REIMBURSE MILEAGE/PERMIT	61.25
22	300	08/20/2024	60995	KARAH POE	LUNCH ACCOUNT REFUND	8.95
22	301	08/20/2024	60996	RAMAKISHNA BILLAKANTI	LUNCH ACCOUNT REFUND	36.75
22	302	08/27/2024	60999	ELIZABETH FOX	LUNCH ACCOUNT REFUND	40.90
22	303	08/27/2024	58194	JENNIFER HILL	LUNCH ACCOUNT REFUND	111.95
22	304	08/27/2024	61000	LARISSA BUCHANAN	LUNCH ACCOUNT REFUND	18.00
22	305	08/30/2024	60396	JESSICA DAVID	LUNCH ACCOUNT REFUND	36.85
22	306	09/06/2024	61025	ANGELA ESTAVILLO	LUNCH ACCOUNT REFUND	13.90
22	307	09/11/2024	61026	ADY REYES	LUNCH ACCOUNT REFUND	16.70
22	308	09/23/2024	59726	AMANDA BAKER	LUNCH ACCOUNT REFUND	59.80
22	309	10/01/2024	61066	LESLIE RUTHERFORD-WRIGHT	LUNCH ACCOUNT REFUND	36.10
22	310	10/03/2024	61078	HOPE TOLIVER	LUNCH ACCOUNT REFUND	30.80
22	311	10/03/2024	61079	LESLIE MCQUEEN	LUNCH ACCOUNT REFUND	22.00
22	312	10/09/2024	61082	DAVID TRAN	LUNCH ACCOUNT REFUND	463.40
22	313	10/09/2024	57827	SHANNON HOFFMAN	LUNCH ACCOUNT REFUND	31.30
22	314	10/28/2024	57458	OLIVAMA MARES	LUNCH ACCOUNT REFUND	46.00
22	315	11/01/2024	61127	ASHLEY PILE	LUNCH ACCOUNT REFUND	7.95
22	316	12/17/2024	61187	SARAH BIGGS	LUNCH ACCOUNT REFUND	24.00
22	317	12/19/2024	61201	NICOLE HILLIARD	LUNCH ACCOUNT REFUND	7.60
22	318	01/15/2025	58717	JENNIFER CAMPBELL	LUNCH ACCOUNT REFUND	53.80
22	319	01/30/2025	61258	MEGAN SIMPSON	LUNCH ACCOUNT REFUND	54.55
22	320	01/30/2025	61261	JULIE WALKER	LUNCH ACCOUNT REFUND	38.05
22	321	02/06/2025	61276	DUAA ALTAYAN	LUNCH ACCOUNT REFUND	53.10
22	322	02/10/2025	61283	LISA POWELL	LUNCH ACCOUNT REFUND	20.00
22	324	03/03/2025	61306	RICHARD RAYMOND	LUNCH ACCOUNT REFUND	31.00
22	325	03/03/2025	61307	DESIREE CARNLEY	LUNCH ACCOUNT REFUND	9.85
22	326	03/03/2025	61298	KRISTI BARNES	LUNCH ACCOUNT REFUND	273.75
22	327	03/27/2025	61328	KENNEDY CABORI	LUNCH ACCOUNT REFUND	9.65
22	328	04/16/2025	61379	LAURA GADDIS	LUNCH ACCOUNT REFUND	22.30
22	329	04/22/2025	61388	GARY BOYER	LUNCH ACCOUNT REFUND	85.15
22	330	04/22/2025	61389	WENDY HAKER	LUNCH ACCOUNT REFUND	101.60
22	331	04/22/2025	57293	GLEN HALL	LUNCH ACCOUNT REFUND	46.80
22	332	05/06/2025	61403	CLARE PARMELE	LUNCH ACCOUNT REFUND	27.75
22	333	05/06/2025	61405	KRISTEN OLLIE	LUNCH ACCOUNT REFUND	31.60
22	334	05/06/2025	1652	TERESA VICK	LUNCH ACCOUNT REFUND	32.55
22	335	05/06/2025	61406	LAUREN GRAY	LUNCH ACCOUNT REFUND	137.35
22	336	05/08/2025	61411	RACHEL MCGEOUGH	LUNCH ACCOUNT REFUND	80.40
22	337	05/22/2025	61428	LINDA ROBERTS	CHILD NUTRITION REFUND	44.40
22	338	05/22/2025	61429	ERIC BOOKER	CHILD NUTRITION REFUND	39.55
22	339	05/22/2025	60153	JOHN PAPPAS	CHILD NUTRITION REFUND	41.10
22	340	05/22/2025	61430	STEPHEN DUDAS	CHILD NUTRITION REFUND	30.40
22	341	05/22/2025	61431	PRABHAKAR KRISHNAMOORTHY	CHILD NUTRITION REFUND	97.50
22	342	05/22/2025	59684	KURT HAAS	CHILD NUTRITION REFUND	13.55
22	343	05/22/2025	60928	JENNIFER ESTRADA	CHILD NUTRITION REFUND	19.00
22	344	05/22/2025	56125	ANGELA LANE	LUNCH ACCOUNT REFUND	9.50

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	345	05/28/2025	61453	GARO NARGIZ	LUNCH ACCOUNT REFUND	51.70
22	346	05/28/2025	61454	KERRIE BRYAN	LUNCH ACCOUNT REFUND	14.35
22	347	05/28/2025	56480	JAMIE GUTHRIE	LUNCH ACCOUNT REFUND	13.60
22	348	05/28/2025	61455	MICHELLE MINTON	LUNCH ACCOUNT REFUND	51.00
22	349	05/28/2025	61456	ALYSSA BECK	LUNCH ACCOUNT REFUND	84.60
22	350	05/28/2025	61457	SARAH ENGLAND BROWN	LUNCH ACCOUNT REFUND	53.95
22	351	05/29/2025	5247	KIMBERLY CANNON	LUNCH ACCOUNT REFUND	23.75
22	352	05/29/2025	60107	AMBER ALLEN	LUNCH ACCOUNT REFUND	19.50
22	353	05/29/2025	53264	CAROLE CLAGG	LUNCH ACCOUNT REFUND	26.25
22	354	05/29/2025	58749	GINGER LLOYD	LUNCH ACCOUNT REFUND	61.05
22	355	05/29/2025	59046	RON JOHNSON	LUNCH ACCOUNT REFUND	16.15
22	356	05/29/2025	58376	AUTUMN EDDINGS	LUNCH ACCOUNT REFUND	27.05
22	357	05/29/2025	61459	STACY MONTANG	LUNCH ACCOUNT REFUND	34.80
22	358	06/03/2025	61465	JOHN BOWLES	LUNCH ACCOUNT REFUND	31.80
22	359	06/03/2025	61466	CHANDRA CYR	LUNCH ACCOUNT REFUND	25.80
22	360	06/03/2025	61467	ZOUNEE YANG	LUNCH ACCOUNT REFUND	44.45
22	361	06/03/2025	61468	JENNIFER JENNINGS	LUNCH ACCOUNT REFUND	6.25
22	362	06/03/2025	61469	CLARK WILLIAMS	LUNCH ACCOUNT REFUND	23.00
22	363	06/03/2025	61470	SHILOH WOLFF	LUNCH ACCOUNT REFUND	78.55
22	364	06/03/2025	61471	BEN WISE	LUNCH ACCOUNT REFUND	74.90
22	365	06/03/2025	61472	CHRISTI ALLEN	LUNCH ACCOUNT REFUND	18.85
22	366	06/03/2025	60813	DINORIS YAMILET MERCADO GONZALEZ	LUNCH ACCOUNT REFUND	4.05
22	367	06/03/2025	61473	ANGELMO GONZALEZ OLVERA	LUNCH ACCOUNT REFUND	26.65
22	368	06/03/2025	53390	WENDI GUTHRIE	LUNCH ACCOUNT REFUND	51.25
22	369	06/03/2025	61474	PABLO ESCOBEDO	LUNCH ACCOUNT REFUND	10.30
22	370	06/03/2025	61475	FAVIOLA ANDROS	LUNCH ACCOUNT REFUND	9.15
22	371	06/03/2025	58990	HEATHER HEAD	LUNCH ACCOUNT REFUND	20.00
22	372	06/03/2025	58246	CELEAH CALDWELL	LUNCH ACCOUNT REFUND	12.95
22	373	06/03/2025	61477	LESLIE TAYLOR	LUNCH ACCOUNT REFUND	3.05
22	374	06/03/2025	61478	AMY RICHMOND	LUNCH ACCOUNT REFUND	75.40
22	375	06/03/2025	61479	GINA KIDD	LUNCH ACCOUNT REFUND	25.40
22	376	06/03/2025	60156	MELINDA WILLIAMS	LUNCH ACCOUNT REFUND	38.00
22	377	06/03/2025	61480	LINDSEY TENISON	LUNCH ACCOUNT REFUND	25.90
22	378	06/03/2025	61481	MICHAEL MCKAY	LUNCH ACCOUNT REFUND	19.70
22	379	06/03/2025	61482	MANDI KNIGHT	LUNCH ACCOUNT REFUND	13.60
22	380	06/03/2025	61483	KRIS DOTSON	LUNCH ACCOUNT REFUND	51.70
22	381	06/04/2025	59326	JENNIFER STEPHENS	CHILD NUTRITION REFUND	17.00
22	382	06/04/2025	3594	KATHRYN PLUMLEE	CHILD NUTRITION REFUND	16.05
22	383	06/04/2025	57018	BRITTNEY WALKER	CHILD NUTRITION REFUND	7.00
22	384	06/04/2025	61486	MELISSA CORBETT	CHILD NUTRITION REFUND	21.25
22	385	06/04/2025	60729	TIFFANY MILLER	CHILD NUTRITION REFUND	39.25
22	386	06/04/2025	60893	ALISON BEACH	CHILD NUTRITION REFUND	54.60
22	387	06/04/2025	61411	RACHEL MCGEOUGH	CHILD NUTRITION REFUND	40.00
22	388	06/04/2025	61487	CYNTHIA SHATSWELL	CHILD NUTRITION REFUND	35.15
22	390	06/05/2025	61493	AMY VILAR	LUNCH ACCOUNT REFUND	33.80

Bixby Public Schools

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Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	391	06/05/2025	61488	SARA MARRIOTT	LUNCH ACCOUNT REFUND	21.75
22	392	06/05/2025	59903	MARTHA SHROPSHIRE	LUNCH ACCOUNT REFUND	14.10
22	393	06/05/2025	58239	KIMBERLY BEVINS	LUNCH ACCOUNT REFUND	91.75
22	394	06/05/2025	58272	MANDY MALLOY	LUNCH ACCOUNT REFUND	52.50
22	395	06/05/2025	59046	RON JOHNSON	LUNCH ACCOUNT REFUND	40.00
22	396	06/05/2025	56288	PATRICIA WILLIAMS	LUNCH ACCOUNT REFUND	13.40
22	397	06/05/2025	61494	BRIDGET BENTON	LUNCH ACCOUNT REFUND	51.30
22	398	06/05/2025	61495	JOSIE SEIBERT	LUNCH ACCOUNT REFUND	17.50
22	399	06/05/2025	61496	KATHY LAW	LUNCH ACCOUNT REFUND	39.55
22	400	06/05/2025	61497	DANNY HOWARD	LUNCH ACCOUNT REFUND	40.55
22	401	06/05/2025	60275	MELISSA SOMMER	LUNCH ACCOUNT REFUND	11.40
22	402	06/05/2025	61498	LYNNE HARMON	LUNCH ACCOUNT REFUND	35.25
22	403	06/05/2025	61499	MICHELLE HONEYCUTT	LUNCH ACCOUNT REFUND	21.10
22	404	06/05/2025	59326	JENNIFER STEPHENS	LUNCH ACCOUNT REFUND	12.50
22	405	06/05/2025	61478	AMY RICHMOND	LUNCH ACCOUNT REFUND	100.00
22	406	06/05/2025	61500	AMANDA HAMILTON	LUNCH ACCOUNT REFUND	9.25
22	407	06/05/2025	57052	SONYA WIDOWSKI	LUNCH ACCOUNT REFUND	45.00
22	408	06/25/2025	61517	KIMBERLY BERGESON	LUNCH ACCOUNT REFUND	5.90

Non-Payroll Total:	**$3,940,601.92**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$3,940,601.92**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 31 2025 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	2	05/01/2025	55155	UMB BANK, N.A.	ADMINISTRATIVE FEES	3,000.00
31	3	06/23/2025	58086	SCOTT RICE	FURNITURE FOR MULTIPLE SCHOOLS	17,520.52
31	4	06/23/2025	58125	KI FURNITURE	FURNITURE FOR MULTIPLE SCHOOLS	3,996.39
31	5	06/23/2025	2017	LAKESHORE LEARNING MATERIALS	FURNITURE FOR CE	3,544.45
31	6	06/23/2025	57023	L & M OFFICE FURNITURE	FURNITURE FOR MULTIPLE SCHOOLS	18,586.43
31	7	06/23/2025	3839	AMAZON.COM, LLC	FURNITURE FOR MULITPLE SCHOOLS	386.68
31	8	06/23/2025	54162	SCHOOL OUTLET	FURNITURE FOR CI	999.40
31	9	06/23/2025	58125	KI FURNITURE	FURNITURE FOR CI ROOMS 141, 224	4,300.65
31	10	06/23/2025	58125	KI FURNITURE	FURNITURE FOR NI ROOMS 104, 106, 205	10,567.86
31	11	06/23/2025	58125	KI FURNITURE	FURNITURE FOR CE	20,323.37

Non-Payroll Total:	**$83,225.75**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$83,225.75**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 32 1 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	63,718.22
32	2	07/01/2024	6208	APPLE EDUCATIONAL SALES	LEASE PAYMENT FOR IPADS PAYMENT 1/3	541,609.17
32	4	07/01/2024	59594	AIMRIGHT TESTING & ENGINEERING	GEOTECHNICAL ENGINEERING SERVICES 9TH GRADE	29,650.00
32	5	07/01/2024	60247	DEWBERRY ARCHITECTS INC	9TH GRADE GYM ARCHITECT	297,915.25
32	6	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH FOR ELEMENTARY & INTERMEDIATE	121,665.60
32	7	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	MATH TEXTBOOK ORDER MIDDLE SCHOOL	96,015.25
32	8	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	AGA MATH - MS, 9GC, HS	83,969.45
32	9	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	MATH TEXTBOOKS	154,549.50
32	10	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE ORDER - MS	3,806.78
32	11	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING ORDER - CE, NE, WE	1,034.20
32	12	07/01/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	HEGGERTY K-3 ORDER - CE, NE, EE, WE	4,313.43
32	13	07/01/2024	58686	SCHOOL SPECIALTY	FOSS ORDER - NI	3,841.62
32	15	07/02/2024	58702	HEGGERTY PHONEMIC AWARENESS	ELEMENTARY ORDER	1,851.12
32	16	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	ON-LEVEL STATISTICS ORDER - HS	6,965.90
32	17	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	AP STATISTICS ORDER - HS	5,054.22
32	18	10/01/2024	5913	CENGAGE LEARNING	MATH TEXTBOOKS	17,562.30
32	19	11/22/2024	2496	TULSA COUNTY TREASURER	PRORATED TAXES - 161ST AND MINGO	130.00
32	20	12/19/2024	3676	APPLE STORE	Apple IPADS for Elem/Int Carts	247,279.00
32	21	01/14/2025	59608	NABHOLZ CONSTRUCTION SERVICE	9TH GRADE GYM	4,836,181.00
32	22	02/13/2025	60759	AERO IT SOLUTIONS LLC	ARUBA EQUIPMENT	237,243.98
32	23	03/18/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GYM DATA & INTERCOM	9,930.00
32	24	04/17/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM FIRE ALARM	37,481.92
32	25	04/17/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM FIRE ALARM TIE NEW GYM	30,839.85
32	26	05/01/2025	60679	VOX AUDIO VISUAL	PS-GYM AND DANCE STUDIO 9TH GRADE CENTER	13,527.95
32	27	05/01/2025	6208	APPLE EDUCATIONAL SALES	MACBOOK PRO 16INCH	2,334.32
32	28	06/11/2025	58067	MAGNUM CONSTRUCTION, INC	parking area chip and seal transportation	127,000.00
32	29	06/12/2025	60903	LONG PAINTING COMPANY	ESPORTS PAINTING OLD HS CAFETERIA	8,500.00

Non-Payroll Total:	**$6,983,970.03**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$6,983,970.03**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 33 1 2024 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	1	10/10/2024	1418	ROSS TRANSPORTATION	BLUE BIRD BUSES	389,826.00
33	2	02/28/2025	61299	SOUTH POINTE CHRYSLER JEEP DODGE	2012 RAM PICKUP REPAIR	4,804.18
33	4	06/03/2025	1418	ROSS TRANSPORTATION	26 PASSANGER BUS (SPLIT PO 34 -2)	116,511.05
33	5	06/17/2025	8275	NATIONAL BUS SALES	20 BLUE BIRD T3RE REPAIR	6,378.00
					Non-Payroll Total:	**$517,519.23**
					Payroll Total:	**$0.00**
					Balance Forward:	**$0.00**
					Report Total:	**$517,519.23**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 34 2 2024 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	1	05/15/2025	493	EMPIRE TRUCK REBUILDERS, INC.	REPAIR BUS DUE TO ACCIDENT	2,500.00
34	2	06/03/2025	1418	ROSS TRANSPORTATION	26 PASSANGER BUS (SPLIT PO 33 -4)	42,479.95
34	3	06/03/2025	1418	ROSS TRANSPORTATION	77 PASSENGER BUS	272,638.00

Non-Payroll Total:	**$317,617.95**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$317,617.95**

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 35 2022 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	1	07/01/2024	60744	CONCRETE POLISH COATING SOLUTIONS	WI CAMPUS	4,068.00
35	2	07/01/2024	58125	KI FURNITURE	WE CLASSROOM 233 FURNITURE	5,811.50
35	3	07/01/2024	57023	L & M OFFICE FURNITURE	WE ROOM 233 STOOLS	619.00
35	4	07/01/2024	1449	SAM'S CLUB DIRECT	FOLDING TABLES HS SCIENCE ROOMS 207-208	1,529.64
35	5	07/01/2024	57023	L & M OFFICE FURNITURE	WE 3 TEACHERS DESKS	2,587.00
35	6	07/01/2024	2017	LAKESHORE LEARNING MATERIALS	WE ROOM 233	2,009.25
35	8	07/01/2024	60679	VOX AUDIO VISUAL	INTERACTIVE ALUMNI BOARDS	12,392.00
35	9	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	COUNSELOR DOORS WE-WI	7,809.00
35	11	07/01/2024	6208	APPLE EDUCATIONAL SALES	ATHLETIC APPLE PRODUCTS	29,786.75
35	12	07/01/2024	56227	CDW-G 2	MONITORS-PROJECTORS	33,160.00
35	13	07/02/2024	56227	CDW-G 2	DA-LITE ADVANTAGE 133" SCREEN	13,800.00
35	14	07/02/2024	60679	VOX AUDIO VISUAL	HOTS Lobby Video Wall - Construction	34,969.84
35	15	07/08/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIBER FOR HS TO TECHNOLOGY	13,199.00
35	16	07/02/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE BUILDING RELATED TO BOND FY 24 35-34	35,547.00
35	17	07/02/2024	57748	KKT ARCHITECTS, INC.	ACADEMIC BUILDING ENVIRONMENTAL GRAPHICS	1,100.00
35	18	08/19/2024	57038	LIGHTHOUSE ELECTRIC LLC	HOTS RISER CABLE WRAP	9,360.00
35	19	08/23/2024	2272	LOWE'S	APPLIANCES FOR NEW HS	5,949.27
35	20	08/23/2024	53787	BANK OF AMERICA VISA	APPLIANCES FOR NEW HS & NEW ADMIN	1,936.95
35	21	08/27/2024	56227	CDW-G 2	MAINTENANCE BUILDING DATA	733.42
35	22	08/30/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE PAVING	17,594.00
35	23	08/30/2024	61024	MILLER TIPPINS	CONSTRUCTION FOR ADMIN	607,742.97
35	24	09/27/2024	2272	LOWE'S	REFRIGERATOR & SHELVING FOR NEW ADMIN BUILDING	4,379.48
35	25	09/27/2024	57666	MARTIN FISCHER PAINTING	PRACTICE GYM PAINTING	8,400.00
35	26	09/27/2024	61061	CONTRACT DRAPERY & BLIND INC	NEW MAINTENANCE BUILDING	2,172.00
35	27	09/30/2024	3839	AMAZON.COM, LLC	PARKING AT MAINT BUILDING	759.50
35	28	10/01/2024	53787	BANK OF AMERICA VISA	75" TVS NEW ADMIN BUILDING	1,580.84
35	29	10/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	EAST GYM FIBER	3,757.00
35	31	10/01/2024	59171	KENDRICK EXCAVATING LLC	CONCRETE APPROACH FOR MAINTENANCE	5,878.56
35	32	10/01/2024	59171	KENDRICK EXCAVATING LLC	CI CONCRETE SIDEWALK	9,811.88
35	33	10/07/2024	53787	BANK OF AMERICA VISA	RUGS FOR NEW HS	926.03
35	34	10/07/2024	53787	BANK OF AMERICA VISA	VIEWING PLATFROM WHITE CYLINDER	430.77
35	35	10/07/2024	57038	LIGHTHOUSE ELECTRIC LLC	NEW ACCESS CONTROL SYSTEM CO PO 23-35-106	1,487.00
35	36	10/07/2024	56227	CDW-G 2	wireless keyboard/mouse for the new admin	331.80
35	37	10/07/2024	4883	SCHOOL HEALTH CORPORATION	NEW HS NURSE BEDS	3,491.97
35	38	10/07/2024	53787	BANK OF AMERICA VISA	MOON POD	1,194.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 35 2022 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	39	10/09/2024	60479	SPARTAN SIGNS INC	signage at the new maintenance building	1,702.50
35	40	10/09/2024	58686	SCHOOL SPECIALTY	demo cart for the FACS cooking lab	3,153.58
35	41	10/09/2024	56241	OWASSO FENCE	SOCCER FENCE	5,990.00
35	42	10/09/2024	56241	OWASSO FENCE	HS BAND AND STUDENT SECTION	12,338.00
35	44	10/24/2024	59171	KENDRICK EXCAVATING LLC	POWER HOUSE CONCRETE	9,865.50
35	45	10/24/2024	59171	KENDRICK EXCAVATING LLC	REPLACE CULVERT PIPE BY MINGO	1,898.93
35	48	11/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADMIN 3 DATA ADDS	912.00
35	49	12/10/2024	53787	BANK OF AMERICA VISA	TV'S FOR NEW HS	3,199.92
35	50	12/12/2024	1449	SAM'S CLUB DIRECT	MAINTENANCE STORAGE RACK	2,001.29
35	51	12/17/2024	53787	BANK OF AMERICA VISA	A-FRAME CART FOR LUMBER	698.50
35	52	12/17/2024	61239	CWC INTERIORS	NORTH INTERMEDIATE REMODEL	33,826.00
35	53	01/27/2025	61022	BRADY COMPANIES LLC	KARCHER FLOOR MACHINE	6,621.87
35	54	01/27/2025	56241	OWASSO FENCE	9TH GRADE CENTER GATE REPAIR	3,850.00
35	55	01/27/2025	56241	OWASSO FENCE	HS TENNIS FENCE REPAIR FROM TRUCK DAMAGE	2,800.00
35	56	02/05/2025	57038	LIGHTHOUSE ELECTRIC LLC	SOCCER CAMERAS	10,877.77
35	57	02/05/2025	59171	KENDRICK EXCAVATING LLC	1 St Base Line Dugout Concrete Demo and Re-pour	10,674.84
35	59	02/25/2025	53787	BANK OF AMERICA VISA	ADI TV'S AND MOUNTS	2,761.00
35	60	02/25/2025	60573	ADVANCED POOL AND HOME REPAIR	CHLORINE PUMP FOR POOL	2,259.00
35	61	03/05/2025	3839	AMAZON.COM, LLC	BARN DOOR HARDWARE FOR EI GYM	259.98
35	62	03/11/2025	59972	SHAWNEE LIGHTING LLC	REPAIR BASEBALL/SOFTBALL LIGHTING	13,296.00
35	63	03/25/2025	57038	LIGHTHOUSE ELECTRIC LLC	ADMIN 1 DATA	350.00
35	64	03/25/2025	4748	ROBINSON GLASS	HS SOUTH END GLASS REPLACEMENT	1,198.00
35	65	03/27/2025	2272	LOWE'S	WASHER AND DRYER FOR MOP HEADS	1,253.10
35	66	04/04/2025	3839	AMAZON.COM, LLC	INNOVATION LAB SUPPLIES	5,058.08
35	68	04/09/2025	59951	EEI GROUP, LLC	TOOL MAP GATEWAY PORTABLE	1,177.57
35	69	04/16/2025	53787	BANK OF AMERICA VISA	TV'S FOR MULTIPLE LOCATIONS	2,799.96
35	72	04/17/2025	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP WE	6,575.00
35	73	04/17/2025	57666	MARTIN FISCHER PAINTING	PAINTING HS (WEST SIDE) CLASSROOMS	15,967.52
35	74	04/17/2025	57666	MARTIN FISCHER PAINTING	WE PAINTING	7,980.00
35	75	04/17/2025	61022	BRADY COMPANIES LLC	HS FLOOR MATS	2,744.10
35	76	04/17/2025	58176	SCHOOLSAFEID LLC	SCHOOL SAFE ID GO KIOSK KIT	4,674.44
35	77	04/24/2025	176	BIXBY TELEPHONE COMPANY	YEALINK PHONES	85,030.00
35	78	04/24/2025	6208	APPLE EDUCATIONAL SALES	9GC STUDENT DEVICES	47,780.00
35	79	04/24/2025	6208	APPLE EDUCATIONAL SALES	MACBOOK PRO 16INCH	27,413.88
35	81	05/30/2025	59649	PCC CLEANING & RESTORATION	Mold Remediation NI	8,200.48

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 35 2022 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	**$1,233,494.23**
					Payroll Total:	**$0.00**
					Balance Forward:	**$0.00**
					Report Total:	**$1,233,494.23**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 36 2022 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 37 2023 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	1	09/13/2024	1418	ROSS TRANSPORTATION	BUS WRAP FOR NEW ACTIVITY BUS	8,500.00
37	2	10/16/2024	60959	NAPA AUTO PARTS	GEARWRENCH	2,999.00
37	3	10/31/2024	8275	NATIONAL BUS SALES	TURBO REPAIR ON BUS 27	4,979.88
37	4	12/11/2024	1418	ROSS TRANSPORTATION	14 Passenger Graphics	2,000.00
37	5	02/28/2025	61299	SOUTH POINTE CHRYSLER JEEP DODGE	2012 RAM PICKUP REPAIR	3,692.86

Non-Payroll Total:	**$22,171.74**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$22,171.74**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 38 2023 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/01/2024	60267	GARAGE INNOVATIONS INC	BASEBALL	10,215.40
38	2	07/01/2024	58713	MERRIFIELD OFFICE & SCHOOL SUPPLY	CAFETERIA TABLES WE / EE	33,851.82
38	4	07/01/2024	57666	MARTIN FISCHER PAINTING	WI INTERIOR PAINT	40,850.00
38	5	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	NEW ADMIN DATA CABLING	38,625.00
38	6	07/01/2024	57023	L & M OFFICE FURNITURE	NI CONF CHAIR	3,110.00
38	7	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	WE ROOM SPLIT	18,300.00
38	8	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	EE MOTOR LAB & OT/PT ROOM RENO	41,700.00
38	10	07/01/2024	59279	HARNESS ROOFING INC	ROOF REPAIR CE / CI	52,990.00
38	11	07/02/2024	1445	SAIED MUSIC	BAND - TUNING DEVICES AND METRONOMES	7,898.00
38	12	07/02/2024	3839	AMAZON.COM, LLC	BAND TOOLS	4,487.39
38	13	07/02/2024	53787	BANK OF AMERICA VISA	BLACK LEGAL FILING CABINET - BAND	1,936.44
38	14	07/02/2024	60267	GARAGE INNOVATIONS INC	BASEBALL LOCKER ROOM / STORAGE CLOSET	10,807.89
38	15	07/02/2024	60267	GARAGE INNOVATIONS INC	SOCCER CRACKS AND NEW FLOOR	13,547.00
38	16	07/02/2024	60766	INTERIOR CONCEPTS INC	NI FLOORS BAND ROOM	2,750.00
38	17	07/03/2024	1794	WENGER CORP.	STUDENT CHAIRS	4,543.00
38	18	07/08/2024	60952	OLD RULE SERVICES, LLC	SAND AND FINISH GYM FLOOR	38,500.00
38	21	07/24/2024	58610	BLIND AMBITIONS	BLINDS FOR MULTIPLE SCHOOLS CE/CI/EI	3,402.00
38	23	07/24/2024	58086	SCOTT RICE	CE FURNITURE	3,810.82
38	24	08/01/2024	3839	AMAZON.COM, LLC	FINE ARTS SUPPLIES	1,766.05
38	25	08/01/2024	57498	ACURA NEON INC	SPARTANS SIGNS NE / MAINT	9,885.00
38	27	08/20/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL VACUM REPAIR	8,950.00
38	28	09/06/2024	57023	L & M OFFICE FURNITURE	MAINTENANCE FURNITURE	39,482.00
38	29	09/06/2024	57023	L & M OFFICE FURNITURE	ADMIN MOVE	30,429.00
38	30	09/06/2024	57023	L & M OFFICE FURNITURE	ADMIN FURNITURE	123,496.00
38	31	09/13/2024	6208	APPLE EDUCATIONAL SALES	MACBOOK AIR - MAINTENANCE	6,383.60
38	32	09/13/2024	56227	CDW-G 2	MONITORS - MAINTENANCE	1,448.00
38	33	09/13/2024	56227	CDW-G 2	HS WELLNESS ROOM	4,078.37
38	34	09/20/2024	53787	BANK OF AMERICA VISA	TABLE AND CHAIR CARTS	5,289.85
38	35	09/20/2024	1449	SAM'S CLUB DIRECT	TABLES AND CHAIRS	13,994.56
38	36	11/13/2024	1772	WAGNON CONSTRUCTION	HS GIRLS LOCKER ROOM - STEEL DOOR	5,600.00
38	37	11/21/2024	3318	MARK ALLEN CHEVROLET	M508 TRANSMITION REPAIR	6,207.00
38	38	11/25/2024	60573	ADVANCED POOL AND HOME REPAIR	Replace chlorinator lid & free chlorine sensors	1,839.00
38	39	12/06/2024	58646	YORK PLUMBING	WATER LEAK AT MS/NI	6,665.00
38	40	09/25/2024	52004	SWEETWATER	FINE ARTS SUPPLIES	3,236.30
38	41	12/08/2024	59171	KENDRICK EXCAVATING LLC	WE NORTH SIDE DRAINAGE	3,875.00
38	42	12/12/2024	60573	ADVANCED POOL AND HOME REPAIR	SERVICE POOL HEATER	7,817.00
38	43	01/13/2025	58067	MAGNUM CONSTRUCTION, INC	NI MILLWORK REPLACEMENT	14,265.00

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 38 2023 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	44	01/16/2025	4748	ROBINSON GLASS	REPLACE SASH BALANCES/PIVOT SHOES NE	8,960.00
38	45	01/21/2025	61241	AIR ASSURANCE COMPANY	HVAC for CE 3 classrooms	24,983.00
38	46	01/21/2025	61241	AIR ASSURANCE COMPANY	3-TON UNIT HS GYM SPLIT SYSTEM	6,798.00
38	47	01/21/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	10 TON RTU UNIT FOR WHITEY GYM	37,160.00
38	49	01/21/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	10 TON RTU UNIT FOR OLD WHITEY GYM	18,350.00
38	50	02/06/2025	57291	HEARTLAND AED, INC	AED FOR EI	2,040.00
38	51	04/10/2025	58176	SCHOOLSAFEID LLC	SCHOOL SAFE ID GO KIOSK KIT	1,435.46

Non-Payroll Total:	**$725,757.95**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$725,757.95**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 39 2 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/01/2024	55155	UMB BANK, N.A.	LEASE PAYMENT	9,480,730.50
39	2	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT	9,280,000.00
39	3	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	68,659.07
39	4	07/02/2024	7527	TULSA CLEANING SYSTEMS	high pressure system for the wash bay	12,185.00
39	5	07/02/2024	57928	SB CUSTOM PAINTING, LLC	CI / BASEBALL PAINTING	35,850.00
39	6	07/02/2024	59563	BLUUM OF TEXAS, LLC	Newline TVs for Elem/Int sites	25,480.00
39	7	07/02/2024	60903	LONG PAINTING COMPANY	NI - PAINTING	83,302.00
39	8	07/02/2024	57666	MARTIN FISCHER PAINTING	EI EXTERIOR PAINT	29,900.00
39	9	07/02/2024	57666	MARTIN FISCHER PAINTING	HS GIRLS SOCCER INTERIOR	3,875.00
39	10	07/02/2024	57666	MARTIN FISCHER PAINTING	HS BOYS SOCCER INTERIOR	4,500.00
39	11	07/02/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS CHOIR HVAC	18,211.00
39	12	07/02/2024	60744	CONCRETE POLISH COATING SOLUTIONS	HS W26 CARPET REMOVAL	2,613.40
39	13	07/03/2024	111	BANK OF OKLAHOMA	BOND TRUST FEE - ADMIN LEASE	2,500.00
39	14	07/03/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS DANCE ROOM UNIT	47,145.70
39	15	07/03/2024	58086	SCOTT RICE	WE FURNITURE	4,630.31
39	16	07/03/2024	59279	HARNESS ROOFING INC	NE OFFICES	24,386.00
39	17	07/24/2024	59542	ENVIRONMENTAL LOOP SERVICE	NE AND 9TH PUMP MOTOR & VFD REPLACEMENT/CI	39,765.00
39	18	08/07/2024	53787	BANK OF AMERICA VISA	TVS FOR HS AND STOCK	3,279.96
39	19	08/07/2024	3953	CLAUDE NEON FEDERAL SIGNS, INC.	VINYL LETTERS WEST INTERMEDIATE	2,851.00
39	20	08/07/2024	58176	SCHOOLSAFEID LLC	SCHOOL SAFE KIOSK NE	3,054.95
39	21	08/07/2024	59542	ENVIRONMENTAL LOOP SERVICE	7TH GRADE ADDITION PUMP REPLACEMENT	10,270.00
39	22	08/07/2024	60903	LONG PAINTING COMPANY	STADIUM CONCESSIONS AND TICKET BOOTHS	11,050.00
39	24	08/16/2024	695	HEATWAVE SUPPLY	GEO PUMPS	5,567.00
39	25	08/27/2024	3654	PERFORMANCE STAGE	AUDITORIUM STAGE CURTAINS	62,200.59
39	26	08/27/2024	59279	HARNESS ROOFING INC	EAST ELEMENTARY REPAIR	8,576.19
39	28	09/05/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS Big Whitey VB locker room, and hallway	16,376.00
39	30	09/13/2024	59563	BLUUM OF TEXAS, LLC	NEWLINE TVS PK-8TH SCHOOLS	25,480.00
39	31	09/16/2024	2017	LAKESHORE LEARNING MATERIALS	CLASSROOM SET FTE IN ROOM 231 - NE	521.55
39	32	09/20/2024	5188	ULINE	BINS FOR NEW MAINT BUILDING	5,242.93
39	33	09/20/2024	1449	SAM'S CLUB DIRECT	SHELVES/WORKBENCHES NEW MAINT	3,047.58
39	34	09/23/2024	61136	FIREHOUSE CONCRETE COATINGS	GIRLS BASKETBALL LOCKER ROOM	4,350.00
39	35	09/23/2024	60031	SLK LAWN AND LANDSCAPE INC	NE FABRIC UNDERLAYMENT	4,500.00
39	36	09/23/2024	54777	EWING	MULCH AND LINER ROLLS - NE PLAYGROUND	8,571.02
39	37	09/25/2024	56430	BARNETT MUSIC EXCHANGE	REPLACING DAMAGED BAND INSTRUMENTS	31,500.00
39	38	09/25/2024	59279	HARNESS ROOFING INC	DISTRICT NEEDS	52,737.23
39	39	09/25/2024	58646	YORK PLUMBING	WATER LEAK AT EE	9,381.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	41	10/04/2024	3676	APPLE STORE	LOGITECH CRAYONS FOR IPAD REPLACEMENTS	999.00
39	42	10/08/2024	1077	MURRAY WOMBLE, INC.	BIG WHITEY BLEACHER REPAIR	5,540.00
39	44	10/08/2024	53787	BANK OF AMERICA VISA	MOTORIZED FAN/IMPELLER FOR POOL	14,785.24
39	45	10/23/2024	59558	SHOP4TELE INC	MITEL PHONES	41.00
39	46	10/24/2024	3676	APPLE STORE	MACBOOK AIR	9,280.00
39	47	10/29/2024	3891	BLICK ART MATERIALS LLC	DRYING RACKS - FINE ARTS	10,137.54
39	48	10/29/2024	1232	O'CONNOR COMPANY INC.	COMPRESSOR AND CONTACTOR EE GYM	1,996.41
39	49	11/11/2024	61047	CENTRAL POWER SYSTEMS & SERVICES	BATTERIES FOR SHELTER ROOMS UNITS	12,160.00
39	50	11/11/2024	60573	ADVANCED POOL AND HOME REPAIR	SAND, VACUUM TRUCK AND GASKETS FOR POOL	8,998.00
39	51	11/11/2024	59031	ALPHA MECHANICAL SERVICES LLC	5 TON UNIT MULIT PURPOSE-WEIGHT ROOM	13,212.00
39	52	11/11/2024	59031	ALPHA MECHANICAL SERVICES LLC	Replace unit at Golf - 5 ton Daikin unit	13,512.00
39	53	11/11/2024	59031	ALPHA MECHANICAL SERVICES LLC	4 ton Daikin split system - NE room 214	11,766.00
39	54	11/11/2024	56241	OWASSO FENCE	CE GATE REPAIR	3,689.00
39	55	11/14/2024	59031	ALPHA MECHANICAL SERVICES LLC	5 ton Daikin unit at Sports Medicine	14,496.00
39	56	11/25/2024	6208	APPLE EDUCATIONAL SALES	APPLE TV'S ELEMENTARY AND INTERMEDIATE	59,600.00
39	57	11/26/2024	57676	DELL MARKETING LP	SERVER FOR IT DATA CLOSET	16,292.85
39	58	12/03/2024	56227	CDW-G 2	WIRELESS KEYBOARD	184.99
39	60	12/20/2024	1445	SAIED MUSIC	BASSOON, UPRIGHT BASS	4,021.00
39	61	01/08/2025	1445	SAIED MUSIC	DIGIMET METRONOME	1,822.00
39	62	01/24/2025	56227	CDW-G 2	HS AND ADMIN KEYBOARD COMBO	392.10
39	63	01/29/2025	55783	DESIGNS BY KING	SABRES FOR COLOR GUARD	3,630.00
39	64	01/29/2025	61253	CLARY BUSINESS MACHINES	PAPER TRIMMER	749.04
39	65	01/29/2025	2663	WEST MUSIC COMPANY	NUVO RECORDER PLUS	999.64
39	66	01/29/2025	3839	AMAZON.COM, LLC	CHARGING CART - FINE ARTS	648.80
39	67	01/30/2025	59563	BLUUM OF TEXAS, LLC	NEWLINE TVS PK-8TH SCHOOLS	25,480.00
39	68	02/06/2025	60331	AMERICAN LEAK DETECTION	LEAK DETECTION SERVICES	522.50
39	69	02/10/2025	1077	MURRAY WOMBLE, INC.	high school science building handicap access	1,311.38
39	70	02/10/2025	58176	SCHOOLSAFEID LLC	SCHOOLSAFEID KIOSK	3,054.95
39	71	02/10/2025	54035	OSWALT RESTAURANT SUPPLY	COLD PAN OPEN BASE R290 - NORTH ELEMENTARY	41,230.72
39	72	03/03/2025	695	HEATWAVE SUPPLY	Overnight New pump for the lift station-baseball	1,586.45
39	73	03/03/2025	58835	AT YOUR SERVICE RENTALS LLC	6 port-a-potties for baseball & Cl	1,655.00
39	74	03/03/2025	59649	PCC CLEANING & RESTORATION	NI ROOM 123 Mold Remediation	7,668.52
39	75	03/10/2025	57291	HEARTLAND AED, INC	AED BATTERIES FOR DISTRICT	3,444.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	76	03/10/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	NE OFFICE DROP GRID CEILING TILES	1,935.00
39	77	03/10/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	WEIGHT ROOM ALIGN WEIGHT RACKS	768.00
39	78	03/11/2025	695	HEATWAVE SUPPLY	Baseball Emergency	9,146.36
39	79	03/11/2025	58636	ACE SIGN COMPANY	REMAKE LETTER P IN SPARTANS	950.87
39	80	03/13/2025	56227	CDW-G 2	WIRELESS KEYBOARDS AND MOUSE	832.40
39	81	04/01/2025	58719	TRAFERA LLC	LENOVO CHROMEBOOKS	124,500.00
39	82	04/01/2025	695	HEATWAVE SUPPLY	GEO PUMPS	5,533.84
39	83	04/01/2025	1232	O'CONNOR COMPANY INC.	UNIT REPLACEMENT	4,963.73
39	84	04/01/2025	1232	O'CONNOR COMPANY INC.	UNIT REPLACEMENT FOR NI HALLWAY	10,872.64
39	85	04/01/2025	56227	CDW-G 2	SAMSUNG CURVED MONITOR	2,150.49
39	86	04/09/2025	61241	AIR ASSURANCE COMPANY	TWO 4-TON YORK SPLIT SYSTEM CE	15,982.00
39	87	04/09/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	DAIKIN 5 TON FURNASE NE OFFICE/N105/N104	19,161.00
39	88	04/16/2025	57666	MARTIN FISCHER PAINTING	WE CLASSROOM PAINTING	15,025.00
39	89	04/16/2025	1445	SAIED MUSIC	HORN, PICCOLO, BASSOON	3,607.20
39	90	04/17/2025	57755	DREAMSEATS LLC	XZIPIT FURNITRE	562.50
39	91	05/05/2025	59649	PCC CLEANING & RESTORATION	Middle School - Mold Remediation	1,374.70
39	92	05/05/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	Blower for the RTU 11 at West	1,533.54
39	93	05/05/2025	60479	SPARTAN SIGNS INC	SIGNS FOR DISTRICT	1,262.00
39	94	05/16/2025	56227	CDW-G 2	DELL COMPUTER	13,400.00
39	95	05/16/2025	57928	SB CUSTOM PAINTING, LLC	PAINTING EE EXTERIOR	36,800.00
39	96	05/16/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	GOLF BUILDING UPDATES	8,915.00
39	97	05/16/2025	54035	OSWALT RESTAURANT SUPPLY	MILK COOLER NE	8,881.38
39	98	05/16/2025	54035	OSWALT RESTAURANT SUPPLY	EAST KITCHEN SUPPLIES	40,665.81
39	99	05/20/2025	57023	L & M OFFICE FURNITURE	ADMIN ADDITIONS	9,476.00
39	100	05/20/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	band room VFD	2,632.57
39	101	05/27/2025	3152	OVERHEAD DOOR OF TULSA	DOOR REPAIRS	1,000.00
39	102	05/27/2025	56765	CARRIER ENTERPRISE, LLC	COMPRESSOR FOR 9TH GRADE CAFETERIA	1,335.06
39	104	05/30/2025	60744	CONCRETE POLISH COATING SOLUTIONS	ROOMS W7 AND W33 AT HS	6,099.15
39	105	05/30/2025	58646	YORK PLUMBING	EE WATER LEAK	3,930.00
39	106	05/30/2025	1232	O'CONNOR COMPANY INC.	compressor, filter drier for the MS dean's office	1,336.00
39	107	05/30/2025	1232	O'CONNOR COMPANY INC.	NI REPLACEMENT UNIT	5,618.29
39	108	05/30/2025	1232	O'CONNOR COMPANY INC.	NEW 4 TON UNIT CLIMAT CONTROL NI	5,254.00
39	110	05/30/2025	59542	ENVIRONMENTAL LOOP SERVICE	Repair NI	519.00
39	111	05/30/2025	61239	CWC INTERIORS	NORTH INTERMEDIATE REMODEL	16,248.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	112	06/02/2025	59279	HARNESS ROOFING INC	NE FLOOR MOISTURE MITIGATION WORK	17,282.98
39	113	06/02/2025	61463	REDBUD COMMERCIAL FLOORING	NE COMMONS FLOORING REPLACEMENT	61,325.00
39	114	06/10/2025	59279	HARNESS ROOFING INC	NE FLOOR MOISTURE MIGRATION WORK	62,455.00
39	115	06/10/2025	57666	MARTIN FISCHER PAINTING	SECOND PART FROM PO 35-73	932.48
39	116	06/11/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	new compressor for the CI Central Hallway	1,855.02
39	117	06/10/2025	59279	HARNESS ROOFING INC	VALLEY LEAK AT MS	13,445.00
39	118	06/14/2025	58610	BLIND AMBITIONS	BLINDS - MULTIPLE LOCATIONS	8,825.20
39	119	06/23/2025	61239	CWC INTERIORS	NI MUSIC ROOM REMODEL	10,223.00
39	120	06/23/2025	4425	WARREN CAT	GENERATOR REPAIR	1,581.74

Non-Payroll Total:	**$20,287,393.06**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$20,287,393.06**

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	10/03/2024	55155	UMB BANK, N.A.	INTEREST PAYMENT	420,000.00
41	2	04/03/2025	55155	UMB BANK, N.A.	INTEREST PAYMENT	21,900,000.00
					Non-Payroll Total:	**$22,320,000.00**
					Payroll Total:	**$0.00**
					Balance Forward:	**$0.00**
					Report Total:	**$22,320,000.00**

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2025	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	200,000.00
11	2	07/01/2025	3839	AMAZON.COM, LLC	DISTRICT PURCHASES	376,249.48
11	3	07/01/2025	1718	TULSA WORLD	CLASSIFIED ADS 000	445.04
11	4	07/01/2025	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	12,215.23
11	5	07/01/2025	61020	FROST OIL COMPANY	UNLEADED/DIESEL FUELS 051	226,986.58
11	6	07/01/2025	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	25,719.00
11	7	07/01/2025	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	38,437.57
11	8	07/01/2025	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	33,461.21
11	9	07/01/2025	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	105,069.61
11	10	07/01/2025	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	7,525.63
11	11	07/01/2025	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	325.00
11	12	07/01/2025	70260	OK TEACHERS RETIREMENT SYSTEM	TEACHER RETIREMENT FIX 000	209.52
11	13	07/01/2025	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 000	9,150.00
11	14	07/01/2025	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	26,155.11
11	15	07/01/2025	2025	WELDON PARTS, INC.	PARTS TRANSP 051	14,531.06
11	16	07/01/2025	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,470.94
11	17	07/01/2025	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	53,178.72
11	18	07/01/2025	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412 / MAINT 050	4,871.75
11	19	07/01/2025	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	780.38
11	20	07/01/2025	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	5,250.76
11	21	07/01/2025	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	1,600.66
11	22	07/01/2025	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	4,187.16
11	23	07/01/2025	61527	MARCIA BRENNER ASSOCIATES LLC	REPORT CREATOR PLUG IN FOR POWERSCHOOL SIS 030	29,515.00
11	24	07/01/2025	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	20,550.40
11	25	07/01/2025	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	59,196.97
11	26	07/01/2025	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	2,834.15
11	27	07/01/2025	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	43,251.38
11	28	07/01/2025	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051,412	150.00
11	29	07/01/2025	1678	TIRE BARN, INC.	TIRE REPAIRS - 051/050	11,345.00
11	30	07/01/2025	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	14,799.64
11	31	07/01/2025	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	198,906.20
11	32	07/01/2025	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	5,783.77
11	33	07/01/2025	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	44,261.99

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	34	07/01/2025	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	7,995.00
11	36	07/01/2025	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	17,537.60
11	37	07/01/2025	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	4,750.00
11	38	07/01/2025	774	VERHOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	11,886.00
11	39	07/01/2025	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	924,734.82
11	40	07/01/2025	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00
11	41	07/01/2025	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	176,210.00
11	42	07/01/2025	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	3,243.64
11	43	07/01/2025	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2025	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	200.00
11	45	07/01/2025	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	40,463.00
11	46	07/01/2025	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	1,907.61
11	47	07/01/2025	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	6,753.12
11	48	07/01/2025	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	167,874.37
11	49	07/01/2025	52803	OKLAHOMA SECRETARY OF STATE	NOTARY BOND FEE - 000	20.00
11	50	07/01/2025	99999	BIXBY PUBLIC SCHOOLS	COPY/TRANSPORTATION/POSTAGE (ALL SCHOOLS)	11.00
11	51	07/01/2025	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	1,300.00
11	53	07/01/2025	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412-316	500.00
11	54	07/01/2025	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	1,723.29
11	55	07/01/2025	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	1,491.60
11	56	07/01/2025	4366	JOSTENS INC	BHS GRAD MT'LS 000	8,426.55
11	57	07/01/2025	61547	W TWO PLUS LLC	REPAIR FUEL TANKS - 051	5,000.00
11	58	07/01/2025	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,216.00
11	59	07/01/2025	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,100.00
11	60	07/01/2025	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	8,834.85
11	61	07/01/2025	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	387.00
11	62	07/01/2025	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2025	59463	MALTSBERGER INDUSTRIAL PROPANE	PROPANE 050	275.00
11	64	07/01/2025	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	24,579.10
11	65	07/01/2025	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2025	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,351.62
11	67	07/01/2025	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,796.61
11	68	07/01/2025	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	1,835.00
11	69	07/01/2025	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,750.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	70	07/01/2025	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	151,561.65
11	71	07/01/2025	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	10,898.00
11	72	07/01/2025	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	9,327.00
11	73	07/01/2025	1171	OKASBO	MEMBERSHIP DUES 000	375.00
11	74	07/01/2025	2748	OSAG	WORKERS COMP INS 000	179,960.00
11	75	07/01/2025	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,559.02
11	76	07/01/2025	59812	KORI NEELY	Group Counseling/ Collaboration 621	5,950.00
11	77	07/01/2025	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	5,525.00
11	78	07/01/2025	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051	2,492.58
11	79	07/01/2025	2290	OSSBA	OSSBA CONFERENCE REGIS 000	4,200.00
11	80	07/01/2025	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	1,357,705.00
11	81	07/01/2025	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	5,754.39
11	82	07/01/2025	60904	QUALITY PETROLEUM INC	OIL FOR TRANSPORTATION 051	8,196.22
11	83	07/01/2025	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	4,000.00
11	84	07/01/2025	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	2,007.00
11	85	07/01/2025	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	458.36
11	86	07/01/2025	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	12,844.74
11	87	07/01/2025	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	662.50
11	88	07/01/2025	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	3,800.52
11	89	07/01/2025	61288	GEO-COMM INC	SCHOOL SAFETY SERVICE 376	45,000.00
11	90	07/01/2025	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050	375.00
11	91	07/01/2025	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	93	07/01/2025	5188	ULINE	MAINTENANCE SUPPLIES 050	4,277.15
11	94	07/01/2025	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	14,250.00
11	96	07/01/2025	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	15,023.25
11	97	07/01/2025	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	1,447.20
11	98	07/01/2025	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	323.07
11	99	07/01/2025	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	2,351.45
11	100	07/01/2025	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	14,100.00
11	102	07/01/2025	1856	WALMART COMMUNITY	School & Office Supplies 005	712.87
11	103	07/01/2025	1856	WALMART COMMUNITY	SUPPLIES 000/050/051/005	259.93
11	104	07/01/2025	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	790.00
11	105	07/01/2025	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	1,448.84
11	107	07/01/2025	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	70.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	108	07/01/2025	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	18,000.00
11	109	07/01/2025	57112	APPTEGY	APP DEVELOPMENT 000	14,442.75
11	110	07/01/2025	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	2,197.80
11	111	07/01/2025	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	64,025.00
11	112	07/01/2025	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	191.90
11	113	07/01/2025	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	500.00
11	114	07/01/2025	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	1,474.65
11	115	07/01/2025	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	117	07/01/2025	8035	IXL LEARNING INC	IXL RENEWAL 000	90,568.75
11	119	07/01/2025	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	9,675.40
11	120	07/01/2025	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	7,291.20
11	121	07/01/2025	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	14,840.00
11	122	07/01/2025	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	6,820.37
11	123	07/01/2025	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-6 JOM 563	14,000.00
11	124	07/01/2025	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	10,686.25
11	125	07/01/2025	60573	ADVANCED POOL AND HOME REPAIR	POOL SERVICE AND REPAIR 000	20,349.98
11	126	07/01/2025	493	EMPIRE TRUCK REBUILDERS, INC.	BUS REPAIRS 051	2,500.00
11	127	07/01/2025	60840	ROCKET ALUMNI SOLUTIONS INC	DIGITAL WALL OF FAME 000	2,400.00
11	128	07/01/2025	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	13,390.00
11	129	07/01/2025	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	37,575.00
11	130	07/01/2025	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	28,367.12
11	131	07/01/2025	60843	HD SUPPLY INC	MISC SUPPLIES 050	47,865.67
11	132	07/01/2025	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2025	60853	MOTOR MOUTH THERAPY LLC	THERAPY SERVICES EH 698	17,460.00
11	135	07/01/2025	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	137	07/01/2025	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	500.50
11	138	07/01/2025	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	143	07/01/2025	7773	MABEE CENTER	BHS GRADUATION 000	29,831.13
11	145	07/01/2025	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	128.68
11	146	07/01/2025	1856	WALMART COMMUNITY	SUPPLIES FOR JOM 563	5,000.00
11	147	07/01/2025	1856	WALMART COMMUNITY	Supplies 099	133.26
11	149	07/01/2025	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	791.16

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	150	07/01/2025	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	73,827.66
11	151	07/01/2025	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	153	07/01/2025	5463	LEARNING A-Z	RAZ-PLUS RENEWAL 621	5,302.00
11	154	07/01/2025	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	216.00
11	155	07/01/2025	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	400.84
11	156	07/01/2025	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	7,067.45
11	157	07/01/2025	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	158	07/01/2025	59318	PENSION SOLUTIONS, INC	457-403 PLANS INSTALLATION COST 000	100.00
11	160	07/01/2025	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	70,090.95
11	161	07/01/2025	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	5,403.43
11	166	07/01/2025	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	1,439.64
11	167	07/01/2025	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	7,059.70
11	168	07/01/2025	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	38,640.00
11	169	07/01/2025	60252	REALLY GREAT READING COMPANY, LLC	Open PO for training 621	2,000.00
11	170	07/01/2025	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	1,170.00
11	172	07/01/2025	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	98.00
11	175	07/01/2025	60767	OCAS, LLC	TRAINING 000	600.00
11	176	07/01/2025	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 621	65,566.71
11	177	07/01/2025	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00
11	178	07/01/2025	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	10,800.00
11	179	07/01/2025	59967	BRAVED	BRAVED 094	35,500.00
11	180	07/01/2025	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	6,052.50
11	182	07/01/2025	58955	SECURE DOCS INC	SIGNERS 621	4,800.00
11	183	07/01/2025	60128	TEACHTOWN	enCore K-12 Student Software 621	44,785.00
11	184	07/01/2025	60759	AERO IT SOLUTIONS LLC	FortiGate-600E 1 Year Enterprise Protection 030	9,544.91
11	185	07/01/2025	58734	BEARCOM	REPAIRS ON EQUIPMENT 051	4,000.00
11	186	07/01/2025	60959	NAPA AUTO PARTS	SUPPLIES FOR TRANSPORTATION 051	3,651.32
11	188	07/01/2025	61050	GRIMSLEY'S INC	SOAP DISPENSERS 050	30,523.50
11	189	07/01/2025	2387	STAPLES CREDIT PLAN	SUPPLIES 000	500.00
11	190	07/01/2025	21368	KGEB - AMERICA	GRADUATION AUDIO/VIDEO 000	2,750.00
11	191	07/01/2025	61022	BRADY COMPANIES LLC	MAINTENANCE SUPPLIES 050	150,784.46
11	193	07/01/2025	56625	BILL KNIGHT FORD	KEYS FOR BUS'S 051	1,000.00
11	196	07/01/2025	61293	D&H UNITED FUELING SOLUTIONS INC	REPAIR FUELD TANKS - 051	500.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	197	07/01/2025	61325	STETSON & ASSOCIATES	CONSULTING SERVICES 000	18,132.18
11	198	07/01/2025	61396	SHEILA K REED	ANNUAL EMPLOYEE PHYSICALS 000	7,500.00
11	199	07/01/2025	59319	GO POWER SCHOOLS LLC	ANNUAL MAINTENANCE FEE 000	6,000.00
11	500	07/01/2025	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	3,455.08
11	501	07/01/2025	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	6,151.11
11	502	07/01/2025	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	3,934.08
11	503	07/01/2025	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006/697	207.31
11	504	07/01/2025	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,767.42
11	505	07/01/2025	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	3,223.84
11	506	07/01/2025	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	6,733.53
11	507	07/01/2025	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,080.89
11	508	07/01/2025	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	382.36
11	509	07/01/2025	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	673.51
11	510	07/01/2025	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	982.51
11	511	07/01/2025	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	1,767.25
11	512	07/01/2025	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	90.82
11	513	07/01/2025	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	7,837.67
11	514	07/01/2025	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	2,305.52
11	515	07/01/2025	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	3,491.35
11	516	07/01/2025	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	100.00
11	530	07/01/2025	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	354.97
11	531	07/01/2025	59412	BRENDA SHAW	REIMB TRAVEL/PHYSICAL/CCOS 000	500.00
11	532	07/01/2025	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	500.00
11	533	07/01/2025	61155	JACE CALDWELL	REIMBURSE GAS - 000	224.00
11	535	07/01/2025	60876	KENDALL STILL	PERDIEM 000	500.00
11	536	07/02/2025	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	537	07/01/2025	55248	LINDA RICKS	TRAVEL REIMB 000	200.00
11	538	07/02/2025	56104	CODY COONCE	REIMBURES TRAVEL 000	1,100.00
11	539	07/01/2025	53741	DANIEL DEITZ	PER DIEM 000	40.00
11	540	07/01/2025	53742	JESSICA JERNEGAN	REIMBURSE TRAVEL 000	500.00
11	541	07/01/2025	7978	JOHN STOCKTON	REIMBURSE TRAVEL TO OFFICE ON WEEKENDS 000	200.00
11	543	07/01/2025	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	224.00
11	544	07/01/2025	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	450.00
11	545	07/01/2025	59275	KATHY GILLIAM	PER DIEM 000	175.22
11	546	07/01/2025	61559	BENJAMIN WATSON	roll over-Per Diem 613	120.00
11	547	07/01/2025	56673	STEVEN SCOTT	REIMB TRAVEL/PURCHASES - 030	500.00
11	548	07/01/2025	56733	DINAH BENAVIDES	PER DIEM CCOSA CONFERENCE 000/613	620.00
11	549	07/01/2025	3303	AMY RENEAU	REIMB TRAVEL/PURCHASES - 030	500.00
11	1001	07/01/2025	61417	OPSRC	OPSRC MEMBERSHIP FEE 000	2,500.00
11	1002	07/01/2025	61542	DUSTIN EDWARD HOWARD	CONSULTING FEE 000	2,325.00
11	1003	07/01/2025	61548	CHRISTOPHER RODRIGUEZ	CREATIVE HUB CONSULTING FEE 000	3,075.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1006	07/01/2025	1856	WALMART COMMUNITY	FACS Supplies 412-314-705	5,000.00
11	1007	07/01/2025	444	DOC'S FOOD STORES, INC	FACS Supplies 412-314-705	1,000.00
11	1008	07/01/2025	56745	RESPONSIVE LEARNING, LP	TLE Recertification Training 005	90.00
11	1009	07/01/2025	54987	OKLA ASSOC OF CAREER & TECH	OK Summit Registration 412-316-705	400.00
11	1010	07/01/2025	53545	LORI HEARD	Travel Reimbursement OK Summit Conf 412-316-705	100.00
11	1011	07/01/2025	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATIONS FOR AUGUST CONFERENCE 421	750.00
11	1012	07/01/2025	3953	CLAUDE NEON FEDERAL SIGNS, INC.	STATEWIDE REIMBURSED FOR DAMAGE SIGN 000	2,490.90
11	1013	07/01/2025	61450	MCKENNA EDDINGS	PER DIEM GYTO 511	280.00
11	1014	07/01/2025	60933	KELSEY LANE	PER DIEM GYTO 511	280.00
11	1015	07/01/2025	60895	AMANDA RUTHERFORD	PER DIEM GYTO 511	600.00
11	1016	07/01/2025	61446	MADISON ENGLES	PER DIEM GYTO 511	280.00
11	1017	07/01/2025	60555	RACHEL MORIE	PER DIEM GYTO 511	280.00
11	1018	07/01/2025	61447	ALEANA J LANE	PER DIEM GYTO 511	280.00
11	1019	07/01/2025	60893	ALISON BEACH	PER DIEM GYTO 511	280.00
11	1021	07/01/2025	61449	PATRICIA BEAVERS	PER DIEM GYTO 511	280.00
11	1022	07/01/2025	61448	ELAINA MARTIN	PER DIEM GYTO 511	280.00
11	1023	07/01/2025	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATIONS 541	150.00
11	1024	07/01/2025	59560	MICHAEL SHAW	Per Diem, July Nashville Conference 412-312-705	500.00
11	1025	07/01/2025	61246	DAVID MEYER	Per Diem, July Harvard Conference 005	450.00
11	1028	07/01/2025	59487	LYDIA WILSON	2025 NDSC Convention 621	500.00
11	1029	07/01/2025	3294	MELISSA LYTLE	Per Diem 621	500.00
11	1030	07/01/2025	57399	LIBBY MCNAMARA	2025 NDSC CONVENTION 621	500.00
11	1031	07/01/2025	53807	LIBBY VANDOLAH	2025 NDSC CONVENTION-DALLAS 621	500.00
11	1032	07/01/2025	60920	AMERICAN PLANT PRODUCTS & SERVICES	Potting Soil	853.60
11	1033	07/01/2025	54987	OKLA ASSOC OF CAREER & TECH	OK Summit Registration 412-317-705	275.00
11	1034	07/01/2025	60877	DANIAL KARNES	Travel Reimbursement 412-317-705	100.00
11	1036	07/01/2025	57575	OATECA	Annual License 621	1,200.00
11	1037	07/01/2025	5336	STARFALL EDUCATION FOUNDATION	Membership 621	355.00
11	1038	07/01/2025	60252	REALLY GREAT READING COMPANY, LLC	School Subscriptions 621	5,750.00
11	1039	07/01/2025	55185	LEXIA LEARNING SYSTEMS, INC.	Reading Subscription Renewal 621	3,450.00
11	1040	07/01/2025	5463	LEARNING A-Z	Raz Plus Renewal	5,456.00
11	1042	07/01/2025	60949	KATELYN SNOW	PER DIEM NURSE CONFERENCE 027	120.00
11	1043	07/01/2025	58980	TIA MORROW	PER DIEM NURSE CONFERENCE 027	120.00

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11	1044	07/01/2025	56737	TORY KRAUS	PER DIEM NURSE CONFERENCE 027	120.00
11	1045	07/01/2025	57663	ARDATH LAMB	PER DIEM NURSE CONFERENCE 027	120.00
11	1046	07/01/2025	59503	TRACY STEPHENS	PER DIEM NURSE CONFERENCE 027	120.00
11	1047	07/01/2025	3839	AMAZON.COM, LLC	BOOK ORDER FOR CE 511	40.95
11	1048	07/01/2025	58702	HEGGERTY PHONEMIC AWARENESS	LICENSE RENEWAL FOR CE 511	445.00
11	1049	07/01/2025	53654	ELLEVATION LLC	ELEVATION PLATFORM FY26 572	10,513.75
11	1050	07/01/2025	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	HMH PD SESSIONS - READING STRUCTURED LITERACY 367	8,400.00
11	1051	07/01/2025	52270	PEARSON	FY26 TESTING MATERIALS FOR GIFTED PROGRAM 020	4,407.94
11	1052	07/01/2025	57264	ESGI, LLC	RENEWAL LICENSES FOR CE FY26 511	6,734.00
11	1053	07/01/2025	58210	JOURNEYED.COM INC	Adobe Licenses 412-316-705	2,500.00
11	1054	07/01/2025	59330	IMAGINE LEARNING LLC	LICENSE RENEWAL AND PD FY26 572	4,950.00
11	1055	07/01/2025	59802	TEACHERS CLG READING & WRITING	CONTRACTED SERVICES FOR PD 541	15,200.00
11	1056	07/01/2025	61282	CHARBRICE EVANS	PERDIEM FOR TRAVEL 412-315-505	112.00

Non-Payroll Total:	**$6,199,284.98**
Payroll Total:	**$38,839.14**
Balance Forward:	**$0.00**
Report Total:	**$6,238,124.12**

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2025	1168	OG&E	ELECTRIC	1,400,000.00
21	2	07/01/2025	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	350,000.00
21	3	07/01/2025	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	125,000.00
21	4	07/01/2025	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	25,000.00
21	5	07/01/2025	319	CITY OF BIXBY	WATER SVS	200,000.00
21	6	07/01/2025	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	50,000.00
21	7	07/01/2025	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	105,000.00
21	8	07/01/2025	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	25,514.28
21	9	07/01/2025	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	4,703.44
21	10	07/01/2025	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,908.00
21	12	07/01/2025	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	25,000.00
21	13	07/01/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	13,731.51
21	14	07/01/2025	5188	ULINE	SUPPLIES FOR DISTRICT	2,023.09
21	15	07/01/2025	60843	HD SUPPLY INC	MACHINE REPAIR/SUPPLIES	2,551.02
21	16	07/01/2025	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	34,129.75
21	17	07/01/2025	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	1,819.33
21	18	07/01/2025	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	32,723.61
21	19	07/01/2025	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	2,765.75
21	20	07/01/2025	3617	TALK RADIO LLC	WALKIES FOR DISTRICT	24,000.00
21	21	07/01/2025	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	40,820.70
21	22	07/01/2025	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	6,386.31
21	23	07/01/2025	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	282.98
21	24	07/01/2025	59542	ENVIRONMENTAL LOOP SERVICE	REPAIRS ON GEOTHERMAL 000	21,778.00
21	25	07/01/2025	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	500.00
21	27	07/01/2025	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	35,000.00
21	28	07/01/2025	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	8,340.88
21	29	07/01/2025	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	300.00
21	30	07/01/2025	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	1,280.67
21	31	07/01/2025	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	31,836.76
21	32	07/01/2025	59542	ENVIRONMENTAL LOOP SERVICE	REPAIRS ON GEOTHERMAL 000	6,801.00
21	33	07/01/2025	4748	ROBINSON GLASS	GLASS FOR DISTRICT	4,691.35
21	34	07/01/2025	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	118,868.90
21	35	07/01/2025	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	200.00
21	36	07/01/2025	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	500.00
21	37	07/01/2025	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	474.16
21	38	07/01/2025	59951	EEI GROUP, LLC	DISTRICT FILTERS	16,978.77

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	39	07/01/2025	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	322,500.00
21	40	07/01/2025	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	30,164.00
21	41	07/01/2025	59279	HARNESS ROOFING INC	DISTRICT NEEDS	11,433.32
21	42	07/01/2025	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES 050/318	11,629.80
21	43	07/01/2025	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	3,062.00
21	44	07/01/2025	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	700.00
21	45	07/01/2025	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	4,518.66
21	46	07/01/2025	61382	SOVEREIGN BANK	HVAC CONTROL SYSTEM	309,615.64
21	47	07/01/2025	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	9,999.00
21	48	07/01/2025	55300	KUBOTA CONSTRUCTION EQUIMENT	TRACTOR SUPPLIES	74.88
21	49	07/01/2025	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	275,790.00
21	50	07/01/2025	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	6,094.70
21	51	07/01/2025	61305	INDIAN CAPITAL TECHNOLOGY CENTER	SCISSOR LIFT TRAINING	840.00
21	52	07/01/2025	5989	HYDROWORX INTERNATIONAL, INC.	POOL SERVICE PLAN	6,900.00
21	53	07/01/2025	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,199.79
21	54	07/01/2025	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	500.00
21	55	07/01/2025	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	2,710.16
21	56	07/01/2025	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2025	2618	TRU GREEN	LAWN CARE	16,642.88
21	58	07/01/2025	59781	AAAC WILDLIFE REMOVAL	RACCOON REMOVAL	598.00
21	60	07/01/2025	60331	AMERICAN LEAK DETECTION	LEAK DETECTION SERVICES	1,000.00
21	61	07/01/2025	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRCT	18,476.46
21	62	07/01/2025	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	500.00
21	63	07/01/2025	60573	ADVANCED POOL AND HOME REPAIR	POOL SUPPLIES/REPAIRS	998.46
21	64	07/01/2025	61188	BURGESS COMPANY	Tornado Resistant Coiling Door Inspection & Maint	540.00
21	65	07/01/2025	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	500.00
21	66	07/01/2025	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	500.00
21	67	07/01/2025	59688	HOLDERS TOTAL SECURITY	LOCKSMITH	2,474.70
21	68	07/01/2025	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,245,246.00
21	69	07/01/2025	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	18,135.81
21	70	07/01/2025	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	500.00
21	71	07/01/2025	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	500.00
21	72	07/01/2025	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	113.25

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	73	07/01/2025	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	1,432.00
21	74	07/01/2025	1449	SAM'S CLUB DIRECT	MAINT PURCHASES	491.68
21	76	07/01/2025	59235	WHITE SEPTIC CLEANING	Plumbing for district	2,890.00
21	77	07/01/2025	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	33,996.00
21	78	07/01/2025	61047	CENTRAL POWER SYSTEMS & SERVICES	SEMI-ANNUAL INSPECTIONS FOR SHELTER SPACES	2,390.00
21	79	07/01/2025	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	21,825.00
21	80	07/01/2025	2509	TULSA WINNELSON COMPANY	PLUMBING SERVICE FOR THE DISTRICT	500.00
21	81	07/01/2025	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	16,759.40
21	82	07/01/2025	59914	DUVALL PLUMBING HEATING & COOLING	PLUMBING SERVICES	990.00
21	83	07/01/2025	60333	AAON INC	MAINTENANCE PARTS	625.80
21	86	07/01/2025	60094	NATIONAL LOCK SUPPLY INC	STOCK DOOR ARMS	2,008.60

Non-Payroll Total:	**$5,113,426.25**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$5,113,426.25**

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2025	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	333,275.61
22	2	07/01/2025	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	9,662.80
22	3	07/01/2025	61113	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	5,000.00
22	4	07/01/2025	61207	MCCOMBS REFRIGERATION	REPAIR EQUIPMENT	4,868.75
22	5	07/01/2025	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	19,077.08
22	6	07/01/2025	60122	INTEGRITY FIRE LLC	FIRE EQUIPMENT INSPECTIONS	3,325.63
22	7	07/01/2025	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	9,752.82
22	8	07/01/2025	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPPLIES	2,322.60
22	9	07/01/2025	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	20,977.00
22	10	07/01/2025	58486	PEPSI	DRINKS FOR THE CAFETERIA	19,825.35
22	11	07/01/2025	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	150.00
22	13	07/01/2025	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	6,838.00
22	14	07/01/2025	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	1,377.50
22	15	07/01/2025	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,450.00
22	16	07/01/2025	60446	FRONTIER PRODUCE INC	SUPPLIES FOR THE DISTRICT	149,079.98
22	17	07/01/2025	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,532,425.90
22	18	07/01/2025	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	57,825.32
22	19	07/01/2025	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2025	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2025	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	88,656.00
22	22	07/01/2025	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	2,100.00
22	23	07/01/2025	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	2,392.00
22	24	07/01/2025	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	391.33
22	25	07/01/2025	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	1,233.28
22	26	07/01/2025	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,100,000.00
22	27	07/01/2025	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	1,547.00
22	28	07/01/2025	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	8,914.56
22	29	07/01/2025	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	6,880.26
22	31	07/01/2025	2657	CONTINUING EDUCATION OPERATIONS	FOOD SERVICE MANAGER CERTIFICATION COURSE	169.00
22	32	07/01/2025	444	DOC'S FOOD STORES, INC	SUPPLIES	500.00
22	33	07/01/2025	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,632.83
22	34	07/01/2025	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	182.91
22	35	07/01/2025	58457	EKON-O-PAC	CHILD NUTRITION SUPPLIES	330.00
22	36	07/01/2025	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	37	07/01/2025	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	190.94
22	38	07/01/2025	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	10,416.00

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	39	07/01/2025	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	800.00
22	40	07/01/2025	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	5,882.58
22	41	07/01/2025	60689	JOBLETICS PRO INC	Subs for the Kitchens	69,405.59
22	43	07/01/2025	58521	GENERAL PARTS	OVEN REPAIR	1,463.89
22	44	07/01/2025	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	7,862.40
22	45	07/01/2025	60517	BETTER DAY FARMS, LLC	FARM TO SCHOOL PRODUCE	3,000.00
22	46	07/01/2025	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,425.00
22	47	07/01/2025	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	500.00
22	48	07/01/2025	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2025	51624	ALPHA AWARDS	Name Tags for employees	348.00
22	50	07/01/2025	3839	AMAZON.COM, LLC	MISC PURCHASES	5,400.36
22	51	07/01/2025	56586	ECOLAB INC	filters for Kitchens	5,516.61
22	52	07/01/2025	61265	SHE BREWS COFFEE	For the Coffee Bar	530.00
22	53	07/01/2025	1232	O'CONNOR COMPANY INC.	CAFETERIA REPAIRS	2,303.41
22	55	07/01/2025	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	30,976.20
22	56	07/01/2025	60417	RYADD LLC	DIPPIN DOTS	19,728.00
22	57	07/01/2025	1856	WALMART COMMUNITY	GLUTEN FREE ITEMS	250.54
22	58	07/01/2025	55856	FIELDHOUSE GEAR, INC	CHILD NUTRITION SUPPLIES	1,040.00
22	59	07/01/2025	2396	HAGAR RESTAURANT SERVICE, INC.	CHILD NUTRITION SUPPLIES	1,846.84
22	60	07/01/2025	60116	CENTRAL RESTAURANT PRODUCTS	CHILD NUTRITION SUPPLIES	6,706.84
22	61	07/01/2025	816	JOHNSTONE SUPPLY OF TULSA	CHILD NUTRITION SUPPLIES	269.74
22	62	07/01/2025	61022	BRADY COMPANIES LLC	CLEAR LINERS	4,021.92

Non-Payroll Total:	**$3,590,778.97**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$3,590,778.97**

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 31 2025 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	1	07/01/2025	58067	MAGNUM CONSTRUCTION, INC	EI ROOM SPLIT	29,533.00
31	2	07/01/2025	59279	HARNESS ROOFING INC	BIG WHITEY ROOF COATING (MAIN AREA)	99,344.00
31	3	07/01/2025	57928	SB CUSTOM PAINTING, LLC	PRESSBOX PAINTING	18,500.00
31	4	07/01/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	HS ROTC/ESPORTS MEDIA CENTER REMODEL	25,568.00
31	5	07/01/2025	59279	HARNESS ROOFING INC	DISTRICT REPAIRS	50,000.00
31	6	07/01/2025	1580	STEPHEN L. SMITH CORP.	CONSULTING FEE AND LEGAL SERVICES	72,453.20
31	7	07/01/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	COMPRESSORS WRESTLING ROOM	2,761.22
31	8	07/01/2025	61136	FIREHOUSE CONCRETE COATINGS	OLD HS MEDIA CENTER EPOXY FLOORING	17,400.00

Non-Payroll Total:	**$315,559.42**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$315,559.42**

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 32 1 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	07/01/2025	61544	COMMERCIAL DOOR TULSA	NEW ROLLING STEEL DOOR - PRESS BOX	16,364.00
32	2	07/01/2025	61545	HELLAS CONSTRUCTION INC	SYNTHETIC HS TRACK REPARATION	80,500.00
32	3	07/01/2025	6208	APPLE EDUCATIONAL SALES	LEASE PAYMENT FOR IPADS PAYMENT 2/3	541,609.17

Non-Payroll Total:	**$638,473.17**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$638,473.17**

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 33 1 2024 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 34 2 2024 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 35 2022 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 36 2022 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 37 2023 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 38 2023 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 39 2 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/01/2025	56227	CDW-G 2	PLUGABLE USB 3.0	184.90
39	2	07/01/2025	58646	YORK PLUMBING	CE SEWER LINE REPAIR	4,600.00
39	3	07/01/2025	60346	Z FLOOR CO LTD	CE GYM FLOOR	7,950.00
39	4	07/01/2025	60903	LONG PAINTING COMPANY	WEST FIRE LANE	6,500.00
39	5	07/01/2025	59171	KENDRICK EXCAVATING LLC	NE CONCRETE SIDEWALKS BUS LOADING AREA	7,800.00
39	6	07/01/2025	61239	CWC INTERIORS	NI MUSIC ROOM FLOORING DEMO	10,233.00
39	7	07/01/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	MILL WORK PRE K HALL - CE	15,284.00
39	8	07/01/2025	59171	KENDRICK EXCAVATING LLC	EI GRAVEL PARKING AREA W SIDE OF BUILDING	9,870.00
39	9	07/01/2025	60903	LONG PAINTING COMPANY	OLD HS MEDIA CENTER REPAINT	8,600.00
39	11	07/01/2025	60903	LONG PAINTING COMPANY	HS TENNIS FENCE - REPAINT	14,500.00
39	12	07/01/2025	58067	MAGNUM CONSTRUCTION, INC	ADA RAMP CE PLAYGROUND	9,233.00
39	13	07/01/2025	61543	SOUTHERN DEMOLITION	INTERIOR DEMO OF EXISTING CMU WALLS - ATHLETICS	1,930.00
39	14	07/01/2025	60759	AERO IT SOLUTIONS LLC	POINT TO POINT WIFI SETUPS - HS/AG BARN	5,106.72
39	15	07/01/2025	3953	CLAUDE NEON FEDERAL SIGNS, INC.	3 QUOTES INSTALL - REMOVED WHEN PAINTED WE	1,425.00
39	16	07/02/2025	3839	AMAZON.COM, LLC	NEW FINE ARTS OFFICE SPACE FURNITURE	4,546.66

Non-Payroll Total:	**$107,763.28**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$107,763.28**

Bixby Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): SINKING FUND 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/01/2025	61546	ALETHA FARRIS	PAYMENT OF JUDGMENT 000	5,978.18

Non-Payroll Total:	**$5,978.18**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$5,978.18**

CLINICAL ROTATION AGREEMENT

between

BIXBY PUBLIC SCHOOLS

and

THE UNIVERSITY OF TULSA

THIS AGREEMENT is made and entered into as of **July 1, 2025,** between **The University of Tulsa** (the "School"), and **Bixby Public Schools**, an Oklahoma corporation which owns and operates Bixby Public Schools (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for nursing students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing July 1, 2025, and ending June 30, 2028, unless terminated earlier as provided in this Agreement. Notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructors, Instructors and Students (the "Roster"), along with a rotation schedule, to the coordinator at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; (v) influenza vaccination or waiver, (vi) tdap immunization, and (vii) a background check.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

g. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

h. The School shall be responsible for all actions, activities and affairs of Students, the Clinical Instructor and all Instructors during the Clinical Rotations to the extent required by law.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of

patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors are duly licensed to practice nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information

that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. Institutions That Are Not State-Operated. This provision is applicable to Schools that are not owned and operated by the State of Oklahoma. During the term of this Agreement, the School shall continuously maintain for itself and for Students and Instructors professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policy shall provide that it may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in

reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School must require Clinical Instructors, Instructors and Students to, keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on

behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. FERPA. In the course of this Agreement, the Parties may have access to records of the other Party that are "education records" as defined by and protected under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq., and the regulations promulgated there under ("FERPA"). Such records are confidential. To the extent that the Parties or its personnel have access to "education records" under this Agreement, they are deemed a "school official," as each of these terms are defined under FERPA. The Parties agree not to use education records for any purpose other than in the performance of this Agreement. Except as required by law, neither Party will disclose or share education records with any third party unless permitted by the terms of this Agreement.

16. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

17. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

18. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

19. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

20. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

21. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

22. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

23. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

24. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

25. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

SCHOOL: **The University of Tulsa**

By_____
Susan Pepin, MD, MPH, Dean
Oxley College of Health Sciences
1215 S. Boulder Ave., 5th floor
Tulsa, OK 74119
Email: susan-pepin@utulsa.edu

By_____
Cassy Abbott-Eng, Executive Director
School of Nursing
Oxley College of Health Sciences
1215 S. Boulder Ave., 5th floor
Tulsa, OK 74119
Email: cre2714@utulsa.edu

FACILITY: Bixby Public Schools

By_____
Lydia Wilson
Assistant Superintendent

_____

_____

Address:

109 N. Armstrong

Bixby, OK 74008

Email: _____

SUPERIOR
Termite - Pest Control
SuperiorPestOK.com 918-251-PEST(7378)

Monthly Pest Control Proposal

$1,495 per month

12 Month Service Plan – Total Annual Service Plan Fee $17,940.00

Bixby Public Schools
Servicing 11 school buildings, Admin Office, Maintenance Building, 7 Athletic Facilities and Transportation Building

Pest Control Services Included

- Treating for pest control in all hallways, offices and bathrooms inside 11 school buildings. We will treat inside classrooms upon request or as needed
- Treating for pest control in admin office building
- Treating for pest and rodent control in maintenance building
- Treating for pest control in 7 athletic facilities
- Treating for pest and rodent control in transportation facility

Services will include all normal routine pest control. Services exclude all wood destroying insects as well as but not limited to fleas, bed bugs, lice and other out of normal infestations.

Free call backs for all routine pest issues excluding bedbugs, fleas and lice.
Roaches are included in the monthly service. Will be no extra charge for roaches.

Bed Bug Treatments when needed can be performed after hours with no overtime fee but however will be an extra service charge for the bed bug service above the normal monthly service fee.

There may need to be an additional initial service to control all infestations before starting our monthly service plan.
Guaranteed Services - No Contracts

918.513.2354 | Randy.SuperiorPestOK@gmail.com | SuperiorPestOK.com

Contract for Applied Behavior Analysis (ABA) Services
Between Bixby Public Schools and Pathways Behavior Therapy, LLC

Bixby Public Schools agrees to enter into a contract with Pathways Behavior Therapy, LLC to provide Applied Behavior Analysis (ABA) services for Bixby students. These services may include direct and indirect supports as determined by the school team and with parent consent, for the following purposes:

1. **Functional Behavioral Assessments (FBA):**
   Conducted as needed for eligible students in school environments upon mutual agreement.

   - The BCBA will work on no more than two active FBAs at a time. If additional FBAs are requested while two are already in progress, the student(s) will be added to a waitlist, and the BCBA will communicate with school staff regarding next steps and anticipated timelines.

2. **Behavior Intervention Plans (BIP):**
   Developed following FBA completion, as determined by the school team.

3. **Staff Support and Consultation:**
   Includes attendance at team meetings, classroom observations, and development of intervention materials or strategies upon request by the school team.

4. **Professional Development:**
   Trainings delivered to Bixby staff as requested by the school district.

5. **Supervision of RBTs:**
   BCBA will provide supervision necessary for district employees to maintain RBT certification (minimum 5% of hours monthly).

6. **Direct ABA Services:**
   Includes provision of 1:1 or 2:1 ABA services for Bixby students as determined appropriate by the school team.

Communication with Caregivers:

- The BCBA will not engage in direct contact with caregivers and will not provide personal phone numbers or email addresses to families

- Any relevant communication (e.g., additional FBA questions, data reviews, weekly behavior summaries) will be prepared by the BCBA and shared with caregivers through school staff using official school email channels

- The BCBA will only meet with caregivers (virtually or in person) with a member of Bixby Public Schools staff present.

Fees:

- BCBA services (direct and indirect): $115.00/hour

- RBT services (direct): $69.40/hour

- Master's-level BCBA Intern (direct and indirect under BCBA supervision): $80.00/hour

Term and Termination:
This agreement shall remain in effect for the 2025–2026 academic school year, with an end date of May 23, 2026. It may be terminated by either party with a 30-day written notice

The billing address for the contract provider is as follows:
Pathways Behavior Therapy
13327 E. 3 3rd Place
Tulsa, Ok 74134

Bixby Public Schools Date

05/28/2025

Monique Morgan Date
Pathways Behavior Therapy Co-Founder

45

INVOICE

Liminex, Inc. DBA
GoGuardian and Pear Deck Learning
2030 E Maple Avenue Suite 100
El Segundo, California 90245
www.goguardian.com

BILL TO:
Bixby Public Schools (OK)

INVOICE #: INV-132160
DATE: 7/1/2025
DUE DATE: 7/31/2025
TERMS: Net 30

SHIP TO:
Bixby Public Schools (OK)
109 N Armstrong St
Bixby, Oklahoma 74008
United States

PO NUMBER	SERVICE START DATE	CONTRACT EXPIRATION
2025-11-45	7/1/2024	6/30/2027

ITEM DESCRIPTION	PRODUCT NAME	QTY	UNIT PRICE	NET AMOUNT
GG-BCN3Y-003000	GoGuardian Beacon - Core	8,300	$1.38	$11,454.00
GG-TFS3Y-003000	GoGuardian Beacon - 24/7	8,300	$1.45	$12,035.00
GG-TCR3Y-003000	GoGuardian Teachers	4,000	$1.38	$5,520.00
GG-ADM3Y-003000	GoGuardian Administrators	8,300	$1.38	$11,454.00
			SUBTOTAL	$40,463.00
			Sales Tax	$0.00
			TOTAL	$40,463.00

Comments:

Please include the invoice number on the reference line.

We also accept EFT/wire transfers:

Bank of America
Account Name: LIMINEX, INC.
Account Number: 1453756556
ACH Routing: 122000661
Wire Routing: 026009593
SWIFT Code: BOFAUS3N (USD only)

BALANCE DUE $40,463.00

Please write check payable to Liminex, Inc. and mail to the lockbox below:

LIMINEX, INC.
P.O.Box 744795
LOS ANGELES, CA 90074-4795

Click here our latest W9

For any billing questions: AR@goguardian.com

CommunityCare™
Employee Assistance Program

June 27, 2024

Bixby Public Schools
Attn: Rob Miller
109 N Armstrong
Bixby, OK 74088

Dear Mr. Miller,

We are pleased that you have selected the CommunityCare Employee Assistance Program provided by CommunityCare HMO, Inc. ("EAP") as your provider of EAP services for [07/01/2024 – 06/30/2025] It is our goal to provide a quality EAP to you and your employees. Please accept this contract for your review, and sign and return. After receiving the contract, our office will sign it and then contact you to set up the integration of EAP with your company and present your copy to you.

If you have any additional questions, please call me at your convenience at 918-594-5295 ext. 4145 or 800-221-3976. Thank you for selecting CommunityCare for your Employee Assistance Program needs, and I look forward to working with you and your employees.

Cordially,

Terry Stover, MS, LBP, CEAP, MAC, SAP
CommunityCare EAP Senior Manager

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

This Employee Assistance Program Agreement ("Agreement") is made and entered into as of the Effective Date set forth on the signature page of this Agreement and is between CommunityCare HMO, Inc., an Oklahoma corporation with its principal office at Williams Center Tower II, Two West Second Street, Suite 100, Tulsa, Oklahoma 74103 ("CommunityCare") and **Bixby Public Schools,** an Oklahoma corporation with its principal office at 109 N Armstrong, Bixby, OK 74088 ("Bixby Public Schools").

W I T N E S S E T H:

WHEREAS, CommunityCare is a health maintenance organization organized under the laws of the State of Oklahoma and in conformity with the Oklahoma Health Maintenance Organization Act of 2003 (36 O.S. § 6901 *et seq.*);

WHEREAS, a division of CommunityCare is responsible for providing or arranging Employee Assistance Program services ("EAP");

WHEREAS, Company desires to retain CommunityCare to provide EAP services to individuals designated by Company as set forth in this Agreement, and CommunityCare accepts such engagement in accordance with the terms of this Agreement;

NOW, THEREFORE, in consideration of the agreements and undertakings set forth in this Agreement and in reliance upon the representations contained in this Agreement, the parties agree as follows:

1. DEFINITIONS.

Whenever used in this Agreement, the exhibits hereto, and in any certificates, reports or other documents or instruments made or delivered pursuant to this Agreement, capitalized terms shall have the meanings set forth in this Agreement.

2. RELATIONSHIP OF PARTIES.

2.1 Participation. The execution of this Agreement shall qualify CommunityCare and counselors with whom it contracts to provide EAP services to Company.

2.2 Independent Contractor. The relationship among CommunityCare, Company and counselors with whom CommunityCare contracts is an independent contractor relationship.

3. OBLIGATIONS OF COMMUNITYCARE. CommunityCare shall perform Workplace Integration as described in Exhibit A and EAP services to Company as described in Exhibit B.

4. OBLIGATIONS OF COMPANY. Company shall cooperate with CommunityCare and counselors in the provision of EAP services under this Agreement. Company shall designate one Authorized Representative to work with CommunityCare and to expedite communications between Company and CommunityCare. Such Authorized Representative may establish joint working procedures with CommunityCare for management of the relationship between the

parties. Such Authorized Representative shall not have the authority to act on behalf of CommunityCare or to amend this Agreement without the written consent of CommunityCare. The Authorized Representative of Company is set forth on the signature page.

5. DEPARTMENT OF TRANSPORTATION PROGRAMS ("DOT").

DOT Supervisor Training and Substance Abuse Professional as defined by DOT ("SAP") services, if required, are provided by CommunityCare under the terms of this contract.

6. COMPENSATION.

Company agrees to pay for EAP services rendered pursuant to this Agreement as set forth in Exhibit C, "Compensation Schedule." The compensation will be paid by Company to CommunityCare prior to the 10th day of the month following the month in which EAP services were invoiced.

7. CONFIDENTIAL AND PROPRIETARY INFORMATION.

7.1 General. Each party acknowledges that while performing its obligations under this Agreement it may have access to the other party's Confidential Information. With respect to all Confidential Information, beginning on the Effective Date (or on the date either party disclosed Confidential Information to the other) and continuing during and after the termination or expiration of this Agreement, neither party will disclose to any third party, except as permitted in Section x, and each party will keep the other party's Confidential Information in the strictest confidence and will only use such Confidential Information to perform its obligations under this Agreement. Each party will use the same or greater level of care to protect the other party's Confidential Information that it uses to protect its own like information, which may not be less than a reasonable degree of care. "Confidential Information" means (a) this Agreement and all related discussions, negotiations, and proposals, (b) any information, whether provided directly or indirectly, from the other party concerning Company's and CommunityCare's business, including without limitation, all software and documentation and all other tangible, intangible, visual, electronic, written, oral, present or future information such as (i) trade secrets (ii) financial information and pricing, (iii) technical information such as research, development procedures, algorithms, data, designs, and know-how, (iv) individually identifiable information, (v) business information such as operations, planning, marketing interests, and products, and (vi) customer and third-party Company information, including, but not limited to, customer lists and all related information, and (c) any information obtained or accessed by either party which, if not otherwise described above, is confidential, proprietary, or otherwise not generally available to the public, or is of such nature that a reasonable person would believe it to be confidential. Confidential Information does not include any information (w) part of the public domain or is lawfully obtained by the receiving party from a third party not under an obligation of confidentiality, (x) independently developed by the receiving party without relying on the disclosing party's Confidential Information, (y) rightfully known to the receiving party before negotiations leading up to this Agreement, or (z) free of confidentiality restrictions by agreement of the disclosing party.

7.2 Permitted Disclosures. CommunityCare may disclose Company's Confidential Information to any CommunityCare affiliate, related entity, agents, contractors, legal representatives, and auditors, if they have a need to know and an obligation to protect the Confidential Information that is at least as restrictive as this Agreement. Company may disclose CommunityCare Confidential Information to Personnel, if they have a need to know and are subject to written confidentiality obligations substantially similar to, but in any event at least as restrictive as, those described in Section 13.1.

7.3 Exception for Legal Process. Neither party will be liable to the other party for disclosure of the other party's Confidential Information if such party is obligated to disclose the other party's Confidential Information by order or regulation of any governmental entity; provided, however, such party has given timely notification to the extent it is permissible under the circumstances to the other party prior to the date of disclosure, and such party uses commercially reasonable efforts to obtain confidential treatment of such information.

7.4 Injunctive Relief. Each party agrees that the wrongful disclosure of Confidential Information may cause irreparable injury that is inadequately compensable in monetary damages. Accordingly, either party may seek injunctive relief in any court of competent jurisdiction for the breach or threatened breach of this Article 13, in addition to any other remedies in law or equity.

7.5 Third Party Confidential Information. Neither party will disclose to the other any Confidential Information of a third party without the consent of such third party.

7.6 Return of Confidential Information. Upon expiration or termination of this Agreement, upon written request of the disclosing party, the receiving party will return to the disclosing party or destroy, at the disclosing party's option, any Confidential Information of the disclosing party acquired or compiled by the receiving party. Upon the disclosing party's request, the receiving party will have an officer of the receiving party certify that the disclosing party's Confidential Information has been destroyed.

8. SOLICITATION OF COUNSELOR.

Company shall not directly or indirectly solicit CommunityCare's counselors without CommunityCare's prior written consent. Solicitation shall include any conduct, during the term of this Agreement and continuing for a period of one (1) year after the termination of this Agreement, designed to persuade counselors to discontinue their arrangements with CommunityCare or to contract directly with Company for EAP services outside of the scope of this Agreement. The breach of this Section 8 during the term of this Agreement shall be grounds for termination of this Agreement pursuant to Section 9 of this Agreement. In the event of a breach of this Section 8, CommunityCare reserves all of its rights to bring an action in law or in equity to enforce its rights under this Agreement.

9. TERM AND TERMINATION.

9.1 Term. This Agreement shall be effective as of the date set forth on the signature page (the "Effective Date") and shall remain in effect for one year from the Effective Date, or until it is terminated in accordance with this Agreement.

9.2 Termination for Cause. Either party may terminate this Agreement if the other party materially breaches this Agreement by sending a notice specifying each breach with reasonable detail, unless the breaching party cures the breach within 10 business days following receipt of the notice.

9.3 Termination for Convenience. CommunityCare or Company may terminate this Agreement, in whole or in part, for any reason or no reason at all by providing 120 days' written notice to the non-terminating party. Such termination will be without prejudice to any claims which CommunityCare or Company may have against the other party.

9.4 Effect of Termination. Company is obligated, in the event of termination as provided under this Section 9, to pay CommunityCare for undisputed payment obligations for Services performed by CommunityCare and deliverables that have been delivered to Company. Upon termination or expiration of this Agreement, Company will immediately pay any outstanding invoices to CommunityCare for Services delivered. Any termination by either party pursuant to this Section 9 is not meant as an exclusive remedy, and such terminating party may seek whatever action in law or equity as may be necessary to enforce its rights under this Agreement.

10. NOTICES.

All notices, requests, and demands with respect to this Agreement shall be given to or made upon the respective parties hereto as follows:

IF TO COMMUNITYCARE:
CommunityCare HMO, Inc.
Attn: Nancy Horstmann, Senior VP & Chief Financial Officer
Williams Center Tower II
Two West Second Street, Suite 100
Tulsa, Oklahoma 74103

IF TO BIXBY PUBLIC SCHOOLS:
Bixby Public Schools
Attn: Rob Miller, Superintendent
109 N Armstrong
Bixby, OK 74088

All such notices, requests, demands and other communications hereunder shall be in writing and shall have been deemed to have been duly given on the date of receipt if delivered by hand (with evidence of receipt), by a facsimile transmission (with evidence thereof), by a reputable overnight carrier service with evidence of delivery or sent via certified mail, return receipt requested, with proper postage prepaid.

11. MISCELLANEOUS.

11.1 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, excluding Oklahoma's conflict of law rules that would apply the substantive law of another jurisdiction. Venue for any action arising out of or related to this Agreement shall be proper in the State and Federal Courts located in Tulsa County.

11.2 Waiver. No failure on the part of either party to exercise, nor delay in exercising any right hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by either party of any right hereunder preclude any further exercise thereof, or the exercise of any other right.

11.3 Survival. Any provision of this Agreement, which by its nature or terms extends beyond the termination or expiration of this Agreement, will remain in effect until fulfilled.

11.4 Captions. Headings of the Sections are descriptive only and shall not control or affect the meanings or construction of any of the provisions of this Agreement.

11.5 Counterparts. This Agreement may be executed in counterparts, which taken together shall constitute one and the same instrument, and either party hereto may execute this Agreement by signing such counterpart.

11.6 Assignment. This Agreement and the rights, interests and benefits hereunder shall not be assigned, transferred, pledged or hypothecated in any way by either party and shall not be subject to execution, attachment or similar process, nor shall the duties imposed be subcontracted or delegated without the written approval of the other party. Notwithstanding this Section 11.5, CommunityCare may assign, transfer, pledge or hypothecate this Agreement and its rights, interests and benefits to any affiliated entity of CommunityCare.

11.7 Amendment. This Agreement may be amended or modified only by the mutual written consent of the parties.

11.8 Entire Agreement. This Agreement states the entire contract between the parties in respect to the subject matter of this Agreement and supersedes any oral or written representations or statements not expressly contained in this Agreement.

11.9 Client Records. All Client records maintained by CommunityCare and its counselors are the property of CommunityCare. Client records will be released only in compliance with applicable law.

11.10 Equal Employment Opportunities. CommunityCare employees provide CommunityCare with a wide complement of talents, contributing to workplace excellence. CommunityCare is committed to providing an equal opportunity work environment where everyone is treated with fairness, dignity, and respect. Consequently, the parties agree that, as applicable, they will abide by all laws, regulations and policies related to nondiscrimination based on age, race, sex, gender identity, gender expression, pregnancy, marital status, height, weight, color, religion, national origin, disability, childbirth, sexual orientation, U.S. military status, status as a disabled, or other legally protected category. This applies to all decisions regarding recruiting, hiring, compensation, evaluations, promotions, transfers, staff reductions, corrective action, and terminations. CommunityCare makes reasonable accommodations for known physical and mental limitations of otherwise qualified individuals with disabilities.

	Bixby Public Schools	CommunityCare HMO, Inc.
By:		
Its Authorized Representative:	**Rob Miller**	**Nancy Horstmann**
Title:	**Superintendent**	**Senior VP & Chief Financial Officer**
Address:	109 N Armstrong	Two West Second Street, Suite 100
	Bixby, OK 74088	Tulsa, Oklahoma 74103
Date:		
Effective Date of Agreement: *(to be assigned by CommunityCare HMO, Inc.)*		**07/01/2024**

EXHIBIT A - WORKPLACE INTEGRATION DESCRIPTION

Workplace integration services are those management consultation, training, and promotional services which are required to ensure full understanding, cooperation and effective utilization of EAP.

A. Management Consultation

1. Policy Statement Development

The **CommunityCare** Account Manager will meet with the appropriate Company personnel in order to prepare recommendations for the most effective administration of EAP. Based on these recommendations, consultation will be provided by the Account Manager to develop and incorporate an internal EAP policy statement into existing Company policies.

2. Key Management Orientation

Following adoption of the policy statement, one or more meetings with key management as designated by the Company will occur to describe the program, explain the policy and secure top-level support.

3. Supervisor Training

The EAP constitutes an effective people management tool for all supervisors. Supervisors are important to overall program success because they are in the best position to observe deteriorating job performance related to Drug-Free Workplace or DOT regulations. Supervisor intervention into EAP process must stem from observation and documentation of poor performance patterns, not from unprofessional and risky “diagnosis” of personal problems. Therefore, training must provide information, skill development and a sense of comfort to supervisors to encourage use of an effective means of addressing poor job performance. Basic training will cover essential aspects of EAP:

- Policy and goals
- Integration of EAP into existing Company procedures
- Intervention mechanics
- Individual case consultation procedures
- Awareness to Alcohol and Drugs in work plan
- Documentation, and
- Identification of Substance Abuse

All training will be developed and delivered in conjunction with the Company training department, and will be performed as follows:

- For companies with 1-50 employees, CommunityCare will provide training monthly at CommunityCare’s downtown Tulsa office;

- For companies with 51-150 employees, CommunityCare will offer one (1) supervisory training session and one (1) general employee training session per quarter at the Company’s primary place of business*;

- For companies with more than 150 employees, CommunityCare will offer one (1) supervisory training session and one (1) general employee training session quarterly at up to three (3) of Company's locations *.

The Company's initial employee count will be determined by the Company and CommunityCare prior to the Effective Date of the Agreement, and then monthly thereafter based on the Company's prior month's invoice from CommunityCare.

(*) For trainings that require overnight stays or travel by CommunityCare's employees beyond 250 miles, the Company will pay reasonable costs of transportation and lodging, such costs to be negotiated and approved in advance by Company.

4. Critical Incident Stress Management (CISM) & Critical Incident Stress Debriefing (CISD)

In the event of a traumatic event, EAP will provide support and assistance in consultation with Company management. Services may range from in person, virtual or telephonic for individual sessions under the EAP contract. On-site services may be provided based on consultation an evaluation of both the EAP and the Company *.

(*) For CISM or CISD services that require overnight stays or travel by CommunityCare's employees beyond 250 miles, the Company will pay reasonable costs of transportation and lodging, such costs to be negotiated and approved in advance by Company.

5. General Workplace Trainings

- Subject to the employee counts listed in section 3 above, one (1) training per quarter for general employees, upon Company's request
- These trainings are designed to help create a more productive workforce
- Additional seminars will be offered or developed to meet the need of the company.
- Cost for these seminars will be discussed with internal company personnel prior to presentation

6. Manager/Supervisor Case Consultation

Individual telephone consultation will be provided to managers/supervisors with regard to:

- Program procedures
- Evolving performance problems of employees
- Intervention approach/plan
- Employee referral
- Case follow-up

It is important that managers/supervisors understand that EAP is a resource for the Company to ensure employees are performing their job to maximum effectiveness, and that seeking individualized assistance is encouraged and recognized as a sign of an effective manager/supervisor.

7. In-house Program Coordinator Consultation

Consultation with a designated in-house Program Coordinator is provided relating to all facets of program functioning on a routine basis to assure maximum coordination for maximum impact. This includes ongoing personal contact and accessibility, reports and annual program evaluation.

8. Management Information/Reports

CommunityCare utilizes its own comprehensive, advanced Normative Organization - Management Information System (No-MIS). Company will be provided information including but not limited to: actual client services provided, client demographics, nature of problems addressed, anonymous phone contact as well as other activities not related to specific cases.

9. Account Management

CommunityCare will assign an Account Manager to the Company account.

a. Qualifications

Account Managers possess a degree in the helping professions (psychology, social work or counseling) and/or have previous EAP experience.

b. Responsibilities

1) The Account Manager is the primary contact for all communications with the Company.

2) The Account Manager is responsible for the provision of information and technical assistance that support the establishment and maintenance of an effective EAP.

3) The Account Manager is responsible for developing and revising, if necessary, an annual internal marketing plan to insure proper program promotion and visibility within the Company.

4) The Account Manager is responsible for developing an evaluation plan to measure the effectiveness and efficiency of the program.

5) The Account Manager submits timely reports to the Company's Authorized Representative on program utilization and its impact on management operations.

B. Program Promotion

Critical to EAP effectiveness is the manner in which EAP services are presented, promoted and communicated. EAP will provide suggestions, if requested, and provide Company with materials to help create awareness of the EAP benefit to employees such as brochures, wallet cards, and posters.

1. Awareness Building

The success of an EAP depends upon many factors, including a Company policy addressing behavioral health problems, thorough management training and ongoing promotion of the program to employees. Employees will utilize EAP with appropriate understanding of basic facts:

- Most behavioral health problems are treatable.
- Treatment success is often a function of how early treatment is sought.
- The stigma associated with asking for help is mythical and has practically disappeared.
- Employee confidentiality is maintained for non-supervisory referrals.

2. Communications

In conjunction with the Company Communication Department, **CommunityCare** will disseminate pamphlets and posters designed specifically for the Company regarding EAP. Promotional materials are recommended to include:

- Program announcement letter, i.e. new telephone number
- Home mailings
- Informational brochures
- Posters in appropriate locations
- Supervisory resource manuals
- In-house newsletter articles
- Other approaches as mutually agreed upon program materials, including all standard and promotional materials as well as special mailers will be delivered in person, through organizational mail or through postal services paid for by the Company.

EXHIBIT B – EAP SERVICES

EAP SERVICES

An EAP is specifically designed to assist employees and their Dependents in the identification and resolution of personal problems or concerns that may have a negative impact on their personal or professional lives. CommunityCare EAP is a program of voluntary self-help available to employees and their Dependents. The decision to seek confidential assistance rests solely with the employees or their Dependents. EAP provides assessment, referral, or brief solution-based counseling.

Clinical Assessment/Referral/Follow-up Services are those direct services provided to employees and dependents who use the EAP on a self-referral basis or are referred by management because of deteriorating job performance. For the purposes of EAP, a dependent is any individual living in the immediate household of an employee or someone for whom the employee is financially responsible ("Dependent").

A. Initial Contact

All initial contacts are by telephone and access is available 24 hours a day, 7 days a week. Appointments are offered within three (3) business days unless a specific situation requires immediate problem assessment. Outside of normal business hours, calls are received by a live answering service which can contact on-call staff to respond to situations which require immediate attention.

B. Assessment

The assessment process is the direct clinical service provided to employees and dependents of the Company. The assessment is conducted by an appropriately licensed and/or experienced certified employee assistance professional. In most circumstances the interview occurs in person; however, it can be conducted via telephone or a videoconference service such as Microsoft Teams or Zoom, if necessary, unless prohibited by applicable state and federal guidelines. During the interview, Clients are encouraged to describe in detail the nature and extent of their personal problems so the counselor can make appropriate recommendations for resolving the key issues. The assessment is usually completed in a single interview, however, it may require up to three sessions.

If the counselor feels that the employee or dependent's concerns can be addressed on a short-term basis and it is clinically appropriate to do so, the counselor will meet with the client employee for up to 3 sessions at no charge to help resolve the problem.

C. Referral

CommunityCare utilizes other resources, including but not limited to the following services: United Way agencies; private practitioners; hospitals; state, county and privately funded services; and self-help groups, e.g Alcoholics Anonymous, Narcotics Anonymous, C.A.R.E., AlAnon, NarcAnon

The agencies or services recommended by the counselor for referral or aftercare services will be identified based upon:

- Agency's professional standing
- Quality of care provided
- Responsiveness to the client's and/or program's needs
- Client's home and work location
- Availability of transportation
- Cost and/or benefit coverage of treatment
- Waiting period between referral and agency admission
- Demographic characteristics of agency

The counselor will refer the client to appropriate agencies In instances where insurance does not cover services, no insurance is available or insurance limits have been reached, efforts will be made to match the individual with an agency that is willing to negotiate fees based on ability to pay.

An emerging critical component to the success of any EAP is the coordination of the referral procedure with clients subscribing to HMOs in order to maximize proper provision of care to employees.

When a suitable resource is identified, the client (employee or dependent) will be referred to the appropriate agency. The EAP office will contact the referral agency and provide a summary of the findings and problems identified within the limits of EAP policy statement (as development by the Company) and confidentiality requirements. **In most cases, the counselor will only need to meet once with the client in order to make an appropriate referral.**

D. Tracking/Follow-up

1. Referral Agency Follow-up

The EAP office will contact the referral resource to learn if the employee has kept the appointment. This confirmation will be obtained via written assessment form.

2. Client Follow-up

Client follow-up by telephone or letter will be conducted by EAP. A brief reassessment may be conducted and a determination will be made whether to continue to follow up, reestablish EAP intervention, or close the case file. Follow-up categories include:

- All referrals- CommunityCare EAP will follow up with all Employees who have been referred to other resources and agencies after initial assessment

- Supervisor referrals- CommunityCare EAP will follow-up with the treatment provider or other resources or agencies on a weekly basis throughout the term of participation in the EAP process

3. Supervisory Follow-up

In Company referral situations, all information exchanged with supervisors is subject to Section E (confidentiality) and is limited to: indication of whether the referred employee made contact with EAP, if the employee indicated willingness to follow the recommendations of EAP, periodic verbal reports of progress in addressing the problem, and feedback regarding return to acceptable job performance by the manager/supervisor.

E. Confidentiality

To ensure the integrity and success of EAP, confidentiality guidelines of EAP are as follows:

All records pertaining to EAP will be treated with a high degree of confidentiality. Information contained in individual EAP files will not be released without the written authorization of the client (employee or Dependent), or as authorized by applicable federal and state laws, rules or regulations, including those found in 42 CFR Part 2 or 76 O.S. § 19.

When EAP clients are referred to formal and informal treatment programs, the information provided to CommunityCare from these programs falls under federally regulations such as HIPAA and 42 CFR Part 2. When applicable, a release must be obtained for information about an individual's participation in both formal and informal treatment programs.

Once the employee is involved in EAP, and job performance was the precipitating factor in the initial Company referral to the program, appropriate Company representative(s) will be informed of the response of the employee to EAP recommendations when the employee authorized internal release of information. A confidentiality agreement will be entered into between CommunityCare and the Company upon signing the contract.

SAP SERVICES

If your company falls under the DOT rule, 49 CFR Part 40, then CommunityCare EAP provides SAP services. The Department of Transportation's (DOT) rule, 49 CFR Part 40 describes required procedures for conducting workplace drug and alcohol testing for the federally regulated transportation industry.

SAP Services include:

- Evaluation for employees who have violated a DOT drug and alcohol program regulation
- Recommendations concerning education and/or treatment
- Follow-up testing
- Aftercare recommendations
- Reports to the Designated Employee Representative (DER)

EXHIBIT C – COMPENSATION SCHEDULE

1. TOTAL NUMBER OF ALL EMPLOYEES: 980

a. Inside Tulsa Metro Area (70 miles or less): 0

b. Outside Tulsa Metro Area (Inside Oklahoma): 980

c. Outside State (Please specify # of employees in each state and their cities): 0

2. TOTAL NUMBER OF DEPARTMENT OF TRANSPORTATION EMPLOYEES ONLY (if applicable): _____

3. RATES: $0.62 Per Employee Per Month ("PEPM") during [07/01/2024 – 06/30/2025]

4. MODEL: 1 - 3 EAP sessions per Employee or Dependent, per issue, per year

5. IMPLEMENTATION FEE: ~~$1,000.00~~ Waived

6. BILLING CYCLE: Monthly (unless otherwise specified by CommunityCare)

EXCLUSIONS:

1. In the event that Company prepares or purchases brochures (other than the standard brochures supplied by CommunityCare), special mail pieces, or other materials related to the services to be provided by CommunityCare under this Agreement for distribution to individuals, Company shall be responsible for the cost of printing or purchasing and distributing such items. In the event that CommunityCare prepares or purchases such items, CommunityCare agrees to obtain from Company prior written approval of all costs to be incurred. In no event shall either party distribute any materials to Employees of Company or others without first obtaining written approval for such distribution from the other party.

2. All expenses related to travel of CommunityCare employees that is requested by Company to locations outside of the state of Oklahoma, shall be paid by Company, including overnight stays, lodging, airfare or car rental.

AmericanChecked, LLC
SERVICE AGREEMENT

AmericanChecked
Background Screening Solutions®

THIS AGREEMENT is between AMERICANCHECKED, LLC and _Bixby Public Schools ("Customer") and is entered into on _____

1. Services Rendered by AmericanChecked, Inc

1.1 Upon request and relying upon Customer's representations that it is an established business and has a legitimate purpose for information, AMERICANCHECKED, LLC will provide consumer reports ("Reports") to Customer. AMERICANCHECKED, LLC will only furnish Reports for a permissible purpose under the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq. ("FCRA") and no other purpose.

1.2 Periodically and upon request, AMERICANCHECKED,LLC has provided to Customer copies of certifications, customer consents, notices to User and summary of rights under the FCRA as well as other forms,which AMERICANCHECKED,LLC finds helpful in meeting its obligations under the FCRA and other applicable laws. However it is the responsibility of Customer to be knowledgeable about and to comply with the FCRA, the Driver Privacy Protection Act, 18 U.S.C. § 2721 et seq. ("DPPA") and other applicable federal, state and local laws regulating the release and use of such consumer reports.

1.3 If Customer retains an independent agent to process employee applications, AMERICANCHECKED, LLC will provide a Report to such agent only after AMERICANCHECKED, LLC receives a written authorization from Customer to release such information to its agent. Customer maintains the responsibility to advise AMERICANCHECKED, LLC in writing of any change in the authority of the agent. AMERICANCHECKED, LLC has the right to rely upon the last written notification from Customer in regard to such agency.

2. Customer Responsibilities when Ordering Reports

2.1 Customer represents that it is an existing business with the legitimate need for Reports offered by AmericanChecked, LLC. Customer specifically represents and warrants that all Reports, whether electronically transmitted, printed, written or oral, submitted to Customer by AmericanChecked, LLC, are and shall be for the exclusive use of Customer. Customer further represents that it is end user of the Reports. Customer will request Reports for one of the following purposes only: employment by hire or contract, establishing eligibility for licensing, or in connection with a legitimate business transaction initiated by the individual who is the subject of the Report.

2.2 Customer represents that after taking adverse action based in whole or in part upon information contained in a Report furnished by AmericanChecked, LLC, Customer shall:
(i) provide notice of such action to the individual;
(ii) provide the name, address and telephone number of AmericanChecked, LLC; and
(iii) inform the individual that he/she is entitled to a free copy of the Report and has a right to dispute the record through AMERICANCHECKED, LLC and that AMERICANCHECKED, LLC is unable to provide the individual the specific reasons why the adverse action was taken by you.

2.3 Customer represents that, in addition to complying with the FCRA and similar state laws in regard to all Reports, it will follow the requirements of the DPPA and the various state laws implementing the DPPA in regard to motor vehicle reports.

2.4 If Customer orders an investigative consumer report as defined by the FCRA, it will:
(i) provide notice to the subject of the Report that an investigative consumer report has been requested;
(ii) provide to the individual a summary of the individual's rights under the FCRA; and
(iii) provide all required disclosures to the subject upon request by the consumer.

2.5 Customer acknowledges that information obtained from AMERICANCHECKED, LLC. is governed by federal and state law and if Customer violates such law e.g.: misuses information obtained, obtains information for an improper purpose or obtaining information without proper documentation such as violation(s) can have extreme negative consequences to AMERICANCHECKED, LLC. as well as to customer.

3. Customer Representations and Responsibilities when Ordering a Report for Employment Purposes

3.1 Customer represents that prior to requesting a Report for employment purposes, Customer will:
(i) disclose to the individual who is the subject of the Report that a consumer report may be obtained;
(ii) obtain, except as otherwise permitted by law, the written consent of the individual allowing the obtaining of the consumer report; or in the case of an individual, over whom the Secretary of Transportation has the power to establish qualifications and maximum hours of service and who applies for employment by mail, telephone, computer or other similar means, but not in person, Customer shall obtain a consent from such individual by oral, written or electronic means; and
(iii) not utilize any information in violation of any federal or state equal employment opportunity law or regulation.

3.2 Customer represents that prior to taking adverse employment action against the individual who is the subject of the Report, when such action will be based in whole or in part upon the information contained in the Report furnished by AmericanChecked, LLC, Customer will, except as otherwise provided by law, provide a copy of the Report to the individual and a description, in writing, of the individual's rights under the FCRA. If subsequent adverse action is taken, Customer will also follow ~2.2 of this Agreement.

4. Compliance with Applicable Law

4.1 The laws relating to the furnishing and use of information are subject to change. It is the responsibility of Customer to become knowledgeable in such laws and to comply with them. The failure to comply with the then current applicable law may result in a breach of this agreement, termination of service, and civil and criminal liability. AMERICANCHECKED, LLC does not undertake any obligation to advise Customer of its legal obligations. However, AMERICANCHECKED, LLC will not offer a product that it may not lawfully provide. Further, AMERICANCHECKED, LLC may from time to time provide advisories regarding such Reports to its Customers, but such advisories are not to be considered legal advice by AMERICANCHECKED, LLC to Customer and Customer should consult its own legal counsel for advice regarding its use of information.

4.2 Customer agrees to promptly execute and return to AMERICANCHECKED, LLC all documentation required, now or in the future, by any government agency or AMERICANCHECKED, LLC to permit release of information or to ensure compliance with applicable laws or regulations. This includes the right to audit any request made by Customer. The failure to return such documentation will result in

Customer being blocked from receiving the information related to the documentation, and, in some circumstances, all service may be terminated without additional notice.

5. Charges for Services

5.1 AMERICANCHECKED, LLC will charge a fee for each request made by Customer, in accordance with AmericanChecked, LLC price schedule. Governmental pass-through fees are subject to change without notice. AMERICANCHECKED, LLC reserves the right to change the fees charged upon thirty (30) days notice to Customer. Applicable sales or other taxes will be added to all fees.

5.2 AMERICANCHECKED, LLC will bill Customer monthly for any charges not prepaid. Payment on all invoices will be due fifteen (15) days after billing. For any invoice not paid within fifteen (15) days, AMERICANCHECKED, LLC will add and collect a SERVICE CHARGE of 1 % per month (or the maximum permitted by applicable law, if lower). Customer agrees to pay AmericanChecked, LLC reasonable attorney's fees and costs incurred in the collection of amounts due under this Agreement.

6. Workers' Compensation Claim Histories

Upon request, AMERICANCHECKED, LLC shall provide Customer with the claim history of an applicant from all jurisdiction(s) to which AMERICANCHECKED, LLC has access. Customer understands that such information is not available in all jurisdictions due to statutory or administrative restrictions. Such Reports may be used by Customer solely for the purpose of verifying information furnished by the job applicant and evaluating physical qualifications of the applicant or for other legitimate purposes permitted by Customer's jurisdiction, the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., the FCRA and similar statutes. Many states restrict the use of this information, and Customer assumes responsibility of complying with those restrictions. AMERICANCHECKED, LLC makes no representations as to the permitted use of the information requested.

7. Confidentiality of Information

7.1 Reports provided by AMERICANCHECKED, LLC to its Customers are considered confidential by law. Upon receipt, Customer shall treat all Reports and any other documentation in strict confidence and shall not reveal or make such information accessible in any manner whatsoever to any third party except as otherwise required by law. Such information shall be maintained in confidential files to which access is restricted. Only those employees who need such information to perform their job duties shall have access to the same. Customer shall supply to AMERICANCHECKED, LLC the name and phone number of the contact person or persons with whom AMERICANCHECKED, LLC may discuss the contents of Reports furnished to Customer or to verify information furnished by Customer.

7.2 All information stored or Reports furnished by AMERICANCHECKED, LLC are confidential and will not be disclosed to any party, except as stated in this Agreement. Information, other than the Employment Credit Report, may be disclosed to:

(i) the employees or agents of Customer who will use the information for the purposes for which it was ordered;
(ii) AmericanChecked, LLC, its employees, agents and attorneys;
(iii) the individual who is the subject of the Report;
(iv) governmental agencies exercising a right to review Customer's files for compliance with any applicable law or regulation;
(v) insurance companies authorized by a Customer to access information on Customer's current drivers for insurance underwriting purposes;
(vi) Customer's attorneys in connection with a matter in which such Report is relevant;
(vii) other parties who have a permissible purpose under the FCRA; and
(viii) otherwise as from time to time may be authorized by law.

8. Responsibility for Information

8.1 Customer acknowledges that AMERICANCHECKED, LLC relies totally on the information furnished by its Customers to be stored by AMERICANCHECKED, LLC to prepare any proprietary database reports and substance test results. AMERICANCHECKED, LLC also relies on the information contained in the records of various governmental agencies for other reports. AMERICANCHECKED, LLC shall utilize commercially reasonable efforts to ensure complete and accurate Reports; however, AMERICANCHECKED, LLC cannot and does not guarantee the accuracy of any Report. Customer agrees to indemnify, defend and hold AMERICANCHECKED, LLC and its officers, directors, employees, agents and contractors harmless from and against any and all costs, losses, judgments and liabilities (including, without limitation, claims of libel, slander, defamation and wrongful discharge) which may be asserted against AMERICANCHECKED, LLC or any of its officers, directors, employees and contractors arising, directly or indirectly, from the collection, possession, furnishing, transmittal or use of the Reports or any other documentation furnished from Customer to AMERICANCHECKED, LLC or by AMERICANCHECKED, LLC to Customer, except for any direct losses by customer arising from AMERICANCHECKED, LLC violation of the FCRA or similar state laws. Customer agrees to assert no claim and waives liability against AMERICANCHECKED, LLC for any inaccurate or false information included in any Report unless AMERICANCHECKED, LLC had actual knowledge of the error and failed to correct it.

8.2 Customer will pay for and agree to hold AMERICANCHECKED, LLC harmless and will indemnify AMERICANCHECKED, LLC from all claims, liabilities, losses and expenses resulting from Customer's breach of this Agreement or violation of applicable law. AMERICANCHECKED, LLC agrees to hold Customer harmless from all claims and losses arising from AmericanChecked, LLC violation of any applicable law.

9. Use of AMERICANCHECKED, LLC Website

9.1 AMERICANCHECKED, LLC will maintain a website from which Customer may order Reports for permissible purposes under applicable federal and state laws.

9.2 In regard to the availability of Reports, some states restrict the ordering and/or receipt of Reports over the Internet. The availability of Reports over the Internet is subject to change due to the changes in federal or state laws or interpretation of such laws or the implementation or amendment of regulations in regard thereto. AMERICANCHECKED, LLC will advise Customer if a Report cannot be provided. AMERICANCHECKED, LLC makes no warranty regarding the availability of any type of Report at any given time.

9.3 Customer is responsible to ensure that only authorized persons have access to user names and passwords and that all requests for Reports are authorized and for a permissible purpose. Customer shall maintain all user names and passwords with strict security. Passwords will change periodically to enhance security. In addition, if an employee who had access to a user name and password leaves the employment of Customer, Customer shall immediately contact AMERICANCHECKED, LLC to delete the previous user name and password. Customer is responsible to monitor the usage of its service to detect any unauthorized usage and access to its database that might compromise the confidentiality of the information supplied by AmericanChecked, LLC. Customer shall monitor its systems for unauthorized access on a regular basis. Customer shall review its monthly statements as one method to detect unauthorized usage. Customer shall allow AMERICANCHECKED, LLC access to any information needed by AMERICANCHECKED, LLC to conduct its own audit of Customer's use of the Reports ordered in order to detect unauthorized usage. The failure to comply with any provision of this paragraph may result in immediate termination of service without notice.

9.4 Customer agrees not to use any automatic method to avoid inactivity, disconnect or otherwise maintain a connection unless actually using it.

9.5 Neither Customer nor its authorized representatives, employees, etc., shall post on or transmit to the AMERICANCHECKED, LLC website any unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic, or profane material, or any other content that could give rise to any civil or criminal liability under the law.

9.6 Website content is provided by AMERICANCHECKED, LLC "AS-IS" without warranties of any kind, either expressed or implied. TO THE EXTENT ANY ACCESS OR USE OF THE AMERICANCHECKED, LLC WEBSITE CONSTITUTES A SALE OR EXCHANGE OF GOODS, ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. AMERICANCHECKED, LLC does not warrant that its website is free from interruptions, errors, computer viruses or other harmful components. AMERICANCHECKED, LLC may withdraw, improve or otherwise modify its website content at any time without any notice to you. Customer agrees that under no circumstances, including, but not limited to, negligence, shall AMERICANCHECKED, LLC be liable for any direct or indirect, special, incidental or consequential damages related to Customer's use of AmericanChecked, LLC website. This includes, but is not limited to the loss of data or profit arising out of the use or the inability to use the AMERICANCHECKED, LLC website even if an AMERICANCHECKED, LLC representative has been advised of the possibility of your damages.

9.7 Excluding the Employment Credit Report, AMERICANCHECKED, LLC makes no representations that the content or materials in the AMERICANCHECKED, LLC website are appropriate or available for use outside of the USA, the territories of the USA or Canada. Customer agrees to refrain from accessing and requesting Reports on the AMERICANCHECKED, LLC website from a jurisdiction where Customer knows that its access is illegal or prohibited. In accessing and using information, Customer does so at its own initiative and Customer is responsible for compliance with applicable laws and regulations.

9.8 AMERICANCHECKED, LLC claims a copyright interest in the compilation of all of the AMERICANCHECKED, LLC website content, including without limitation, any AMERICANCHECKED, LLC websites. The laws of the United States of America and all other signatories to the Berne Convention protect the copyright owner from infringement and Customer agrees not to violate them in the access and use of any AMERICANCHECKED, LLC website. AMERICANCHECKED, LLC agrees to hold Customer harmless from any claims of copyright infringement or the like arising out of Customer's use of AmericanChecked, LLC website.

10. Termination of Agreement

10.1 This Agreement shall be for a term of one year from the date hereof, and shall be automatically renewed for successive one-year terms unless terminated by either party as provided below: (i) with sixty-day written notice by either party, (ii) immediately with written notice if party is in material breach of this Agreement or any law or regulation regarding the performance of this Agreement. Notice in either case shall be sent to the representative signing this Agreement. The address for Customer is that shown in the files of AMERICANCHECKED, LLC unless a different individual or address is later designated in writing by such party.

10.2 Customer will remain liable for all charges made to its account prior to the effective date of the termination.

II. Ownership of Computer Programs

This Agreement does not include the sale or license of any computer program used in AmericanChecked, LLC providing services under this Agreement. Further, it is understood that such programs are not to be sold, transferred, assigned, given, downloaded or lent to any other person or entity.

12. Change in Customer's Business

Customer shall immediately notify AMERICANCHECKED, LLC of any of the following events: change in ownership of Customer (over 50%); a merger; change in name; or change in the nature of Customer's business that in any way affects Customer's right to request and receive consumer reports.

13. Miscellaneous Provisions

13.1 This agreement is between AMERICANCHECKED, LLC and customer only and no term herein shall be constructed to be for the benefit of any third party

13.2 This Agreement supersedes any and all prior negotiations or agreements, oral or written, between AMERICANCHECKED, LLC and Customer, and represents the entire Agreement between the parties. Any alteration, modification or amendment of this Agreement must be in writing containing the signature of an authorized representative of each party; however, subsequent representations by Customer to show compliance with existing or future laws are effective when signed by Customer. The parties agree that there are no third party beneficiaries to this Agreement. In the event a purchase order is issued, and any term or condition of the purchase order conflicts with this Agreement, then the terms and conditions of this Agreement will prevail.

13.3 All communications and notices to be given under this Agreement will be made to the addresses and telephone numbers set forth herein. Each party will notify the other promptly of any change of address or telephone number.
(i) As needed, and with customer approval, AMERICANCHECKED agrees to contact individual subject of report directly via phone or email to obtain additional information necessary .

13.4 This Agreement is intended to be subject to, and in compliance with, all applicable state and federal statutes and regulations. Insofar as this Agreement or any provision may subsequently be determined to be at variance or not in compliance with any such statute or regulation, it will be considered to be amended or modified to the extent necessary to make it comply, and AMERICANCHECKED, LLC and Customer hereby consent and agree to any such amendment or modification. Further, the invalidity of any one provision shall not affect the validity of the other provisions.

13.5 This contract is assignable by AMERICANCHECKED, LLC at any time to its successor in interest. However, due to obligations of AMERICANCHECKED, LLC to obtain specific certifications from its users prior to providing Reports, Customer cannot assign in whole or in part this Agreement to any party, even a successor organization.

13.6 This Agreement is deemed to have become effective and to have been entered into upon its acceptance in the State of Oklahoma by AmericanChecked, LLC. Therefore, this Agreement will be interpreted and enforced in accordance with the laws of the State of Oklahoma without reference to its conflict of laws. AMERICANCHECKED, LLC and Customer hereby consent to the exclusive jurisdiction of any state or federal court located within the County of Tulsa, State of Oklahoma, and irrevocably agree that all actions or proceedings arising out of or relating to this Agreement shall be litigated in such courts. The parties hereto each accepts for and itself generally and unconditionally, the jurisdiction of the aforesaid courts and waives any defense of forum *non conveniens,* and irrevocably agrees to be bound by any judgment rendered.

CUSTOMER

Name of Company

Address, City, State, Zip

Name of Contact

Title

Phone

Signature Date

AmericanChecked, LLC.
601 S. Boulder Ave., Suite 1600

Tulsa, OK 74119
918-742-6737

Bryan Snow

Company Representative

VP of Sales
Title

Signature Date 7.17.24

Required Information- Please Check the Appropriate Box Below
Our company has offices located in California where California residents may be employed. ☐ Yes ☐ No
If the answer is "Yes", a California Addendum to Service Agreement must be completed and returned with this agreement.

LEARN WELL. LIVE WITH HONOR.

July 2025: Handbook Review

Elem/Int Student	Secondary Student	Certified Staff	Support Staff	Student-Parent Athletic

Elementary/Intermediate Student Handbook

- Updated district office address
- Updated Dates for Progress Reports/Report Cards
- Updated Equal Opportunity Statement/Notice of Nondiscrimination to match new BOE Policy/SB 942
- Updated Standards-Based Grading information to include 6th grade
- Updated Water Bottles and Energy Drinks to allow any container (doesn't have to be clear), but prohibiting energy drinks.
- Clarified that PK students are not eligible for school transportation
- Added Title I compact for EI (a new title site)
- Edited Wireless Device section to link to BOE policy

Secondary Student Handbook

- Updated district office address
- Updated Dates for Progress Reports/Report Cards
- Updated Equal Opportunity Statement/Notice of Nondiscrimination to match new BOE Policy

Certified Staff Handbook

- Updated district office address
- Updated Dates for Progress Reports/Report Cards
- Clarified report card distribution information
- Updated links to annual federal and state required PD slides
- Clarified language regarding annually required PD

Support Staff Handbook

- Updated Equal Opportunity Statement/Notice of Nondiscrimination to match new BOE Policy/SB 942
- Updated district office address
- Updated the bereavement section to match the certified handbook
- Updated leave to include emergency

Student/Parent Athletic Handbook

- Updated Equal Opportunity Statement/Notice of Nondiscrimination to match new BOE Policy/SB 942
- Updated district office address

- Banquet: Guidelines on timing and cost of end-of-season events.
- Booster Clubs Expectations: Expectations, roles, and boundaries of parent-led support groups.
- Facility Usage: Access rules and trespassing consequences.
- Fees: Responsibility for non-refundable team-related costs.
- Fundraising: Purpose, expectations, and approval requirements.
- Academic Eligibility: now states that ineligible students cannot ride the bus or be on the sidelines/bench, not just barred from contest participation.
- Participation Requirements: Requirement for students to have a valid student ID number, agree to drug testing policy and pay a drug testing fee.
- Updated athletic offerings by grade
- Clarified Letter Award Criteria: Must be on a varsity roster during the season.
- New Graduation Cord Policy: Only All-State athletes may wear cords, Academic State Team Champions may wear medals from their recognition.
- Communication Platform Added: SportsYou app for communication.
- Social Media Clause Added: Parents must conduct themselves positively on social media. Concerns may not be voiced via social media; they must follow proper steps.
- Facility Usage: Reinforces that students/parents may not use athletic facilities outside of scheduled, supervised times.
- Expectations of Student-Athletes: Now includes no loitering before or after practice

2025-2026
CERTIFIED PERSONNEL
EMPLOYMENT

TEMPORARY CONTRACT

VOLUNTEER COACHING

ADJUNCT COACHING

EMPLOYMENT for 2025-2026

BROOKE ALBERT	TEACHER	NORTH INTERMEDIATE	08/12/2025
RUTHANNE ALLEN	TEACHER	CENTRAL INTERMEDIATE	08/12/2025
ASHLEY BAYOUTH	COUNSELOR	WEST ELEMENTARY	08/05/2025
TAMRA BIRD	TEACHER	NORTH ELEMENTARY	08/12/2025
KRISTIN BROWN	ASST PRINCIPAL	EAST INTERMEDIATE	07/16/2025
ANGELA BRUCE	COUNSELOR	MIDDLE SCHOOL	08/05/2025
DESTINY CHRONISTER	TEACHER	EAST ELEMENTARY	08/12/2025
JOHN COONS	TEACHER	MIDDLE SCHOOL	08/12/2025
MICHELLE DILLINGHAM	TEACHER	WEST INTERMEDIATE	08/12/2025
ROBERT EUSTICE	TEACHER	HIGH SCHOOL	08/12/2025
MADISEN EVATT	TEACHER	EAST INTERMEDIATE	08/12/2025
ERICA EWY	TEACHER	MIDDLE SCHOOL	08/12/2025
ERIN GALLAGHER BEFFA	TEACHER	EAST INTERMEDIATE	08/12/2025
AINSLEY GIBSON	TEACHER	EAST ELEMENTARY	08/12/2025
KIDD GOMEZ	TEACHER	MIDDLE SCHOOL	08/12/2025
SUZANNE GRASS	TEACHER	EAST ELEMENTARY	08/12/2025
HALEY GRIFFITH	TEACHER	EAST ELEMENTARY	08/12/2025
GARY GUNCKEL	TEACHER	HIGH SCHOOL	08/12/2025
MALIA HAUGHT	TEACHER	NORTH INTERMEDIATE	08/12/2025
JAIME HENDERSON	COUNSELOR	HIGH SCHOOL	08/01/2025
MICHELLE JENNINGS	TEACHER	EAST INTERMEDIATE	08/12/2025
LAUREN KEY	TEACHER	EAST INTERMEDIATE	08/12/2025
CONNER KIRTLEY	TEACHER	CENTRAL INTERMEDIATE	08/12/2025
AUTUMN KLUGH	ASST PRINCIPAL	WEST INTERMEDIATE	07/16/2025
CHELSEA LIVELY	TEACHER	HIGH SCHOOL	08/12/2025
CLAIRE MALISZEWSKI	TEACHER	CENTRAL ELEMENTARY	08/12/2025
GRACE MANNIN	TEACHER	NORTH INTERMEDIATE	08/12/2025
BRITTANY MCNUTT	PSYCHOLOGIST	DISTRICT	08/05/2025
KRISTIN POLLACK	TEACHER	HIGH SCHOOL	08/12/2025
MILDAY SIMMONS	TEACHER	EAST ELEMENTARY	08/12/2025
ALEXIS SPAIN	TEACHER	CENTRAL ELEMENTARY	08/12/2025
GREGORY STANZAK	TEACHER	HIGH SCHOOL	08/12/2025
AARON STRUCK	TEACHER	WEST INTERMEDIATE	08/12/2025
TERESA TURNER	TEACHER	HIGH SCHOOL	08/12/2025
MIKAYLA VANDERWEGE	TEACHER	HIGH SCHOOL	08/12/2025
JOSHUA WANN	TEACHER	9TH GRADE CENTER	08/12/2025

Submitted to Board of Education JULY 10th, 2025

EMPLOYMENT for 2025-2026 CONT'D

BENJAMIN WATON	ASST DIRECTOR SPED	ADMINISTRATION	07/01/2025
RYANN WATSON	PRINCIPAL	EAST ELEMENTARY	07/16/2025

CERTIFIED ADJUNCT TEACHER

RYLIE LITTLEJOHN	INTERMEDIATE MATH	HIGH SCHOOL	08/12/2025
KIDD GOMEZ	MID-LEVEL SCIENCE	MIDDLE SCHOOL	08/12/2025
BRITTANY HUNT	ELEMENTARY ED	CENTRAL INTERMEDIATE	08/12/2025
DARBY CHURCH	ENGLISH	9TH GRADE CENTER	08/12/2025
BASMA AFFINTY	US GOV'T/OKLA HISTORY	9TH GRADE CENTER	08/12/2025

RESIGNATION AGREEMENTS

NOEL RUNYAN	DEAN OF STUDENTS	MIDDLE SCHOOL	06/30/2025
TABITHA STILL	COUNSELOR	WEST INTERMEDIATE	06/30/2025

TERMINATIONS

Submitted to Board of Education JULY 10th, 2025

2025-2026
SUPPORT PERSONNEL
EMPLOYMENT

VOLUNTEER COACHING

TEMPORARY CONTRACT

ADJUNCT EMPLOYMENT

EMPLOYMENT 2025-2026

ASHLEY BINGER	PARAPROFESSIONAL	CENTRAL INTERMEDIATE	08/12/2025
RYAN BRANDT	PARAPROFESSIONAL	EAST INTERMEDIATE	08/12/2025
BEATRIZ CARBRERA	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
CALAH CHILDERS	PARAPROFESSIONAL	EAST ELEMENTARY	08/12/2025
KANDICE CLEMENSON	BE WELL COACH	HIGH SCHOOL	08/12/2025
JOSHUA ELDRIDGE	ROUTING COORDINATOR	TRANSPORTATION	07/01/2025
PAIGE EMBERSON	PARAPROFESSIONAL	CENTRAL ELEMENTARY	08/12/2025
PINESE HOLT	PARAPROFESSIONAL	CENTRAL ELEMENTARY	08/12/2025
HARMONY INBODY	PARAPROFESSIONAL	NORTH ELEMENTARY	08/12/2025
TONYA LOVITT	PARAPROFESSIONAL	NORTH INTERMEDIATE	08/12/2025
LAUREN MORGAN	PARAPROFESSIONAL	9TH GRADE CENTER	08/12/2025
HANIN PERVAIZ	2HR AIDE	EAST ELEMENTARY	08/12/2025
JULIE SANDERS	PARAPROFESSIONAL	EAST INTERMEDIATE	08/12/2025
ALYSSA SCHAWO	PARAPROFESSIONAL	WEST INTERMEDIATE	08/12/2025
DARIA VERSHYLENKO	PARAPROFESSIONAL	WEST INTER/EAST INTER	08/12/2025

RESIGNATIONS

ALEX BELL	SHIPPING/RECEIVING	MAINTENANCE	06/12/2025
GREG MCLAUGHLIN	MAINTENANCE	MAINTENANCE	06/27/2025
HUNTER YONCE	CUSTODIAN	MAINTENANCE	06/18/2025
VANGIE ARELLANO	PARAPROFESSIONAL	WEST INTERMEDIATE	05/22/2025
THERESA COOK	2HR AIDE	WEST INTERMEDIATE	05/22/2025
ERIN LOVITT	VIRTUAL SUPP. COORD.	LEARNING CENTER	05/22/2025
ALLISON MAYNARD	CHILD NUTRITION	CHILD NUTRITION	05/23/2025
JERED YOKUM	BUS DRIVER	TRANSPORTATION	05/22/2025
HEATHER HUDSON	PARAPROFESSIONAL	CENTRAL ELEMENTARY	05/22/2025
CHRISTINE WINDSHEIMER	PARAPROFESSIONAL	CENTRAL ELEMENTARY	05/22/2025
STEFANIE ESPARZA	PARAPROFESSIONAL	WEST ELEMENTARY	05/22/2025
JALISSA REEVES	PARAPROFESSIONAL	WEST INTERMEDIATE	05/22/2025

REASSIGNMENTS

TERMINATIONS

JOSE COLON	CHILD NUTRITION	CHILD NUTRITION	05/23/2025

Submitted to the Board of Education: JULY 10th, 2025

SCHOOL RESOURCE OFFICER CONTRACT

This contract is made by and between Independent School District Number 4 of Tulsa County, Oklahoma, also known as Bixby Public Schools ("School District"), and the City of Bixby, Oklahoma, a municipal corporation ("City").

RECITALS:

School District desires to contract with the City for the furnishing by the City of law enforcement and school resource officer functions (the "Services") for School District campuses in addition to any other SRO agreement between the School District and the City.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, School District and the City agree as follows:

1. **SERVICES TO BE PROVIDED BY THE CITY**: The City agrees to provide two (2) properly certified, uniformed officers to perform the Services at School District locations and during the hours designated in this Contract. The City will utilize both marked and fully equipped patrol cars and uniformed officers on foot patrol. The City officers will work with School District personnel on a cooperative basis. In addition to the law enforcement security functions, the City officers will be available on each campus to act as a School Resource Officer ("SRO") in conjunction with the required patrol duties. The SRO will provide counseling, education and public speaking services as requested by School District administration, faculty and students.
2. **TERM**: The term of this Contract will commence on August 19, 2025, or three days before the school year begins, whichever is later and will terminate May 21, 2026, or one day after the last day of school, whichever is later. This Contract may be renewed annually upon mutual agreement of the parties.
3. **COMPENSATION**: The City will be responsible for the salaries of the City Employees, including appropriate deductions for taxes, FICA, FUTA and other amounts required by law.

4. **FINANCING OF THE SCHOOL RESOURCE OFFICER PROGRAM**:
    a. For the 2025-2026 school year, the financing of the two City officers will be as follows:

School District	82%	$ 181,227.66
City	18%	$ 39,781.68
Total	100%	$ 221,009.34

    b. The percentages above are of the two officers' total salary and fringe benefits. In addition, the City will provide uniforms, sufficient police cars and equipment, and will maintain and operate such vehicles and equipment at its expense for the two officers.
    c. The City will submit monthly invoices to the School District detailing the personnel expenses for the previous month.
5. **SERVICE HOURS**: The City will, at all times during the term of this contract hours set out below, provide two (2) officers on duty to perform law enforcement and SRO service on School District campuses as follows:
    a. The officer will work a forty (40) hour shift each week, Monday through Friday, from approximately 8:00 a.m. to 4:00 p.m., or as needed and report directly to the Administrative Support Commander or designee assigned by the Chief. The City shall work with the School District and write Post Orders for the officer outlining the officers' duties. Included in the daily Post Orders of the SRO's shall be truancy checks in locations of appropriate jurisdiction as assigned by the School District's Superintendent as well as site assignment.
    b. The City reserves the right to immediately utilize the officers assigned to School District in the event of a natural or manmade disaster or emergency as part of the City's agency-wide response to a disaster or emergency. The City will notify the School District as soon as it is reasonably able to do so about the temporary transfer of the officers to other duties. If such an emergency diversion of officers occurs then the School District will not be required to pay the City for any portion of the diverted officers' salary and benefits during the time of the diversions.
    c. School Resource Officers (SRO) shall not become involved in any roll causing them to act as a disciplinarian on behalf of the School District and will not become involved in any School District administrative actions.

6. **INDEPENDENT CONTRACTOR STATUS**: The City is engaged to provide the services as an independent contractor. In performing the City's Services to the School District under this contract, the two (2) officers shall at all times be employees of the City. School District will have no right to direct the City personnel as to whom School District has objections from operations under this Contract. If School District has objections to any City personnel, School District will review those objections with a designated representative of the City.
7. **SCHOOL DISTRICT ADDITIONAL PERSONNEL**: In addition to the personnel to be provided by the City, School District, at its option, shall have the right to engage personnel to provide watchman duties, including watchman duties provided through a private security company. In the event School District elects to engage watchman services either through School District employees or through a private security service, the watchman services will be coordinated with the City personnel. The City shall not be responsible for personnel hired under this section.
8. **MISCELLANEOUS**: This instrument represents the entire understanding between the parties concerning the subject matter. This Contract may be amended only by an instrument in writing mutually signed by the parties. The City will have no right to assign this Contract or subcontract the Services required of the City under this contract.
9. **TERMINATION**: This Contract may be terminated by either patty by giving thirty (30) calendar days written notice to the other party. Upon such termination, School District shall pay the City a pro rata payment representing that portion of the annual fee earned by the City through the effective date of the termination. Thereafter, neither party shall have any further financial obligation to the other.
10. **INFORMATION SHARING:** The sharing of information between the Police Department and the District as it relates to students and or juveniles will be done in accordance with Local, State, and Federal law and or guidelines.

11. **INSURANCE**: It is understood and agreed that during the term of this contract and any renewal hereof, the City shall purchase and maintain errors and omissions and general liability insurance at a minimum of the amounts required under the Oklahoma Governmental Tort Claims Act naming the School District, and its officers and employees, as additional insured's and providing insurance coverage for all acts, omissions and services performed by the City officers as described in this contract including insurance coverage for claims, suits, damages, fees or expenses (including cost of defense) arising out of any such acts, omissions and services. Further, the City shall provide written proof of said coverage prior to execution of this contract and any time thereafter on request of the School District. The insurance provided by the City shall be deemed primary coverage relating to the acts of the officers and not excess.
12. **SEVERABILITY**: The invalidity or unenforceability of any provisions of this contract shall not affect the validity of enforceability of any other provision of this contract.
13. **GOOD FAITH**: The School Board, the City Manager, their agents and employees agree to cooperate in good faith in fulfilling the terms of this contract. Unforeseen difficulties of questions will be resolved by negotiation between the Superintendent of the School District and the City Manager of the City.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this contract to be signed by their duly authorized officers.

"CITY"
THE CITY OF BIXBY, OKLAHOMA

Todd Blish Chief of Police City of Bixby, Oklahoma	Date
Joey Wiedel City Manager, City of Bixby	Date
Mayor, City of Bixby	Date

Attest:

City Clerk, City of Bixby	Date

"SCHOOL DISTRICT"
BIXBY PUBLIC SCHOOLS

Mrs. Lydia Wilson Superintendent Bixby Public Schools	Date
President, Board of Education Bixby Public Schools	Date

Attest:

Clerk, Board of Education Bixby Public Schools	Date

SCHOOL RESOURCE OFFICER CONTRACT

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3. **COMPENSATION**: The City will be responsible for the salaries of the City Employees, including appropriate deductions for taxes, FICA, FUTA and other amounts required by law.

4. **FINANCING OF THE SCHOOL RESOURCE OFFICER PROGRAM**:
    a. For the 2025-2026 school year, the financing of the two City officers will be as follows:

School District	50%	$ 94,505.62
City	50%	$ 94,505.62
Total	100%	$ 189,011.24

    b. The percentages above are of the two officers' total salary and fringe benefits. In addition, the City will provide uniforms, sufficient police cars and equipment, and will maintain and operate such vehicles and equipment at its expense for the two officers.
    c. The City will submit monthly invoices to the School District detailing the personnel expenses for the previous month.
5. **SERVICE HOURS**: The City will, at all times during the term of this contract hours set out below, provide two (2) officers on duty to perform law enforcement and SRO service on School District campuses as follows:
    a. The officer will work a forty (40) hour shift each week, Monday through Friday, from approximately 8:00 a.m. to 4:00 p.m., or as needed and report directly to the Administrative Support Commander or designee assigned by the Chief. The City shall work with the School District and write Post Orders for the officer outlining the officers' duties. Included in the daily Post Orders of the SRO's shall be truancy checks in locations of appropriate jurisdiction as assigned by the School District's Superintendent as well as site assignment.
    b. The City reserves the right to immediately utilize the officers assigned to School District in the event of a natural or manmade disaster or emergency as part of the City's agency-wide response to a disaster or emergency. The City will notify the School District as soon as it is reasonably able to do so about the temporary transfer of the officers to other duties. If such an emergency diversion of officers occurs then the School District will not be required to pay the City for any portion of the diverted officers' salary and benefits during the time of the diversions.
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10. **INFORMATION SHARING:** The sharing of information between the Police Department and the District as it relates to students and or juveniles will be done in accordance with Local, State, and Federal law and or guidelines.

11. **INSURANCE**: It is understood and agreed that during the term of this contract and any renewal hereof, the City shall purchase and maintain errors and omissions and general liability insurance at a minimum of the amounts required under the Oklahoma Governmental Tort Claims Act naming the School District, and its officers and employees, as additional insured's and providing insurance coverage for all acts, omissions and services performed by the City officers as described in this contract including insurance coverage for claims, suits, damages, fees or expenses (including cost of defense) arising out of any such acts, omissions and services. Further, the City shall provide written proof of said coverage prior to execution of this contract and any time thereafter on request of the School District. The insurance provided by the City shall be deemed primary coverage relating to the acts of the officers and not excess.
12. **SEVERABILITY**: The invalidity or unenforceability of any provisions of this contract shall not affect the validity of enforceability of any other provision of this contract.
13. **GOOD FAITH**: The School Board, the City Manager, their agents and employees agree to cooperate in good faith in fulfilling the terms of this contract. Unforeseen difficulties of questions will be resolved by negotiation between the Superintendent of the School District and the City Manager of the City.

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"CITY"
THE CITY OF BIXBY, OKLAHOMA

Todd Blish Chief of Police City of Bixby, Oklahoma	Date
Joey Wiedel City Manager, City of Bixby	Date
Mayor, City of Bixby	Date

Attest:

City Clerk, City of Bixby	Date

"SCHOOL DISTRICT"
BIXBY PUBLIC SCHOOLS

Mrs. Lydia Wilson Superintendent Bixby Public Schools	Date
President, Board of Education Bixby Public Schools	Date

Attest:

Clerk, Board of Education Bixby Public Schools	Date

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Indemnification and Hold Harmless Agreement ("Agreement") effective as of June ___, 2025, between Oklahoma Natural Gas Company, a division of ONE Gas, Inc., an Oklahoma corporation ("ONG") and Bixby Public Schools, a public school district located in Bixby, Oklahoma ("BPS").

WHEREAS, BPS is subject to ONG's Tariff 200 LCI, whereby ONG supplies natural gas, controls the supply of natural gas, and/or measures (meters) the supply of natural gas to BPS (the "Supply");

WHEREAS, BPS is constructing an expansion at BPS's facility located at 301 S. Riverview Drive, Bixby, Oklahoma 74037 (the "Bixby 9th Grade Center") downstream of ONG's meter;

WHEREAS, BPS has requested ONG to install a new service line to extend Supply to the Bixby 9th Grade Center's Gym;

WHEREAS, BPS and BPS's contractors have special information and experience with respect to the location of BPS's utility infrastructure, including natural gas and geothermal lines or systems, which special information and experience is not equally available to or possessed by ONG or ONG's subcontractors.

THEREFORE, ONG and BPS, for the considerations contained herein, agree that ONG (or its subcontractor(s)) will install the new service line to the Bixby 9th Grade Center, subject to and dependent upon the following terms and conditions:

1. BPS will notify ONG immediately if BPS detects the presence of natural gas internally or externally, and any changes to the known external location.

2. BPS has in place necessary procedures and equipment to detect the presence of natural gas and to ventilate natural gas from structures in the event natural gas is present and BPS has in place necessary procedures for the evacuation of personnel in the event of a gas emergency.

3. BPS will indemnify and hold ONG and ONG's subcontractors harmless from any and all claims for loss or damage of any kind or nature, including bodily injury, death, property damage, and any and all regulatory and/or statutory or common law fines of any nature, that may be made or imposed, in whole or in part, which occur at the Bixby 9th Grade Center and downstream of ONG's meter relating to ONG's installation of the new service line to extend Supply to the Bixby 9th Grade Center expansion as referenced in the recitals herein, except to the extent caused by the gross negligence or willful misconduct of ONG or ONG's subcontractor(s). This indemnity and hold harmless provision applies to actual damages, punitive or exemplary damages (to the extent allowed by law), monetary fines or penalties, and all costs including attorney's fees incurred by ONG.

4. ONG shall provide BPS at least 48 hours' notice, prior to commencing installation of the new service line, to enable BPS to locate and mark any existing utility infrastructure. ONG shall exercise reasonable care in its installation.

5. Even though BPS is in full compliance with paragraphs 1 through 3, ONG may terminate the Supply of natural gas to BPS pursuant to any requirement of law, order of court or regulatory authority, as required by ONG's tariffs, upon request by BPS, or if for any reason ONG, in its sole discretion, determines that the Supply of natural gas to BPS should be terminated for the safety of persons or property. ONG may terminate the Supply of natural gas to BPS if ONG determines that BPS is not in compliance with paragraphs 1 through 3. ONG shall not be liable to BPS for terminating the Supply of natural gas pursuant to this paragraph.

6. The indemnity and hold harmless provisions contained in paragraph 3 shall remain in full force and effect until the expiration of any and all applicable statute of limitations including lawful extensions.

7. This Agreement supplements all other existing rights and obligations that exist between ONG and BPS at law or by contract (or custom and practice). If a conflict arises between the provisions contained herein and a right or obligation at law, the legal right or obligation shall control. If a conflict arises between a contractual right or obligation (or a right or obligation existing by custom and practice), and the provisions contained herein, the provisions contained herein shall control.

This Agreement may be signed in counterparts.

If any provision(s) contained herein is declared invalid, the invalidity of that provision shall not affect the validity and enforceability of any other provision.

ONG and BPS stipulate that this Agreement has been mutually negotiated and this Agreement is to be construed as having been jointly drafted by ONG and BPS.

Each individual executing this Agreement on behalf of ONG or BPS hereby represents that he/she has authority to bind ONG and/or BPS to all of the terms hereof.

Oklahoma Natural Gas Company, a division of ONE Gas, Inc.	Bixby Public Schools
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

LEARN WELL. BIXBY Public Schools LIVE WITH HONOR.

Date: June 16, 2025

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Re: Student Breakfast and Lunch Prices

The USDA requires all school districts to complete a Paid Lunch Equity Tool (PLE). The PLE provides guidance on the calculations the School Food Authorities (SFA) can use in order to ensure they are in compliance with the requirements for SY 2025-2026. Bixby Public Schools will have to raise their student meal prices .25 for Breakfast and .15 for lunch meals.

Breakfast for all	from $1.75 to $2.00
Lunch - Prek-6	from $2.90 to $3.00
Middle School	from $3.10 to $3.25
High School	from $3.35 to $3.45

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Order Form to Master Registration Agreement

This Order Form ("**Order Form**") is entered into between the entities specified in the table below. This Order Form is made a part of the Master Registration Agreement ("MRA"), or such other applicable agreement, between the Turnitin Contracting Party specified in the Billing and Contact Information table below ("**Turnitin**") and Bixby Public Schools ("**Customer**") governing the provision of the Services (the "**Agreement**"). This Order Form is effective as of the date the last party signs this Order Form (the "**Order Form Effective Date**"). All capitalized terms used but not defined in this Order Form have the meanings ascribed to them in the Agreement. For purposes of this Order Form, "**you**" and "**your**" refer to Customer and "**we**" and "**us**" refer to Turnitin. In the event of any conflict between the terms of the Agreement and this Order Form, the terms of this Order Form will govern.

Turnitin, LLC

2101 Webster Street
Suite 1900
Oakland CA 94612
United States

Order Form No: Q-845282-1
Date: 18-Apr-2025
Expires On: 21-Aug-2025

Order form for **Bixby Public Schools**
Proposed by Alex Bisceglia
Email: abisceglia@turnitin.com
Phone:

Customer Information	
Billing Account: Bixby Public Schools	
Billing Street: 118 N Armstrong St	Primary Contact: Cody Coonce
Billing City: Bixby	Primary Contact Email: ccoonce@bixbyps.org
Billing State/Province: OK	
Billing Zip/Postal Code: 74008	Billing Contact: Lisa McCain
Billing Country: United States	Email: lmccain@bixbyps.org
Tax ID: ValidCert	

turnitin

1. Terms and Conditions.

1.1 Use of Products and Services. You acknowledge and agree that our provision and your use of the Products and Services provided hereunder are governed by the terms of the Agreement, available at www.turnitin.com/mra the DPA, available at www.turnitin.com/dpa the Service Terms, available at www.turnitin.com/service-terms and the Turnitin Policies.

2. Training

2.1 On-site or online trainings must be completed within twelve (12) months of the start of Turnitin/iThenticate service, or the expiration of the Term in which Training was licensed whichever is earlier ("Training Term Expiry").
Training Terms and Conditions

3. Term and Termination

3.1 Term. The term of each Product or Service provided hereunder is specified in the Services and Fees table below:
3.2 Renewal. This Order Form (including your license(s) to the Products/Services provided pursuant to this Order Form) will automatically renew as set forth in Section 19.1.1 of the MRA.

Product Name	License Type	Service Start Date	Service End Date	Quantity	Amount
Turnitin Feedback Studio	Enterprise	22-Aug-2025	21-Aug-2026	1	USD 14,402.00
Turnitin Originality	Enterprise	22-Aug-2025	21-Aug-2026	1	USD 3,424.00
				Net Total:	USD 17,826.00
				Gross Total:	USD 17,826.00

Product Descriptions

Turnitin Feedback Studio	Check for similarity and streamline feedback and grading essays
Turnitin Originality	Comprehensive protection against academic misconduct including emerging challenges such as AI writing & contract cheating.

4. Fees; Payment Terms.

4.1 Invoices. You will pay the total amount due within Net 30 days of receipt of an invoice. Payments not received within Net 30 days may accrue a late fee ("**Late Fee**") of two percent (2%) of the total amount due under the invoice per month up to (i) ten percent (10%) of the total amount due or (ii) the maximum Late Fee percentage permitted under Applicable Law, whichever is less. The billing method you have selected is Service Start: the invoice will be issued in full on the first day of service. In connection with this Order Form, Turnitin will submit invoices to Customer in accordance with the billing method selected and will direct such invoices to Customer via the contact information provided in the Billing and Contact Information table above. Payment instructions will be supplied on the invoices that are generated from the order.

4.2 Indirect Taxes. All fees payable by you are exclusive of Indirect Taxes, except where Applicable Law requires otherwise. We may charge and you will pay applicable Indirect Taxes that we are legally obligated or authorized to collect from you. You will provide such information to us as reasonably required to determine whether we are obligated to collect Indirect Taxes from you. We will not collect, and you will not pay, any Indirect Tax for which you furnish us a properly completed exemption certificate or a direct payment permit certificate for which we can claim an available exemption from such Indirect Tax. If you possess a valid exemption certificate from certain taxes, please email such certificate to us at ar@turnitin.com.

4.3 Disputes. In the event of any dispute or discrepancy regarding any invoice, Customer shall notify the Turnitin Engagement Manager at ar@turnitin.com within ten (10) days of receipt of the invoice. Failure to do so will constitute acceptance of the invoice as accurate and due for payment.

4.4 Purchase Order Instructions. If you require a purchase order to submit payment, please follow the below guidance.

1. Please make your purchase order payable to Turnitin, LLC
2. Your institution name and address must be on the purchase order
3. The payment on the purchase order must indicate it is in USD and must equal the USD 17,826.00 amount of the order form
4. Orders cannot be processed from a Purchase Order alone, a signed Order Form must also be provided.
5. Email the purchase order and Order Form to the respective Turnitin representative listed above or orders@turnitin.com

Signed Order Form Instructions

Please check the details at the top of page one. If any of them are blank or incorrect please amend below.	
Billing Address	
Billing Contact	
Billing Email (General billing email preferred)	
Tax ID Number	

turnitin

Signature Section

IN WITNESS WHEREOF, the parties have executed this Order Form as of the Order Form Effective Date:

Customer Bixby Public Schools	Turnitin Turnitin, LLC
Signature	Signature
Printed Name	Printed Name
Printed Title	Printed Title
Date	Date

edpuzzle

Edpuzzle, Inc.
268 Bush Street #4422
San Francisco, CA 94104, USA

Quote number
00098544

Bill To Name	Bixby	Quote Created	4/11/2025
Bill To	109 North Armstrong St Bixby, OK 74008	Quote Expires	8/28/2025
		Prepared By	Marcia Flynn
Contact Name	Cody Coonce	Email	marcia@edpuzzle.com

Product	Period	Item Description	Sales Price	Qty	Discount	Total Price
Pro District: Starter Edition	1 year	Edpuzzle Pro: Starter plan for the district - Support every classroom with unlimited interactive content. • Unlimited Videos • Unlimited Slides and Quizzes (coming July 2025) • Unlimited Screen Recording + download option • Stream via Youtube for Education (safe & ad free) • LMS integration • Teacher Assist AI	$21,282.15	1		$21,282.15
ELA Library: Elementary	1 year	District access to the Elem. Language Arts & Literacy Premium Content pack	$3,700.80	1	100.00%	$0.00
ELA Library: High School	1 year	District access to the HS Language Arts & Literacy Premium Content pack	$1,736.18	1	100.00%	$0.00
ELA Library: Middle School	1 year	District access to the MS Language Arts & Literacy Premium Content pack	$2,641.21	1	100.00%	$0.00
Math Library: Elementary	1 year	District access to the Elementary Math Premium Content pack	$3,700.80	1	100.00%	$0.00
Math Library: High School	1 year	District access to the HS Math Premium Content pack	$2,696.62	1	100.00%	$0.00
Math Library: Middle School	1 year	District access to the MS Math Premium Content pack	$2,641.21	1	100.00%	$0.00

Subtotal	$38,398.97
Discounts applied	($17,116.82)
Grand Total	$21,282.15

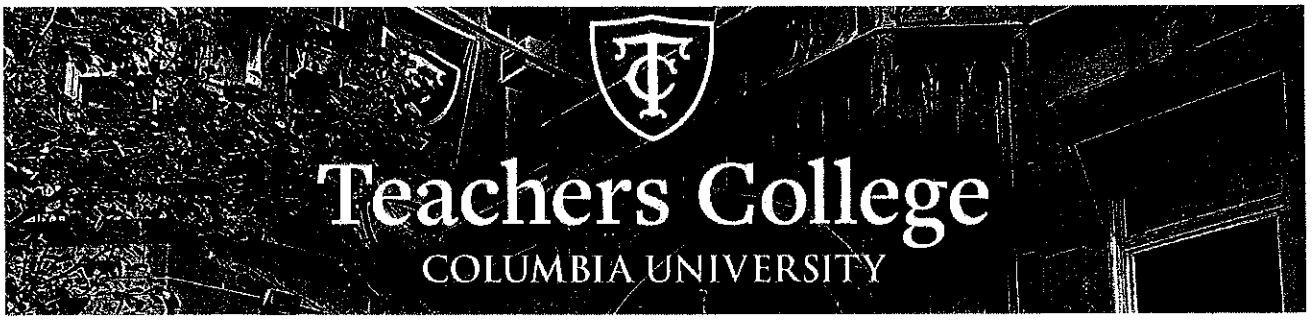
FAQ's

Does Edpuzzle accept purchase orders?
Yes, we do! This quote can be used to generate a PO. If you need any other information, or would prefer to pay directly by credit card, direct deposit (wire transfer) or check instead, just let us know. We will get you set up with Pro within 24h of receiving the order.

Terms & Conditions

(1) This quote is pre-tax, it doesn't include any local and/or state taxes. Applicable taxes may not be included in our invoice, and customer may be responsible for those taxes. If you are a tax exempt customer, please provide the applicable Tax Exempt Certificate document along with your purchase order.
(2) All spots from the license will expire at the end of the term, regardless of effective use or not.
(3) Each spot is assigned to one teacher and cannot be replaced by another teacher on a general basis.
(4) This agreement supplements EDpuzzle, Inc.'s Terms of Service (https://edpuzzle.com/terms) and Privacy Policy (https://edpuzzle.com/privacy), which shall rule provision of the service to the customer.

(5) This agreement will automatically renew at the end of each term for a further term of one (1) year unless either party gives the other written notice of termination at least thirty (30) days prior to the end of the relevant term.



Summer 2025 Proposal

Sent: Mar 28, 2025 Accepted: - - - - - - -

FROM

Teachers College Advancing Literacy

emilybsmith@tc.columbia.edu

525 West 120th Street, #77
New York, NY, 10027
United States of America

TO

Bixby Public Schools

cwilkinson@bixbyps.org

109 N. Armstrong
Bixby, Oklahoma, 74008
United States

Our Mission

The overarching message of this course of professional development is that students need comprehensive instruction in all aspects of the Big 6 of Foundational Reading. The Science of Reading includes settled research about the role of oral language development, phonemic and phonological awareness, phonics, fluency, vocabulary, and comprehension instruction in supporting proficient reading development.

Writing is an essential component of literacy development and works in tandem with reading to strengthen overall language skills. Research shows that the process of writing reinforces understanding and application of the skills learned in reading. By integrating writing into literacy instruction, students develop critical thinking and communication skills that complement their reading development. Writing provides a means for students to actively engage with texts, solidify their understanding, and express their thoughts clearly. Although there isn't a separate module on writing, it is integrated throughout the course, applied to the Big 6 of Foundational Reading.

Fee Summary

Summer 2025 Professional Development $15,200.00

ITEMS	QTY	PRICE	TOTAL
K-2 Staff Development Day	**4**	**$3,800.00**	**$15,200.00**
July 21-24 with Natalie Louis			

Total $15,200.00

Advancing Literacy
Teachers College, Columbia University

Services Agreement

This Services Agreement (this "Agreement") is entered into by and between TEACHERS COLLEGE, COLUMBIA UNIVERSITY, a not-for-profit education corporation of the State of New York, having an address at 525 West 120th Street, New York, New York 10027 (the "College") on behalf of its unit, Advancing Literacy and Bixby Public Schools an instrumentality of the State of OK having offices at 109 N. Armstrong Street, Bixby, Oklahoma, 74008 (hereinafter referred to as the "School").

The College and the School hereby agree as follows:

1. Scope of Work: The School has engaged the College and the College agrees to provide the School with onsite Professional Development and site based coaching (the "Services") as described in further detail below (the "Scope of Work"):

Services to be delivered. For each service, include service description, number of recipients, location of service, date(s) of service, deliverables, if any, as well as unit, cost, number of units to be purchased and the total cost of the units.

Professional Services:	Units	Unit Cost	# of Units	Total Cost
Comprehensive Literacy Development Training, K-3 July 21-July 24, 2025	PD Sessions	$3,800.00	4	$15,200.00

TOTAL: $15,200.00

2. Period of Performance: The term of this Agreement shall commence on 07/08/2025 and shall expire on 08/30/2025 (the "Term").

3. Consideration: In compensation for the Services, the School shall pay the College a total of Fifteen Thousand Two-Hundred Dollars and No Cents ($15,200.00) in accordance with the budget outlined below (the "Budget"):

A. All payments for services performed shall be made within thirty (30) days of the School's receipt of an invoice from the College.

B. If a staff developer visit(s) need(s) to be rescheduled, there will be a ten percent (10%) charge on any dates for which we have more than one month's notice and a thirty percent (30%) charge for any cancellations with less than one month's notice. The School shall notify the College of School closures. In the event that the School does not notify the College of a closure on a scheduled Service date, the School shall pay the College for any expenses incurred in preparation for the scheduled Service date.

C. If the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

4. Notice: Notices required to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class, faxed with confirmation, sent via overnight courier or messenger with receipt as follows:

To the School: Cheryl Wilkinson
109 N. Armstrong Street
Bixby, OK 74008

To the College: Teachers College, Columbia University
Advancing Literacy Box 77
525 West 120th Street
New York, New York 10027
Attention: Beth Neville

ADDITIONAL TERMS AND CONDITIONS

5. Independent Consultant: In the performance of the work hereunder, College shall be an independent Contractor and not an employee of the School. College is not an agent of, or authorized to transact business, enter into agreements, or otherwise make commitments on behalf of the School unless expressly authorized in writing by an officer of the School. The School will not pay or withhold federal, state, or local income tax or other payroll tax of any kind on behalf of the College or its employees. The College is not eligible for, not entitled to, and shall not participate in any of the School's pension, health, or any other benefit plans. The College is responsible for the payment of all required payroll taxes, whether federal, state, or local in nature, including, but not limited to income taxes, Social Security taxes, Federal Unemployment Compensation taxes, and any other fees, charges, licenses, or payments required by law. The College, and not the School, shall be solely responsible for and exercise control over the manner and means by which such service is performed and/or such product is delivered.

6. Assignment: Neither party may assign, delegate or subcontract its obligations under this Agreement, either in whole or in part, without the prior written consent of the other party, which the other party may grant or withhold in its sole and absolute discretion.

7. Indemnification: The School shall indemnify, defend and hold harmless the College, its trustees, officers, directors, employees and agents from and against any loss, damage, expense or liability, including, without limitation, any costs and reasonable attorney's fees incurred in connection with defending or appealing any claims that may arise from services performed hereunder.

8. Confidentiality: The College acknowledges that it may receive during the course of performing the Scope of Work, or be exposed to certain confidential and proprietary information about the School, its students and/or programs (collectively, the "Confidential or Proprietary Information"). All information considered Confidential or Proprietary must be clearly marked as such. The College shall hold confidential and shall not disclose, publish, or use for the benefit of itself or any third party, any Confidential or Proprietary Information. This restriction shall not apply if the Confidential or Proprietary Information: (a) was known by the College prior to receipt from the School; (b) which is generally available to the public; (c) which is lawfully acquired from third parties who have a right to disclose such information.

9. Use of Data or Materials Provided by the College: The College shall prepare, compile and distribute materials ("Materials") pertaining to the conduct of the professional development workshops. The College or its independent contractor(s) authoring such Materials (as the case may be) shall retain all ownership right, title and interest (including copyright) in such works; provided, however, the College and its subcontractors (as the case may be) hereby grants to the School a limited, royalty-free license to reproduce and distribute the Materials solely within its school and solely for the purposes of educating its staff and enhancing the professional development training of its staff. The School shall have no right to reproduce, modify or use the Materials for any other purpose whatsoever without the prior written consent in each instance of the College or the independent contractor(s) authoring such work (as the case may be). This license is limited to the School.

10. Right to Publish: The School understands that the College is an academic institution and thus is dedicated to free scholarly exchange and public dissemination of any results/works derived from scholarly activities under this agreement. Except for a party's obligations of confidence set forth herein this agreement, nothing in this agreement shall restrict the rights of the College or its faculty and other employees to publish, disseminate or otherwise disclose the results of its research and academic initiatives.

11. No Liability for Consequential Damages. IN NO EVENT WILL THE COLLEGE BE LIABLE TO THE SCHOOL OR TO ANY THIRD PARTY FOR DAMAGES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF USE, DATA, REVENUES, BUSINESS OR PROFITS, COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR SERVICES OR FOR ANY ERROR OR DEFECT IN THE DELIVERABLES, WHETHER SUCH LIABILITY ARISES FROM ANY CLAIM BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, AND WHETHER OR NOT THE COLLEGE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

12. Choice of Law: This Agreement shall be governed by and construed in accordance with the laws of the State of New York and venue shall be in the State of New York.

13. Compliance with Applicable Law: In performing services hereunder, the College shall comply with all applicable federal, state, municipal and local laws as well as all rules, executive or other orders, requirements and regulations required for performing the Scope of Work. During any visit by the College to School's facilities, the College shall ensure that its representatives abide by and conduct themselves in accordance with all School policies, rules and procedures as are in effect during the course of College's performance of its obligations under this Agreement.

14. Survival: All terms of this Agreement which by their nature extend beyond their termination, remain in effect until fulfilled and apply to respective successors and assigns.

15. Severability: If any section or part thereof, of this Agreement is held to be invalid or unenforceable for any reason, the remaining portion of this Agreement shall continue in full force and effect, and shall be carried out in a manner that is consistent with the intentions of the parties hereto.

16. No Modification Unless in Writing: Except as specifically and expressly addressed in any amendment executed by the parties, the terms and conditions of this Agreement shall govern.

17. Termination: The obligations and liabilities of the College and School under this Agreement may be terminated as follows: (a) the College may terminate this Agreement immediately in the event of a material breach by the School of any of its obligations contained herein; or (b) the College and the School may terminate this Agreement upon fourteen (14) days written notice, unless the parties mutually agree to a shorter notice period. In the event that this Agreement is terminated, the School will pay the College for Services rendered and expenses incurred, including a thirty (30%) charge for preparation for any Service dates, up to, including and within [four] weeks after the effective date of termination. For schools located outside of New York City, the School shall pay the College an additional fee equal to ten per cent (10%) of the total consideration for this Agreement.

IN WITNESS THEREOF, the College and School hereby execute this Agreement with the intent that it is effective as of 7/9/2025

Teachers College, Columbia University	Bixby Public Schools
x _____	x _____
Teachers College, Columbia University	Bixby Public Schools
Emily Smith, Director, Advancing Literacy	

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

Fwd: Upcoming Workshops

1 message

Cheryl Wilkinson <cwilkinson@bixbyps.org> Wed, Jul 9, 2025 at 1:36 PM
To: Kathy Gilliam <kgilliam@bixbyps.org>, Debbie Lewis <dlewis@bixbyps.org>
Cc: Sherry McIntyre <smcintyre@bixbyps.org>

Hello!

Because our contract with Teachers College for the upcoming Writers Workshop training is frozen, they've agreed to send a modified contract for one-week instead of two. I've talked to Kathy, and we can pay for this training out of rolled over SRA funding.

Sherry, will you add this new contract to the board agenda? This contract REPLACES the contract already signed (I believe in April...). Once approved next week, Debbie, can you get me a PO out of SRA funding for this project?

Thank you all so much for helping me to salvage part of this training session!

BIXBY Department of Teaching and Learning

Cheryl Wilkinson

Executive Director of Teaching and Learning
(918) 366-2371 (office)
(918) 408-2450 (cell)

---------- Forwarded message ---------
From: **Smith, Emily** <EmilyBSmith@tc.columbia.edu>
Date: Wed, Jul 9, 2025 at 7:44 AM
Subject: Re: Upcoming Workshops
To: Cheryl Wilkinson <cwilkinson@bixbyps.org>
Cc: Beth Neville <bln6@tc.columbia.edu>, MaryAnn Mustac <mz224@tc.columbia.edu>

Dear Cheryl,
Again, thank you for working this through with us. Please see the attached revised proposal and contract. Please let me know if you have any questions or if there are additional revisions needed.
Thank you,
Emily

On Tue, Jul 8, 2025 at 1:53 PM Cheryl Wilkinson <cwilkinson@bixbyps.org> wrote:

> This would be great!! Thank you so much!
>
> BIXBY Department of Teaching and Learning
>
> Cheryl Wilkinson
>
> Executive Director of Teaching and Learning
> (918) 366-2371 (office)
> (918) 408-2450 (cell)
>
> On Tue, Jul 8, 2025 at 12:29 PM Smith, Emily <EmilyBSmith@tc.columbia.edu> wrote:
>
> > Hi Cheryl --

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

Fwd: Khan Academy - Bixby

1 message

Cody Coonce <ccoonce@bixbyps.org> Mon, Jul 14, 2025 at 10:52 AM
To: Lydia Wilson <lwilson@bixbyps.org>, Sherry McIntyre <smcintyre@bixbyps.org>

Good morning,

Sherry, can you please add the expansion of the Khan Academy contract to the Board meeting agenda? The total cost would be $0, and it would end next summer with the initial 9-12 contract.

Please let me know,

Cody Coonce
Director of Educational Technology
Bixby Public Schools
ccoonce@bixbyps.org
918-366-2329

Click Here to book an appointment.

Apple Teacher

---------- Forwarded message ---------
From: **Mark Jamison** <markjamison@khanacademy.org>
Date: Mon, Jul 14, 2025 at 8:52 AM
Subject: Re: Khan Academy - Bixby
To: Cody Coonce <ccoonce@bixbyps.org>
Cc: Cody Worrall <cody@khanacademy.org>, Jennifer Cummings <jennifercummings@khanacademy.org>, Renee Venegas <renee@khanacademy.org>

Cody,

Good morning. Not a problem at all, but to make it more accurate, I've increased the number of teachers to 80 and attached the updated document.

Mark

On Mon, Jul 14, 2025 at 8:49 AM Cody Coonce <ccoonce@bixbyps.org> wrote:

> Good morning, Mark,
>
> I am so excited for this opportunity. I noticed there were only 20 spots listed for teachers. I would have to get an accurate count, but I would say that the MS has closer to 75-80 teachers. Will this cause an issue with rostering?
>
> Please advise,

Cody Coonce
Director of Educational Technology
Bixby Public Schools
ccoonce@bixbyps.org
918-366-2329

Click Here to book an appointment.

Apple Teacher

On Fri, Jul 11, 2025 at 8:28 AM Mark Jamison <markjamison@khanacademy.org> wrote:

> Cody,
>
> Good morning! I've attached the contract for the 7th and 8th grade pilot. Please let me know if you have any questions or concerns. If no modifications are needed, please sign and return the document to me and I will have it countersigned.
>
> Thanks,
>
> Mark
>
> --
> **Dr. Mark Jamison**
> Manager, District Partnerships
> TX, NM, OK, AR, & LA
> 214-226-2115
> markjamison@khanacademy.org
> Khan Academy
>
> Book Time with Me
>
> Want to know more about Khan Academy Districts?

--
Dr. Mark Jamison
Manager, District Partnerships
TX, NM, OK, AR, & LA
214-226-2115
markjamison@khanacademy.org
Book Time with Me

Bixby Public Schools_Supplemental Order for Interim Assessments KAD + KM BTS 25-26 (EXECUTABLE 10-July-2025).docx (1).pdf
237K

SUPPLEMENTAL ORDER

Khan Academy, Inc.
P.O. Box 1630
Mountain View, CA 94042

SUPPLEMENTAL ORDER INFORMATION

KHAN ACADEMY DISTRICT SERVICE, INCLUDING KHANMIGO FOR DISTRICTS				
Product	**Quantity**	**Grades**	**Subjects***	**Fees****
Khan Academy Districts	1,325 students, of which: 1,325 students will participate in the Interim Assessment Pilot: Specifically: • 688 in grade 7 mathematics; and • 637 in grade 8 mathematics	7 & 8	- Grades 7 - 8 mathematics	*Included with Khanmigo for Districts*
Khanmigo for Districts - **Student Tutor**	1,325 students, as identified in the "Khan Academy Districts" row above (see Khan Academy Districts-Quantity)	Grades: As identified in the "Khan Academy Districts" row above (see Khan Academy Districts-Grades) Schools: • Bixby Middle School	Subjects: As identified in the "Khan Academy Districts" row above (see Khan Academy Districts-Subjects*)	$0 per student; $0.00 total
Khanmigo for Districts - **Teaching Assistant**	80 teachers	Teachers associated with students that have Khanmigo for Districts - Student Tutor		*Included with Khanmigo for Districts - Student Tutor*
Khanmigo for Districts - **Administrator**	5	Administrator account can be allocated to either school or district administrator at the election of Customer		*Included with Khanmigo for Districts - Student Tutor*
Professional Learning for Khan Academy Districts with Khanmigo	7 live-virtual hours	Professional learning sessions will be selected from your customized learning plan.		*Included with Khanmigo for Districts*
				Total Contract Fees: $0.00

[Terms and Conditions on following page]

TERMS AND CONDITIONS

This Supplemental Order (the "**Order**") amends and supplements the underlying Services Order entered into by and between Khan Academy, Inc. ("**Khan Academy**") and Bixby Public Schools ("**Customer**") effective as of January 17, 2025, as may have been amended or supplemented (the "**Underlying Services Order**"). The services to be provided by Khan Academy to Customer under this Order will be provided pursuant to Khan Academy's Terms of Service for the Khan Academy District service and the Khanmigo Addendum as executed between Khan Academy and Customer effective as of January 17, 2025, as may have been amended (collectively, "**Terms of Service**"). Customer and Khan Academy hereby amend the Underlying Services Order by deleting Attachment 3 (Data Sharing Addendum) thereto, and superseding and replacing such Attachment 3 in its entirety with the attached Attachment 1 (Data Sharing Addendum). In the event of conflict between the terms of this Order, the Terms of Service for the District service and any additional addenda in the Underlying Services Order, the terms of this Order shall control.

The scope of services to be provided by Khan Academy to Customer (each, a "**Party**") is amended to include the additional services identified in the "Supplemental Order Information" section above.

This Order, together with the Terms of Service and any additional addenda attached hereto, are referred to as the "**Agreement**". Notwithstanding anything to the contrary, the Khan Academy Districts Terms of Service currently in effect governing your subscription for the Khan Academy District service are amended such that professional learning sessions shall expire on June 30th of each school year. Except as expressly modified herein, the Agreement shall remain in full force and effect.

Any deletions or other revisions by Customer to this Order (whether handwritten, electronically, or otherwise) will be null and void.

Fees: Total fees (excluding those for any additional professional learning) are calculated based on the number of student licenses. Except as agreed between the Parties in writing, each Party will bear its own expenses. Discounts or fee waivers are one-time only and apply only to the Term specified in this Order.

Khanmigo for Districts Fees: The per-student amount represents a 100% discount from the Khanmigo for Districts Student Tutor standard subscription price ($15.00 per student).

Special Terms: Customer will be participating in an interim assessment pilot seeking (a) insights on the interim assessment questions; and (b) to understand how Khanmigo prompts of "explain your thinking" impacts learners in the interim assessment ("**Interim Assessment Pilot**"), which is comprised of the **middle school mathematics pilot**, with more information on the Interim Assessment Pilot in the addenda attached hereto (Data Sharing Addendum). The middle school mathematics pilot will be for 7th and 8th graders. Customer will participate in a test administration training webinar (~2 hours) and, if new to Khanmigo, required training webinars for Khanmigo (2 live-virtual hours).

For clarity, the term for the services to be provided pursuant to this Order starts on July 1, 2025 ("**Start Date**") and ends on June 30, 2026 ("**End Date**") .

[***Signature Page Follows***]

SIGNATURES

The Parties may execute this Agreement in counterparts, each of which is an original, and the counterparts constitute one and the same Agreement. The Parties may also deliver and accept facsimile, electronically scanned or electronic signatures, which bind a Party as if the signature were an original.

By its signature below, each Party confirms its acceptance of the proposal set forth herein. Each person signing this Agreement represents and warrants that such person is duly authorized and has legal capacity to execute and deliver this Agreement for its respective Party. This proposal will become binding upon the signature of both Parties, and shall be effective on the later of (i) the Start Date or (ii) the date of the last signature hereto (the "**Effective Date**").

Khan Academy, Inc.	**Customer: Bixby Public Schools**
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

Attachment 1
Data Sharing Addendum

Set forth below is the Data Sharing Addendum ("**DSA**") made between Khan Academy and Customer in connection with the Interim Assessment Pilot. The Parties agree as follows:

1. Purpose of this DSA. The Customer and Khan Academy wish to share certain usage data between them for purposes of the Interim Assessment Pilot, and wish to document the terms governing the provision and use of such data.

2. Description of the Project. The goal of this project is to explore innovative assessment features, specifically how Khanmigo prompts of "explain your thinking" impacts the learner's experience with the Interim Assessment Pilot. To that end, Khan Academy will collect interim assessment data for students enrolled in high school level geometry and high school level algebra. Khan Academy will pilot two new interim assessments: high school algebra and high school geometry. If Customer is participating in the middle school mathematics pilot, Khan Academy will collect interim assessment data for students enrolled in relevant mathematics coursework, and pilot three new interim assessments in middle school mathematics, specifically grades 6, 7, and 8. If Customer is participating in the high school ELA pilot, Khan Academy will collect interim assessment data for students enrolled in relevant ELA coursework, and pilot two new interim assessments for high school ELA. There will be two randomized groups, which will be randomized at the student-level. The control group will have access to assessments without any follow-up "explain your thinking" chats. The test group will have access to assessments with follow-up "explain your thinking" chat for select questions. Questions related to this Interim Assessment Pilot can be sent to assessmentspartnerships@khanacademy.org.

3. Data Sharing. Khan Academy will provide the Customer with certain data set(s) comprising supplemental summarized Student account usage data and analysis as described in Exhibit A ("**Khan Academy Datasets**"). The Customer will provide Khan Academy with certain end-user data (in de-identified form only) as described in Exhibit B. Khan Academy shall not reverse engineer or attempt to re-identify any information contained in Exhibit B. The data set(s) described in Exhibit A and Exhibit B, respectively, are referred to herein as the "**Data Set**" or "**Dataset**".

4. Approved Use. "**Approved Use**" means uses relating to pedagogical research, efficacy studies and similar analyses, including joint research ("**Research Activities**"), internal reporting needs, and, in the case of Khan Academy, internal uses relating to its research and development needs. Each party will limit access to the Data Sets to personnel working in efficacy research (the Customer's research department and Khan Academy's Efficacy and Research team, respectively). Each Party represents and warrants that it will use the Data Set solely for the approved uses, and not for any other purposes. The Customer will not sell, transfer or otherwise convey, or disclose to third parties, data provided by Khan Academy for Research Activities, or performance data (including research findings) attributable to use of Khan Academy.

5. Findings. Khan Academy will conduct robust analyses and share the findings with the District in a report describing students usage, and how the usage is related to student achievement. Khan Academy may publish the findings of the study externally in research and industry publications and conferences. Khan Academy will not disclose the name of the District in the publication or conference presentation without the District's approval. The Findings are expected to be delivered within 6 months following delivery to Khan Academy of the Data Sets specified in Exhibit B for the most recent school year.

6. Publicity. The Customer will not publicize, or issue or make any other statements (written or otherwise) intended for use in the public or media, concerning (i) the Customer's use of the Data Sets or (ii) performance data (including research findings) attributable to use of Khan Academy, without Khan Academy's prior written approval. Nothing in this DSA constitutes an endorsement by Khan Academy of the Customer, or by the Customer of Khan Academy, or of any research or analysis conducted by either party, and each party agrees not to, directly or indirectly, claim, infer, or imply any endorsement by the other. In any public statements, the parties will describe the scope and nature of their participation accurately and appropriately.

7. NO WARRANTY. THE DATA SET AND ALL CONFIDENTIAL INFORMATION PROVIDED BY KHAN ACADEMY ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE KHAN ACADEMY DATA SETS INCLUDE DATA MAINTAINED BY KHAN ACADEMY FOR INTERNAL DEVELOPMENT PURPOSES AND APPROXIMATE ANALYSES. KHAN ACADEMY MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR OTHERWISE, REGARDING THE MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, ACCURACY, COMPLETENESS, OR PERFORMANCE OF THE DATA SET OR ANY CONFIDENTIAL INFORMATION, OR WITH RESPECT TO NON-INFRINGEMENT OR OTHER VIOLATION OF ANY RIGHTS OF A THIRD PARTY OR OF THE CUSTOMER.

8. LIMITATION OF LIABILITY. KHAN ACADEMY WILL NOT BE LIABLE TO THE CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF KHAN ACADEMY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL KHAN ACADEMY'S TOTAL LIABILITY FOR ANY DAMAGES, LOSSES, AND CAUSES OF ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT OR TO THE CUSTOMER'S USE OF THE DATA SET (WHETHER IN CONTRACT, TORT INCLUDING NEGLIGENCE, WARRANTY, OR OTHERWISE) EXCEED ONE HUNDRED U.S. DOLLARS ($100).

9. No License. As between Khan Academy and the Customer, Khan Academy hereby retains all rights, title, and interest, including all intellectual property rights, in and to the Student Analytics and data provided by Khan Academy for Research Activities. Except as explicitly set forth in this DSA, nothing in this DSA is intended to grant any rights to the Customer under any intellectual property right of Khan Academy (including any right to use Khan Academy's name, trademark, trade name, or logo), nor shall this DSA grant the Customer any rights in or to the Student Analytics except as expressly set forth in this DSA.

10. Term of DSA. This DSA shall take effect on the Effective Date and shall be in effect for the duration of the Agreement. This DSA will terminate upon delivery of the Findings to Customer. Notwithstanding anything to the contrary, the restrictions on use and publication will remain shall survive termination of the DSA.

11. Survival. Upon termination of this DSA, any provision which, by its nature or express terms should survive, will survive such termination or expiration, including, but not limited to, Section 6 (No Publicity), Section 7 (No Warranty), Section 8 (Limitation of Liability) and 9 (No License).

EXHIBIT A TO ATTACHMENT 1
KHAN ACADEMY DATASETS

Khan Academy will provide the student usage data described below for each academic school year of the Agreement for each student from the identified schools with a district-issued email address.

Learning Time

- School district-issued email address
- Course name

Khanmigo (within the Interim Assessment, and at Khan Academy's election)

- School district-issued email address
- Course name
- Total time spent on interaction with Khanmigo
- Time spent on interaction with Khanmigo per course
- Time spent on interaction with Khanmigo per exercise
- Interaction text for items where a student interacted with Khanmigo, which is used in the "explain your thinking" portion associated with some items

Interim Assessments (at Khan Academy's election)

- Item-level responses
  - Time spent per item
  - Item ID
  - Item position on assessment
  - Student response (e.g., A, B, C, or D if it's a multiple-choice question)
- Test-level data, including
  - Time per test
  - Total items answered
  - Total items answered correctly

EXHIBIT B TO ATTACHMENT 1
CUSTOMER DATASETS

Upon receipt of the Exhibit A dataset, Customer will use the student email address to link Khan Academy usage data (Exhibit A) to their demographic and achievement data database to produce the dataset described below. Once the Khan dataset is merged with Customer dataset, Customer shall remove all personally identifiable information, and Customer shall securely provide a copy of the de-identified merged data set to Khan Academy.

Khan Academy will use the variables below to analyze the relationship between the state assessment scores and Khan Academy usage with statistical controls (e.g., demographics and year prior achievement) to determine how the use of Khan Academy and Khanmigo relates to student achievement. When the sample size is of sufficient power, Khan Academy will also disaggregate findings by various subgroups, including ethnicity, gender, and English learner status.

For each identified student included in the Khan Academy Data Set, Customer will provide de-identified data for each user as follows:

- Unique study ID number generated and maintained by the district
- Grade for each school year
- School for each school year
- Teacher email for each school year (to control for teacher effects year to year)
- Course
- Course SIS name/ID for classrooms
- Student grade level
- Math or ELA Period, as applicable
- Gender
- Race/Ethnicity
- English Learner Status
- FRL
- Each of the Khan Academy usage data elements listed on Exhibit A

All data elements will be shared in de-identified form, presenting each data element for each user without identifying the user by name or Khan Academy email account.

Customer will provide the data within 60 days following its receipt of the Khan Academy Student DataSet at the end of the end of each academic school year, and, in all cases, before the expiration date of the DSA.

EXHIBIT C
CUSTOMER COMMITMENTS

1. Participating students and their associated teachers will be enrolled in the subjects identified in the Service Order Information.
2. If Customer is participating in the high school mathematics pilot:
    a. For school year 2025-2026, Customer will facilitate the online administration of up to three assessments no longer than one hour, as coordinated between Customer and Khan Academy.
3. If Customer is participating in the middle school mathematics pilot:
    a. For school year 2025-2026, Customer will facilitate the online administration of up to three middle school mathematics assessments no longer than one hour each. These administrations should occur in the Fall (September and/or October 2025), Winter (January and/or February 2026), and Spring (March, April, and/or May 2026).
4. If Customer is participating in the high school ELA pilot:
    a. For school year 2025-2026, Customer will facilitate the online administration of up to three high school ELA assessments no longer than one hour each. These administrations should occur in the Fall (September and/or October 2025), Winter (January and/or February 2026), and Spring (March, April, and/or May 2026).
5. These assessment administrations can occur across two classroom periods if needed.
6. Customers may participate in surveys to be filled out by School Personnel.
7. Customers will participate in a test administration training webinar (~2 hours) ("**Test Administration Training**") and confirm that they've participated in the Test Administration Training, which may take the form of a recorded video.
8. Customers, who are new to Khanmigo, commit that their school personnel will participate in required training webinars for Khanmigo (2 live-virtual hours) ("**Khanmigo Training**"). Together, the Test Administration Training and Khanmigo Training are "**Mandatory Training**".
9. Customer commits that School Personnel will participate in the Mandatory Training..
10. Customer commits that they will provide in classroom time for a post-assessment, optional in-product survey to their students.
11. At Khan Academy's request, Customer will identify a set of students, teachers, and/or administrators to participate in a virtual or onsite interview or focus group, lasting no longer than one hour.
12. At Khan Academy's request, Customer may invite Khan Academy for an onsite visit to observe teachers administering the assessment, and engage with a set of students, teachers, and administrators to receive feedback on the assessments.
13. At Khan Academy's request, Customer may provide feedback on proposed ideas and prototypes shared with School Personnel.

Certified Staff Handbook

BIXBY

Public Schools

THE SPARTAN WAY:
LEARN WELL. LIVE WITH HONOR

2025-26

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender (including pregnancy), national origin, disability, military status, and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) BPS incorporates antisemitism into the district's nondiscrimination practices. Antisemitism is a certain perception of Jewish people, which may be expressed as hatred toward Jewish people. Rhetorical and physical manifestations of antisemitism are directed toward Jewish and non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

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

Related BOE Policies:

- **2100: Sexual Harassment of Students**
- **2100: Sexual Harassment of Students**
- **3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process**
- **3139: Required Form**
- **4100: Sexual Harassment**
- **4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination**

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

Employment Issues	Kendall Still	Associate Superintendent	kstill@bixbyps.org	918-366-2200
Student Issues	Brenda Shaw	Assistant Superintendent	bshaw@bixbyps.org	918-366-2200
Additional Issues	Lydia Wilson	Superintendent	lwilson@bixbyps.org	918-366-2200

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

Bixby Public Schools
23 S. Riverview St.
Bixby, OK 74008

BIXBY Public Schools

Strategic Focus Overview 2020-2025

OUR MOTTO:

encapsulates the beliefs or ideals which guide our district.

The Spartan Way:
Learn Well.
Live with Honor.

OUR VISION:

captures the future we hope to create for our students.

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

OUR MISSION:

explains our fundamental purpose as a school district.

"Ignite the Potential of Every Student."

PORTRAIT OF A GRADUATE



These six learner attributes serve as the foundation for teaching & learning.

Safe & Welcoming Schools

- Equitable resources
- Social & emotional health
- Collaboration with families

Vibrant Teaching & Learning

- Innovative, forward-thinking environment
- Emphasis on creativity, problem-solving, student agency, & global awareness

Exemplary Teachers & Staff

- Top candidate recruitment from diverse backgrounds
- Educator support
- Professional development

Family & Community Engagement

- Family support
- Community partnerships
- Improved communications

Culture of Innovation

- Reduced focus on test-based accountability
- Focus on student engagement, relevant curriculum, real-world application

2020-2025 Strategic Focus

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

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

IT BEGINS WITH OUR VALUES

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

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

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



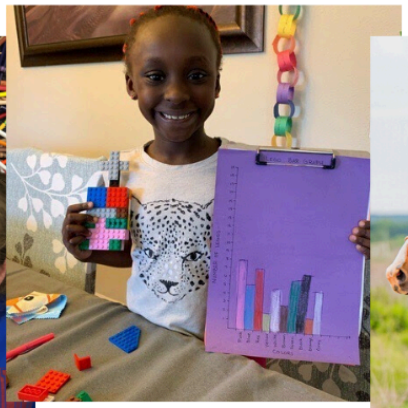








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Introduction

If you are joining our faculty for the first time, welcome! You have joined a group of very caring people who are always willing to help. This handbook will be a great source of information for you to utilize during your school year. All organizations have policies and procedures with which they must comply, but remember these policies are made for the betterment of all.

School Calendar

Teacher Contract Times

Teachers shall be present in their work areas or assigned duties during contract time. Teachers are expected to attend necessary meetings, participate in Professional Learning Communities, and participate in training or conduct conferences, some of which may occur outside of those hours.

- Elementary & Intermediate: 7:30 AM - 3:10 PM
- Secondary: 8:30 AM - 4:10 PM

Contact Lists	School Day Schedules
Administration	**Phone answered 7:30am; Open 8am - 4:30p**
Central Elementary	Central Elementary
East Elementary	East Elementary
North Elementary	North Elementary
West Elementary	West Elementary
Central Intermediate	Central Intermediate
East Intermediate	East Intermediate
North Intermediate	North Intermediate
West Intermediate	West Intermediate
Middle School	Middle School
9th Grade Center	9th Grade Center
High School/Brassfield Learning Center	High School

Minimum Expectations as a Teacher New To BPS

- BPS is a District that is actively engaged in Professional Learning Communities.
- BPS has the expectation that professional teaching staff enthusiastically and positively participate in assigned committees and meetings.
- BPS professional staff are expected to master and implement various technology devices and software utilized by BPS.
- BPS is a Great Expectations Model District where all certified and support staff are expected to implement Great Expectations practices and expectations with enthusiasm and fidelity.
- BPS is a District that expects teachers to utilize differentiated instruction to meet the instructional and learning needs of all students.
- BPS is a District that utilizes Amira. IXL, and the ACT as its standardized assessment platforms at designated grade levels according to District guidelines.

Bixby Public Schools Annual Expectations Agreement

Administrators will cover all state and federal required PD topics during Back to School Professional Development.



All certified staff must complete the Verification and Internet Use Form here by August 31st annually.

Professional Responsibilities

Building Access

Staff will utilize security cards to enter the building, and retain keys to their classrooms. Each teacher will be given a security badge/code that will deactivate the site security system at designated entrances. Additionally, staff will be given ID badges that must be worn at all times, including the times a teacher is in the building "after hours" for our security company. Teachers without IDs during "off hours" may be asked to leave the premises. Teachers do not activate the alarm when leaving the building after use.

Teacher Evaluation

BOE Policy 4154: Teacher Evaluation

The Bixby Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator. All certified staff members shall be evaluated using the Tulsa model TLE Observation and Evaluation System. The evaluation instrument is a confidential document and shall be protected accordingly.

Certified Staff Dress Code

BOE Policy 4146: Personal Dress & Grooming - Teacher

Board of Education policy directs the superintendent to provide and communicate to all certified staff in the district specific guidance pertaining to the expectations of the district for the dress and personal grooming of certified staff in the district. In general, it is the responsibility of all certified staff to dress and present oneself for work in a professional manner, a manner that adheres to the expectations of our community, and a manner that symbolizes the educational profession. The manner of dress and personal grooming of our certified staff shall set a positive example for our students.

Religious and Health Accommodations Dress Code

Where a bona fide religious belief or health need of a student conflicts with the dress code, reasonable accommodation 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 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 the dress code may be authorized by the building principal for a specific school-related activity on a single-event basis.

Note: Refer to the Student Handbook for a complete list of rules and policies concerning student conduct.

Classroom Phone

Each classroom is outfitted with a phone, which includes an intercom system. Students may only use the classroom phone with the teacher's permission.

Classroom Inventory

BOE Policy 6132: Equipment Accountability

It is the policy of the Bixby Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Communication

Communication is one of the most important tools we have when working with students, parents, educators, and administrators. Teachers in Bixby Public Schools have several avenues of communication available for their use, and are expected to communicate in a timely fashion.

Faculty Lunch

Faculty members are provided a duty-free lunch (25 minutes at secondary and 30 minutes at elementary/intermediate levels) and may eat in the lounge, workroom or cafeteria. The cafeteria does not allow teacher/staff credit or charging meals. Teachers are expected to return promptly from lunch and have their rooms open before students return from lunch. There will be no students allowed in any teacher's room in order to eat lunch and/or hold activity meetings unless approved by site administration.

Drug-Free Workplace and Drug Testing

BOE Policy 4109: Testing Employees & Applicants for Employment

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the linked Policy on Testing Employees and Applicants for Employment (Other than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances. Any Bixby Public Schools employee is subject to possible drug testing. Should you suspect anyone is under the influence of any substance or alcohol, please contact an administrator immediately.

Duties/Supervision

BOE Policy 4148: Assignment of Teachers

In order for each site to run smoothly and to assure the safety of our students, teachers are required to perform some supervision duty based on a site duty schedule. Teachers are never to leave their assigned students or duty position unsupervised. If for some reason you are unable to meet your duty obligation, please inform the office as soon as possible regarding your replacement/sub for your responsibilities. Teachers will be asked to perform morning and afternoon duties of supervision. A schedule of duties, days and locations will be provided before school begins.

Elementary and Intermediate

Teachers are required to escort their students to all special classes and to the cafeteria as well as pick up their students from the playground at the designated location. Be prompt when taking/picking up your children from designated locations/activities. At the end of the day, teachers will escort their students to the appropriate locations for dismissal. It is the joint responsibility of all members of the faculty to supervise and correct student behavior.

Secondary

Due to supervision concerns do not release your class early, take advantage of instructional time and teach from bell to bell. All faculty members should be in the hallway near your classroom before/after school and between classes to ensure safety, proper conduct, and discourage tardies.

Teachers should ensure any students leaving the classroom during instructional time are doing so based on the defined school procedures.

Email

Each teacher has an email account with Google gmail, available via the web. Teachers will be asked to sign a technology agreement. You should check your messages at the beginning and ending of each day. Memos from the office will be sent by email, and most families have email addresses. You are expected to use email as a way of communicating with parents concerning their child or activities in your classroom. If you wish to communicate with other faculty or staff, all email addresses in the BPS district use the first initial and last name of the individual @bixbyps.org. BPS staff shall **respond to contacts within two business days**.

Entry Year Teachers/Student Intern Teachers

Any teacher hired by BPS that has not completed his/her first full year of teaching may be placed in the entry year teacher program. This program includes evaluations of a first year teacher by a site administrator, assigned site mentor teacher, and participation in the mentor teacher program meetings. Mentor teachers will be assigned by the building principal.

Higher education students in their final semester of study are required to participate in internships designed to give them classroom experience. Any request from a college or university received by the building principal to assign an intern a mentor teacher will be filled on a voluntary basis.

End of Year Teacher Check-Out

Each year staff will be required to follow specific procedures to finalize the school year. Certified staff will follow the steps outlined on the check-out form, which will be made available at least two weeks prior to the last day of school. Special education staff must check out through the district Special Education administration in order to complete site check out. Failure to follow check out procedures or complete the process by the designated day may result in a delay of salary payment.

Equipment Accountability (Inventories)

BOE Policy 6132: Equipment Accountability

Employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control. School property is not to be loaned, shared, or removed from the school without proper administrative permission. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their areas of instruction of supervision. All teachers are required to keep current and accurate textbook inventories and classroom inventories. Inventories MUST reflect added or deleted items each year to remain current. Failure to follow procedures and account for textbooks or inventory items may require employees to reimburse BPS for the costs to replace them.

It is the policy of the Bixby Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Textbooks/Instructional Materials: Distribution and Care Of

BOE Policy 6135: Textbooks - Distribution & Care Of

The Bixby Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, materials, and property in their use or under their control. Cooperation is expected from the professional staff regarding the care and distribution of school-owned items, suchs as textbooks. The superintendent may delegate authority to building

principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Faculty Meetings

BOE Policy 4150: Faculty Meetings

Faculty meetings will be held periodically before and/or after school. It is the duty of the teachers to attend all meetings called by the superintendent, principal, supervisor, or department chairperson. No excuse, other than absence from school, or an active coaching role is acceptable for absence from meetings. If for some reason you cannot attend, please notify the principal so a time can be scheduled to distribute the information that was missed. This includes but is not limited to: Faculty, Site Council, PLC, GE, and Committee Meetings.

Flags

BOE Policy 3128: Flags

Inside United States and Oklahoma state flags will be permanently displayed in all classrooms. No other flags shall be displayed without administrative approval.

Fundraising Activities

BOE Policy 6109: Fundraising Activities

No teacher, sponsor, class or organization will undertake money-making projects of any kind or for any reason without first having been approved by the Board of Education. Teachers desiring to engage in any type of fundraising activities should submit a typed fundraising form to their administrator and the designated coordinator of activities, programs, and/or fundraisers. This request will be made only once per year in order to reduce any overlap of fundraising plans or unintended competition between organizations. The coordinator will manage the logistics and work with the administrators so that together they will approve, deny, or modify any fundraiser or sales to go to the BOE for final approval.

Grants/Bixby Education Endowment Foundation

The Bixby Educational Endowment Foundation (BEEF) encourages all teachers to submit grant proposals for items that they wish to have for their classroom and students. These grants must be submitted in September each year and are awarded on a competitive basis. For more information on this process please see the BEEF link at **www.bixbyps.org**. Please consult with school administration prior to submitting a grant application for agencies outside of BEEF.

Internet, Technology Systems, & Other Computer Networks Acceptable Use & 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. **Review the BOE policy below before signing the required form**.

BOE Policy 3108: Internet, Technology Systems, and Other Computer Networks Acceptable Use and Internet Sahttps://5il.co/6qh9fety Policy

Wireless Telecommunication Devices

BOE Policy 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, Smartphones, laptops, recorders, etc.

Notification to Office/Leaving the classroom

Teachers are expected to check their mailboxes each morning when they arrive at school. Any time during the school day when teachers leave their classrooms (such as taking the students to a science lab or to work with another classroom of students), they are required to contact the office for safety reasons. Further, if a teacher wishes to leave campus during the day (for lunch or on occasion on planning time), the teacher MUST contact the office prior to leaving.

Open House/Site Events/Family Nights

An evening may be hosted by the school for families in which emphasis may be placed on the arts, projects, or other student accomplishments. The students may share their classroom/school with their families that evening.

Parent Orientation

At the beginning of each school year parent orientation will be held in the evening. It is a teacher-directed evening in each classroom that provides information (such as curriculum, events/activities, classroom management, assessment/evaluation, etc.) to families. Attendance at this event is required unless you have a previously scheduled extra duty commitment that cannot be rescheduled.

Parent Conferences

Parent conferences are held in the Fall and in the Spring. Refer to the school calendar for dates. Participation in parent conferences is expected for all certified staff.

Parking

All staff members are asked to park in areas designated by their site principal. Site principals will communicate appropriate staff parking areas and expectations to their staff during the initial staff meetings of the year. Site principals may require teachers' vehicles to have a valid parking permit displayed correctly at all times. Owners of vehicles parked on campus without a valid, correctly-displayed parking permit could be issued a parking violation ticket.

Participation in Professional Learning Communities (PLC)

Bixby Public Schools is a learning organization. We are educators focused on learning. Simply put, learning, both qualitatively and quantitatively, is our business. The purpose of the PLC structure is to purposely place groups of people in a collaborative environment with specific charges to move the actions and results of the district toward the vision of the highest level of learning possible for every student, every faculty member, every day. To that end, all certified staff members must attend regularly scheduled professional learning committee meetings. The improvement of teaching and learning in our district is the responsibility of all staff. If a teacher must miss a PLC meeting, the teacher is responsible for getting the PLC absence form from the principal for approval.

Professional Development

BOE Policy 4153: Professional Development

Bixby Schools provides required PD days each year. Teachers are required to request to attend any additional professional development and to keep track of all professional development.

Prohibition Of Race And Sex Discrimination In Curriculum

General Information:

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

Important Links:

- Video from Governor Stitt: HB 1775
- Oklahoma State Department of Education
- Oklahoma Academic Standards

Please see here for BOE Policy 3139 and Complaint Process Form.

Purchase Orders & Accepting Money

All staff members seeking to make a purchase or collect funds should follow these guidelines:

1. Request a Purchase Order:
    a. Fill out the required form and submit it to your site administrator.
    b. Once a PO number has been assigned the purchase order will be forwarded back to you.
    c. ONLY THEN are you ready to order or enter into a contract with any business or entity.
2. Once it is time to pay for goods or services:
    a. The business can invoice us (preferred method).
    b. A check can be cut on the date the services are rendered with advanced notice (by way of an invoice being submitted noting this is the requirement).
3. **All Receipts/Delivery Tickets for goods purchased must be itemized**.
4. **Any payment to an individual will require a completed W-9 Request for Taxpayer Information before payment can be processed.**

Accepting Money: Any money that you collect from students must be **receipted and deposited DAILY. No funds can be held overnight.**

Responsibility for Lost Keys

Employees are required to acknowledge the receipt of essential keys in writing. The employee must reimburse BPS for the cost of rekeying any doors resulting from their loss of key(s). School keys are not to be duplicated by any outside source.

Scheduling School Events

All school sponsored events and activities of any nature must be scheduled through the principal and should include the use of Facilitron to secure any school facility needed. The sponsor of each activity must personally ensure that any meeting or event is on the school calendar at least one

week prior to the day of the meeting. In no event should a meeting be scheduled less than one day before the meeting time. A sponsor must be in attendance at all meetings.

School Closure or Weather Dismissal

On days when school is canceled OR a form of remote learning is implemented (Brick to Click or Distance Learning) due to weather or other emergencies, the office of the superintendent will notify the following local TV and radio stations: KRMG (740 AM), KRAV (96.5 FM), KAY107 (106.9 FM), KJRH (2),s KTOV (6), and KTUL (8).

Our district will electronically push information to employees via text and/or email (district accounts only) about changes to the daily school schedule due to weather or other emergencies. A custom pre-recorded phone message push may also be used. District employees are encouraged to verify the district has their most current electronic contact information. District employees are also encouraged to notify site administration of any electronic contact informational changes as quickly as possible. All days missed that impact our required hours of instruction for weather related or emergency closings will be made up at the end of the school year.

School Mailboxes

BOE Policy 6143: Mail & Delivery Service

Each faculty member has a mailbox in a designated location (usually in the workroom or office). These mailboxes are restricted to materials and communications that further school business and the educational purpose of the district. **Please check your mailbox twice daily.**

Telephone Calls / Usage

When calls come in for a teacher, office staff will take the number and/or message or send the phone call to the teacher's voice mailbox, so that he or she may call back at his or her convenience. Exceptions will be made in emergencies or urgent situations. All staff should restrict the use of their personal cell phones to before/after school, lunch and planning time. Teacher's personal telephone numbers will not be given to anyone unless authorized by that teacher. Telephones are located in classrooms, and offices. These may be used for professional calls. Personal calls should be kept to a minimum. Any long distance calls that are of a personal nature need to be either collect calls, or charged to your home phone, credit card, or a third party.

Smoking & Use Of Tobacco Products

BOE Policy 6128: Tobacco Use Prohibited.

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

Spartan Logo Usage Policy

Bixby Public Schools certainly encourages the support and promotion of our district through spirit wear and display of our Spartan Head logo. The Bixby Schools' Spartan logo is a registered trademark for BPS, and will require that individuals or groups use the official trademark (not an imitation or an approximate

design). Use of the trademark requires permission from the district and information is available online at www.bixbyps.org/page/official-logo-and-use-policy.

Voice Mail

BOE Policy 6144: Telephones

Each teacher has a voice mail system. This system should be set up as soon as possible after the beginning of the year. You should set your phone up so that your voicemail will pick up during your instructional time. Classes must not be disrupted for routine telephone calls. A blinking light on the telephone will indicate when you have messages waiting for you. It is expected that staff will **return phone messages within 24 hours.**

Whistleblowing (HB 1952)

HB 1952 prohibits school districts from taking disciplinary action against a teacher for disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution, federal or state law. Reporting a known violation of the above; or taking action without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

Work Order Procedures

Maintenance

Please notify the site principals or site maintenance liaison rep for any requests or concerns regarding the maintenance and/or conditions of the building that need attention or repair.

Technology

Teachers are to utilize the web-based Technology Work Order system for any technology needs, including repair to a teacher computer. It is critical that teachers submit their own requests in their own names – even if they must use another computer, such as a lab or media center computer. Teachers should always "cc" a site administrator when submitting work orders.

Site Custodial Services

For jobs that can be completed by the site custodian, email your site administrator and let them know what you need and they will inform the custodian.

Standards of Performance & Conduct for Teachers

Teachers are charged with the education of youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

BOE Policy 4105: Standards of Performance & Conduct for Teachers

Ethics and Responsibilities for Teachers

All school employees are expected to maintain certain standards of conduct and assume responsibility for providing professional leadership in the school and community.

BOE Policy 4104: Ethics & Responsibilities for Teachers

Use Of And Testing For Drugs And Controlled Substances By Employees (Drug-Free Workplace)

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

It is the policy of this Board of Education to require drug and alcohol testing of applicants and employees (other than bus drivers) in compliance with the regulations implementing this policy.

BOE Policy 2116A: Medical Marijuana, Hemp, Cannabidiol (CBD)

BOE Policy 4108: Use of & Testing for Drugs & Controlled Substances by Employees

BOE Policy 4109: Policy on Testing Employees And Applicants for Employment (Other Than Bus Drivers) With Regard To The Use Of Alcohol And Illegal Chemical Substances

This policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the Board of Education of the school district and its employees consistent with the Act.

Instructional Responsibilities

Assemblies

Assemblies are a valuable learning and sharing experience. Students should always practice common courtesy and show respect to others during assemblies. The following rules will apply at all assemblies:

- Students will go to the assembly in a quiet and orderly manner.
- Teachers will walk their class to the assembly and sit in the assigned area during the assembly.
- If group behavior becomes detrimental to the program, the assembly will be stopped and students returned to class.
- A list of students involved in the assembly will always be given to the principal at least one day before the assembly.

(See also Discipline and Supervision section of the handbook)

Celebrations/Parties

It is appropriate to reward efforts and celebrate accomplishments. Class celebrations must be appropriate, supportive of instruction & learning, and respectful of all students. Administration must be informed prior to parties. Treats should be commercially prepared, and teachers must be conscientious of potential student allergies.

District Benchmark Testing Protocols

Benchmark Exams will be given in order to monitor student learning and to change/adjust teaching for student learning.

- See here for benchmark dates
- Results will be communicated to parents

- Benchmark exams will be administered online per testing procedures
- Special Education students will not have accommodations for benchmarks
- Special Education IEPs need to reflect that there are no accommodations for benchmark testing
- Benchmarks should be given to all students in Kindergarten through Eighth Grade for reading and math; students in High School may be given the benchmarks as needed. Benchmarks should be given to students who are absent the day of benchmark testing.
- Benchmark materials should not be sent home.

Educational Trips & Excursions

BOE Policy 3109: Educational Trips & Excursions

Local educational trips will be made only with the prior approval of the building principal. The ave request form to fill out is located on our **BPS Transportation on the Staff Hub**. You will be notified via email if your trip was approved or more information is needed. Prior consent of the student's parent or guardian is required for any excursion or trip.

The procedure for an educational trip is:

1. Fill out a Request for Study or Activity Trip. Submit a request for transportation on-line. The electronic request will automatically route to the appropriate people for approval. Please submit requests at least 2 weeks prior to the planned trip.
2. All activity trips must fit within the required time frame. Trips outside of this time frame must be discussed with the administration and/or transportation department. **NO trips on early release days!**
3. No student will be permitted to go on an activity trip without a signed permission slip from a parent or guardian. No phone permissions will be accepted.

Grading

BOE Policy 3118: Grading

Assignment of Extra Credit
Extra credit may not be given in exchange for items that are brought into the classroom, such as Kleenex, paper, pens, etc. Extra Credit may not be assigned to replace a grade. The only acceptable use of Extra Credit is for work done above and beyond an assignment, project, or test.

New Students Enrolling at the End of the Semester
Teachers will assign a grade to all students who have been enrolled in their class for sixteen or more days. Students who meet this criterion will be given grades based on work done in their class. For students who are enrolled fifteen or fewer days, grades will be recorded based on work from the previous school they attended.

Recording Student Grades
All work on students' official records will be done by the teacher and never by the students. No teacher will ask or permit a student to record grades, fill in grade sheets or copy grades. Students' recorded grades shall be kept confidential at all times. Grades should not be called out in class for the purpose of recording. Papers should be collected and grades recorded by the teacher. Discuss students' recorded grades only with the student, parents, counselors or administrative staff.

Reduction of Grades for Punishment
Students' grades cannot be adjusted because of disciplinary reasons.

Report Cards & Progress Reports
The Bixby Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be sent to parents or guardians at the end of each semester grading period. Progress reports shall be distributed and/or made available electronically during the ninth week of the grading period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

- Report cards or a report of progress will be issued to students one week following the end of each grading period.
- Students are expected to share the reports with their parents or guardians.
- Teachers shall document a parent contact regarding a student's area of concern or failing grade at each progress report or report card period. Teachers are encouraged to contact the parents or guardians at any time that a student is not performing up to his/her potential.
- The semester grade is recorded on each student's permanent school record.
- The school staff and teachers will work with any student receiving a failing grade or a designated area of concern and will assist the student in determining and solving problems with the particular subject area.
- Parents or guardians are encouraged to discuss their child's progress with teachers and administrative staff by appointment or during regularly scheduled parent/teacher conferences.

Schedule for Report Cards and Progress Reports for 2025-26 for Grades PK-6

*** Grades 7-12: Report Cards are available on Canvas and printed upon request to school office****

End of 9 Weeks Oct 15	Progress Reports Distributed by 11/06/25
End of Semester 1 Dec 19	Report Cards Distributed on 1/8/26
End of 9 Weeks Mar 6	Progress Reports Distributed 3/12/26
End of Semester 2 May 21	Report Cards Available On-line on 6/1/26

Homework
BOE Policy 3123: Homework

Homework may be 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 by providing practice.

Instructional Television/Video Materials
BOE Policy 3107: Instructional Television/Video Materials

Quality video material for instructional purposes is available from a variety of sources. While the selection of video material for classroom presentation is primarily the responsibility of the teacher

and the site principal, the Board recognizes that some video material may not be appropriate for some students. Accordingly, the following policy requirements and required form shall apply to the classroom use of video material.

Lesson Plans

BOE Policy 3104: Lesson Plans

Teachers are expected to plan for each class period in order to make them effective. Teachers are required to prepare and keep daily lesson plans on their desks at school. Daily lesson plans are to be prepared on a weekly basis. As long as the teachers are well prepared and students are making progress, the form and extent of the lesson plans will be left to their discretion. Principals may require that lesson plans be submitted for review. Regular classroom teachers with special education students are requested to communicate their lesson plans with the special education teachers so they can determine how to best help the students assigned to them. Teachers' lesson plans or newsletters with general content will be posted on their websites.

Preparation/Planning Period

BOE Policy 4151: Planning Periods

A preparation period is provided daily for teachers. The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aides if assigned; participating in meetings as needed; grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. Teachers are to use their planning period in the building of major assignments, and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when permission to do so has been obtained from the building principal.

Printing & Copying

BOE Policy 3121: Instructional Resources Copyrighting Material

Copyright of Materials

Teachers are expected to adhere to copyright laws when reproducing materials, knowing that many items are reproducible for educational purposes only.

BPS Copy Center

The Bixby Public Schools Copy Center is located in the maintenance facility. Each teacher should follow established site procedures for use of the Copy Center.

There are many ways we can copy that are too numerous to list so if you have any questions about what the Copy Center can do, please submit a support ticket.

Student Handbooks

Teachers will be responsible for the review, distribution and implementation of the items in the student handbook with their students.

Substitute Plans

Teachers must develop and submit substitute folders with emergency plans to cover 3 days of absences. These plans should be in addition to the regular classroom lesson plans, and should be

accompanied by any necessary classroom information. Additional information may include any current policies and procedures, class rosters, attendance practices and materials, and emergency/safety drill information.

Supplies

If budget allows, teachers are given a set amount of money at the end of every school year to be used to order classroom supplies for the coming year. A supply requisition should be filled out and turned in to the building principal. Supplies will be delivered to the teacher when school resumes in the fall.

Tutoring Students

BPS teachers are welcome to tutor students after hours as a support to student learning. If teachers choose to charge for those services, however, they must go through the proper channels to establish their services as part of our Community Education program. Otherwise, they may choose to serve free of service OR in a different capacity or location than the school.

Student Files

The academic records and achievement scores of all students are kept in the counselor's office. You are encouraged to use these files to find information about students in your class. These files are considered confidential.

Visitors, Volunteers & Guest Speakers

BOE Policy 3103: School Day Volunteer

BOE Policy 3114: Visitation for Special Education Classes and Related Services Programs

BOE Policy 5107: School Visitors

BOE Policy 5108: Classroom Visitation

Visitors:

All visitors and or volunteers must sign in and out, using the Lobby Guard in the main office and receive a visitor's pass. All visitors / volunteers will wear an ID badge. If you see visitors / volunteers in the halls without proper identification, please ask them to go to the Attendance office to sign in and receive a visitor's pass. If you are unable to escort a visitor to the office, please notify building administration and ask the visitor to wait with you for the administrator's arrival.

Staff members are not expected to have personal visitors during the school day. Additionally, siblings typically do not visit students in their classrooms. Visitation to classrooms shall not occur without prior notice to the classroom teacher, and may occur according to three categories:

1. A parent/guardian may visit a classroom as a volunteer, according to our volunteer regulations and with principal approval.
2. A parent/guardian may visit a classroom to observe his/her child in class for a brief period of time, and will be escorted to, from, and while in the classroom by the principal or designee.
3. Other visitations are restricted and may require prior authorizations.

Volunteers:

Bixby Schools has in place a program whereby school volunteers can be requested to help in your classroom. The primary purpose of the school BEST (Bixby Educational Support Team) volunteer

shall be to free the teachers from tasks that can be accomplished by others in order for teachers to spend more time teaching. A BEST volunteer coordinator is assigned to every building.

Volunteers may NOT:

- grade papers
- be left alone with a classroom or student except in an emergency situation
- discipline students
- administer medication or give medical treatment to students

Guest Speakers: Because care must always be exercised in the selection of speakers, resources or guest speakers will not be scheduled without approval. Forms for guest speakers can be picked up in the principal's office. All speakers must be approved by the site principal or principal's designee.

Website Standards

Website Standards for Non-administrative, certified personnel as listed: Purpose and goal of a classroom web site is both communication and instruction. Therefore, items 1 – 4 listing web site information and content are considered minimum requirements for a regular classroom teacher website. Items 1 – 3 are listed as minimum requirements for nurses, special education teachers, speech pathologists, ELL instructors, Title I teachers, counselors, and media specialists.

1. Welcome/Home Information —this page should include a welcome and short overview of your class. Visuals (clip art, pictures, etc.) are nice here (but not required).

2. Classroom expectations—this information should list classroom supplies and classroom expectations regarding behavior, work, etc. Teachers may reference the student handbook.
3. Contact Information —Along with the email form, include the school's phone number, your plan time, and a time frame in which a parent can expect a response. (i.e. Your child's success is important and requires everyone--student, parent, and teacher--to map a road to success. Should you have questions or concerns, please feel free to contact me via email below, during my plan from 1:30 - 2:30 at 366-2200, or call and leave a message at the front office any time during the day. Phone and email messages are checked daily, and I will do my best to respond within 24 hours.)
4. Curriculum Related Information
    a. Class/curriculum information: In elementary, this may be a newsletter covering math, spelling, reading objectives, etc. In secondary, this may be a page providing an overview of class content & objectives (Geometry, Algebra I, etc.) Also include a link to OK Academic Standards or the district's essential elements.
    b. Assignments—The purpose of this page (or pages) is to inform students and parents of upcoming curriculum (lesson plans) and as a resource for assigned work. In elementary, this may be a homework page that lists weekly homework assignments or a page listing topics of study for the week. Students who have been absent should be able to find a web page listing assigned work, due dates, etc.
    c. Include a statement on how often a parent can include updates to the page and note that lesson plans are subject to change.
    d. Optional Information/Pages:
        i. Album —Photos illustrating classroom activities. Permission should be obtained from parent before student pictures are published
        ii. About the Teacher—short bio/resume of you and your teaching experience.

iii. Document Manager—Sections or pages where assignments, classroom resources (i.e. PowerPoints), teacher-created worksheets, etc. can be uploaded for students to download at a later date. Copyright laws must be followed.
iv. Links/Resources—Section or page providing students links to web resources over curriculum content.

Student Attendance

BOE Policy 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 90% 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, or building principal's designees, on an individual, case by case basis. The superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy.

Withdrawal of Students from School

BOE Policy 2109: Withdrawal from School

The Bixby Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. Students wishing to withdraw from school must obtain and complete the necessary form(s) from site administration. This form(s) will be sent to the classroom teacher, the media specialist, and the cafeteria. Teachers are to check that all textbooks are turned in. The media specialist will determine that all library books are turned in. The cafeteria will make sure the student's lunch account is free of charges. All form(s) must be completed and returned to site administration in order to be granted an official withdrawal from Bixby Public Schools. Students who accumulate 10 consecutive days of unverified absences will be automatically withdrawn from school.

Employee Leave & Salary Information

Family and Medical Leave

BOE Policy 4131: Family and Medical Leave, **BOE Policy 4128: Parental Leave**

It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008 (NDAA) requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for service member family leave. "Eligible employees" are those employees who: (1) have been employed for at least one year by the School District; (2) worked at least 1,250 hours during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA.

Additionally, employees may request up to two (2) days of parental leave for the arrival of a child into the family.

Maternity Leave

In accordance with SB 1121, school employees may have six (6) weeks of paid maternity leave from the date of the birth of a new baby.

- Applies to full-time public school employees who have been employed by the school district for at least one year and have worked at least 1,250 hours during the preceding twelve-month period.
- Does not apply to paternity leave.
- Must be used immediately after birth.
- Is used in addition to and not in place of sick leave.

Personal Business Leave: Certified Personnel

BOE Policy 4123: Personal Business Leave - Certified Personnel

A teacher may be absent for reasons of personal leave without loss of pay. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to personal, legal, business, household, or family needs which cannot be met other than during school hours. Leave for such personal matters will not exceed three (3) days per school year, and shall be without deduction. Unused personal days may be rolled over to the next fiscal and school year to accumulate up to five (5) personal days in a year.

Salary Schedule

BOE Policy 4115: Salary Schedule

It is the policy of the Bixby Board of Education that all personnel shall be paid not later than the last working day of each month. All full-time employees will be paid on a twelve-month basis.

Sick Leave: Certified Personnel

BOE Policy 4122: Sick Leave - Certified Personnel

The Bixby Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The Board sets forth the provisions for administering this policy.

Teacher Absences

BOE 4105: Standards of Performance and Conduct for Teachers

Teachers shall not be absent from their classrooms without prior notice to the principal. When you will be absent for any reason, you should notify the principal and/or principal's secretary and enter the absence in Frontline system as soon as possible, but no later than midnight the day before the absence. If you know in advance that you will be out, please tell the secretary **AND** building principal (or designated administrator) as soon as possible. While teachers earn 10 paid sick days per year, teachers are expected to make every effort to be at school. Teachers are granted 3 personal days, and 2 emergency days each year. Substitutes are procured through ESS. Teachers are expected to keep an emergency substitute lesson plan folder with pertinent information for subs.

Teachers who find that they will be late or absent because of unforeseen emergencies must notify the principal as soon as possible so that a substitute teacher may be obtained. Teachers are to leave a plan in the office to guide the substitute, as well as a sub folder/file in the classroom for long absences. If for some reason a teacher will arrive after the expected start or leave before the

completion of the usual work day, please inform the principal or main office as soon as possible. If a teacher is going to be off-campus at any point in the day OR if the teacher takes the class anywhere outside of the normally scheduled locations, he/she is expected to notify an administrator or the front office.

Employee & Student Safety

Hygiene and Sanitation

BOE Policy 4145: Hygiene & Sanitation

The Bixby Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents post exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the

Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Fire Marshal Regulations

- Draperies, curtains, and decorations shall be flame resistant with documentation.
- Student prepared artwork and teaching materials may be attached directly to the wall as long as they do not exceed 20% of the wall area.
- No burning candles are permitted.
- All classroom doors must be free of obstructions.

Mold Prevention, Assessment, and Remediation Program:

The purpose of the Mold Prevention, Assessment and Remediation Program is twofold:

- Protect students, employees, and visitors from exposure to mold;
- Address concerns about mold in a manner that is positive, prompt, and consistent with providing a good indoor air quality program

In order to properly implement established guidelines, it is critical that faculty members notify the site principal when they believe there is any type of concern, sign or belief that mold is within the building. The site principal will contact the Director of Maintenance immediately once notification occurs and the Assessment and Remediation Program (if necessary) will begin.

Sexual Harassment

BOE Policy 4100: Sexual Harassment

The policy of this school district forbids discrimination against any employee, applicant for employment, vendor, representative, or patron on the basis of sex. The Bixby Board of Education will not tolerate sexual harassment by board members or employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

Safety and Emergency Procedures

Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies (BOE 6123). Rules for evacuation should be posted next to the door. They should indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. These posted rules will be discussed with each class using the room during the first days of the school year (BOE 6125). Teachers will take steps to fully instruct students on safety procedures, and will consult the Emergency Procedure Guide for details/assistance. Teachers will use Red or Green cards during emergency drills to indicate if students are all safe and accounted for. If teachers cannot account for all students, they are to hold/post the red card. Classroom doors are to be shut and unlocked during fire drills; locked for all other drills.

Safety Drills:

BOE Policy 6125: Safety Drills

Each school site will conduct the required safety drills each school year. Each site principal shall be responsible for ensuring that ten (10) drills are appropriately conducted each year. The superintendent or designee shall monitor and ensure that all ten (10) drills are appropriately conducted at each site each year. It shall be the duty of the principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills.

Safety Procedure Postings

Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for fire, tornado, and lockdown emergencies. Rules for evacuation should be posted next to the door. They should indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. These posted rules will be discussed with each class using the room during the first 15 days of the school year/semester if the class is new to the teacher.

Staff Safety

BOE Policy 4143: Staff Safety

All employees of this school district will be covered by Workers' Compensation Insurance for any accident while on official duty on or off school property. Employees will report any accident, however slight, in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained. The supervisor will forward the report to the building principal or to the superintendent's office as soon as possible. The superintendent or the building principal will submit an Employee's Report of Industrial Injury to the State Compensation Office. Employees who have filed for Workers' Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the Board.

Weapons-Free Schools

BOE Policy 2151: Weapons-Free Schools

In order to provide a safe environment for the students and staff 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 are prohibited.

Student Discipline and Supervision

Expectations of Teachers

Teachers shall be responsible for the discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the site principal(s) shall be sought on questions of discipline and special misconduct cases shall be referred to the principal(s).

The goal of all discipline is to teach and increase the likelihood that students will make positive appropriate decisions. Disciplinary actions may include private conversations with students, coaching a student through the choices that were made or could be made, working with students to create solutions to their problems, creating alternatives for children to cope with frustrations that can cause outbursts, and natural or logical consequences for the choices made. Teachers may contact a student's family, restrict that student's privileges (such as recess or lunch "detention"), or require the student to make some kind of amends for his/her misbehavior. When necessary, aid and counsel of an administrator shall be sought on questions of discipline and special misconduct cases shall be referred to an administrator. In considering corrective actions, the administration will consider the following: conference with student, conference with parent, in-school placement or restriction to the office, detention, referral to counselor, behavioral contract, changing a seating or class assignment, requiring financial restitution for damaged property, requiring student to clean or straighten items or facilities damaged, restriction of privileges, service "project" to others, involvement of local authorities, referral of student to appropriate social agency, and even suspension if deemed appropriate. However, students shall not be excluded from classes without good cause.

Students are to be supervised at all times during their school day. Teachers are responsible for student supervision in the classroom and when the classroom activities extend into other locations, such as assemblies, computer labs, playground, educational excursions, activity trips, or hallways. Teachers are responsible for discipline and supervision in all areas of the school, and especially regarding enforcement of student dress code, weapons-free schools, suspicion of students under the influence, or in possession of drugs. If a teacher suspects or observes a student out of dress code, or Students and/or their belongings may be searched in accordance with school policy by an

administrator or administrative designee (BOE 2153). If a staff member suspects anyone on campus to be in violation of the weapons or substance policies, they are to contact the office/administration immediately.

BOE Policy 2147: Reporting Students Under The Influence Of or Possessing Alcoholic Beverages or Controlled Dangerous Substances

BOE Policy 2153: Search of Students

Student Dress Code

BOE Policy 2144: Student Conduct - Dress Code

It is the responsibility of the entire staff to monitor the dress code. Take a few minutes at the beginning of the class to survey your students for violations of the dress code policy. If students are out of dress code, please send them to the appropriate administrator.

Attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process or create an unsafe, threatening environment. Students shall follow board policy 2144 for all dress code issues.

When attending school, students should wear clean and appropriate clothing. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.

Bullying Policy Information

"Bullying" means a 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. 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.

Student Bullying Reporting

BOE Policy 2146: Student Bullying & Report Form

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.

Health Services for Students & Employees

Accident Reports

A reportable injury is an injury to any student (including those in competitive sports) and all school personnel which is referred to a doctor or results in an absence of one-half day or more.

- If the accident occurs at school, or on the way to or from school, or during a school-sponsored activity, it must be reported.
- All students and employees should report to the office when an accident has occurred. The school nurse will be contacted immediately.
- Accident Report forms must be completed and returned to the principal. These can be picked up in the office.

Administration of Medicine to Students

BOE Policy 2116: Administration of Medicine to Students, BOE Policy 2116A: Medical Marijuana, Hemp & Cannabidiol (CBD)

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.

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

Food Allergies

Any student who has a specific food allergy should report such allergy to the school nurse or principal immediately so that appropriate steps can be taken to ensure that student's safety.

Hygiene & Sanitation (Bloodborne Pathogens)

BOE Policy 4145: Hygiene and Sanitation (Bloodborne Pathogens)

The Bixby Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service. School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the

employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Head Lice

BOE Policy 2110: Health - Students

If you suspect that a student has head lice please notify the nurse or the building administrator immediately so that proper examinations and precautions can take place.

Illness at School

If a student is ill at school any staff member may send that student to the office to see the school nurse. The school nurse or designee will determine if reasonable steps can be taken to ease the student's medical condition while remaining at school or if it will be necessary for the student to return home. The school nurse or designee will contact the parent or guardian if the student is to receive medication or needs to return home.

Immunizations & Meningococcal Disease And Vaccines

Immunization requirements are established by the State of Oklahoma and are state law. *No student will be allowed to enroll in school without documentation of the required vaccines.* Each time an immunization is given, a copy of your child's updated immunization record must be brought to the school. Please make sure the child's name, birth date and grade are written on the immunization record. Exemptions from the immunization requirements are authorized for medical, religious, and personal reasons. If you have any further questions, please call one of the school nurses listed above.

Required Immunizations

School Nurse or Health Staff

Students that need to see the nurse or health clerk should be sent directly to their office. Students are discouraged from going to the nurse during the five minute passing times, rather report to their next class and receive a pass to the nurse's office (in cases of emergencies this is unavoidable).

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

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

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

Special Education & Specialized Student Services

Bixby Public Schools provides special classes and/or trained specialists for many students. Students who are eligible for these various programs may be served through a consultative and collaborative

model or through pullout programs, whatever creates the least restrictive environment for the student. Specialized teachers are serving large numbers of students in many different classrooms. It is important that teachers make sure that students arrive promptly for their scheduled classes. Some of these special programs include Title I, Speech and Language, Learning Disabilities, Intellectual Disabilities, Emotional Disabilities, Gifted and Talented, RSA, English Learners classes, and Indian Education tutoring. Students are expected to arrive promptly as scheduled for these services, which requires that teachers closely attend to the schedules.

Students who are eligible for these various programs may be served through a consultative and collaborative model or through pullout programs.

Extended School Year

BOE Policy 3113: Extended School Year

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the District's normal school year in accordance with the child's IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). It is the District's intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child's categorical disability. The IEP team will consider each child's ESY need at the child's annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

Gifted and Talented Education

BOE Policy 3112: Gifted Education

Students will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendation of teachers/parents. Identified students will be offered appropriate programming. When students participate in this programming, they will not be penalized for missed assignments in the regular classroom. They will be given support to understand concepts missed during GT programming. Any questions that a teacher may have about Gifted & Talented Services may be addressed with the GT teacher or an administrator..

Least Restrictive Environment/Inclusion

BOE Policy 3115: Least Restrictive Environment-Inclusion

Individuals with Disabilities Education Act (IDEA) stipulates that children with disabilities must be provided a free appropriate public education in the least restrictive environment (LRE), meaning that "to the maximum extent appropriate, children with disabilities are educated with nondisabled children." The amount of time to be spent in the regular education classroom will be determined by the IEP team for each individual student. Bixby Public Schools supports responsible placement of students in the least restrictive environment.

ParaProfessionals

Paraprofessionals may be assigned to your classroom. The purpose of a paraprofessional is to assist specific student's accommodations, but please feel free to make use of their skills to assist all

students learning if their duties do not require constant attention. Paraprofessionals, while in your room, are under your direct supervision although you are not responsible for evaluating (However, you may be asked for your insights on an evaluation). Please strive to create a collaborative culture that benefits all students, and specifically address any praise or concerns with your Para and their supervisor.

Supervision of Classroom Paraprofessionals
Classroom paraprofessionals will be under the supervision of the building principal and under the direct supervision of their cooperating teacher. Specific guidelines regarding job duties, expectations, and all other pertinent information should be given to all paraprofessionals at the beginning of each school year. Paraprofessionals shall be evaluated annually unless circumstances warrant further evaluations.

Referral to Special Services

If any staff member feels that a student would benefit from specialized services they should immediately notify the site counselor. From there the counselor will begin our district's process of "response to intervention." BPS's terminology for this process is called a Student Intervention Team (SIT).

SIT (Student Intervention Team) & Bixby Multi-Tiered System of Support

Student Intervention Team (SIT) is a part of a comprehensive multi-tiered support system that focuses on prevention and early intervention for–students with learning and behavior needs. The BTSS process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers and specialists. Progress is closely monitored. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. At-risk students are identified by teachers, parents, achievement scores, and performance. Team meetings will be held to assess and evaluate at-risk students' needs and the steps needed to improve their academic progress, which may include but are not limited to classroom interventions, support services available at the site, and specified assessment.

SIT or IEP Meetings

Every teacher will serve students that have exceptional needs. In order to serve those students most effectively you will be expected to participate in all SIT and IEP meetings regarding your students. Every teacher should make every effort to attend all meetings relative to their students.

Speech

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

Title I: Math & Reading

Title I is a federally funded program designed to provide additional help to students whose reading or math skills are below grade level. This program is designed to not only strengthen reading and math skills, but to increase self-confidence and motivation. Enrollment is dependent upon meeting qualification guidelines.

Title III: English Language Learners (EL)

The purpose of Title III is to ensure that limited English proficient students meet the same challenging state academic content and student academic achievement standards as all other students. The Bixby School District provides support for those students who have learned English as a Second Language. The purpose of this support is 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. Please direct any questions to the student's school

Title VII: Indian Education

The federal program for Indian Education, Title VII, is available throughout the Bixby School District. The purpose is to assist students of Native American descent with academic needs, specifically academic tutoring. Students are served by completing a 506 form indicating their affiliation with a tribe. No tribe issued card is required. The focus at the high school is to provide tutoring services for eligible students.

FERPA

Notification of Rights under FERPA for Elementary & Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school resource officer, and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Family Educational Rights & 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:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

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

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.

Parental Rights

Unless the school has court documents that revoke a parent's rights, parents have the right to their child's records, school performance information, and parent conferences rights. Custody is NOT a determining factor in access to records or information.

Retention

BOE Policy 3126: Student Promotion & Retention

Teachers shall report to building administration any student whose progress warrants consideration for retention. Teachers **must** inform parents of students' progress throughout the school year, and follow the school policy for retention considerations. Teachers will refer students to the site committee for retention consideration in the spring of each school year. Occasionally, parents may wish to retain their child. If so, they must communicate with the teacher and teachers will follow the policy adopted by the district.

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. 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.

Counseling Services

Child Abuse

BOE Policy 2124: Procedures For Documenting And Reporting Child Abuse, Neglect And Exploitation: Reporting And Investigation

BOE Policy 2125: Child Abuse Report Form

Every teacher, support person, or other employee of this school district shall report immediately any suspected physical, mental, or sexual abuse or neglect of any school student under the age of 18 to Department of Human Services.

Procedures for Documenting & Reporting Child Abuse, Neglect & Exploitation: Reporting & Investigation

In accordance with Oklahoma law, a teacher/any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511.

Confidentiality Release Form

Before the school can release ANY information to anyone other than a parent or guardian, the school must obtain a signed Release of Confidential Information form. The form can authorize the school personnel to offer information to an outside source, such as counselors, physicians, other caregivers, etc. who are specified on the form.

Counseling Support Services

Building counselors are here to provide support and services to students. They will see classes regularly for guidance lessons, and take referrals from teachers to serve students in small groups or individual sessions. Counselors are to be consulted whenever a teacher has a student who is struggling (academically, socially, or emotionally). Counselors will assist students and teachers in working together to succeed in school. Counseling services include specialized groups (such as divorce groups, grief groups, social skill groups, anger management groups, as examples) and special individualized times with students, too. Counselors will also manage SIT referrals for students who struggle in class.

Individual and Small Group Counseling

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

Elementary & Intermediate Specifics

Attendance Reports

Morning attendance in elementary/intermediate schools should be reported no later than 8:10 am. Tracking attendance accurately is critical. Students who enter after these recording times are considered tardy for that portion of the day, and should check-in at the main office before coming to class. If students consistently miss instructional time at the beginning or end of the day, discipline may be assigned. Students are expected to be in attendance at school 95% of the time, according to Bixby BOE Policy.

Exceptions to this requirement will be considered by the building principal on an individual, case by case basis.)

Teachers should relay concerns regarding student attendance to the appropriate building administrator.

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.

Computer Resources

Teachers will provide students the opportunity to regularly use the internet, keyboarding, and technology-based instruction. Teachers will guide students towards appropriate resources, and will monitor specifically to ensure students are gaining instructional benefit in the computer lab. If a CRC lab is utilized, teachers always accompany their students to the CRC lab to provide instruction.

Grading Policies

BOE 3118: Grading

All work on students' official records will be done by the teacher and never by the students. No teacher will ask or permit a student to record grades, fill in grade sheets or copy grades. Students' recorded grades shall be kept confidential at all times. Grades should not be called out in class for the purpose of recording. Papers should be collected and grades recorded by the teacher. Discuss students' recorded grades only with the student, parents, counselors, or administrative staff. Be sure the person has a "need to know." Grades should not be discussed "over lunch".

In accordance with the policy of the Board of Education the following grading system will be used for all subjects, including those taught in a special education setting:

Pre-Kindergarten through Fifth 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 state standards for Pre-Kindergarten through Third Grade.

The evaluation key is listed below:

- "4" Exceeds Expectations or Learning Target
- "3" On Track or Meets Learning Target
- "2" Progressing (toward learning target)
- "1" Area of concern
- Shaded box: Not evaluated this grading period

First through Fifth Grade for Art, Music, Physical Education (**Grades 1-5**)
A general evaluation of student progress will be provided based upon the state standards for these subjects.

The evaluation key is listed below:

- "4" Exceeds Expectation or Learning Target
- "3" On Track or Meets Learning Target
- "2" Progressing (toward learning target)
- "1" Area of concern

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)

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Nine weeks report **of progress and the eighteen weeks semester grades reports will be given to all students**. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is incomplete and will be changed when the course is completed within the time limit set by the teacher. A reduction of grade marks will not be used as a form of discipline under any circumstances.

Dates for progress reports and semester grades will be designated at the beginning of each school year. In addition to progress reports and semester grade cards, teachers are expected to update their grades **regularly in PowerTeacher, Canvas, or Teacher Ease.** There will be no pluses or minuses recorded. A grade mark of "I" is incomplete and will be changed when the work is completed within the time limit set by administration. Progress reports and grade cards will be given to all students according to the dates determined.

Interventions & Flex Groups

Each school will have intervention time. During this time students will have a focused lesson on objectives they need whether it is enrichment, on grade level, or below grade level. Students are grouped by their targeted skills, not by teachers.

End of Day Dismissal

To alleviate crowding in the halls, students may be dismissed in shifts. Procedures will be developed and implemented for safe dismissal of students. Teachers are responsible for the adherence to the dismissal procedures.

Newsletters

Teachers are expected to maintain their web sites (where they can post their newsletters) and send a newsletter at least twice monthly to their class parents outlining curriculum, upcoming activities, or special projects.

Media Center

The media center uses flexible scheduling to provide an opportunity for each student to spend time in the media center weekly. Teachers may schedule the library for whole class activities or checkout by working with the Media Director. Teachers are responsible for all equipment and materials they check out from the library. Use of the Media Center and practices related to the media center will be determined and supervised by the Media Specialist. Services and practices include management of lost books, overdue books, Computer Resource Centers, Chromebook Carts, and mobile Computer Labs.

Student Assignment to Classrooms

Students are carefully placed in each classroom each year to maximize the educational experience for each of them. It is critical that teachers follow the process that is outlined every Spring, and maintain strict confidentiality regarding the students' placements. Once placed by the teacher team, we make every effort to keep a child in his recommended classroom. Class changes are made in extreme situations if it is determined to be the best solution to an issue. It is expected that school staff and families work together to make each placement successful for each child.

Secondary Specifics

Activity Absences

BOE Policy 2136: Extracurricular Activities.

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student.

Attendance

Attendance must be taken at the beginning of each period (every day) in order to account for the whereabouts of our students. Teachers will mark attendance on the computer, but it is not necessary to hit the submit button until after the first five minutes of class. This allows you to correct any entries for students who were tardy.

It is essential that you take attendance every period that you have a class so that we are aware that students are in a safe environment. In addition, when attendance records are taken accurately throughout the day, it reflects well on your professionalism.

Non Attendance Procedure

If a student fails to attend your class 95% of the time, in a semester grading period, they will receive a NG designation on their semester report card regardless of the grade they earn. Excused reasons for absence, along with documentation/proof, will be considered by the school attendance clerk and school administration. Please refer students to the attendance clerk if they have any questions as to whether or not their absence was excused.

For students in all grades, an Attendance Reminder Letter will be sent from the site principal for excessive absences without a valid excuse, along with the Notice of Non-Attending Student form.

- If the parent/guardian does not comply with compulsory attendance laws, additional absences will be recorded on the bottom of the Notice of Non-Attending Student form and the form, a copy of the notice sent to parents, and attendance records are forwarded to the Executive Director of Student Services for, who must sign the bottom of the form. Current discipline records should also be forwarded.

- Excessive student absences, without a valid excuse, could result in the Executive Director of Student Services' reporting the absences to the district attorney's office, and the court information is shared with the site principal.

Communication via Intercom

Occasionally it is necessary to use the intercom for announcements. Every effort will be made to do this only at the beginning or ending of the hour. At the beginning of a period (to be determined by site administration) each day, we will observe a moment of silence, recite the Pledge of Allegiance and make any necessary announcements. Please send any announcements you have to be made to the office before the start of the second hour (this time is subject to change based upon activities during the school day). It is important that ALL CLASSES ARE QUIET AND LISTEN

TO THE DAILY ANNOUNCEMENTS. Many times critical information regarding organizations, scholarships and important events is announced at this time.

Concurrent Enrollment

BOE Policy 3116: Concurrent Enrollment for High School Students

The Bixby Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Therefore, all junior and senior students of exceptional ability and who qualify should have an opportunity to gain college and high school credit while completing their high school education.

Further, Oklahoma statutes require that each high school student be made aware of the opportunity to participate in concurrent enrollment.

Weekly grade checks on all concurrently enrolled students will start the third week of each semester and will take effect the fourth week for eligibility purposes. Concurrently enrolled students will need to bring the verification forms to the High School Assistant Principal's Office each Thursday by 2:40 p.m. to verify eligibility. Forms are available in the High School Assistant Principal's Office.

Grading Policies

BOE Policy 3118: Grading

In accordance with the policy of the Board of Education the following grading system will be used for all subjects, including those taught in a special education setting:

Grades shall be determined by daily assignments, homework, special assignments, labs, class participation, and comprehensive assessments. Assignments shall be listed in PowerTeacher and/or Canvas within two school days of the assignment being assigned. The PowerTeacher entry should reflect the following general information: the date the assignment is due, the total points possible, and any pertinent or unique information students or parents may find helpful. Teachers keep grades current in order to provide feedback to students regarding their learning, progress on standards and projects, and status in the class.

All work and tests affecting the student's grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. However, completed research papers and large scale projects shall be returned within (15) school days. All grades shall be listed in PowerTeacher and/or Canvas and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

All students that are awarded letter grades will receive them within the following framework:

- 100% - 90% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D
- 59% - 0% = F

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Nine weeks report of progress and the eighteen weeks semester grades reports will be given to all students. Student percentages will be cumulative for the semester grading

period. A reduction of grade marks will not be used as a form of discipline under any circumstances.

Recognition of High School Students for Academic Achievement
It is the philosophy of Bixby High School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated by awarding grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the "weighted grade" is to provide an incentive for students to enroll in a program of advanced studies.

All courses taken in grades 9-12 will be included on the student transcript and will be considered when calculating the grade point average (GPA). Two (2) GPAs will be listed on the transcripts and college applications based on a 4.0 unweighted scale and the "weighted" GPA.

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

Standard Class	Concurrent Core Course/Pre-AP/AP	AP Course + Passed Exam
A=4	A=5	A=6
B=3	B=4	B=5
C=2	C=3	C=4
D=1	D=1	D=2
F=0	F=0	F=0

In order for AP students to earn the bonus grade points (6, 5, 4, or 2) they must pass their chosen exams(s) with a 3, 4, or 5. Students who take an AP Exam without completing the Advanced Placement course will not be afforded any additional weight or his/her transcript.

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

- **Valedictorians**: Students who rank in the upper 1% of the class
- **Salutatorians**: Remaining students who rank in the upper 2% of the class
- **Bixby Distinguished Graduate**: Remaining students who rank in the upper 10% of the class

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

Grades for weekly eligibility will be pulled from Power School at 8:00 a.m. every Friday morning or the last day of the school week. Grades MUST be updated frequently in order to insure the accuracy and fairness of the student's grade.

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

Participation in extracurricular activities shall be subject to the following minimum restrictions:

- A student on a semester schedule must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the previous 18-week grading period.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible during the first six weeks of the next 18-week grading period.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.
- During a semester, the student must be passing in all subjects he/she is enrolled in.
- A student must attend three classes the day of an activity in order to participate.
- A student who has not attended classes 95% of the time for the semester becomes ineligible.
- A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.
- Weekly grade checks on all concurrently enrolled students will start the third week of each semester and will take effect the fourth week for eligibility purposes. Concurrently enrolled students will need to bring the verification forms to the High School Assistant Principal's Office each Thursday by 2:40 p.m. to verify eligibility. Forms are available in the High School Assistant Principal's Office.

In general, the following guidelines will be followed:

- A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest.
- Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.
- Other issues not specifically addressed in this statement will be addressed by the building principal.

HIV/AIDS Education

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

Assignment Requests & Making Up Assignments

All work missed during a period of absence may be made up without penalty, with the exception of absence due to truancy. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. During the period of make-up time allowed, the work missed shall not be calculated in the students' grade until the work is turned in or the makeup time has expired. For example, if absent on Monday, make up work is due to the teacher by the beginning of the class period on Wednesday. It is the responsibility of the student on the day of return to make arrangements to see that the work is made up.

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

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

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

Any exceptions to the policy concerning administering the tests shall be limited to those exceptions made by the building principal. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

In the case of a student suspension refer to **BOE Policy 2161: Suspension of Students**

Media Center

Please make use of our Media Center and all of its amenities to help enhance student learning when applicable. Policies and Procedures for the Media Center will be provided to you before the start of the year including how to schedule class time. Our Media Specialist will be implementing a school wide curriculum that will address various student age topics, but not covered in our standard core class curriculum. These topics will include proper use of the facility, internet research, internet safety, proper etiquette online, etc.

Secondary Counseling Program

A variety of guidance and counseling programs are offered at Bixby High School. Counselors provide classroom guidance lessons, group and individual counseling, and needed parental support

in order for the school to develop a positive learning environment for all students. The counseling program is designed to help the student transition into a secondary school level by focusing on academics as well as responsibility, productivity, respect, and citizenship skills. Counseling program goals are:

- To help each student develop a positive self-concept and an appreciation of others
- To assist each student in strengthening interpersonal skills
- To provide a supportive environment for learning to manage personal concerns and for making positive decisions and choices
- To help each student improve individual study skills
- To provide information and assist in orientation of students new to Bixby High School
- To provide opportunities for career exploration
- To coordinate the referral for special education services and identify at-risk students through our SIT (Student Intervention Team) process
- To provide parents with information to better assist their children in educational and personal achievement
- To provide consultation regarding referred children with teachers, administrators, community agencies, and other professional resource people
- To provide assessment services for students

Consultation

The counselor will work as a resource consultant for parents, teachers, administrators, and community members to provide the following services:

- Provide information, materials, bibliotherapy, and referral assistance to outside agencies
- Refer students to the district wide counselor for individual counseling
- Consult and coordinate with Special Services and be available for outside agencies that enter the school in need of a contact person (examples: Department of Human Services, Associated Centers for Therapy, Office of Juvenile Affairs, etc.)

Secondary Student Discipline

Referring Students to the Office

Minor offenses, such as talking, disruptive behavior, and failure to follow directions should be dealt with in the following manner:

- 1st offense – talk with the student(s);
- 2nd offense – assign appropriate classroom discipline, contact parent(s)/guardian, and document the discipline and parental contact;
- 3rd offense – refer to the appropriate Assistant Principal with documentation of prior discipline and parental contact.

Before/After School Detention

Before and after school detention is an additional disciplinary tool provided to teachers for dealing with student discipline or tardies. Days, times, and duration may vary by site. Before a student can serve detention a parent/guardian must be contacted. A Google document will be used to keep track of assigned detentions, whether the student served, and the parent/guardian that was contacted.

In House Placement (IHP)

In House Placement is an additional disciplinary tool used to provide an alternative setting to an out of school suspension. All IHP referrals will originate from administration. Requests for work from the office will help keep the student up to date with assignments/class progress and needs to

be filled as soon as possible. You will be notified by the administration or attendance office of student's placement in I.H.P. prior, when possible, to the student being placed.

Student Discipline in School Co-Curricular and Extra-Curricular Programs and Activities

Disciplinary action against a student which affects a student's participation in a student co-curricular/extra-curricular activities program shall be the responsibility of the activity sponsor/coach and school administration.

Authorization is given for an IARC to be established in each school to serve as a review panel for disciplinary action affecting a student's participation in co-curricular and extra-curricular activities programs. A student who is suspended and/or removed from a co-curricular or extracurricular program activity may appeal the decision of suspension and/or removal to the school's IARC. Such an appeal must be submitted in writing to the school's principal within five school days of notice of the disciplinary action. The appeal request by the student/parent must stipulate the reason(s) for the appeal. Pending the outcome of an appeal, the principal, at his discretion, may reinstate the student to the activity program or continue the suspension and/or removal from the activity program. The decision of the IARC is final as the right of appeal to the Board of Education is not extended to cases of suspension and/or removal from co-curricular or extra-curricular activities programs.

In cases of an appeal, The IARC shall meet and hear the respective positions of the student/parent and the coach/sponsor and shall make a decision, after hearing the appeal, to affirm, modify, or rescind the student's suspension and/or removal. The final decision of the IARC shall be reduced to writing by the site or district administrator hearing the appeal as a member of the IARC and provided to the student/parent, coach/sponsor, and the superintendent (or his designee).

Student Participation in School Co-Curricular and Extracurricular Programs & Activities & Disciplinary/Attendance Internal Activity Review Committee

BOE Policy 2136: Extracurricular Activities

The Bixby Schools provide an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by an activity program designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. However, it is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student.

Student Tardy Policy

Bixby Secondary Schools believe that punctuality is important, thus responsibility for punctuality rests with the student. Teachers will use appropriate classroom management skills to curb student tardiness according to the student handbook, including before or after school detention. Teachers will be required to contact the parent prior to these discipline measures. The school believes that punctuality to assigned duties is among the most important things a student can learn and should

be learned as early as possible. Good time management skills will serve students regardless of their direction following graduation. Student tardiness to any class is not permitted.

Procedure:

- 1st and 2nd Tardy: Verbal Warning
- 3rd and 4th Tardy: Teacher-assigned consequences with parent contact
- 5th Tardy: Teacher-assigned consequences with parent contact &/or Referral to Administration

Students Out of Class

Students need to be in class learning and receiving instruction. If a student is called out, a hall pass should be written each time that student leaves your class. Please keep a "Pass Log" visible in your classroom and have students leaving your class sign out every time they leave. If you send a student to the office with a disciplinary referral, please call the office and inform the office of the situation.

Support Staff Handbook

BIXBY

Public Schools

THE SPARTAN WAY:
LEARN WELL. LIVE WITH HONOR

2025-26

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender (including pregnancy), national origin, disability, military status, and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) BPS incorporates antisemitism into the district's nondiscrimination practices. Antisemitism is a certain perception of Jewish people, which may be expressed as hatred toward Jewish people. Rhetorical and physical manifestations of antisemitism are directed toward Jewish and non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

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

Related BOE Policies:

- 2100: Sexual Harassment of Students
- 2100: Sexual Harassment of Students
- 3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process
- 3139: Required Form
- 4100: Sexual Harassment
- 4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination

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

Employment Issues	Kendall Still	Associate Superintendent	kstill@bixbyps.org	918-366-2200
Student Issues	Brenda Shaw	Assistant Superintendent	bshaw@bixbyps.org	918-366-2200
Additional Issues	Lydia Wilson	Superintendent	lwilson@bixbyps.org	918-366-2200

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

Bixby Public Schools
23 S. Riverview St.
Bixby, OK 74008

2020-2025 Strategic Focus

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

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

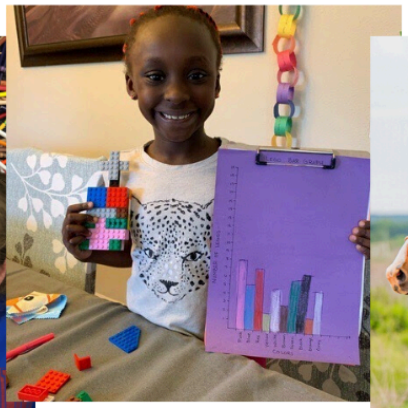
IT BEGINS WITH OUR VALUES

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

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

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











BIXBY Public Schools

Strategic Focus Overview 2020-2025

OUR MOTTO:

encapsulates the beliefs or ideals which guide our district.

The Spartan Way:
Learn Well.
Live with Honor.

OUR VISION:

captures the future we hope to create for our students.

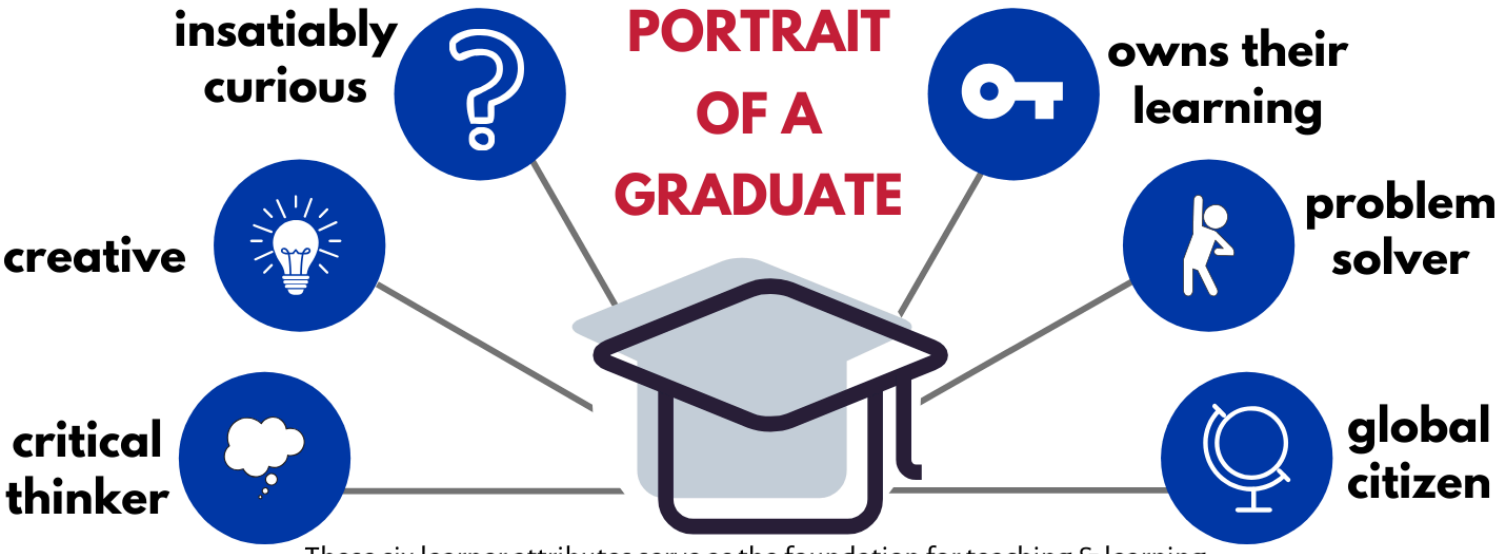
Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.

OUR MISSION:

explains our fundamental purpose as a school district.

"Ignite the Potential of Every Student."

PORTRAIT OF A GRADUATE



These six learner attributes serve as the foundation for teaching & learning.

Safe & Welcoming Schools

- Equitable resources
- Social & emotional health
- Collaboration with families

Vibrant Teaching & Learning

- Innovative, forward-thinking environment
- Emphasis on creativity, problem-solving, student agency, & global awareness

Exemplary Teachers & Staff

- Top candidate recruitment from diverse backgrounds
- Educator support
- Professional development

Family & Community Engagement

- Family support
- Community partnerships
- Improved communications

Culture of Innovation

- Reduced focus on test-based accountability
- Focus on student engagement, relevant curriculum, real-world application

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BIXBY PUBLIC SCHOOLS ANNUAL EXPECTATIONS AGREEMENT

Administrators will cover all state and federal required PD topics during Back to School Professional Development.



All support staff must complete the Verification and Internet Use Form here by August 31st annually.

SCHOOL CALENDAR

ABSENCE – SNOW AND/OR ICE DAYS

All employees of the Bixby Public Schools are expected to be present during bad weather unless advised differently by the Administrative Supervisor. Personal interpretation of hazardous driving conditions is not sufficient justification for receiving compensation for absence on such days. The safety of school district employees is of great concern to the administration. If hazardous driving conditions necessitate one being absent or tardy, they are to call their immediate supervisor.

ABSENTEEISM

Regular job attendance is expected of every employee. Individual job descriptions contain specific acceptable minimum attendance rates for the position. An employee who is unable to report for work shall notify his/her supervisor as soon as possible prior to his/her shift so the supervisor may arrange for a temporary replacement and plan the work schedule accordingly. The employee should call in each day he/she is going to be absent. An unauthorized absence for a portion of a workday shall be without pay and could result in suspension or termination of employment.

ACCIDENTS

For your protection, the Bixby Public Schools insists that all injuries be reported immediately to the supervisor of the department. If the accident causes an injury that requires medical attention, and the supervisor so directs, report to an identified medical facility for medical care. (Refer to section on Workers' Compensation). An accident report should be completed as soon as possible and submitted to the Personnel Office.

APPEARANCE

The image you portray as a Bixby Public Schools employee through the day-to-day contact with the public, and with work colleagues, has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image is portrayed. Cleanliness and personal grooming are important and expected. Some examples of unacceptable clothing could include, but is not limited to:

1. Muscle shirts
2. No bare shoulders
3. See-through tops
4. Halter tops
5. Tops that do not touch the lower garment at all times thus exposing the bare midriff skin.
6. Tops with excessively low necklines.
7. Clothing with writing or pictures, which are suggestive or symbolic of drugs, alcohol, sex, or anything illegal or immoral.
8. Biking shorts, boxer shorts
9. Shorts or trousers of knee length to three (3) inches above the knee may be worn with the permission of the director of transportation/director of maintenance and/or associate superintendent.
10. Any jewelry, piercings, or accessories must be in compliance with any safety requirement of the job duties. Any clothing or accessory that constitutes a distraction

or disruption in the workplace or in the school district facilities is prohibited.

11. The following tattoos shall be covered by support staff while on school property or at a school event or during contracted work hours: a tattoo that includes the use of profanity or vulgarity and a tattoo at or above the collarbone on the front or back of the body. Cosmetic tattoos, such as eyebrows, are permitted. Any tattoo that creates a distraction or disruption in the workplace or in the school district facilities is prohibited.

APPLICATION FOR LEAVE

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known). And the starting and ending dates of the leave. An application is available from the office of the Superintendent, Human Resource Department.

The application for leave must be submitted at least 30 days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than 30 days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the School District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the "reasons for leave" provisions.

ASBESTOS SURVEY

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a survey of our buildings for asbestos containing materials. As a result of our building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the reinspection will be available for viewing during the office hours in the office of the Facility Director. Please call for an appointment.

AVAILABILITY OF LEAVE

In determining the availability of leave, the School District will consider the employee's accrued leave entitlement (whether paid or unpaid) by virtue of existing employment policies or collective bargaining agreements. The intent of the School District is to insure that each individual covered by FMLA or NDAA shall have the leave benefits available as a result of the Act's requirements. It is not the intent of the School District or this policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by FMLA or NDAA. Thus, an eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the 12 week or other period. It is the policy of the School District that all paid leave be used first before unpaid leave.

In the event the application of School District policies or collectively bargained agreements, pursuant to Okla. Stat. tit. 70§509.l *et seq* results in less leave than is required by FMLA or

NDAA, an eligible individual will be entitled to such additional unpaid leave as is necessary to result in the minimum leave specified in both laws for covered individuals.

Where the employee's spouse is also employed by the School District, the total number of workweeks of FMLA leave to which both spouses are entitled is limited to 12 workweeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

BUS DRIVERS

Bus drivers will be given an additional section that will include requirements and regulations for and to bus driving only.

CHANGE OF ADDRESS, MARITAL STATUS, ETC.

All employees are required to maintain current and correct records of personal information with the Personnel Office. All personnel records and payroll transactions will reflect the name shown on the employee's verified form of identification. Immediately report any change in home address or telephone number. In addition, any change in marital status, number of dependents, or local person to contact in the event of an emergency must be reported to Human Resources Dept. Upon separation from the school system, employees are requested to leave a forwarding address so that appropriate records and forms, i.e., Internal Revenue Service W-2 Forms, may be mailed to them.

CHILD NUTRITION EMPLOYEES

Child nutrition employees will be provided an additional section that will include requirements and regulations specifically for their assigned duties.

COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Bixby School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is equal to the time worked beyond their contracted workweek up to 40 hours and one and one-half hours of compensatory time for each hour of overtime (time beyond 40 hours) worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required
Overtime will not be allowed to any non-exempt support employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt support employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including the possibility of dismissal.

II. Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operations of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District, at its sole option, may require an employee to use accrued comp time at certain times.

IV. Maximum Accrual of Time

Employees may accrue up to 240 hours of comp time (because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work). Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do "volunteer" work for the District. Although the District appreciates the occasional willingness of non-exempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when non-exempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual's child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer's activities or services must be unrelated to the employee's compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt support employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Non-exempt Employees

A copy of this policy will be provided to all of the district's non-exempt employees along with a compensatory time agreement which employees will sign and which the employee's supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the District.

COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Bixby School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U. S. Department of Labor.

In acknowledging receipt of this handbook, I voluntarily and knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

DEFINITIONS OF EMPLOYMENT STATUS

Support Personnel (full-time and part-time) shall be employed, initially, in the Bixby School District on a temporary status. The temporary status shall last for a period of ninety (90) work days. Upon completion of the temporary status period the employee shall either advance to a designated employment classification status or his/her employment with the Bixby School District shall be terminated. During temporary status, the employee may terminate his/her services for any reason without prejudice and the employer may dismiss the employee. Support employees have no property right to employment during the first year of employment and may be released without cause during the first year of employment.

- **STATUS I:** Employment for eight (8) hours per day, forty (40) hours per week, twelve (12) months per year.
- **STATUS II:** Employment for a minimum of six (6) hours per day, thirty (30) hours per week minimum, ten (10) months per year.
- **STATUS III:** Employment for a minimum of three (3) hours per day, fifteen (15) hours per week minimum, ten (10) months per year.
- **STATUS IV:** Partial year employment for a specific short-term contract.
- **STATUS V:** Occasional part-time employment normally for less than forty (40) hours per week and/or irregular hours, not continuous during the day. (An employee working forty (40) hours per some weeks but on an irregular basis, not continuous through the

day, would be classified as an occasional part-time employee.) Benefits for Status 5 employees are limited to hourly pay.

EFFECT OF LEAVE ON BENEFITS

During a period of family or service member leave, an employee will be retained on the School District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium by deadlines established for the coverage may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of qualifying leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

EMPLOYEE LEAVE BENEFITS

ACTIVE DUTY LEAVE

The District must grant up to 12 workweeks of leave during a 12-month period because employees' circumstances qualify for leave due to a spouse, child, or parent who is a service member of the Armed Forces Reserve components or National Guard or retired service member of the Armed Forces or Reserves and is on active duty or called to active duty status in support of a contingency operation. As part of the active duty leave, employees only can take up to 7 calendar days of leave for a short-notice deployment exigency beginning on the date service members are notified of an impending call or order to active duty; they also only can take up to 5 days of leave for each rest and recuperation exigency.

Qualifying Exigencies for Purposes of Active Duty Leave Are Defined As:

- Short-notice deployment: employees can take leave to address issues that arise from service members' call or order to active duty seven calendar days or less prior to the date of deployment;
- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to service members' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to service members' active duty or call to active duty;
- Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not every day) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to service members' active duty or call to active duty.

- Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address service members' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, or obtaining military identification cards and to act as the service members' representative before governmental agencies to obtain , arrange, or appeal military service benefits while service members are on active duty or called to active duty and for 90 days following termination of active duty status;
- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for service members or their children for needs arising from service members' active duty or call to active duty;
- Rest and recuperation: employees can take leave to spend time with service members on short-term, temporary rest and recuperation leave during a period of deployment;
- Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of service members' active duty status or to address issues arising from service members' death while on active duty, including meeting and recovering the body and making funeral arrangements; and
- Additional activities: employees can take leave to address any other events that arise from service members' active duty or call to active duty when the District and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.

AUTHORIZED LEAVE WITHOUT PAY FOR SUPPORT EMPLOYEES

All employee absences, except those covered by sick leave, require prior approval through requests to the employee's administrative supervisor on a form provided by Human Resources via site administrators or directors. Absence for any reason for which paid leave is not authorized shall be classified as leave without pay (full day deduction).

Employee leave without pay is discouraged and is restricted to short term absences due to emergency situations needing immediate attention. Request for leave from regularly assigned duties for the purpose of personal or family business, family illness, funerals, or other emergency matters may be considered.

In order to request leave without pay, the employee must complete the request form and submit to his/her supervisor for approval in advance of the date(s) when leave is desired. In sudden emergencies when the need to be absent cannot be foreseen, the form must be completed upon the employee's return to work.

If the amount of time missed is small enough for the employee to make up the time within the current forty-hour week, the employee, with the approval of the supervisor, may choose that option. Time made up cannot be recorded in less than quarter-hour increments.

FAMILY OR MEDICAL LEAVE

It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008 (NDAA) requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for service member family leave. "Eligible employees" are those employees who:
(1) have been employed for at least one year by the School District; (2) worked at least 1250 hours

during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA. All eligible employees who meet FMLA or NDAA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child
2. to care for a spouse, child or parent with a serious health condition
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions
4. because employees' circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress
5. for military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School District's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee.

If the superintendent or designee deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent or designee deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the

employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment, if available, with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage.

BEREAVEMENT LEAVE ~~FUNERAL LEAVE~~

All support employees will be granted up to three (3) days funeral leave in the event of the death of a family member. Leave may be extended to five (5) days when travel becomes a factor. Such leave must be approved by the principal or supervisor. Funeral leave may be approved by the supervisor or principal for attendance at a funeral with documentation of attendance. Funeral leave days-are not be cumulative.

JURY DUTY AND COURT APPEARANCE

Support employees of Bixby Public Schools shall receive pay for short-term jury duty; appearance in legal proceedings affecting his/her employment, the school, the system; or other legal proceedings as required by law, except those in which the employee is the defendant or plaintiff. The employee must submit a copy of the subpoena with the request to be absent from work.

LEAVE SHARING BANK

The Bixby Board of Education has established a leave sharing program for the purpose of permitting district employees to voluntarily transfer some of their sick leave to the leave sharing bank for the purpose of benefiting other employees who may be stricken with a catastrophic illness or accident and who may need additional sick leave due to such illness or accident. Participation in the leave sharing bank must comply with 70 O.S. §6-104.6. The following shall also apply:

Creation and Administration of the Leave Sharing Bank

1. Participation by district employees in the leave sharing bank will be voluntary. Participating employees will be assessed one day of sick leave immediately upon the creation of the leave sharing bank. Employees who do not wish to participate in the leave sharing bank must notify the superintendent in writing. Absent such written notification to the superintendent, all employees shall be conclusively presumed to be participating in the leave sharing bank. Employees requesting exemption from participation in the leave sharing bank will not be entitled to receive benefits from the leave sharing program.

2. Subsequent to the formation of the leave sharing bank, all new employees will be assessed one day of sick leave at the time of their employment. New employees may file a written notification of nonparticipation in the leave sharing bank as outlined above.

3. The minimum number of sick leave days in the leave sharing bank at any time shall be 180. When the number of days in the bank falls below 180, each participating employee will be assessed one additional day from his or her sick leave. However, employees shall not be assessed more than one day of his or her sick leave during any

given school year.

4. The maximum number of sick leave days in the bank at any given time shall be 580.

5. Each employee may donate up to five additional days to the leave sharing bank in May of each year; provided, however, that if the number of sick leave days already assigned to the leave sharing bank will not permit each employee to donate the maximum number desired by the employees, then such donations shall be taken in alphabetical order, with the even numbered years starting with the letter "A" and odd numbered years starting with the letter "M". Persons experiencing a catastrophic illness or injury and qualifying to receive a transfer of sick leave days from the leave sharing bank will not be required to replace these sick leave days except as a regular participating member.

Qualifications and Procedures to Receive Days from the Leave Sharing Bank

1. An employee may qualify to receive additional sick leave days from the leave sharing bank only if the employee experiences catastrophic illness or accident which results in the employee's disability to engage in his or her occupation at Bixby Public Schools by reason of any medically determinable physical or mental impairment which, in the opinion of the primary attending physician, is expected to result in death or which is expected to result in the disability to the employee and qualifies under the additional criteria set forth in this policy.
2. If an employee experiences a catastrophic illness or accident, a written request for sick leave time from the leave sharing bank shall be presented to the Leave Sharing Bank Screening Committee. The written request may be presented by the employee or by any other person who is acting with the permission of the employee.
3. The Leave Sharing Bank Screening Committee ("committee") shall be composed of at least seven members: three administrators and four employees from sites.

    a. The committee shall conduct as many meetings as it determines to be necessary to review a written request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the superintendent or designee, and the dates and times of any subsequent meetings will be determined by the committee.
    b. After reviewing a request for a transfer of sick leave days from the leave sharing bank, the committee shall determine by a vote of its members whether the request is to be accepted or denied. If a majority of the members of the committee vote in favor of accepting the request for the transfer of sick leave days from the leave sharing bank, the committee shall communicate the recommendation to the superintendent who will present the recommendation to the Board of Education for approval or rejection.
    c. In the event the majority of the committee members do not vote to accept the request, it shall be deemed to be denied, and the requesting employee will be notified in writing.
    d. In order to qualify to receive benefits under the leave sharing program, the employee must experience a catastrophic illness or injury, and such an illness or injury to other members of the employee's family does not qualify the employee to benefits.

e. Additional sick leave days from the leave sharing bank shall not be transferred until the employee has exhausted his or her sick leave benefits with the Bixby Public Schools system.
f. The maximum number of sick leave days which may be transferred to an employee as a result of a catastrophic illness or accident from the leave sharing bank is 60 days for each such separate catastrophic illness or accident. The employee may submit a request to the Committee for additional days to total no more than 120 days. If regular sick leave benefits have been exhausted and a member of the employee's immediate family (spouse, child, parent) experiences a catastrophic illness or injury the employee will be entitled to use up to fifteen (15) days from the Sick Leave Bank, subject to the approval of the Sick Leave Bank Committee.
g. The Board of Education may, at its option, require the requesting employee to undergo a medical examination and evaluation by a physician chosen by the Board, and such examination and evaluation will be at the expense of the school district.

REFERENCE: Board Minutes dated August 5,1987
Board Minutes dated September 17, 1991
Board Minutes dated July 18, 2019
Negotiated Agreement
Adopted: November 13, 2000; Revised: September 13, 2004; Revised: July 18, 2019

MATERNITY LEAVE

In accordance with SB 1121, school employees may have six (6) weeks of paid maternity leave from the date of the birth of a new baby.

- Applies to full-time public school employees who have been employed by the school district for at least one year and have worked at least 1,250 hours during the preceding twelve-month period.
- Does not apply to paternity leave.
- Must be used immediately after birth.
- Is used in addition to and not in place of sick leave.

PERSONAL LEAVE

The Bixby Board of Education shall provide non-cumulative personal leave during the school year for support personnel as follows:

- Three (3) days for each employee,
- No (0) days for-employees or any employee employed for less than three (3) hours per day.

The following guidelines apply to personal leave:

1. The leave must be requested at least two (2) school days in advance, except in emergency situations. The immediate supervisor of the support employee may waive the advance notice in case of an emergency.

2. The supervisor may deny the use of leave if it causes a significant hardship in accomplishing the work of the department/school. Appeal of the supervisor's decision may be made to the Superintendent or his/her designee.

3. The leave cannot be requested/used during the first eight (8) days and/or the last five (5) days of the school year, nor a day prior to and/or after a holiday or vacation.

4. Personal leave shall be available after two (2) months of continuous employment.

5. Personal leave may not be requested or used in less than one-half day increments.

Further, personal leave is **not** available to be used for the following activities or situations:

1. Seeking other employment
2. Performing any service for compensation
3. Participating in political activities
4. Inclement weather

The staff member who is allotted three (3) personal leave days per school year may roll two (2) unused personal leave days to the next school year. The total maximum of accumulated personal leave days for any school year is five (5) personal leave days. Any of the personal leave days which are unused and not rolled to the next year at the end of the contract year shall be added to the employee's cumulative sick leave, up to a maximum of (105) days for Status I employees and (72) days for Status II and Status III employees.

Emergency Leave

The Bixby Board of Education shall provide support staff with one (1) emergency leave day per contract year. This emergency day is designated for urgent, unforeseen circumstances that require immediate attention and cannot be anticipated in advance.

- The emergency leave day is non-cumulative and must be used within the current contract year.
- Unused emergency leave will not carry over to subsequent years and will be forfeited at the end of the contract period.
- Emergency leave must be reported in accordance with established absence reporting procedures to the site adminstration. granted permission by site administrator, and may require appropriate documentation.

Emergency leave shall not be utilized for personal illness unless all other persoanl illness benefeits have been exhausted. Emergency leave may apply to the following categories:

1. Funerals of persons other than immediate family;
2. A mandatory court appearence;
3. Unusual and unforeseen circumstances within the immediate family.

This policy is intended to provide limited flexibility for genuine emergencies while maintaining consistency in leave practices across the district.

SICK LEAVE

It is the policy of the Bixby Board of Education to provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days, a minimum of six (6) hours per day, and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. Subject to the total amount of sick leave days each support employee has available, a support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment for Status I and II employees. The one-day sick leave per month equals the number of hours the employee normally works per day. Status III employees who are employed for less than 6 hours per day shall be restricted to sick days as follows:

    - 5-hour employees – 5 days per year
    - 4-hour employees – 4 days per year
    - 3-hour employees – 3 days per year

    Employees working fewer than 3 hours per day are not entitled to sick leave benefits.

4. When deemed necessary, an employee may borrow against unaccrued sick leave for the current school year, if approved by his/her supervisor and the Associate Superintendent for Human Resources. If the employee should terminate employment prior to earning the amount of sick leave taken, the unearned portion will be deducted from his or her final salary payment.

5. Subject to the limitations of paragraph 6 below, unused sick leave shall be cumulative from year to year as long as the employee remains continuously employed in this school district provided the maximum sick leave credit shall be reduced by one day for every day the employee is absent for reasons covered by this policy.

6. Unused sick leave shall be cumulative to a total of 105 days for Status I employees and 72 days for Status II and Status III employees.

7. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.

8. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.

9. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their

employment with this district may transfer a maximum of 60 unused sick leave days.

MISUSE OF SICK LEAVE BENEFITS

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

A. Physician's statement endorsed by the employee
B. Employee statement endorsed by the principal or immediate supervisor
C. Copies of claim submitted for insurance benefits
D. Other information as may be indicated by the circumstances

Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

A. Sick leave claim on days of unusual or inclement weather
B. Sick leave claim during the last four weeks of employment
C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
D. Reasonable cause exists to believe that sick leave benefits are being abused

Sick leave benefits may not be paid in addition to workers' compensation benefits.

Support staff members, upon termination of employment by resignation and/or retirement, shall receive an unused sick leave benefit according to the following qualifications:

E. Support staff members with 0-10 complete years of employment with Bixby Public Schools who qualify for retirement and/or retire through the Oklahoma Teachers Retirement System are eligible, shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of twenty-five dollars ($25.00) per day. Status III, IV and V employees do not qualify for this benefit. Only support staff members who qualify for and/or take retirement through the Oklahoma Teachers Retirement System are eligible for this benefit.

F. Support staff members with 11-19 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of forty dollars ($40.00) per day. Status IV and V employees do not qualify for this benefit.

G. Support staff members with 20-24 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 105 days for Status I employees and 72 days for Status II and Status III employees at the rate of forty-five dollars ($45.00) per day. Status IV and V employees do not qualify for this benefit.

H. Support staff members with 25 or more complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 105 days for Status I employees and 72 days for Status II and Status III employees at the rate of fifty dollars ($50.00) per day. Status IV and V employees do not

qualify for this benefit.

Payment will be applicable for only those days accumulated in this district and will not include any days transferred from another district. See **BOE Policy 4133**.

EMPLOYMENT DATE

The original day of employment for a new employee shall be the first day actually worked. This date will be used to establish eligibility for benefits and seniority rights.

If an employee terminates employment with Bixby Public Schools for a period of two (2) months or more, a new employment date will be established. The latest employment date will be used for determining vacation eligibility.

In determining the length of service for longevity awards, all periods of employment with Bixby Public Schools will be considered, whether or not continuous. Employees desiring clarification should contact the Personnel Office.

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of the Board of Education of The Bixby Public Schools system that no person shall, on the grounds of race, color, religion, national origin, sex, age, marital or veteran status, or a qualified person with a disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board is responsible.

The successful achievement of this non-discrimination policy shall be the function and responsibility of the Board of Education, the administration, and all employees of the District.

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent.
This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

HEALTH INSURANCE

All support employees who work a minimum of four (4) hours per day for a contracted year may receive $20.00 payment per month which may be applied toward the State Health Insurance Plan or received as salary (full-time bus drivers are also provided with this benefit). In addition to this benefit allowance, the State of Oklahoma provides each support employee an amount equal to 100%

of the cost of individual single premium Healthchoice health insurance. A portion of this amount, as established by state law, may be received as salary in lieu of health insurance benefits.

For information regarding options that are available for continuing insurance at the time of retirement or resignation, please contact the Insurance Coordinator.

HOLIDAYS

Bixby Public Schools provides thirteen (13) paid holidays for Status I employees.

INTERMITTENT LEAVE OR LEAVE ON A REDUCED LEAVE SCHEDULE

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification or other information required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the School District.

In any instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, or due to service member leave, the employee must try to schedule the leave so as not to unduly disrupt the School District's operations. In the event the employee takes intermittent leave or reduced leave the School District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used, the School District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the School District may deny the taking of leave until 30 days after notice was provided, or may require the employee to take leave for either a "particular duration" or accept an alternative position.

INTERPRETATION OF FMLA or NDAA ACT

The School District intends to remain faithful to the requirements of FMLA and NDAA. Questions regarding the interpretation, administration, and application of the Act to eligible employees shall be resolved by reliance on the FMLA or NDAA and their interpretive regulations. Where relevant, the School District will also consider its policies, rules, practices and negotiated

agreements; however, any conflict between the applicable Act and District policies will be resolved by reference to the relevant Act.

FOOD SERVICE PRIVILEGES

The employees of the Bixby Public Schools System are permitted to eat in the school cafeteria where they work. An adult fee is charged for these meals. The employees are expected to follow the rules of procedure for the cafeteria of the school while eating.

LEAVE BASED ON A SERIOUS HEALTH CONDITION

A Medical Certification Statement must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her position. Likewise, when the employee is prepared to return to work he or she must provide certification by his or her health care provider that the employee is able to resume work with or without limitations of accommodations. The School District reserves the right to require the employee to obtain a second medical opinion at the School District's expense. If the opinions of the first and second health care provider differ, the School District may require a third opinion from a health care provider mutually agreed on by the School District and the employee.

The School District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless the employee: (1) requests an extension of leave; (2) changed circumstances occur regarding the illness or injury; or (3) the School District receives information that casts doubt on the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are different than stated in this paragraph In any instance, re-certification requests will be the same as designated in the FMLA or NDAA.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will be needed for care. Where leave is requested due to the serious illness or injury of a service member, certification may also be required.

LEAVE TAKEN NEAR THE END OF AN ACADEMIC TERM

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a term, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the 5 weeks before the end of the term, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the term, the School District may require the employee to continue taking leave

until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last 3 weeks of the term, and if the leave will last more than 5 working days, the School District may require the employee to take leave until the end of the term.

For the purpose of this Policy, the word "term" means the first semester of each academic year and the second term as the final or second semester of each academic year.

LETTER OF INTENT

The Bixby Public Schools shall give reasonable assurance of employment in writing to any support employee that the school intends to employ for the next school year. This notice will be given no later than ten (10) days after the effective date of the education appropriation bill or June 1st, whichever is later.

LIFE INSURANCE

The Board of Education will provide a $30,000.00 term life insurance policy for each full- time employee who is working twenty (20) hours or more a week on a regular basis (full- time bus drivers are also provided with this benefit). The life insurance benefit is reduced to 65% of the original policy at age 65 and to 50% of the original policy at age 75.

OVERTIME

When it is necessary to work in excess of the normal forty hour work week, employees, with the exception of exempt employees as defined in the Fair Labor Standards Act, are to be compensated at one and one-half (1-1/2) times the regular pay rate. When possible, overtime work will be rewarded through compensatory time off. It shall be the responsibility of the supervisors of support personnel to obtain prior approval, except in emergencies, for overtime with pay from the Director of the employee's department, the principal at their site, or Superintendent or his/her designee.

PAY

The salary for support personnel in the Bixby Public Schools is within an overall salary schedule. Compensation for each particular position depends upon the duties, responsibilities, and qualifications required for job performance of the position. New employees are normally paid based on the job duties and qualifications they bring with them. Staff may be placed on an appropriate level of the payscale based on contributing factors and qualifications for a given position.

Pay is issued on the tenth day of each month for ten (10) month support employees and on the twenty-fifth (25) of the month for most (11) month and (12) month employees who work 200 days or more. The position "Start Date" will determine pay date. When the tenth or twenty-fifth falls on a weekend or a paid holiday, the payday is then scheduled on the preceding workday. Direct Deposit is required of all employees.

The following deductions will be made each pay period the employee is with the Bixby Public Schools:

- FEDERAL WITHHOLDING TAX
- OKLAHOMA WITHHOLDING TAX
- SOCIAL SECURITY/MEDICARE

In addition to these, voluntary deductions may be authorized by the employee for the following:

- TAX SHELTERED ANNUITIES
- TTCU CREDIT UNION
- UNITED WAY/BCOC CONTRIBUTION
- HEALTH/ACCIDENT INSURANCE
- DENTAL INSURANCE
- ADDITIONAL INSURANCE

PERFORMANCE EVALUATION

Support personnel of the Bixby Public School system will be evaluated on work performance at the completion of the temporary status period and during each year of service. This evaluation becomes a part of the employment history of each employee and filed in his/her personnel file. Employees will receive a copy of the evaluation.

PERSONAL INTEGRITY

The employee's responsibility includes ethical conduct in all business dealings. Respect for the law, observation of work regulations, and recognition of the rights of others are representative component parts of high personal ethics. A failure to observe these can be the basis for disciplinary action.

Keys checked out to school employees are to be guarded and never loaned to non-school personnel without permission of the supervisor.

Employees are hired as a result of successful application procedures and references and are expected to perform their assigned duties without assistance from non-school employees. If an employee is unable to perform his/her duties, the supervisor should be contacted.

Support employees should not bring children to the workplace or allow children to remain at the workplace after school hours.

PERSONAL TELEPHONE CALLS

All staff should restrict the use of school phones or their personal cell phones to make personal phone calls. During work time a staff member's cell phone should be restricted to emergency calls. Personal cell phones may be used during an employee's lunchtime. Exceptions to this policy may be made by the employee's immediate supervisor.

PERSONNEL FILES: SUPPORT EMPLOYEES

At the time of initial employment, each support employee shall file with the district prior to

the first day of employment a complete employment history and a complete record of education.

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. Employees are requested to go online and make changes when necessary. The file record shall include the following information:

1. Correct name (as on social security card), address, telephone number, and date of employment;
2. Data on education, including all institutes completed;
3. Additional data requested concerning health and/or medical examinations;
4. The name of a local contact person in the event of an emergency;
5. Record of assignments; and
6. Evaluations of performance.

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

PHYSICAL EXAMINATIONS

Physical examinations may be required for support personnel before employment in certain assignments. The cost of the examination will be paid by Bixby Public Schools.

Pre-employment and annual physical for Child Nutrition, Transportation and Maintenance staff may be required from an employer-designated medical facility.

POLICY FOR CLASSIFICATION OF EMPLOYEES

RIGHTS AND RESPONSIBILITIES INVOLVING NON-EXEMPT EMPLOYEES

It is the policy of Bixby School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or non-exempt employees and also addresses the rights and responsibilities of the District and non-exempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that non-exempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

DISTRICT'S OVERTIME OBLIGATION

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FSLA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA: It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees: FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees: In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel. An exemption is determined for the respective categories based upon application of either the long or short tests described below.

Executive Employees

A. The Long Test for Executive Employees: An executive employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily management of the agency, department or subdivision.
2. Supervision: Customarily and regularly directs two or more other employees.
3. Authority: Possesses the power to hire or fire employees, or makes suggestions that are given substantial weight in such decisions, including promotions.
4. Discretion: Customarily and regularly exercises discretionary power.
5. Work Responsibility: Does not devote more than 20 percent of his or her hours in a workweek to the performance of activities not closely related to items (1) through (4).
6. Compensation - Is not paid less than:
   $844 per week exclusive of board, lodging or other facilities, effective July 1, 2024
   $43,888 per year, effective July 1, 2024
   $1,128 per week, effective January 1, 2025
   $58,656 per year, effective January 1, 2025

B. The Short Test for Executive Employees: An executive employee must meet all of the

following requirements to be exempt:

1. Compensation: Is not paid less than:
   $844 per week exclusive of board, lodging or other facilities, effective July 1, 2024
   $43,888 per year, effective July 1, 2024
   $1,128 per week, effective January 1, 2025
   $58,656 per year, effective January 1, 2025
2. Duties: Primarily management of the agency, department, or subdivision.
3. Supervision: Customarily and regularly directs two or more other employees.

Administrative Employees

***A. The Long Test for Administrative Employees*:** An administrative employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties primarily consists of either:
   a. non-manual or office work directly related to management policies or general business operations
   b. performance of administrative functions in an educational establishment in work related to academic instruction and training

2. Discretion: Customarily and regularly exercises discretion and independent judgment.

3. Supervision:
   a. Regularly and directly assists a person employed in an executive or administrative capacity
   b. performs under only general supervision work requiring special training, experience or knowledge
   c. executes special assignments and tasks under only general supervision.

4. Work responsibility: Does not devote more than 20 percent of work time to activities not directly or closely related to performance of administrative work

5. Compensation: Is not paid less than:
   $844 per week exclusive of board, lodging or other facilities, effective July 1, 2024
   $43,888 per year, effective July 1, 2024
   $1,128 per week, effective January 1, 2025
   $58,656 per year, effective January 1, 2025

B. The Short Test for Administrative Employees: An administrative employee must meet all of the following requirements to be exempt:

1. Compensation: Is not paid less than:
   $844 per week exclusive of board, lodging or other facilities, effective July 1, 2024

$43,888 per year, effective July 1, 2024
$1,128 per week, effective January 1, 2025
$58,656 per year, effective January 1, 2025

2. Duties: Primarily performance of office or non-manual work directly related to management policies or general business operations, or the performance of functions in the administration of an educational establishment, or a department or subdivision thereof, in work directly related to the academic instruction or training.

3. Responsibilities: Primary duty includes work requiring the exercise of discretion and independent judgment.

Professional Employees

A. The Long Test for Professional Employees: A professional employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily work requiring:
   a. advanced learning acquired by a prolonged course of specialized intellectual instruction, as distinguished from general academic education, apprenticeships or routine training; or
   b. original or creative work depending primarily on invention, imagination or talent; or
   c. teaching, tutoring, instructing or lecturing for a school system or educational institution.
2. Discretion: Work requiring the consistent exercise of discretion and judgment.
3. Work product: Predominantly intellectual and varied in character and which cannot be standardized in relation to a given period of time.
4. Work responsibility: Must devote not more than 20 percent of his or her hours to activities not essential, part of or necessarily incident to the work.
5. Compensation: Is not paid less than:
   $844 per week exclusive of board, lodging or other facilities, effective July 1, 2024
   $43,888 per year, effective July 1, 2024
   $1,128 per week, effective January 1, 2025
   $58,656 per year, effective January 1, 2025

B. The Short Test for Professional Employees: A professional employee must meet all of the following requirements to be exempt:

1. Compensation: Is not paid less than:
   $844 per week exclusive of board, lodging or other facilities, effective July 1, 2024
   $43,888 per year, effective July 1, 2024
   $1,128 per week, effective January 1, 2025
   $58,656 per year, effective January 1, 2025
2. Duties: Primarily consist of work requiring advanced learning or work as a teacher.

3. Discretion: Must include work requiring the consistent exercise of discretion and judgment or consist of work requiring invention, imagination or talent in a recognized field of artistic endeavor.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties and criteria; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Non-exempt Employees

Non-exempt employees are entitled to compensation for all hours worked in excess of their contracted workweek and overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one- half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Non-exempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Non-RN school nurse
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Principals and Assistant Principals
- Directors of Technology
- Assistant Superintendents
- Director of Facilities Services
- Director of Transportation
- Director of Food Services

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- School Board attorneys

- School psychologists
- School registered nurse
- School librarian
- Teachers
- Non-covered positions include:
- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of those hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for assistance.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited.**

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and will be required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should immediately notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one employment position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or whether the positions will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the long or short tests approved by FLSA for executive, administrative or professional positions.

Employees who are exempt will not be allowed to devote more than 50% of the hours worked in a workweek to activities which are not an essential part of nor

necessarily incident to the work exempted from overtime by the FLSA and regulations promulgated pursuant to it.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. Authorized overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Overtime should only be allowed by supervisors under unusual or extraordinary circumstances and must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime this is not properly authorized in advance, in writing, by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including the possibility of dismissal or non-reemployment.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

VII. After-School Daycare Employees
Employees who work in an after-school daycare program operated by the District are employees of the District and included within the purview of this policy.

VIII. After-School Program Employees
Employees who work in an after-school program operated by the District are employees of the District and included within the purview of this policy.

POSTING OF JOB VACANCIES

Job vacancies, existing or newly created, will be posted on the school district website. The notice will include the name of the position, qualifications.

Present employees seeking employment for another position must submit a written statement to his/her immediate supervisor.

PRE-EMPLOYMENT REQUIREMENTS

Every employee of Bixby Public Schools is subject to the following policies regarding criminal background and drug testing.

BOE Policy 4103: Criminal Records Search

BOE Policy 4109: Testing Employees and applicants for employment (Other than Bus Drivers) with regard to the use of alcohol and illegal chemical substances

BOE Policy 4110: Alcohol and Drug Testing for Bus Drivers

BOE Policy 2116A Medical Marijuana, Hemp, and Cannabidiol (CBD)

These policies are provided to each employee here.

PROMPTNESS

Employees are expected to be at work on time and to be prompt in returning from lunch periods. Excessive tardiness could result in suspension or termination of employment. If the employee is going to be tardy to work because of an unavoidable circumstance, the supervisor should be telephoned as soon as possible and informed of the reason.

RE-EMPLOYMENT

Persons previously employed by the Bixby Public Schools may be considered for re-employment provided their previous record of employment with the district was good, and that their former supervisor recommends them.

The temporary status time of employment is waived for a re-employed employee if he/she was on a designated class status when previously employed with the school district, if the employee returns to the same job classification. If the employee is re-employed in a different job classification, ~~no~~ experience credit may or may not be allowed and employment will be on a temporary status.
If the re-employed employee has been out of the employment of the Bixby Public Schools for more

than (6) months and the designated job requires a physical examination, an examination will be required before employment.

Employees who have been terminated, dismissed or suspended may be re-employed only upon the approval of the Superintendent of Schools.

REINSTATEMENT TO FORMER POSITION

An employee who is ready to return from leave must complete a *Notice of Intention to Return from Family or Medical Leave* before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least 5 working days prior to the employee's planned return.

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The School District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the School District. A highly compensated employee is the employee who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the School District.

RESIGNATION

A letter of resignation giving the intended termination date should be sent to the employee's site administrator or department director or Superintendent or his/her designee. Employees resigning from employment with the school system are expected to give two weeks' notice, if possible, of their intention to leave.

RESOLUTION OF COMPLAINTS

Complaints shall consist of matters affecting the employer-employee relationship except those specifically covered by School Board Policy or regulations.

Grievances should be reported to the employee's immediate supervisor within five working days of occurrence or after the employee has become aware of its occurrence. Employees are urged to confer, in an informal manner, with the immediate supervisor in an effort to resolve a grievance. If this is not successful, the following procedure will be used to file a grievance:

1. The grievance will be presented to the appropriate associate superintendent who will render a decision after a hearing is held in the presence of the supervisor. The decision will be presented in writing to the employee within five working days after the hearing.

2. If the decision of the assistant superintendent is not acceptable to the complainant, the superintendent will appoint a grievance committee consisting of the superintendent, one Board of Education member, and one representative from the support staff group. This

committee will meet with the complainant and make a decision, and the decision will be final.

No reprisals of any kind will be taken by the district or the school administration against any employee by reason of participation in the grievance procedure.

This procedure is not available to employees who have been suspended or dismissed from the employment of Bixby Public Schools.

SAFETY

"There is no job so urgent, or task so important, that we cannot take the time to do it safely."

The personal safety of each employee of this school district is of primary importance. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety in keeping with the highest standards.

We will maintain a safety program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety matters, not only between supervisor and employee, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

The full cooperation of each employee in our organization is hereby requested to make this program successful.

SECURITY

Many jobs performed in the Bixby Public Schools require the employees to assume responsibility for the security of the building, office, or area. It is important that the employee exercise caution and prudent judgment in maintaining security as required by his job performances. If the employee has possession of keys for the performance of his/her job, all such keys will be kept secure by the employee and returned to his/her immediate supervisor upon leaving the employment of the district. Alarm codes/cards should be kept confidential and not shared with other employees or individuals.

SERVICE MEMBER FAMILY LEAVE

Service member family leave entitles an eligible employee, who is the spouse, son, daughter, parent or next of kin of a covered service member to a total of 26 workweeks of leave during a single 12-month period to care for the service member.

A "covered service member" is generally any member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing treatment or therapy for a serious injury or illness incurred while on active duty.

"Serious injury or illness" means an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Eligible employees are entitled to a combined total of 26 workweeks of FMLA leave and may not exceed that amount during the 12-month period by combining service member family leave with other forms of FMLA leave, Eligible employees must provide at least 30 days' notice of their intention to take service member family leave whenever the necessity for such leave is foreseeable based on planned medical treatment; otherwise, notice of leave must be reasonable and practicable. As with other leave provided pursuant to this policy, an employee approved for service member family leave is required to substitute accrued paid leave for any part of the 26-week period of service member family leave.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Bixby Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non- employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

    a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

    b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

    c. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment: For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

    a. submission to the conduct is made either an explicit or implicit condition of employment;

    b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

    c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

    a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
    b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-supervisory Employees: It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

<u>Report, Investigation, and Sanctions</u>

1. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy or by contacting the District Compliance Coordinator.

    a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the Board president.

    b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.

    c. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

    d. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

    e. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

SUPPORT EMPLOYEE RULES FOR CONDUCT

See **BOE Policy 4160**.

A support employee may be suspended, demoted, terminated or non-reemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
12. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others.
16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances during the contracted work day.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of

school district property at any time without specific authority of the administration.
32. Poor workmanship.
33. Immoral conduct or indecency including abusive and/or foul language.
34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
35. Walking off the job.
36. Clocking in or out on another employee's time card or time sheet.
37. Smoking in an unauthorized area.
38. Refusal of job transfer, if the transfer does not result in a demotion.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Dishonesty of any kind, including withholding pertinent information from a supervisor.
42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
43. Misuse or abuse of any school district leave policy or guidelines.
44. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or non-reemployed.
45. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or non-reemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

SUPPORT PERSONNEL: SUSPENSION, DEMOTION, AND TERMINATION OR NON-REEMPLOYMENT

See **BOE Policy 4159**.

1. Definitions:
   a. "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.

   b. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.

   c. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.b.i, below, or as a suspension pending investigation as provided in paragraph 4.b.ii, below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall

receive full pay and other benefits for the period of suspension.

d. "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.

e. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.

f. "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.

g. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2. Policy on Suspension, Demotion, Termination or Non-reemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause for Suspension, Demotion, Termination or Nonreemployment.

a. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

i. Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or

ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetence in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

b. The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and

requirements may result in suspension, demotion, termination or non-reemployment during the term of his/her contract.

4. Procedures For Suspensions Without Pay, Terminations and Demotions.
   a. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:

      i. The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;

      ii. The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;

      iii. The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.

   b. After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:

      i. Suspension without pay for ten (10) working days or less as a disciplinary measure.

      ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee.

      iii. Demotion of the support employee.

      iv. Termination of the support employee.

      v. Conclude that no disciplinary action is appropriate.

   c. If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.a., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.

   d. The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5. Procedures for Nonreemployment.

Prior to being non-reemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

a. The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year.

b. The written notification shall set out the cause(s) for such action.

c. The support employee shall have the right to contest his non-reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6. Procedures for Appeal to the Board of Education.
   a. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.

   b. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.

   c. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark or when received in person, the date signed by the employee on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark or date of signature on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

   d. Hearing before Board of Education:
      i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education

meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

ii. At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.

iii. As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv. The decision of the Board of Education at the hearing shall be final and non-appealable.

7. Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

SUSPENSION, DEMOTION OR TERMINATION

Employees of Bixby Public Schools terminated under ordinary satisfactory conditions will be given two weeks written notice in advance of their termination.

Full-time employees who have been employed with the Bixby Public School District for one year or

more may not be suspended, demoted or terminated except for the causes set forth in the Bixby Public School District Policy for Suspension, Demotion, or Termination of Support Employees.

TEACHER RETIREMENT

Membership is available (subject to approval by the Teacher Retirement System) for all support personnel of public educational institutions who work at least fifteen (15) hours per week. Upon initiation of employment for any first-time support employee, the employee will be provided the opportunity to opt in or opt out of the OK Teacher Retirement System (OTRS) within their first 30 days of employment. Failure to opt out within the first 30 days will result in mandatory participation in OTRS in accordance with OK law. The employee's decision is final and irrevocable by OK law. The law also requires that the support employee previously offered OTRS participation opportunity, will be bound by their prior decision about participation in OTRS. For employees who choose to participate in OTRS, retirement contributions are withheld from pay warrants. The Board provides a retirement benefit which will pay one hundred percent (100%) of the retirement contribution to the Teacher Retirement System for employees who are employed on a twelve month (12) contract and fifty percent (50%) of the retirement contribution for employees who have served our district for fifteen (15) or more years. Retirement eligibility and number of years of creditable service will be governed by the regulations established by OTRS and set forth in the annual Rules and Procedures booklet. Years of creditable service may not necessarily correspond with the number of calendar years worked.

TERMS OF EMPLOYMENT

Employment shall be on a yearly contract beginning on July 1 of each calendar year and ending on June 30 of the next calendar year.

TIME TRACKING SYSTEM

Smooth teamwork in a large organization requires regular attendance. Employees must register their attendance on the time- tracking system. The employee is responsible to confirm their time entry into the system and shall not enter any other employee's time for them. All errors or failures to clock in should be reported to the supervisor immediately. No corrections can be made on a time tracking record without the supervisor's approval.

TRANSFERS

It is important that each person be in the position for which he/she is best suited, and the one in which his/her skills and abilities are best utilized. When an employee desires to transfer from one job assignment to another within the school system, such a transfer request should be made in writing and approved through the employee's immediate supervisor.

USE OF PERSONALLY OWNED TOOLS OR EQUIPMENT

The use of personally owned tools or equipment is prohibited unless authorized by the Superintendent of Schools. Safekeeping of personally owned tools is the responsibility of the employee. Replacement of personally owned tools that are worn, lost, destroyed or stolen is the responsibility of the employee.

USE OF TOBACCO OR VAPING PRODUCTS

See **BOE Policy 6128**.

Use of tobacco is prohibited on all school grounds, school vehicles, or facilities in use by the school. Disregard for the district prohibition of tobacco, simulated tobacco products, vapor products, or any item used as such by an employee may be cause for reprimand, or failing correction of the action, termination from employment. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes or any other product packaged for smoking. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to bidis and vapor smoking with or without nicotine.

WORKERS' COMPENSATION INSURANCE

It is the policy of the Bixby Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier. It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.
The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave if the employee requests to do so. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which, when combined with worker's compensation benefits, will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee. Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

WORKERS' COMPENSATION PROCESS

Employees of the Bixby Public School System are provided full or partial continuation of wages in accordance with Oklahoma law if an employee is absent from work because of an injury sustained in the performance of his job. Before payments are approved, the following conditions must be met:

1. The employee must report the accident or injury to his/her supervisor at the time of the occurrence. The supervisor will then be responsible for reporting the accident to the Personnel Office on the proper form.
2. The accident must be job-related.
3. The injury sustained while performing the job must be physical.
4. A physician's statement of injury and a release to return to work with no restrictions that would limit normally expected job performance must be filed with the Personnel Office before return to work is approved.
5. Benefits will not be paid if the injury is proven to be due to use of drugs or alcohol.

WORKING HOURS

The Bixby Public School System operates on a five (5) day workweek. Daily schedules are set for each employee. The workday for most employees will consist of a six (6) to eight (8) hour assignment per day which excludes thirty (30) minutes to one hour period per day for lunch as determined by the administrative supervisor. Employees may not accumulate rest periods or lunch periods. The workweek is defined as Monday through Sunday.

USE OF ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES: DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, in accordance with the policy of the board of education, the following regulations shall apply. 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 a controlled substance, alcoholic beverage, or low point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the school district's facilities, on school district property (including vehicles) or at a school sponsored function or event, or during the contracted work day by a school district employee is prohibited. Violations which constitute criminal acts will be referred for prosecution. Any employee who violates this policy will be subject to disciplinary action, which may include employment probation, suspension and/or termination. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the Superintendent of any criminal drug conviction (including a plea of nolo contendere) for a violation. The employee must make such notification to the superintendent not later than five (5) days after conviction. The Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after the Superintendent receives such notification.

Thirty (30) days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each employee will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance program; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. If a staff member suspects anyone on campus to be in violation of the weapons or substance policies, they are to contact the office/administration immediately.

VACATIONS

Vacations are granted only to Status I employees who are employed in twelve (12) month, forty (40) hour week positions. The Bixby Board of Education provides annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

All employee vacation days are cumulative to 30 days. All vacation time exceeding 30 days shall be paid annually at the employee's current salary schedule on July 1. Within thirty (30) days of separation from district employment by resignation and/or retirement, employees may request payment of their unused accumulated vacation days to be paid according to the employee's daily rate of pay.

VACATION YEAR

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30th of the year in which they complete the required number of years of service.

CREDITABLE YEARS OF SERVICE

1. Nine and ten month contract years that have been successfully completed will count as "good" years when computing vacation due to current twelve-month employees.

2. A portion of a year on a twelve-month employee beginning after July 15th will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

APPROVAL OF VACATION DATES

The dates for all vacations must be scheduled in advance at the convenience of the department in which the employee works and with the approval of the immediate supervisor. Vacation time may not be requested or used in less than one-half day increments nor more than ten consecutive working days, unless otherwise approved by the superintendent.

If an authorized holiday falls within the requested vacation period, it will not be chargeable to the employee's vacation allowance.

Vacation time may be applied for only after an employee has been employed in the district for one year and has earned a minimum of ten days of accrued time.

SUBSTITUTES FOR EMPLOYEES ON VACATION

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

VACATION ACCRUAL WHILE ON SICK LEAVE

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

ELIGIBILITY

Employees shall be eligible for vacation days according to the following:

Twelve-month Employees:

Years of Service	Days Per Year
1-9	10 days
10 or more	10 days + Spring Break

For those employees who accumulated vacation days prior to this adopted policy, they shall be entitled to their previous accumulated vacation days.

"Support Personnel (full-time and part-time) shall be employed, initially, in the Bixby School District on a temporary status. The temporary status shall last for a period of ninety (90) work days (Pg. 5 Support Personnel Handbook)."

VACATION ACCRUAL

All 12 month employees on a 241 Day/8 Hour Day Contract or a 260 Day/8 Hour Day Contract will accumulate a vacation day approximately every 37 Days. For example, August 6 , September 12, October 15, November 25, January 5, February 6, March 23, April 21, May 28, and June 30.

Elementary & Intermediate Student Handbook

BIXBY

Public Schools

THE SPARTAN WAY:
LEARN WELL. LIVE WITH HONOR

2025-26

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender (including pregnancy), national origin, disability, military status, and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) BPS incorporates antisemitism into the district's nondiscrimination practices. Antisemitism is a certain perception of Jewish people, which may be expressed as hatred toward Jewish people. Rhetorical and physical manifestations of antisemitism are directed toward Jewish and non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

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

Related BOE Policies:

- 2100: Sexual Harassment of Students
- 2100: Sexual Harassment of Students
- 3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process
- 3139: Required Form
- 4100: Sexual Harassment
- 4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination

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

Employment Issues	Kendall Still	Associate Superintendent	kstill@bixbyps.org	918-366-2200
Student Issues	Brenda Shaw	Assistant Superintendent	bshaw@bixbyps.org	918-366-2200
Additional Issues	Lydia Wilson	Superintendent	lwilson@bixbyps.org	918-366-2200

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

Bixby Public Schools
23 S. Riverview St.
Bixby, OK 74008

2020-2025 Strategic Focus

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

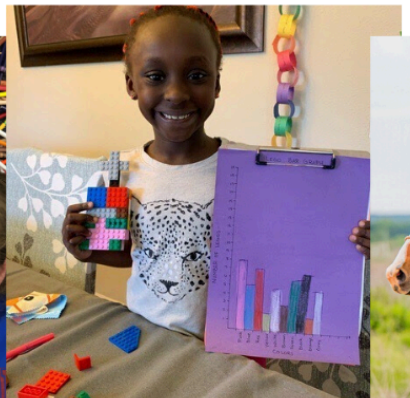
Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also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

IT BEGINS WITH OUR VALUES

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

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

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




BIXBY
Public Schools

Strategic Focus Overview 2020-2025

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

The Spartan Way:
Learn Well.
Live with Honor.

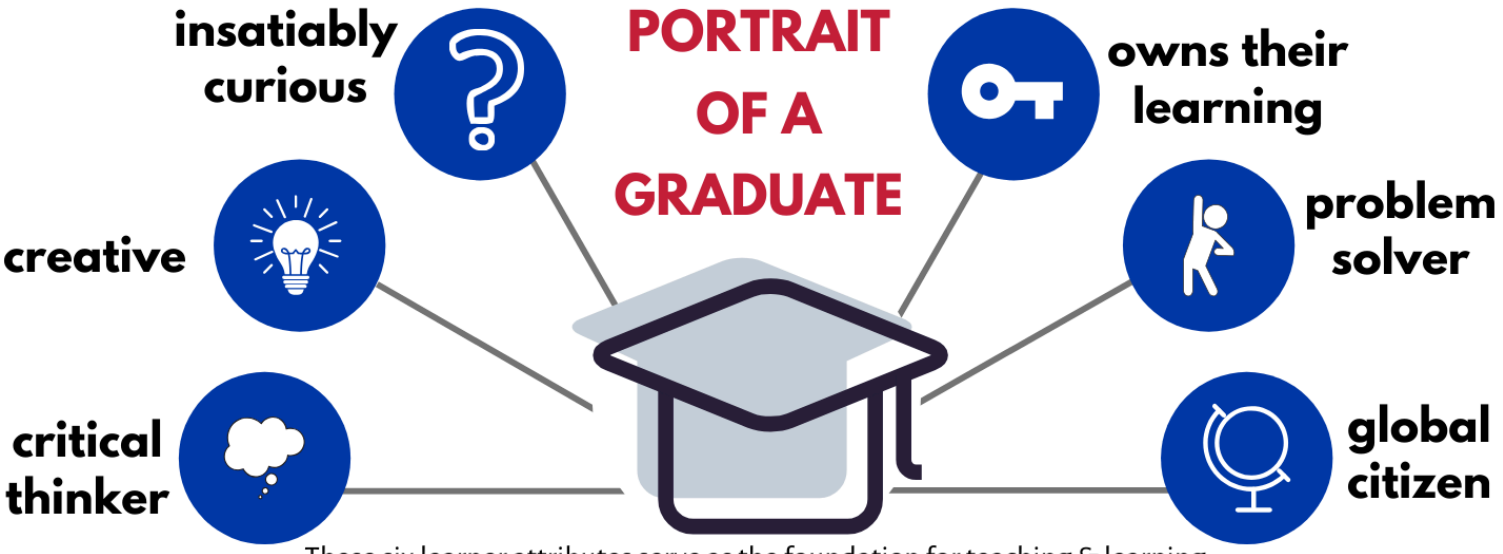
OUR VISION:
captures the future we hope to create for our students.

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

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

"Ignite the Potential of Every Student."

PORTRAIT OF A GRADUATE



These six learner attributes serve as the foundation for teaching & learning.

Safe & Welcoming Schools
- Equitable resources
- Social & emotional health
- Collaboration with families

Vibrant Teaching & Learning
- Innovative, forward-thinking environment
- Emphasis on creativity, problem-solving, student agency, & global awareness

Exemplary Teachers & Staff
- Top candidate recruitment from diverse backgrounds
- Educator support
- Professional development

Family & Community Engagement
- Family support
- Community partnerships
- Improved communications

Culture of Innovation
- Reduced focus on test-based accountability
- Focus on student engagement, relevant curriculum, real-world application

Preface:

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

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

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INTRODUCTION

SCHOOL CALENDAR

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

A GUIDE FOR STUDENTS, FACULTY & PATRONS

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

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

STUDENT RIGHTS & RESPONSIBILITIES

BOE Policy 2141: Student Rights & Responsibilities

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

DAILY OPERATIONS

ABSENCES/TRUANCY

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

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

ASSIGNMENT REQUESTS & MAKING UP ASSIGNMENTS

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

ATTENDANCE

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

BOOK BAGS

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

CAFETERIA INFORMATION

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

assist with managing our lunchrooms, parents are expected to contact the school office by 9:30 am if they wish to eat lunch with their child.
- Students are allowed no more than two (2) charges. After two (2) charges, students will be served a sandwich and milk.
- Breakfast and lunch are offered to students. Breakfast is served from 7:40 a.m. to 8:00 a.m. Students have approximately 20 minutes to eat lunch before going to recess. During inclement weather, students will go to their designated area.
- Students are expected to follow posted/taught cafeteria procedures.

CHECKING IN/OUT OF SCHOOL FOR STUDENTS

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

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

See **BOE Policy 2107: Leaving School Grounds**.

CLASS PARTIES (Pre-K to 3rd Grade)

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

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

DISMISSAL

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

Dismissal Expectations:

Students have the responsibility…

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

ARRIVAL & DISMISSAL PROCEDURES

- Central Elementary
- East Elementary
- North Elementary
- West Elementary
- Central Intermediate
- East Intermediate
- North Intermediate
- West Intermediate

DRESS CODE

Students shall follow **BOE Policy 2144: Student Conduct: Dress Code** for all dress code issues. Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.

ENROLLMENT

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

EXPECTATIONS

HALLWAY Expectations

The student has the responsibility to…

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

PLAYGROUND Expectations

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

GIFT AND FLOWER DELIVERY

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

GOING TO AND FROM SCHOOL

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

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

INCLEMENT WEATHER – SCHOOL CANCELLATIONS

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

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

INSIDE RECESS

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

Inside Recess Expectations:
The student has the responsibility ….

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

LOST AND FOUND

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

PTO - PARENT/TEACHER ORGANIZATION

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

SCHOOL PROPERTY

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

STAY-IN NOTES/NON-PARTICIPATION NOTES

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

STUDENT BIRTHDAYS

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

STUDENT ID NUMBER

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

TARDY / LEAVE EARLY

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

TELEPHONE USE

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

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.Note: Pre-K students are not eligible for school transportation.

TRANSPORTATION CHANGES

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

STUDENTS MUST RIDE THEIR DESIGNATED BUS UNLESS APPROVED BY TRANSPORTATION

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

WE WILL NOT RELY ON VERBAL INFORMATION FROM THE STUDENT.

TOYS AND UNNECESSARY ITEMS

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

VISITORS DURING SCHOOL HOURS

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

VOLUNTEER PROGRAM

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

WATCH D.O.G.S.

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

WALKING STUDENTS TO CLASS

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

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

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

WATER BOTTLES AND ENERGY DRINKS

Students may bring water bottles to school. Energy drinks are not permitted.

WIRELESS/ELECTRONIC DEVICES

See **BOE Policy 2156: Wireless Telecommunication Devices**.

WITHDRAWAL FROM ENROLLMENT

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

ACADEMICS

ACADEMIC STUDY TRIPS

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

CHEATING

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

STUDENT INTERVENTION TEAM (SIT)

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

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- Sixth Grade

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

The evaluation key is listed below:

- "4" Exceeds grade-level mastery of standards/skills
- "3" Meets mastery of standards/skills

- "2" Progressing toward mastery of standards/skills
- "1" Area of concern
- "N/A" Not evaluated at this time

First through Sixth Grade for Art, Music, and Physical Education
A general evaluation of student progress will be provided based upon the Essential Elements for these subjects.
The evaluation key is listed below:

- "4" Exceeds standards/skills
- "3" Meets standards/skills
- "2" Progressing toward standards/skills
- "1" Area of concern

HOMEWORK

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

INTERNET & OTHER COMPUTER – ACCEPTABLE USE

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

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

MEDIA CENTER

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

See here for Media Center Procedures relative to student checkout.

PLACEMENT EXAMINATIONS

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

PROGRESS REPORTS AND REPORT CARDS

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

End of 9 Weeks Oct 15	Progress Reports Distributed by 11/06/25
End of Semester 1 Dec 19	Report Cards Distributed on 1/8/26
End of 9 Weeks Mar 6	Progress Reports Distributed 3/12/26
End of Semester 2 May 21	Report Cards Available On-line on 6/1/26

PROMOTION & PROFICIENCY BASED PLACEMENT

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

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

RETENTION

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

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

Students will be considered for retention based upon teacher or parent request. The RSA requirements require consideration of retention for 3rd grade students. Communication through conferences and written reports of progress should have clarified the teacher's and /or parents' concerns before any consideration of retention begins. When either party feels a student may find more success if they repeat the current grade, they will request a meeting of the building retention committee. The child's age, maturity, achievement level, and attitude will be discussed thoroughly along with sample work. This committee will make a decision regarding retention and convey that decision and rationale to the parents in writing. The parents have the right to appeal any decision to retain or promote their child to the building principal within five days of receiving the written

decision. A second appeal can be made to the superintendent or designee within five days of receiving the principal's appeal decision in writing. The parent may request a review of the superintendent's decision by letter to the Board of Education within five days of the parent's receipt of the superintendent's decision. The Board of Education decision shall be final and non-appealable. See **BOE Policy 3126: Student Promotion & Retention**.

SPECIAL EDUCATION

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

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

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

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

TEXTBOOKS

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

SPARTAN CONNECTION ACADEMY(Virtual)

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

Please contact your site counselor for inquiries to enroll in Spartan Connection Academy.
As with any program or educational setting, there are certain guidelines and expectations for online students.

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

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

General Information:

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

Important Links:

- Video from Governor Stitt: HB 1775
- Oklahoma State Department of Education
- Oklahoma Academic Standards

Please see here for BOE Policy 3139 and Complaint Process Form.

DISCIPLINE

BULLYING

BPS forbids bullying behavior in any form. The school will impose discipline, including suspension, for such behavior by students. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. See **BOE Policy 2146: Student Bullying**.

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

DISCIPLINE OF STUDENTS

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

In addition, conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action. These actions may include in school placement options or out of school suspension. See **BOE Policy 2158: Student Discipline**, **BOE Policy 2162: Disciplinary Removal Of Children With Disabilities**, **BOE Policy 2163 Student Discipline: Out-of-school Actions**

IN-HOUSE PLACEMENT (IHP)

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

METAL DETECTOR USE/SURVEILLANCE

Persons entering BPS may be subject to a metal detector scan and camera surveillance. See **BOE Policy 2152: Metal Detectors**.

SEARCH AND SEIZURE

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

SUSPENSION

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

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

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

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

HEALTH & SAFETY

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

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

COMMUNICABLE DISEASES

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

HEAD LICE

See **BOE Policy 2110: Health - Students**.

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

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

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

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

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

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

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

a contagious illness, the student must be on an antibiotic for 24 hours before returning to school. Parents may bring a note from the doctor to verify the absence.

COUNSELING PROGRAMS & GOALS

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

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

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

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

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

Individual counseling is provided for students who request services from the counselors or through referrals from teachers as well as parents. Teachers and administrators may also request individual counseling for students. This service is offered to students in order to support them with personal

concerns and issues, to deal with interpersonal concerns, academic needs and other needs which they may have or encounter.

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

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

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

DIABETIC MANAGEMENT PLAN

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

SAFETY DRILLS

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

GROWTH & DEVELOPMENT

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

IMMUNIZATION REQUIREMENTS

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

MEDICATION

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

your student's name on the container. If your student takes daily medication, please contact the school nurse. In order for us to contact you, it is important that all telephone numbers be completed on the enrollment information sheet. The district retains the right to reject requests for administration of medication and to discontinue the administration of medication. Full medication administration guidelines can be found in the **BOE Policy 2116: Administration Of Medicine And Sunscreen To Students**.

Prescription medication must have:
- Student Name
- Dosage and Directions for administration
- Name and Strength of medication
- Name of physician or dentist
- Date and name of pharmacy

Non-prescription meds must have:
- Student Name
- Contain directions
- Must be in original container/package

MENINGOCOCCAL DISEASE & VACCINES

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

SCHOOL NURSE

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

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

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

SEXUAL DISCRIMINATION

A copy of all Bixby Public Schools Board of Education policies and procedures is available at the Bixby Public Schools Service Center, 23 S Riverview Drive, Bixby, or on the internet at **www.bixbyps.org**. Any grievance may be filed, however, by contacting the Office of the Superintendent of Bixby Public Schools at (918) 366-2200.

SEXUAL HARASSMENT

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

STUDENT INSURANCE

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

THREAT ASSESSMENT

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

TOBACCO PRODUCTS, ALCOHOL AND DRUGS

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

PROBATION PROGRAM FOR STUDENTS SUSPENDED UNDER THE INFLUENCE

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

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

EVERY STUDENT SUCCEEDS ACT (ESSA)

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

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

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

FERPA

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their

student's information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

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

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

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

BIXBY PUBLIC SCHOOLS
Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A

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

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

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

PARENT BILL OF RIGHTS

Refer to Oklahoma Statute: **25 O.S. §2002**.

STUDENT SURVEYS

Surveys Without the Parent/Guardian's Prior Consent

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

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

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

FORMS

OSTP TESTING

BOE Policy 3134: Oklahoma School Testing Program – Opt Out

STUDENT ACTIVITIES

BIXBY PUBLIC SCHOOLS

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

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

TO: Principal _____SITE: _____

NAME OF STUDENT: _____

GRADE: _____

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

_____

Parent/Guardian Signature Date

Secondary Student Handbook

BIXBY

Public Schools

THE SPARTAN WAY:
LEARN WELL. LIVE WITH HONOR

2025-26

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender (including pregnancy), national origin, disability, military status, and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) BPS incorporates antisemitism into the district's nondiscrimination practices. Antisemitism is a certain perception of Jewish people, which may be expressed as hatred toward Jewish people. Rhetorical and physical manifestations of antisemitism are directed toward Jewish and non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

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

Related BOE Policies:

- **2100: Sexual Harassment of Students**
- **2100: Sexual Harassment of Students**
- **3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process**
- **3139: Required Form**
- **4100: Sexual Harassment**
- **4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination**

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

Employment Issues	Kendall Still	Associate Superintendent	kstill@bixbyps.org	918-366-2200
Student Issues	Brenda Shaw	Assistant Superintendent	bshaw@bixbyps.org	918-366-2200
Additional Issues	Lydia Wilson	Superintendent	lwilson@bixbyps.org	918-366-2200

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

Bixby Public Schools
23 S. Riverview St.
Bixby, OK 74008

2020-2025 Strategic Focus

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

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

IT BEGINS WITH OUR VALUES

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

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

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







BIXBY
Public Schools

Strategic Focus Overview 2020-2025

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

The Spartan Way:
Learn Well.
Live with Honor.

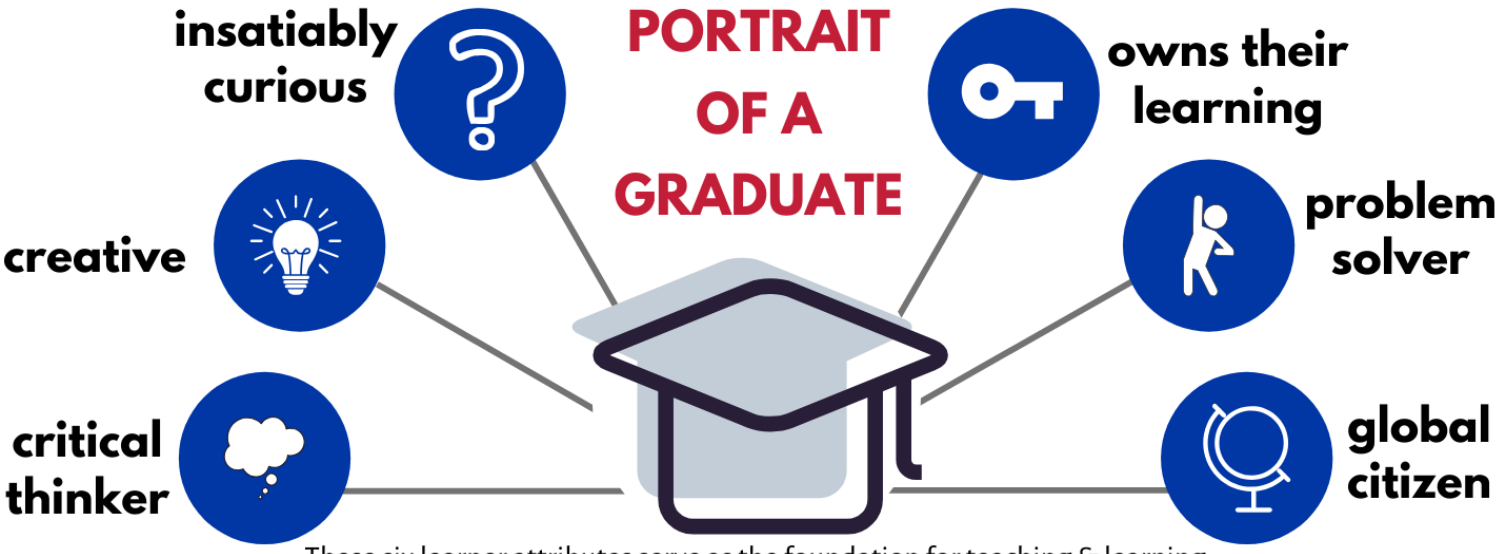
OUR VISION:
captures the future we hope to create for our students.

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

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

"Ignite the Potential of Every Student."

PORTRAIT OF A GRADUATE



These six learner attributes serve as the foundation for teaching & learning.

Safe & Welcoming Schools
- Equitable resources
- Social & emotional health
- Collaboration with families

Vibrant Teaching & Learning
- Innovative, forward-thinking environment
- Emphasis on creativity, problem-solving, student agency, & global awareness

Exemplary Teachers & Staff
- Top candidate recruitment from diverse backgrounds
- Educator support
- Professional development

Family & Community Engagement
- Family support
- Community partnerships
- Improved communications

Culture of Innovation
- Reduced focus on test-based accountability
- Focus on student engagement, relevant curriculum, real-world application

Preface:

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

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

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INTRODUCTION

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

= **Middle School Only**
** = **High School Only**

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

SCHOOL CALENDAR

CONTACT LISTS	DAILY SCHEDULE	ARRIVAL & DISMISSAL
Administration	**Hours: 8:00 AM-4:00 PM**	----------
Middle School	Middle School	Middle School
9th Grade Center	9th Grade Center	9th Grade Center
High School	High School	High School

A GUIDE FOR STUDENTS, FACULTY & PATRONS

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

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

STUDENT RIGHTS & RESPONSIBILITIES

BOE Policy 2141: Student Rights & Responsibilities

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

ENROLLMENT

To attend Bixby Public Schools, a student must reside with parents or legal guardians within the district boundaries. All students new to Bixby Public Schools must enroll at our district enrollment center located at 23 S Riverview Drive. Proof of residence must be shown at the time of enrollment. Evidence of residency may include, but is not limited to, current proof of provisions of water, electric, or gas to the residence. A birth certificate must be presented for enrollment. A student's previous school records are essential in appropriate placement and services. Parents should provide authorization to receive prior records at the time of enrollment. See **BOE Policy 3102: School Day**, **BOE Policy 2101: Residency** and **BOE Policy 2102: Enrollment Requirements**, **BOE Policy 2108: Open Transfer**, **BOE Policy 2131: Student Records**.

**CONCURRENT ENROLLMENT

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

**TULSA TECHNOLOGY CENTER

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

WITHDRAWALS

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

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

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

DAILY OPERATIONS

INCLEMENT WEATHER – SCHOOL CANCELLATIONS

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

- Television stations- Channels (Fox), (KOTV), (KTUL), (KJRH)
- Websites:
  - http://www.fox23.com/default.aspx
  - http://www.newson6.com/
  - http://www.ktul.com/
  - http://www.kjrh.com/
- Radio stations: 740AM, 95.5FM, or 106.9FM
- School website: www.bixbyps.org
- Communication to families from District

ATTENDANCE POLICY

The Bixby Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 90% in grades pre-kindergarten through twelve, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal on an individual, case by case basis. The superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy. (**REFERENCE: 70 O.S. §10-105, §10-106**)

Students not in attendance a minimum of ninety percent (90%) of the time during a semester will receive "No Grade" (NG) as their final grade. Parents may appeal the attendance NG by submitting this form to the principal designee at least 2 weeks prior to the end of the semester.

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

Students missing more than 10% of school days of a class (which equates to 17 days per year) will receive an "NG" for their grade in that class. All absence codes will count against students' attendance requirement with the exception of:

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

- **College Visit** (**CV**) Students will be allowed up to 3 college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence to be considered non-chargeable. If college visits exceed three visits, the subsequent visits will count against the ninety percent (90%) attendance requirement.

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

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

Non-chargeable Absences

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

Administrative Approval (**AD**)**:** This code will be given when any absence is deemed unavoidable by an administrator. This code does not charge against the 90% attendance requirement.

Documented (**D**)**:** This code will be given when the absences are verified with a doctor's note, court order, or funeral memorial card. It is the responsibility of the student and parent to deliver the documents to the attendance office. This code does not charge against the 90% attendance requirement.

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

Competition (**CC**)**:** This code will be given when a student represents the school in a school approved activity organization that is sanctioned by the O.S.S.A.A. This is a non-chargeable absence in terms of the 90% attendance requirement.

College Visit (**CV**) This code will be used when students visit colleges. Students will be allowed up to 3 college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence. This is a non-chargeable absence in terms of the 90% attendance requirement. However, if college visits exceed three visits during a high school career, the subsequent visits will count against the ninety percent (90%) attendance requirement.

School Activity (**SA**)**:** This code will be used when a student is on a field trip. The "SA" code indicates the student is present. This is a non-chargeable absence in terms of the 90% attendance requirement.

Qualifying Event (**NC**)**:** This code will be given when a student is absent from school for an O.S.S.A.A., N.A.S.S.P., O.B.A. or other school approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state qualifying events (e.g., O.B.A. State Championship, State Wrestling Tournament, State Academic Team Championship). This absence does not count towards the ten (10) allowed activity absences, or the 90% attendance requirement.

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

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

Chargeable Absences

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

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

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

PROCEDURE FOR TRUANCIES

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

ATTENDANCE PROCEDURES

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

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

MAKE-UP WORK FOR ABSENCES

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

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

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

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

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

In the case of a student suspension refer to **BOE Policy 2161: Suspension of Students**

TARDY POLICY

BOE Policy 2106: Attendance

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

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

Procedure for Tardies

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

ARRIVING LATE AND EARLY DISMISSALS

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

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

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

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

Checking In and Out of School

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

GOING TO AND FROM SCHOOL

Community residents have a right to privacy, private property, and freedom from abusive behavior. On the way to and from school, students shall not hang around, litter, go on another person's property, assault anyone, or create issues for residents of the community. While the school does not assume responsibility for their actions to and from school, students may receive disciplinary actions when necessary.

BICYCLE SAFETY/MOTORIZED TRANSPORTATION

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

DRESS CODE

Students shall follow **BOE Policy 2144 Student Conduct: Dress Code** for all dress code issues.
When attending school, students should wear clean and appropriate clothing. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.

Hats/Headwear: Students shall not wear hats or headwear in classrooms unless a medical or religious exemption exists.

Clothing: Shirts may not be sheer or mesh and must cover the entire trunk of the body. Messages on shirts shall not include illegal drugs, alcohol, tobacco or other products that may not be utilized by children. Vulgar and/or obscene messages are prohibited and will be subject to discipline under the student discipline code. Shoes must be worn at all times.

Pants, shorts, skirts, and skorts shall be worn at the waist and must be no shorter than mid-thigh.

Hats or headwear may be worn on spirit days with permission of the administration. With the exception of religious and medical hats or headwear, other head coverings are prohibited.

Sunglasses may not be worn in the building unless medically necessary.

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

LOCKERS

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

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

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

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

LOST AND FOUND

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

MISCELLANEOUS DISTRACTING ITEMS

Students are not permitted to have skateboards, footballs, soccer balls, baseballs, basketballs, or toys on the school grounds, in the buildings, or on the school buses at any time without administrative approval. Laser pointers and animals are specifically prohibited. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.** BOE Policy 2157

DELIVERIES TO SCHOOL BUILDING

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

PERSONAL WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education at school or during educational activities. Accordingly, the district expects employees and students to limit their use of personal wireless devices at school. Wireless devices include but are not limited to, cell phones, smartphones, smartwatches and glasses, headphones, ear pods, etc.

A. For students in middle school and below, telecommunication devices will only be accessed and operated outside of the regular school day unless an emergency involves imminent physical danger or a school administrator authorizes the student to use the device. Otherwise, devices are to be turned off and kept out of sight at all times.
B. Ninth-grade students cannot access their devices at the Ninth Grade Center. When walking to/from or attending classes at the high school, students will follow the guidelines for high school students discussed below.
C. High school students (grades 10-12) may access their cell phones outside of class time provided that they are not used in a manner that threatens academic integrity, disrupts the learning environment, or violates the privacy rights of others. The use of personal devices is not allowed during class time.
D. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct in electronic or any other form on a cell phone or other electronic device while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;
E. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
F. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The search scope will be limited to the breach of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
G. Students are responsible for the devices they bring to school. The district will not be responsible for the loss, theft, or destruction of devices brought onto school property or to school-sponsored events;

H. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices and

Students who violate this policy will be subject to disciplinary action, including detention, suspension, and/or the loss of the privilege of possessing such a device for the remainder of the school year.

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

WARNING: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion of sexual offender registries. (**REFERENCE: 70 O.S. §24-101.1, et seq. 70 O.S. §24-102**). See **BOE Policy 2156: Wireless Telecommunication Devices**

HALLWAY/HALL PASSES

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

**LUNCH – CLOSED CAMPUS

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

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

**BIXBY HIGH SCHOOL CAFETERIA

- Students may not be permitted in the kitchen area of the cafeteria at any time due to safety regulations.
- Students are required to pre-pay on their lunch accounts. Pre-Payments will be accepted during the school day hours of 8:15 a.m. thru 2:00 p.m.

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

##BIXBY MIDDLE SCHOOL CAFETERIA

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

Expectations

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

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

##Outside Expectations

1. Games that require contact or tackling are not permitted.
2. Fighting and wrestling are not permitted.
3. Students will stay in the fenced area while outside during lunch.
4. Students will follow the instructions of teachers and staff while outside during lunch.

School staff are available to assist students during lunch. .

**STUDENT PARKING AND DRIVING

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

VEHICLE REGISTRATION/ PARKING DECAL - RULES AND REGULATIONS

- All student cars and cycles must be registered and have a valid BHS parking decal displayed. Registration and decals should be purchased during enrollment or in the assistant principal's office throughout the year.
- The cost of vehicle registration and a parking decal is twenty dollars ($20.00). Students will need to show valid OK vehicle registration, student identification card, driver's license, insurance verification, and complete the registration form (make, model, year, license tag) at the time of fee payment to obtain a decal.
- Temporary permits are free and may be obtained from the assistant principal's office any time during office hours. Temporary permits are for cars that will be driven only for a single day (max 3) or for students who need time before they can register the car and pay the fee. A student ID card and vehicle description (including license tag number) is needed to obtain a temporary permit at no charge.
- It is the student's responsibility to keep his registration card up-to-date. In the event that a vehicle registered is sold or another vehicle is to be used, the used decal is to be turned in with a new registration form and the decal will be replaced at no cost. The school is not responsible for replacing stolen permits.
- Placement of Permit—Permits shall be hung from the rearview mirror with an unobstructed view.

**PARKING/DRIVING - RULES AND REGULATIONS

- There is to be no borrowing, lending, stealing, copying or selling of vehicle permits between students. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a decal number is responsible for any violations committed by that permit unless previously reported lost or stolen to the assistant principal's office.
- All students should have their car(s) registered within the first week of school.
- The speed limit in all parking lots is 10 m.p.h. Offenders may receive a speeding ticket violation or if identified as reckless driving, the driver and all his/her vehicles will be suspended from driving or parking on campus for the remainder of the semester or school year, depending on the nature of the offense. Reckless driving includes, but is not limited to, "squealing tires," "turning donuts," "burning rubber," etc. Students are prohibited from playing loud music, or honking to disrupt the educational environment/safety of students.

- Upon driving onto the school campus at the beginning of the day, students are to find a parking space, park the vehicle, and go inside the building immediately, returning to their cars only at the end of the school day to exit the campus.

- There will be no loitering or sitting in the vehicles on the parking lot during school hours or during any school sponsored activities for any reason. Cars are not to be moved during the school day without prior permission.
- Students who leave or enter the campus before the end of the school day must have one of the following or they will receive a moving violation ticket:
    - special permit decal (Tulsa Technology, concurrent enrollment, etc.)
    - early dismissal pass
    - additional proof from Attendance Office (rare circumstance)
- The school is not responsible for vehicles or their contents. Students are encouraged to lock their vehicle doors.
- **VEHICLES ARE SUBJECT TO SEARCH, UPON REASONABLE SUSPICION, AT ANY TIME WHILE ON SCHOOL PROPERTY.**
- All traffic control devices, signs, and directions must be obeyed at all times. Failure to do so will result in a moving or speeding violation ticket.
- Fines for violation tickets are as follows:
- Parking Ticket
    - First ticket—Ten dollars ($10.00) or five (5) days off-campus suspension of student's vehicle. NO WARNINGS WILL BE ISSUED.
    - Second ticket—Fifteen dollars ($15.00) or ten (10) days off-campus suspension of student's vehicle.
    - Third ticket—Twenty dollars ($20.00) or forty (40) days off-campus suspension of student's vehicle.
    - Additional violations—vehicle subject to towing.
- Moving Ticket
    - First ticket—Twenty dollars ($20.00) or twenty (20) days off-campus suspension of student's vehicle.
    - Second ticket—Thirty (30) days off-campus suspension of student's vehicle.
    - Third ticket—Fifty (50) days off-campus suspension of student's vehicle.
- Reckless Driving Ticket
    - Twenty-five ($25.00) or up to Eighty (80) days off-campus suspension of student's vehicle.
- Off-campus suspensions of the student's vehicle may be given at Administration's discretion.
- Driving suspension may occur to your vehicle for matters other than ticket violations. Instances may include, but are not limited to, loaning or using another person's parking permit, disregarding safety regulations, leaving campus without proper authorization, false information on the registration card, etc. Parents/guardians will be notified of long-term driving suspension.

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

##STAY-IN NOTES

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

VISITORS

All visitors must sign in and out, using the School Safe Kiosk in the Attendance Office and receive a visitor's pass. Student visitors are not permitted during school hours, including lunch. If you would

like to visit with your student's teacher during school hours, please make an appointment with that teacher by calling the office or email the teacher directly.

VOLUNTEER PROGRAM AND LAY COACH REQUIREMENTS

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

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

##PARENT/TEACHER ORGANIZATION

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

##STUDENT BIRTHDAYS

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

DAMAGE TO SCHOOL PROPERTY

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

SCHOOL TELEPHONES

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

TRANSPORTATION

Students who reside more than one and one-half (1 ½) miles from their designated campus are eligible for school bus transportation. Bus stops are set by the Director of Transportation. Students who live less than a one and one-half (1 ½) radius will not be permitted to ride the bus.

BUS PASSES

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

ACADEMICS

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including those taught in a special education setting:

Grades shall be determined by daily assignments, homework, special assignments, labs, class participation, and comprehensive assessments. Updated student assignments and grades, with the exception of final semester grades, can be found on Canvas. The information in Canvas should reflect the following general information: the date the assignment is due, the total points possible, and any pertinent or unique information students or parents may find helpful. Assessment of student learning should be meaningful, relevant, and an authentic reflection of a student's progress toward mastery of learning standards. Final semester grades will be posted to PowerTeacher at the end of each semester after the grading process is complete.
All work and tests affecting the student's grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. However, completed research papers and large scale projects shall be returned within (15) school days. All grades shall be listed in Canvas and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

Middle School - High School
100% - 90% = A
89% - 80% = B
79% - 70% = C
69% - 60% = D
59% - 0% = F

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Six weeks and twelve weeks report of progress and the eighteen weeks semester grades reports will be given to all students. Student percentages will be cumulative for the semester grading period. A reduction of grade marks will not be used as a form of discipline under any circumstances. See **BOE Policy 3118: Grading**.

POWERSCHOOL PARENT PORTAL

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

TEXTBOOKS

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

STUDENT SCHOOL EXPENSES

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

HOMEWORK

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

ACADEMIC DISHONESTY/CHEATING

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

REPORT CARDS AND PROGRESS REPORTS

The Bixby Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be made available to parents or guardians at the end of each semester grading period. Progress reports shall be available at the ninth week of the grading period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student. Report cards or a report of progress will be available to students one week following the end of each grading period. The semester grade is recorded on each student's permanent school record. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area. Parents or guardians are encouraged to discuss their child's progress with teachers and administrative staff by appointment or during regularly scheduled parent/teacher conferences.

PLACEMENT EXAMS

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

##STUDENT 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 IEPs will be advanced or retained in accordance with their Individual Education Program team's decision. **See BOE Policy 3126: Student Promotion and Retention**

Retain or retention: means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on a student's permanent cumulative record that the current grade level has not been successfully completed.

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

The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level. Students may be considered for retention based on teacher or parent request. Evaluation of such a request will be based on the impact of the following criteria on academic performance:

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

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

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

##STUDENT PROMOTION

Students in special education will be advanced or retained in accordance with their Individualized Educational Program as created by the IEP team.

Promoted or promotion: means to place a student successfully completing the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that the current grade level has been successfully completed.

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

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

For promotion/acceleration decisions, students who demonstrate proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s).

PROFICIENCY-BASED PROMOTION

Students may be referred for proficiency based promotion by a teacher or parent. Assessments are given twice per year, once before the beginning of the school term and at the end of the school term

as identified in 70 O.S.11-103.6 Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. The school will confer with parents in making such promotion/acceleration decisions. Such additional factors as social/emotional growth and maturity should be considered.

MEDIA CENTER

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

The Media Center subscribes to a variety of state-sponsored and library funded on-line databases. Access information is available in the Media Center and through Student Life in Canvas. The library catalog is also available through Canvas. The Media Center websites are available from the homepage for Bixby High School or Bixby Middle School. They are also available under Explore: For Students from each site's homepage.

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

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

See here for Media Center Procedures relative to student checkout.

INTERNET AND OTHER COMPUTER PRIVILEGES

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

ACCEPTABLE USAGE AND PRIVACY POLICY

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

FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this

policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances. See **BOE Policy 3108: Internet and Other Computer Networks Acceptable Use and Internet Safety Policy**.

ACTIVITY TRIPS

Activity trips may be planned as an extension of the child's classroom experiences. Parental approval must be given prior to a student's participation in such trips.

SPECIAL EDUCATION

The Special Education Department of Bixby Public Schools actively seeks to find any student residing in the district who has a disability recognized under the Individuals with Disabilities Education Act. Special education provides an individualized program for students with disabilities. Students with disabilities receiving services are ages 3-21, who may be physically disabled, and intellectually disabled, emotionally disturbed, learning disabled, developmentally delayed, traumatic brain injured, and other health impaired, visually or hearing impaired, speech-language impaired, autistic, or multiply disabled. To inquire about special education, please contact the special education department at Bixby Schools, 366-2241.

STUDENT INTERVENTION TEAM (SIT)

The SIT process is established as a means of providing building level intervention support teams for students and teachers. The counselor will be the primary contact in the building for the SIT referral process. At-risk students are identified by teachers, parents, achievement scores, and continued school failure. The counselor will conduct team meetings to assess and evaluate at-risk students' needs and the steps needed to improve their academic progress, which may include but are not limited to classroom interventions, support services available at the site, and specified assessment.

##SPEECH

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

TITLE III: ENGLISH LANGUAGE LEARNERS (ELL)

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

TITLE VI: INDIAN EDUCATION

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

**EARLY GRADUATION

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

**GRADUATION REQUIREMENTS/ REGULATIONS

Graduation requirements may be found in **BOE Policy 3127: Graduation Requirements**.
For information on graduation pathways, please see **here**.

**TRANSCRIPTS

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

PLANNING/SCHEDULING PROCESS

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

Demand for courses and classroom availability will determine class offerings.

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

SCHEDULE CHANGES

Institutional staffing, scheduling, building use, and budgetary decisions are based on student pre-enrollment. Therefore, schedule changes often cannot be granted. Every attempt will be made to give the student his/her requested classes from pre-enrollment. In some instances this may not be possible. Schedule changes are only made in unusual circumstances.

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

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

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

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

**RECOGNITION OF STUDENTS FOR ACADEMIC ACHIEVEMENT

It is the philosophy of Bixby High School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated with grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the "weighted" grade is to provide an incentive for students to enroll in a program of advanced studies.
All courses taken in grades 9-12 will be included on the student transcript and will be considered when calculating the grade point average (GPA). Two (2) GPAs will be listed on the transcripts and college applications based on a 4.0 unweighted scale and the "weighted" GPA.

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

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

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

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

The following criterion will be followed:
Valedictorians will be students who rank in the upper 1% of the class.
Salutatorians will be the remaining students who rank in the upper 2% of the class.
Bixby Distinguished Graduates will be the remaining students who rank in the upper 10% of the class.

STUDENT ACTIVITIES: ELIGIBILITY

It is the policy of the Bixby Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Eligibility will be determined at the end of the third week of a semester and weekly thereafter on Friday at 2:00 a.m. If a student is failing one or more classes at the time eligibility is determined, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible and the student may not participate in any school activity during that week. The ineligibility period will begin Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

A "passing grade" means work of such quality that credit would be entered on record if the semester closed at that time. Grades for eligibility will be the cumulative grade for the semester at the time of the grade check.

All students participating in all school activities are subject to the eligibility rules. A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternate assignment may be used as a substitute for the missed school activity. Any variation from this rule must be approved by the site administration.

The Board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association.

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

See **BOE Policy 2135: Student Activities - Eligibility**, **BOE Policy 2136: Extracurricular Activities**.

**ELIGIBILITY RULES FOR CONCURRENTLY ENROLLED STUDENTS

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

GIFTED AND TALENTED PROGRAM (GTP)

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

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

General Information:

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

Important Links:

- Video from Governor Stitt: HB 1775
- Oklahoma State Department of Education
- Oklahoma Academic Standards

Please see here for BOE Policy 3139 and Complaint Process Form.

STUDENT DISCIPLINE

STUDENT CONDUCT AND BEHAVIOR

Standards of behavior for all members of society are generally a matter of common sense. When, in the judgment of a school support employee, teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken. For further information regarding conduct and behavior, see **BOE Policy 2158: Student Discipline**

STUDENT RELATIONSHIPS

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

OUTSIDE-OF-SCHOOL ACTIONS

In addition, conduct occurring outside of the normal school day or off school property that has a negative effect on the educational process or is damaging to the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. See **BOE Policy 2158: Student Discipline**

VIOLENCE

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

LANGUAGE

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

SMOKING AND USE OF TOBACCO PRODUCTS

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

DRUGS/ALCOHOL

Due to the devastating impact that student use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect, The Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

This will include any item considered drug paraphernalia. Violations of Policy 2149 will subject the student to disciplinary action, including out-of-school suspension.
For further information read **BOE Policy 2149: Drug Testing**.

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

A student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's Student Behavior Policy and/or BOE Policy 2149: Drug Testing. See **BOE Policy 2150: Drug-Free Schools (Student Athletes)**.

PROBATION PROGRAM

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

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

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

GANGS AND GANG ACTIVITY

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

STUDENT BULLYING

BPS forbids bullying behavior in any form. The school will impose discipline, including suspension, for such behavior by students. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. See **BOE Policy 2146: Student Bullying**.

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

WEAPONS AND DANGEROUS OBJECTS

It is the policy of Bixby Public Schools that students will not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one on the school grounds or off the school grounds at any school sponsored activity, function or event. See **BOE Policy 2151: Weapons-Free Schools**.

STUDENT SEARCH AND SEIZURE

To ensure the safety and welfare of pupils, the school maintains a strict policy of student search and seizure. See **BOE Policy 2153: Search of Students**.

SUSPENSION

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

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

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

Except in cases involving possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students and teachers, no out-of-school suspension shall extend beyond the current semester and succeeding semester. See **BOE Policy 2158: Student Discipline**, **BOE Policy 2162: Disciplinary Removal Of Children With Disabilities**, **BOE Policy 2163 Student Discipline: Out-of-school Actions**, **BOE Policy 2161: Suspension of Students**.

IN-HOUSE PLACEMENT (IHP)

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

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

METAL DETECTOR USE/SURVEILLANCE

Persons entering BPS may be subject to a metal detector scan and camera surveillance. See **BOE Policy 2152: Metal Detectors**.

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

VIRTUAL ONLINE CLASSES

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

HEALTH & SAFETY

SCHOOL NURSE

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

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

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

IMMUNIZATIONS & MENINGOCOCCAL DISEASE AND VACCINES

Immunization requirements are established by the State of Oklahoma and are state law. *No student will be allowed to enroll in school without documentation of the required vaccines.* Each time an immunization is given, a copy of your child's updated immunization record must be brought to the school. Please make sure the child's name, birth date and grade are written on the immunization record. Exemptions from the immunization requirements are authorized for medical, religious, and personal reasons. If you have any further questions, please call one of the school nurses listed above. See **Required Immunizations**.

HEAD LICE

See **BOE Policy 2110: Health - Students**.

STUDENTS RETURNING TO SCHOOL FROM ILLNESS

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

MEDICATION

If it is necessary for a student to bring prescription, non prescription or over-the-counter medicines to school, the "Parental Authorization to Administer Medication" form must be completed. The form must be completed and signed each year to be kept along with the medication in the school office. The form is available in the front office, nurse's office or on-line. Medications, both prescription and non-prescription, must be brought to school in their original containers with the proper labeling and your student's name on the container. If your student takes daily medication, please contact the school nurse. In order for us to contact you, it is important that all telephone numbers be completed on the enrollment information sheet. The district retains the right to reject requests for administration of medication and to discontinue the administration of medication. Full medication administration guidelines can be found in the **BOE Policy 2116: Administration of Medicine to Students**, **BOE Policy 2116A: Medical Marijuana, Hemp & Cannabidiol (CBD)**.

Prescription medication must have:

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

Non-prescription meds must have:

- Student Name
- Contain directions
- Original container/package

HIV/AIDS EDUCATION

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

SAFETY DRILLS

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

STUDENT INSURANCE

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

COUNSELORS

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

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

INDIVIDUAL AND SMALL GROUP COUNSELING

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

##DEVELOPMENTAL GUIDANCE LESSONS

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

##GROWTH AND DEVELOPMENT LESSONS

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

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

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

THREAT ASSESSMENT

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

SEXUAL HARASSMENT

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

ASBESTOS NOTICE

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

**STUDENT ACTIVITIES/EXTRA-CURRICULAR ACTIVITIES

STUDENT ORGANIZATIONS AND PURPOSE STATEMENTS

The Bixby Public Schools provides an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by co-curricular and extracurricular activity programs designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects.

Involvement in co-curricular and extracurricular activities is a privilege, and students choosing to participate take on extended responsibilities as representatives of their school and community. Students who choose to participate in the co-curricular and extracurricular activities will be held to a high standard of conduct as a condition of participation.

The District particularly expects student participants to meet high standards with regard to morality, honesty, school citizenship, sportsmanship, and leadership. Students who choose to participate in co-curricular and extracurricular activities are responsible for behaving in accordance with this policy, and those whose behavior or conduct does not meet these standards will lose the privilege of participating in co-curricular and extracurricular activities.

The expectations for the behavior of our students who participate in co-curricular and extracurricular activities are very clear, and all violations of this policy will result in consequences to the student participant.

This policy for students participating in co-curricular and extracurricular activities is in effect 24 hours a day, 7 days a week, 12 months a year, both inside and outside of school and/or school-related activities.

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

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

EXTRA-CURRICULAR POLICIES & PROCEDURES

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

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

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

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

If a student does not meet the minimum scholastic standard, he/she will not be eligible during the first six weeks of the next 18-week grading period. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.

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

A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal. In general, the following guidelines will be followed: A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest. Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.
Other issues not specifically addressed in this statement will be addressed by the building principal.

Expectations of Student Participants in Co-Curricular and Extracurricular Activities:
Student participants in co-curricular and extracurricular activities may be suspended from participation in all such activities for misconduct including, but not limited to, the following:

- Violation of any prohibited act set out in the Student Discipline Policy;
- Violation of the District drug, alcohol or smoking policy.
- A failure to practice good citizenship in all environments by respecting the property and rights of others. (By way of example only, poor citizenship includes actions such as stealing, vandalism and other illegal acts.)
- A failure to display proper sportsmanship.
- Using social media and other websites in an inappropriate manner.
- Engaging in hazing, bullying, harassing or discriminatory conduct.
- Student participants in extracurricular activities will not tolerate other students who are also student participants in any co-curricular and extracurricular activity who fail to live up to the standards of this policy and should immediately report all violations or perceived violations to a coach, sponsor, or school administrator.
- Engaging in inappropriate or unacceptable conduct/behavior
- Will abide by and be accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in this policy.

- Any conduct occurring at any time that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, a sports team, an organization, activity, will result in disciplinary action.
- When, considering the totality of all circumstances, a head coach or sponsor or the athletic director or the high school principal or the superintendent or the superintendent's designee determines that it is in the best in interests of the School District for any student participant in co-curricular and extracurricular activities to be suspended from the privilege of participation in any such activity, such suspension may occur.

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

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

Disciplinary action against a student which affects a student's participation in a student co-curricular/extra-curricular activities program shall be the responsibility of the activity sponsor/coach and school administration.

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

The consequences for violating this policy shall be determined by the head coach or sponsor or athletic director or high school principal or the superintendent or the superintendent's designee. Consequences are carried over from one sport to the next and from one school year to the next until the entire penalty is served. Furthermore, the student must finish the season in good standing. A student participant suspended for violation of this policy may be allowed to practice with the team or organization (as long as s/he is not suspended from school) but is not allowed to dress for contests, competitions or performance during the suspension. Coaches and sponsors may set a stricter standard of behavior as long as it is clearly conveyed, in writing, to the student participant.

STUDENT PARTICIPATION IN SCHOOL CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS

Bixby High School provides an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by an activity program designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. However, it is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student.

ACTIVITY ABSENCES

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility,

and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student. **See BOE Policy 2136: Extracurricular Activities**.

DANCES

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

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

Students not attending Bixby High School are not permitted to attend a school dance. Freshmen students may not attend the Junior/Senior prom. Sophomore students may attend the prom only as a guest of a Bixby junior or senior student. See **BOE Policy 2135: Student Activities - Eligibility**, **BOE Policy 2136: Extracurricular Activities**

DANCE DRESS CODE

BOE Policy 2144: Dress Code

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

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

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

EVERY STUDENT SUCCEEDS ACT (ESSA)

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

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

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

PARENT BILL OF RIGHTS

Refer to Oklahoma Statute: **25 O.S. §2002**.

STUDENT SURVEYS

Surveys Without the Parent/Guardian's Prior Consent

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

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

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

FERPA

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

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

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

Bixby Public Schools will publish a list of the items of directory information it proposes to designate as directory information in each student handbook, annually provided to each parent/student. After the parents or eligible students have been notified, they will have two weeks to advise the School

District in writing (a letter to the Superintendent of School's Office) if any or all of the items they refuse to permit the district to designate as director information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or eligible student. Information identified as directory information will also be identified in school board policy on the school website.

BIXBY PUBLIC SCHOOLS
Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

FORMS

STUDENT ACTIVITY 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

Spartan Athletics Student/Parent Handbook

BIXBY

Public Schools

THE SPARTAN WAY:
LEARN WELL. LIVE WITH HONOR

2025-26

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender (including pregnancy), national origin, disability, military status, and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) BPS incorporates antisemitism into the district's nondiscrimination practices. Antisemitism is a certain perception of Jewish people, which may be expressed as hatred toward Jewish people. Rhetorical and physical manifestations of antisemitism are directed toward Jewish and non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

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

Related BOE Policies:

- **2100: Sexual Harassment of Students**
- **2100: Sexual Harassment of Students**
- **3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process**
- **3139: Required Form**
- **4100: Sexual Harassment**
- **4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination**

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

Employment Issues	Kendall Still	Associate Superintendent	kstill@bixbyps.org	918-366-2200
Student Issues	Brenda Shaw	Assistant Superintendent	bshaw@bixbyps.org	918-366-2200
Additional Issues	Lydia Wilson	Superintendent	lwilson@bixbyps.org	918-366-2200

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

Bixby Public Schools
23 S. Riverview St.
Bixby, OK 74008

2020-2025 Strategic Focus

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

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

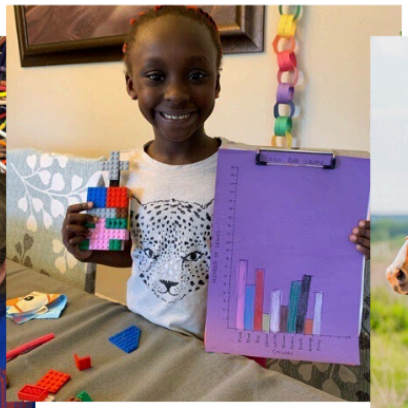
IT BEGINS WITH OUR VALUES

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

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

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











BIXBY Public Schools

Strategic Focus Overview 2020-2025

OUR MOTTO:

encapsulates the beliefs or ideals which guide our district.

The Spartan Way:
Learn Well.
Live with Honor.

OUR VISION:

captures the future we hope to create for our students.

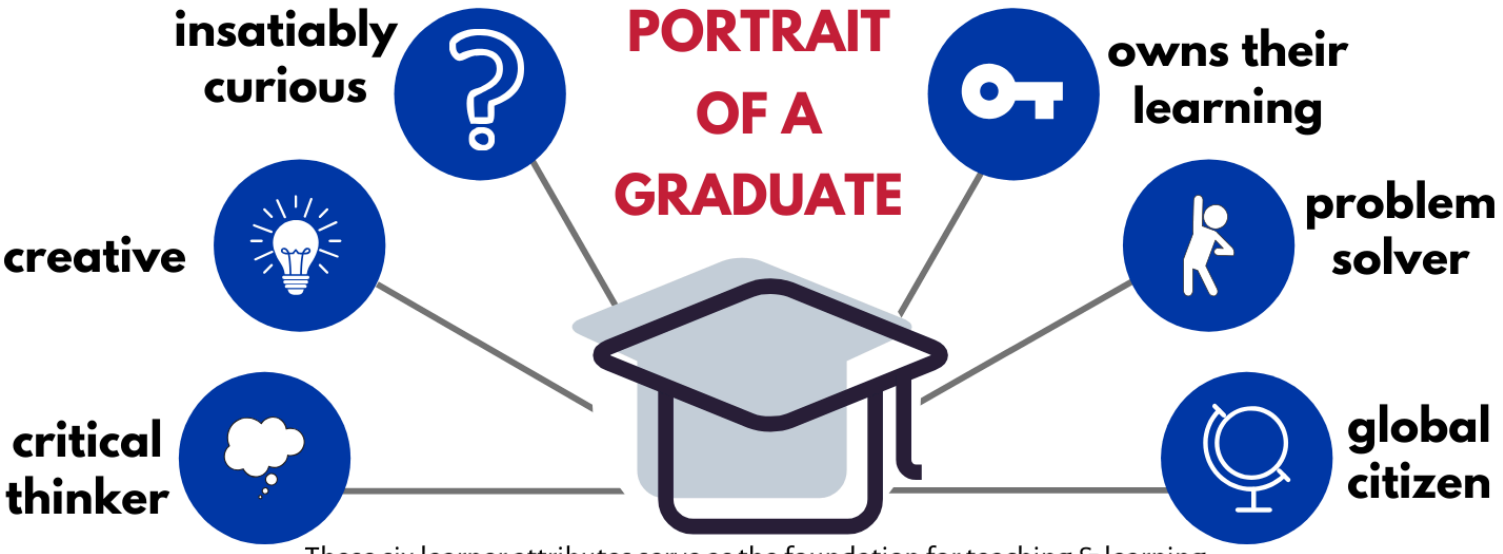
Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.

OUR MISSION:

explains our fundamental purpose as a school district.

"Ignite the Potential of Every Student."

PORTRAIT OF A GRADUATE



These six learner attributes serve as the foundation for teaching & learning.

Safe & Welcoming Schools

- Equitable resources
- Social & emotional health
- Collaboration with families

Vibrant Teaching & Learning

- Innovative, forward-thinking environment
- Emphasis on creativity, problem-solving, student agency, & global awareness

Exemplary Teachers & Staff

- Top candidate recruitment from diverse backgrounds
- Educator support
- Professional development

Family & Community Engagement

- Family support
- Community partnerships
- Improved communications

Culture of Innovation

- Reduced focus on test-based accountability
- Focus on student engagement, relevant curriculum, real-world application

LINK INFORMATION

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

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BIXBY SPARTAN ATHLETIC PHILOSOPHY

The Bixby High School Athletic Department provides students with opportunities in interscholastic athletics in accordance with the missions of Bixby Public Schools. It is our belief that interscholastic athletics greatly enhance the educational experience of all students involved, provide lifelong learning experiences, and develop leadership qualities in our students, which are all important to a student's education.

Participation in athletics at Bixby Public Schools is a privilege. With this privilege comes the expectation of exemplary moral character displayed through good sportsmanship and respect for one's school, coach, teammates, opponents, officials, facilities, and equipment. We expect athletes and coaches to understand and embrace BPS's athletic philosophy. In return, the athletic department is truly student-centered with the best interests of the student-athletes always at the forefront. Coaches are role models and mentors, and this responsibility should be reflected in all of their actions.

Every sport, coach, and individual student-athlete will be treated fairly by the Athletic Administration at BPS, and new opportunities for our student-athletes will be constantly pursued. Diversity is embraced within the Athletic Department, and no student-athlete or coach will be discriminated against or subject to harassment of any form.

The Spartan Athletic Department will follow all rules and regulations established by the Oklahoma Secondary Schools Activities Association, the Frontier Valley Conference, and the Bixby Public Schools Board of Education and Administration.

STUDENT-ATHLETE PRIORITIES

1. Family 2. Academics 3. Athletics

MISSION STATEMENT

To provide student-athletes with the opportunity to compete at the highest level while fostering and contributing to the development of high athletic standards in the course of personal growth and development through leadership, competition and sportsmanship. Student-athletes will be developed into well rounded, healthy and productive citizens to be the BEST in 6A and beyond. This will be done at all facilities and environments where we compete/practice all day, every day, and for life.

SPORT OFFERINGS 7th Grade - 12th Grade

FALL
Cheer
Cross Country
Dance
Football (8-12)
Softball Fast-Pitch
Volleyball
Golf

WINTER
Basketball
Cheer
Dance
Swimming
Wrestling

SPRING
Baseball**
Cheer- STUNT
Golf
Soccer
Softball Slow-Pitch**
Tennis
Track

**Not offered at the MS level.

ACADEMIC ELIGIBILITY

Athletes are responsible for meeting academic standards. In compliance with the OSSAA Policy, Rule 3 and **BOE Policy 2135**, eligibility will be determined at the end of the fourth week of a semester and weekly thereafter on Friday at 2am. Each subsequent week until the end of the semester, a probation and ineligible list will be issued. The weekly ineligibility period will begin Monday and continue through Sunday.

Students who are academically ineligible cannot participate in any activities other than practice, ride a bus, be on the sidelines or on the bench at sporting events. At the end of a semester, if a student does not meet minimum academic standards set by OSSAA, they will be ineligible for the first 6 weeks of the following semester.

ACCIDENT INSURANCE

A student/ parent may purchase voluntary accident coverage through any insurance company.

ACTIVITY ABSENCES

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student. **See BOE Policy 2136**.

1. Bixby Public Schools requires students to attend class (hour by hour) a minimum number of days according to Board Policy 2105.
2. Zero hour is part of the student's schedule, if enrolled. Those students enrolled in a zero must attend the course under the same guidelines as all other courses.
3. Per OSSAA Policy, students cannot miss more than 10 instructional days, per class period, for extracurricular activities. An application is available through Rank One for an additional 5 days.
4. If a student is suspended out of school, they cannot attend practice or participate in contests.

ATHLETIC TRAINERS

Athletic Trainers: Bixby Public Schools has 3 athletic trainers on staff. Athletic trainers are Nationally board certified and licensed medical providers. They provide medical services to our athletes including: evaluation, injury treatment, rehabilitation, concussion management, wound care and injury protection.

Hours: During normal academic days, morning treatments are open at Home of the Spartans from 7:15-9:30am. Both training rooms will reopen at 2:30pm and typically close at the conclusion of the

last practice or home game. During weekend events and holidays, schedules will be adjusted accordingly. Athletic trainers will be present at home events and will travel accordingly.

Facilities: We have 2 athletic training facilities on the high school campus. One is inside the Home of the Spartans on the first floor and the other is just east of the boy's wrestling room. These are medical facilities and must maintain privacy. Due to the community growth and volume of our athlete population, in-season and varsity teams will be given priority.

Concussion Protocol: Bixby Athletics will follow the BOE Policy 2166. Athletic trainers will safely manage concussions and release athletes back to activity after return-to-learn & return-to-play progressions have been completed. The athletic trainer will approve all clearances upon return.

Injury Communication: Our athletic training staff communicates injuries to strength and conditioning and to their coaches. Injured athletes should attend morning treatments and work in conjunction with S&C to modify injured areas. If a doctor's note provides strict limitations or "out of activity/no activity," they must provide an updated note from that same doctor releasing them.

AWARDS & HONORS

LETTER: The athletic letter is the highest award conferred by the Department of Athletics and may be worn only by the school's best athletes. Established requirements to receive a letter is defined by a student athlete participating on a varsity roster at any point during the season for the current school year. See **BOE Policy 2128**.

Cords: The Athletic Department will provide a graduation cord for the athletes that earn All-State in their respective sport. No other cords will be given or worn during graduation, an academic ceremony. Academic State Team Champions, in their respective sport, may wear their medal at graduation that was received during their Academic State Championship ceremony.
CONFERENCE: Other awards and honors which might be awarded by the conference include individual certificates based on academic achievement and season achievements/stats.

OCA ALL-REGION & ALL-STATE: These are two other honors senior athletes may qualify for nomination to the OCA sports specific committee.

BANQUET

End of season banquets should be held to honor student athletes and seniors in their sports. The date should be held within 2-3 weeks of the conclusion of the season. The banquet date will be approved and put on the main calendar. All measures should be taken to keep the Post-Season Banquet to a minimum amount of time and cost. No coaches or senior gifts can total more than $100 individually.

BOOSTER CLUBS EXPECTATIONS

All athletic programs are encouraged to form/ have a booster club to help support the needs of the athletic programs. All Booster Clubs are a non-profit parent-based volunteer organization which provides support to the sports program, student-athletes, building principal, athletic director and coaches of Bixby Public School; by encouraging and recognizing high scholastic achievement, sportsmanship and character, which contributes to the morale, spirit and enthusiasm of the student body and community; and provide a means for positive involvement between the community and the school. The booster club will raise funds to supplement individual booster club efforts, by facilitating consistent communications and by leveraging volunteer efforts.

The Booster Clubs will attempt to aid and assist the sports programs associated with Bixby Public Schools by providing fundraising activities to provide financial support not available through school funds. All dues, donations, and other monies received or earned by this organization shall only be used to achieve those aims and purposes as set out. Booster clubs shall not infringe upon coaching or team duties, but rather are volunteer organizations which help provide support. Booster clubs should be aware that coaches will help determine booster club purchases and will clearly outline their financial needs at the first booster club meeting of the year. Head and/or assistant coaches will be present at booster club meetings. The Booster Club shall have no salaried officers or directors and must follow all Oklahoma State Cost Accounting laws. It is not mandatory for families to join the booster club, although it is encouraged.

DISCIPLINARY ACTION RELATED TO STUDENT PARTICIPATION IN SCHOOL CO-CURRICULAR & EXTRACURRICULAR PROGRAMS AND ACTIVITIES

The Bixby Schools provide an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by co-curricular and extracurricular activity programs designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. See **BOE Policy 2136**.

Any violation of school policies will be disciplined accordingly and as appropriate by the Athletics Department and school site.

Any infraction will be considered a major infraction. Consequences relative to athletics may include but are not limited to suspension from games or dismissal from the team.

If a student is suspended out of school, they cannot attend practice or participate in contest

Parents may request a review of athletics related disciplinary actions to the Athletic Director. After review, the Athletics Director's determination will be final.

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

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. **See BOE Policy 2149**.

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:

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

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

In an effort to protect the health and safety of students parking on school property or participating in extracurricular activities, and to educate and direct these students away from drug and alcohol abuse, the Board of Education adopts the following policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs. See **BOE Policy 2150**.

ELIGIBILITY RULES: OSSAA

Bixby Public Schools follows all eligibility rules established through OSSAA. You may find the OSSAA eligibility rules **here**.

EQUIPMENT/UNIFORMS

A great amount of money is spent every year to maintain and upgrade facilities and to purchase and maintain equipment. You, your parents, your friends, alumni, and our community all play a role in financing our programs in some way. So please, take pride in the facilities and equipment and treat them with respect!

Also, student-athletes are responsible for all equipment and uniforms issued to them. Student Athletes have been provided a locker and must provide their own lock to keep these items safe while at school. Any lost or unreturned equipment/uniforms must be replaced at the expense of the student-athlete. Students will not be allowed to participate in another sport until all equipment is returned or all fees are paid for lost/ unreturned equipment. Seniors may have their diplomas held until their equipment is returned or fees paid.

EXPECTATIONS: STUDENT-ATHLETES

As stated previously, participation in athletics at BPS is a privilege and not a right. With this privilege comes high expectations. We expect our student-athletes to pursue excellence in their athletic endeavors. High school sports are extremely competitive, so we have some basic expectations across all sports that will help our teams and individuals excel:

- **Represent BPS with class, dignity, and sportsmanship at all times** - Bixby is bigger than any one individual or team, and any unsportsmanlike behavior reflects negatively on the entire school. Our student-athletes are expected to promote a positive image of the school at all times through their actions and language both in victory and defeat.

- **Daily attendance at practice** – Practices are mandatory. Student-athletes should notify their coach if they expect to miss a practice. Missed practice time may have consequences. Athletes are expected to arrive and depart campus/practice at the time designated by the coach. No loitering before or after practice.

- **Participation in off-season and summer workout programs when conflicts do not exist** – The current landscape of high school athletics will not allow our teams to be successful if our student-athletes only work on their sport in-season. Student-athletes must work year round to improve their skills in every sport in which they participate whether that is on their own or through BPS off-season programs. **Participation in off-season or summer programs does not guarantee a student-athlete will make that team when the season tryouts occur. The workouts are meant to improve the skills of those involved to give them a better chance of making the team.**

- **Follow all OSSAA, school, athletic department, and team rules** – The OSSAA, school, and athletic department policies are the same across the board, and each team develops its own set of rules that all student-athletes are expected to follow. Violations of any of these rules and policies will result in consequences that are outlined in the OSSAA rules, the BPS student handbook, the student-athlete handbook, and the team rules, respectively.

Adherence to these expectations does not guarantee playing time. Due to the competitive nature of our athletic programs, there are no requirements for all athletes to receive playing time. All playing time decisions are left to individual coaches.

EXPECTATIONS: OUT OF STATE & OVERNIGHT COMPETITION

Any violation of school policies will be disciplined accordingly and as appropriate by the Athletics Department and school site.

Any infraction will be considered a major infraction. Consequences relative to athletics may include but are not limited to suspension from games or dismissal from the team.

Parents may request a review of athletics related disciplinary actions to the Athletic Director. After review, the Athletics Director's determination will be final.

The expectation for out of state trips is that students will travel with the team to the activity and return home with the team from the activity. Students wishing to extend any trip to return home with family must complete an approval prior to the booking of any travel arrangements by the district. Approval form can be obtained from the BPS Athletics Department Secretary.

Guidelines can be viewed **here**.

EXPECTATIONS: PARENTS

Parents should demonstrate good sportsmanship by displaying the following behaviors:

- Providing support for coaches and officials to foster a positive, enjoyable experience for all student-athletes.
- Recognizing that student participation in athletics is a privilege.
- Using good sportsmanship as spectators and conducting themselves in a manner that reflects well on both the team and the school.
- Promoting the team by being supportive and helpful of the school program.
- Refraining from coaching their student from the stands or sidelines.
- Expecting consistent student attendance at practices and games.
- Drop off and pick up student-athletes at the time designated by the coach.
- Being supportive of BPS athletic programs in public as well as in Social Media platforms
- Social Media comments and postings must be in compliance with OSSAA Policy, Rule 9.

Parents should create a positive and supportive environment to promote their student-athletes' well –being by:

- Supporting good conditioning and healthy lifestyle habits.
- Placing the emotional and physical well-being of their child ahead of personal desire to win.
- Expecting their child to play in a safe and healthy environment.
- Supporting their son/daughter in planning how to meet their academic responsibilities, given the demands of training and practice.
- Being a role model for other parents by remaining positive at sporting events.

Parents displaying poor sportsmanship resulting in removal from the game, may be required to participate in a class reviewing Athletic Department expectations before returning to an event.

BOE Policy 5107 School Visitor with explanation of banning a spectator.

The Athletic Department highly suggests parents to review the free online National Federation of State High School Associations course titled, *The Role of Parents in Sports*. Please visit www.nfhslearn.com and take the course.

FACILITY USAGE

As stated previously, student athletics is a privilege, not a right. Facility usage is only allowed during designated practice/event times. With this privilege comes high expectations. We expect our student-athletes to follow all facility usage rules.. Students and/or Parents are not to be in facilities or on outdoor fields without Bixby Athletic Department approval and Bixby Public School supervision. Any violation is considered trespassing and can lead to disciplinary action.

FEES

Participation in our public school athletic programs is free of charge for all student-athletes; however, running a successful program does come with expenses. Costs related to travel, equipment, uniforms, and tournament fees may occur and can add up quickly.

Team costs will be communicated in advance. By agreeing to participate, both the student-athlete and parent/guardian acknowledge responsibility for these expenses.

If a student voluntarily quits the team or transfers from the school after committing to participate, the family agrees to pay any non-refundable fees that were incurred on the student's behalf. This ensures fairness and allows the program to meet its financial obligations.

FUNDRAISING

To help offset expenses, our athletic teams will offer a variety of fundraising opportunities throughout the year to cover all expenses. We strongly encourage all athletes and their families to participate, as these efforts directly benefit our teams and help ensure all students have the best experience possible. Your support makes a difference in the continued success and growth of our programs. Bixby Athletics fundraises for a specific purpose and all fundraisers must be approved by Bixby Activities Director.

HAZING

Athletic hazing will not be tolerated. It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing. See **BOE Policy 2145**.

OKLAHOMA HAZING LAW

§21-1190. Hazing – Prohibition – Presumption as forced activity – Penalty – Definition

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school

or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

LOCKER ROOM

Student-athletes are not allowed in the locker room without adult supervision. Only lockers assigned by the coach should be used. All belongings should be locked in the locker. No cells phones are to be used in the locker rooms. Disciplinary action may occur should a violation of cell phone usage occur. BPS is not responsible for lost or stolen personal items.

MULTI-SPORT ATHLETES

We strongly encourage our student-athletes to participate in more than one sport. Participation in more than one sport is highly beneficial for the student-athlete and for the school's athletic programs. However, multi-sport athletes must possess excellent time-management skills and be able to meet the demands of all sports in which they choose to participate.

The in-season sport should always come before an out-of-season sport. No athlete should ever miss a practice or game for their in-season sport to participate in another sport at BPS. This policy also includes tryouts. In-season athletes are still allowed to participate in off-season workouts, but coaches cannot make them mandatory for those athletes. However, please understand that missed workouts may cause the student-athlete to fall behind other athletes who are participating in the workouts. Finally, the coaches of an athlete should determine a plan for an in-season athlete to lift weights or participate in a workout for another sport on a game day.

During the summer, there is no sport that takes precedence over another sport. Coaches try to schedule their summer events in collaboration with each other so sports are not overlapping. However, this is not always possible. We try to ensure no camps will overlap, but we cannot control the scheduling of summer games for certain sports. When conflicts arise, the following order should be followed:

1. Summer League Playoff Games.
2. Summer Camp (if it is an actual camp with new instruction, not just a workout).
3. Summer League Games (if more than one sport has a game on the same night, athletes who play both sports should split up the games they attend so neither team is left without enough players to compete).
4. Weightlifting, conditioning, or other workouts.

OBJECTIVES & OUTCOMES OF PARTICIPATION

Athletics enhance a successful curriculum by strengthening opportunities that:

- Foster student leadership development.
- Support future academic or career options.
- Promote involvement in the school and the community.

As a result of their participation in interscholastic athletics, student-athletes will be able to:

- Demonstrate good sportsmanship and ethics of competition.
- Respect the integrity and judgment of officials, coaches, and school personnel.
- Develop desirable personal health habits.
- Demonstrate mastery of basic fundamentals to complex motor skills in the related activity.
- Identify and apply strategies necessary to successfully compete at their level of competition in the related sport.
- Demonstrate the ability to work with others toward common goals and objectives.
- Demonstrate high levels of skill and health related fitness appropriate to their developmental stage.
- Most importantly, enjoy the involvement and participation in interscholastic athletics.

OKLAHOMA BULLYING LAWS

Bullying/Harassment
Statute 70-24-100.4, the School Bullying Prevention Act, requires each district board to adopt a policy for the control and discipline of all children attending a public school. The policy must specifically prohibit threatening behavior, harassment, intimidation and bullying by students at school and via electronic communication. The policy must also establish a procedure for reporting and investigation and reporting of incidents, address prevention and education, and establish procedures for referral to mental health care options. The Act requires the district board policy to allow a school to request the disclosure of any information concerning students that have received mental health care following a school referral, if there is a specific threat to the safety of students and/or personnel. Statute 70-24-100.5 requires each Safe School Committee to study and make recommendations to the principal regarding student bullying and harassment at school and the professional development needs of faculty and staff.

Cyber Bullying
Statute 70-24-100.3 includes acts of electronic communications and list of potential acts of "harassment, intimidation and bullying" in the school environment." "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying. See BOE Policy 2146.

PARKING PERMIT APPLICATION & ALCOHOL & ILLEGAL DRUGS CONTRACT

Required forms can be found **here**.

PARENT/STUDENT-ATHLETE/COACH RELATIONSHIP

The Parent/Student-Athlete/Coach relationship is one of the most fundamental and essential components of a successful athletic program. Communication from all parties is integral to ensure this relationship stays positive and helps the student-athlete thrive in their sport. As parents, when your son/daughter becomes involved in our program, you have a right to understand what expectations are placed on him. This begins with clear communication from the coach of your child's team.

Bixby Athletics uses the SportsYou platform for all team level communication. Codes will be provided by the program coach. It is up to the parent to obtain SportsYou codes for each program their child participates in.

Communication Parents Should Expect from Their Child's Coach

- A pre-season parent meeting. SportsYou codes/invites will be provided.
- A copy of the team rules/expectations.
- Expectations the coach has for your child as well as all the players on the team.
- Location and times of all practices and contests.
- Team requirements, such as fees, special equipment, and off-season conditioning.
- Notice of a violation of team rules that results in denying your child's participation.

Communication Coaches Expect from Parents

- Concerns expressed directly to the coach in accordance with the policy outlined below.
- Notification of any schedule conflicts well in advance.
- Any medical or injury issues that need to be monitored with your child.

Guidelines for Addressing Concerns

As your student-athlete becomes involved in the programs at BPS, he/she will experience some of the most rewarding moments of his/her life. The athletic department recognizes that there may also be times when things do not go the way you or your student-athlete planned. At these times, a discussion with the coach is encouraged. In an effort to improve direct communication during these rare occurrences, we ask that you follow these steps:

1. Student-athlete meets with his level coach.
2. Student-athlete meets with the Varsity coach & his level coach.
3. Parent/guardian meets with the level and/or Varsity coach; student-athlete is in attendance.
4. Parent/guardian meets with the AD; level coach & student-athlete are in attendance.

We are teaching our students to be leaders and responsible adults who can advocate for themselves; so, they need to initiate contact with their coach if they feel there is a problem that needs to be addressed. **The expectation isthat as a parent/guardian, you choose to promote your**

student-athletes development by allowing your child to work through problems themselves. We ask that you not call the coach or AD initially. In addition, **no student-athlete or parent/guardian should ever approach a coach right after a game.** Emotions can be high, and little progress can come from discussing perceived problems right after a game.

Social Media outlets are not appropriate for voicing grievances/concerns that may arise with a coach or program. Bixby Athletics encourages following the previous steps when needing to voice grievances/concerns.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you feel they deserve. Our coaches are professionals. They make judgment decisions based on what they believe to be best for the team. Although we have these guidelines, it is important to realize that playing time is the sole decision of the coaching staff. No parent or student-athlete should ever approach a coach and ask why he/she is not playing. Instead, a meeting or conversation should be scheduled to discuss what areas the student-athlete needs to improve upon in order to increase his/her playing time. Also, no other student-athletes will be discussed in any meeting. Only the student-athlete involved in the situation will be discussed.

We truly believe that any conflicts can be resolved by following the steps above. Please take note that every step involves the student-athlete. The only time it would be acceptable to skip steps or not involve your child is if there is an abuse or inappropriate conduct accusation against a coach that necessitates going straight to the Athletic Director.

PARTICIPATION REQUIREMENTS

In order to participate in athletics at Bixby Public Schools, a student must:

- Be enrolled in Bixby Public Schools with a valid student ID number.
- Have an up to date **physical examination** must be on file with the Certified Athletic Trainer(s). Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1st of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) and athlete must sign the **parental consent form** each year before the student participates in any organized athletic practice session including contest participation.
- The following forms must be completed online at **https://bixbyisd.rankonesport.com**:
  - OSSAA Eligibility Form
  - Pre-Participation Signature Forms
  - Concussion and Head Injury Acknowledgement Form
  - Oklahoma Statute: Section 822.1 of Title 70 Acknowledgement Form
  - OSSAA Recruiting Acknowledgement Form
  - OSSAA Sudden Cardiac Arrest Acknowledgement Form
  - Student Parent Handbook Acknowledgement Form
  - 10 Day Activity Absence Form

- General and Medical Information Form
- Biological Gender Affirmation Form
- Emergency Contact Information
- Release of Medical Information
- Insurance Release
- Sway Information and Permission
- Publicity Release: All participants will complete a publicity release for each athlete. This release will give permission to use the athletes name, likeness, image, voice, and/or appearance as such may be embodied in any media, pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of Bixby Athletics.
- Agree to the Drug Testing Policy and pay the drug testing fee.

There is no doubt that participation in athletics can enhance the overall educational experience for every student through the development of teamwork, leadership, and sportsmanship. However, participation in athletics is strictly voluntary, and thus, it is a **privilege** and **not a right**. Therefore, all student-athletes are expected to abide by the **Bixby School Board Policy 2136**.

SCHEDULES

All athletic contest schedules and directions can be found on our athletic website:
bixbyps.info/athletics

Important announcements, links, and athletic documents can also be found on the athletic website. Please refer to this site for the most updated sports calendars, tryout dates, staff directory, etc. All parents should familiarize themselves with the site, as it almost always contains the information for which you are looking.

TRANSPORTATION

It is policy of the Bixby Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions: See **BOE Policy 6136**.

- Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.
- When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.
- Students participating in such activities must arrive/return in the same vehicle unless permission is granted from the activity sponsors to arrive/return with parents.
- School patrons will not be permitted to ride school buses on any activity trip unless they are assigned as sponsors by a principal for non-athletic events, or the athletic director for athletic program activities.

Sudden Cardiac Arrest Information Sheet

Definition: Sudden Cardiac Arrest (SCA) is a potentially fatal condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs.

SCA in student athletes is rare; the chance of SCA occurring to any individual student athlete is about one in 100,000. However, student athletes' risk of SCA is nearly four times that of non-athletes due to the increased demands on the heart during exercise.

Causes: SCA is caused by several structural and electrical diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are inherited, which means the tendency to have these conditions is passed from parents to children through the genes. Other possible causes of SCA are a sudden blunt non-penetrating blow to the chest and the use of recreational or performance-enhancing drugs and/or energy drinks.

What causes Sudden Cardiac Arrest?

Conditions present at birth:

Inherited *(passed on from parents/relatives)* ***conditions of the heart muscle:***

- **Hypertrophic Cardiomyopathy** – hypertrophy (thickening) of the left ventricle; the most common cause of sudden cardiac arrest in athletes in the U.S.
- **Arrhythmogenic Right Ventricular Cardiomyopathy** – replacement of part of the right ventricle by fat and scar; the most common cause of sudden cardiac arrest in Italy.
- **Marfan Syndrome** – a disorder of the structure of blood vessels that makes them prone to rupture; often associated with very long arms and unusually flexible joints.

Inherited conditions of the electrical system:

- **Long QT Syndrome** – abnormality in the ion channels (electrical system) of the heart.
- **Catecholaminergic Polymorphic Ventricular Tachycardia and Brugada Syndrome**
    - Other types of electrical abnormalities that are rare but are inherited.

Non-Inherited *(not passed on from the family, but still present at birth)* ***conditions:***

- **Coronary Artery Abnormalities** – abnormality of the blood vessels that supply blood to the heart muscle. The second most common cause of sudden cardiac arrest in athletes in the U.S.
- **Aortic valve abnormalities** – failure of the aortic valve (the valve between the heart and the aorta) to develop properly; usually causes a loud heart murmur.
- **Non-compaction Cardiomyopathy** – a condition where the heart muscle does not develop normally.
- **Wolff-Parkinson-White Syndrome** –an extra conducting fiber is present in the heart's electrical system and can increase the risk of arrhythmias.

Conditions not present at birth but acquired later in life:

- **Commotio Cordis** – concussion of the heart that can occur from being hit in the chest by a ball, puck, or fist.
- **Myocarditis** – infection/inflammation of the heart, usually caused by a virus.
- **Recreational/Performance-Enhancing drug use.**
- **Idiopathic** – Sometimes the underlying cause of the SCA is unknown, even after autopsy.

What are the symptoms/warning signs of Sudden Cardiac Arrest?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age < 50

ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.

What is the treatment for Sudden Cardiac Arrest?

- Time is critical and an immediate response is vital.
- CALL 911
- Begin CPR
- Use an Automated External Defibrillator (AED)

What are ways to screen for Sudden Cardiac Arrest?

- The American Heart Association recommends a pre-participation history and physical including 12 important cardiac elements.
- The Bixby Athletics Pre-Participation Physical Evaluation – Medical History form includes ALL 12 of these important cardiac elements and is mandatory annually.
- Additional screening using an electrocardiogram and/or an echocardiogram can be scheduled through your family physician.

BOE POLICY 2108: STUDENT TRANSFERS

Open Transfers

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues.

The school district shall not accept or deny a regular transfer application based on 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.

Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

Applications for open transfers will be accepted by the district at any time. Oklahoma law no longer allows emergency transfer of students. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. Transfer requests will be approved or denied within ten (10) school days from receipt of the application. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student, amending only the grade placement of the student.

State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
    a. violation of a school regulation,
    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or
    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July, and October, the board of education shall establish the number of transfer

students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site that the district has the capacity to accept.
For grades PK through grade 6, student capacity is set at 20 students per classroom. These class size limits are set in accordance with 70 O.S. § 18-113.1. The district will multiply those limits times the number of classroom teachers employed by the school district at each grade level for each school site. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based on that classroom size.
For grades 7-12, capacity is set based on the total number of students who are enrolled for in-person instruction for at least one period a day. To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students per grade level is set at:

- Grades 7-8: ~~625~~ 650 students /grade
- Grade~~s~~ 9~~-10~~: 625 students/grade
- Grade 10: 600 students/grade
- Grade~~s~~ 11~~-12~~: ~~550~~ 600 students/grade
- Grade 12: 580 students/grade

Regardless of capacity limits, a student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as per 70 O.S. § 8-113. A student who enrolls pursuant to this policy may not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications does not exceed the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of the capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense-issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

In grades 9-12 within Spartan Connection Academy (virtual), the following applies:

1. The capacity for SCA will be set at 100 students for full-time enrollment. Capacity may be adjusted based on the internal caseload for resident part-time virtual students. Students may request no more than one in-person elective course with transfer acceptance into the virtual program. A student must complete an intra-district transfer application to be considered for placement into an in-person school site. Capacity, attendance, and discipline will be considered for such applications.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny the continued transfer of the student due to disciplinary reasons or a history of absences.

A student may be allowed to exceed capacity to transfer into Bixby Public Schools if a student's parent or legal guardian is employed in a certified position in the District as defined by OKLA. STAT. tit. 70, §1-116. If the student is on an IEP, he/she will be subject to the provisions below (Students on an IEP). In the event that an employee with a student on a transfer approved after January 1, 2022, is no longer employed within the District, the student may complete the current term but will not be allowed to exceed capacity to continue on a transfer the following term. The student may apply for a continued transfer subject to meeting the requirements for capacity, discipline, and attendance as outlined in this policy.

Appeal Process

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the Board of Education. The Board of Education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the Board of Education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

Transfers For Special Education Students

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a student on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the student in the average daily membership

for state and for federal funding purposes and shall assume all responsibility for the education of the student. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff, and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the Board of Education. The board shall consider the appeal at its next regularly scheduled board meeting. If the notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If the notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If the notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The Board of Education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address, and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address, and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The

board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the Board of Education votes to deny an appeal of a request to transfer, the Board of Education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal, the Board of Education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by an authorized representative or by an attorney to address the State Board at the meeting.

Intra-District Transfers

Under certain circumstances, Oklahoma law allows students who reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July, and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education. Once the district reaches the established capacity for Open Transfers, there is no additional capacity for Intra-District Transfers.

Intra-district transfers apply only to grades K - 6 due to the limitation of single school sites for all grades 7-12. Because Pre-K is a non-compulsory grade, it is exempt from the policy. Students attending sites for special programming purposes are also exempt from this policy.

An intra-district transfer may be requested at any time in the school year unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law limits a student's ability to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that the district shall accept any legally transferring student under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
    a. violation of a school regulation,
    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or

c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. The district will approve or deny the application and notify the student's parent of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.

There are select reasons for which the district can override capacity for intra-district transfers:

1. Any sibling of a student who transfers intra-district may attend the school site to which the student transferred if the school district policy gives preference to sibling transfers regardless of capacity and the sibling of the transferred student does not meet a basis for denial.
2. The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the school district policy gives preference to the transfer of children of school district employees and the student does not meet a basis for denial.
3. A student who changes residence within a school district and who wishes to attend the same school site may be granted an intra-district transfer if the school district policy gives preference to such transfers and the student does not meet a basis for denial.
4. Any child in the custody of the Department of Human Services and living in foster care who resides in the home of another student who transfers intra-district may attend the school site to which the student transferred.

If the parent/guardian is not in agreement with the decision of the district's required process, they may contact the district Residency Officer for a review of the process/decision. Residency Officer decisions are final.

Reference(s) **Adoption Date** **Revision History**	• **Open Transfers**: • LEGAL REFERENCE: 70 O.S. Section 8-114. • ADDITIONAL/ ORIGINAL REFERENCE: 70 O.S. §1-114; 70 O.S. §1-113; 70 O.S. §5-117.1; 70 O.S. §8-101, et seq.; 70 O.S. §24-101, et seq.; §24-102; 70 O.S. §8-103.2 • Family Education Rights and Privacy Act; Atty. Gen. Op. No. 87-134, April 1, 1988 • Section Adoption Date: November 13, 2000 • Revision Dates: May 14, 2001; July 8, 2002; September 13, 2004; August 14, 2006; May 10, 2010; February 14, 2011; January 13, 2014; August 8, 2018; August 13, 2020; December 9, 2021; January 13, 2022; May 9, 2022; August 11, 2022; February 8, 2024; June 26, 2024; August 8, 2024, July 17, 2025 • **Transfers for Special Education Students** • LEGAL REFERENCE: 70 O.S. Section 8-114. • ADDITIONAL/ ORIGINAL REFERENCE: 70 O.S. §1-114; 70 O.S. §1-113; 70 O.S. §5-117.1; 70

	O.S. §8-101, et seq.; 70 O.S. §24-101, et seq.; §24-102; 70 O.S. §8-103.2 • Family Education Rights and Privacy Act; Atty. Gen. Op. No. 87-134, April 1, 1988 • Section Adoption Date: November 13, 2000 • Revision Dates: May 14, 2001; July 8, 2002; September 13, 2004; August 14, 2006; May 10, 2010; February 14, 2011; January 13, 2014; August 8, 2018; August 13, 2020; December 9, 2021; January 13, 2022; May 9, 2022; August 11, 2022; February 8, 2024; June 26, 2024; August 8, 2024 • **Intra-District Transfers:** • LEGAL REFERENCE: 70 O.S. Section 8-114. • Adoption Date: June 26, 2024 • Revision Date: August 8, 2024 • Policy Compilation and Revision Date: April 10, 2025 • Revision Date: July 17, 2025
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BOE POLICY	2116: ADMINISTRATION OF MEDICINE AND SUNSCREEN TO STUDENTS

It is the policy of the Bixby Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
    a. student's name,
    b. name and strength of medication,
    c. dosage and directions for administration,
    d. name of physician or dentist,
    e. date and name of pharmacy, and
    f. whether the child has asthma or other disability which may require immediate dispensation of medication.

2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
    a. purpose of the medication,
    b. time to be administered,
    c. whether the medication must be retained by student for self-administration,
    d. termination date for administering the medication, and
    e. other appropriate information requested by the principal or the principal's designee.

3. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
    a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
    b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
    c. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
    d. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement

pancreatic enzyme medication at all times.

e. Definitions:

i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine ~~injectors~~, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label. State law requires schools to call 911 immediately after administering epinephrine to a student. Parents or guardians will be notified promptly if their child experiences a possible allergic reaction.

ii. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

iii. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies. District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody.

iv. Nonprescription medication, homeopathic substances, and other home remedies may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician. ~~District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody.~~

v. School District Prescribed Epinephrine ~~Injectors~~. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a healthcare professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, ~~an~~ Epinephrine ~~injection~~ to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered ~~an~~ Epinephrine ~~injection~~. A school employee will contact 911 immediately after administering epinephrine and notify guardians as soon as possible if it is believed that a student is having an anaphylactic reaction.

vi. School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designed by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered

B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Emergency Administration of Naloxone

It is the policy of Bixby Public Schools that each site shall provide and maintain on-site opioid antagonists. To treat a case of suspected opioid overdose in a school setting, any trained school personnel may administer an opioid antagonist, during an emergency, to any student or staff suspected of having an opioid-related drug overdose. No employee shall be liable for civil damages which may result from acts or omissions relating to the use of the opioid antagonist; nor shall the school personnel be subject to criminal prosecution which may result from acts or omissions in the good faith administration of an opioid antagonist. No school employee shall be subject to penalty or disciplinary action for refusing to be trained in the administration of an opioid antagonist.

Training

School personnel shall be trained in the use of naloxone by the Oklahoma Department of Mental Health and Substance Abuse Services; or designated entity.

Storage

A. Naloxone will be clearly marked and stored in an accessible place at the discretion of the school nurse. The school nurse will ensure that all trained staff are aware of the naloxone storage location.
B. Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
C. Inspection of the naloxone shall be conducted regularly, especially to check the expiration date found on the box.

Use of Naloxone

In case of a suspected opioid overdose, the trained staff member shall follow the protocols outlined in the naloxone training.

After the administration of Naloxone, the trained staff member will follow all post-use and reporting protocols.

Reference(s) **Adoption Date** **Revision History**	• REFERENCE: 10 O.S. §170.1, 59 O.S. §353.1, 70 O.S. §1-116, et seq. • Adoption Date: November 13, 2000 • Revision Date: September 8, 2008 • Revision Date: November 10, 2014 • Revision Date: October 11, 2018 • Revision Date: August 13, 2020 • Revision Date: February 9, 2023 • Revision Date: July 17, 2025

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BOE POLICY	2124: PROCEDURES FOR DOCUMENTING AND REPORTING CHILD ABUSE, NEGLECT AND EXPLOITATION: REPORTING AND INVESTIGATION

In accordance with Oklahoma law, a teacher/any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511.

Bixby Public Schools fully supports this requirement and has established this policy to facilitate such reporting. Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student under the age of 18 to the Department of Human Services by telephone using the statewide DHS hotline number – 1-800-522-3511. The employee making the report shall also inform his/her immediate supervisor about the report using the district's reporting form. The supervisor shall advise the superintendent or designee that a report was made. After confirming that a report was made to DHS using the statewide DHS hotline number, as is specifically required by law, the building principal will contact local law enforcement regarding making an additional report of the issue. The building principal and superintendent or designee shall likewise confirm (via copy of the report) that a report to DHS using the DHS hotline number -- 1-800-522-3511 – was made by the staff member who suspected child abuse or neglect.

Every teacher, support person, or other employee of this school district who has reason to believe that a student 18 years or older is a victim of abuse or neglect shall immediately report to local law enforcement.

A school employee with knowledge that a report was made shall not disclose information identifying the reporting person unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Child abuse and neglect that must be reported to DHS and local law enforcement can includes, but are is not limited to, the following: child abuse; sexual abuse/exploitation; contributing to the delinquency of a minor; trafficking; incest; forcible sodomy; taking or enticing a child away; involving a minor in participation of distribution of ~~child pornography~~ child sexual abuse material; facilitating, encouraging, offering or soliciting sexual conduct with a minor; causing, inducing, persuading, or encouraging a minor to engage in or securing a minor for prostitution or any other lewd or indecent act; rape; making any oral, written or electronically or computer-generated lewd/indecent proposals to a minor under the age of 16.

All district officers, employees, and school board members have a legal obligation under Oklahoma law to report to law enforcement verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel, or school property. Under this policy, "threatening behavior" means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. If a District official, employee, or school board member reasonably believes that a person has made a verbal threat or exhibited threatening behavior which has the potential to endanger students, school personnel or school property, and – given the immediacy of the behavior – it is reasonable to do so, the individual should first report the matter to the school administration.

Instances of verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel, or school property should also be reported to the principal or other school official. This reporting

obligation exists in all instances, including conduct at school or connected with school activities and conduct that happens off of school property. Accordingly, all employees have an obligation to notify the principal or other school official if for any reason the employee believes that the verbal threats or acts of threatening behavior have been made which reasonably have the potential to endanger students, school personnel, or school property.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, including if the employee reasonably believes a person is making verbal threats or exhibiting threatening behavior. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

In cases where a report to DHS has been made, the following shall apply:

- If physical indicators are present, the school nurse should review and document bruises, scratches, marks, etc.
- Following a report to DHS, if a child is fearful regarding going home, the counselor or designee will contact law enforcement and/or the BPS School Resource Officer to determine whether the child will be transported for further investigation.
- The school shall not contact the parent, guardian, or other person responsible for the child's health or welfare prior to or following the interview for a report of abuse, unless permission for parent contact is provided by DHS or law enforcement authorities.

Reference(s) **Adoption Date** **Revision History**	• Revised September 2007 • Revised December 12, 2011 • Revised April 10, 2017 • Revised October 12, 2017 • Revised August 9, 2018

	• Revised October 11, 2018 • Revised August 13, 2020 • Revised July 17, 2025
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BOE POLICY 2128: LETTERING QUALIFICATIONS: ATHLETICS

It is the policy of the Bixby Board of Education that the school athletic letter and the right to wear the letter award are earned by athletes who have represented the school in athletics and have met the established requirements. The athletic letter is the highest award conferred by the Department of Athletics and may be worn only by the school's best athletes.

The letter award shall consist of a certificate and a cloth letter "B" that may be worn on a jacket or sweater. The cloth letter is a one-time award and will be awarded free to each qualifying student athlete. The letter is a symbol of achievement and is to be considered an honor to win and to wear. Student athletes wearing the letter must remember that, to the world at large, the emblem stands for the school and that our school will be judged by their conduct. Such conduct should reflect credit upon the name of the school.

Letters in specific sports are awarded to athletes who maintain eligibility requirements and remain students in good standing. The superintendent is directed to prepare a regulation, for Board approval, setting forth the eligibility requirements.

Special awards must be approved by the activities director and must not violate the Oklahoma Secondary School Activities Association rules on special awards.

When wearing a letter on a sweater or jacket, an athlete may not wear more than four stripes on the sleeve. These stripes must be earned during the freshman, sophomore, junior, and senior years. The regular jacket worn by athletes should use only the insignia of the sport which is represented by the number of stripes on the sleeve.

The sports in which a student may be awarded an athletic letter include the following:

Football	Fast Pitch Softball	Basketball	Wrestling	POM	Tennis
Swimming	Baseball	Soccer	Golf	Stunt	
Track	Cross-Country	Volleyball	Cheer	Slow Pitch Softball	

And other sports identified and recommended by the activities director.

Reference(s) **Adoption Date** **Revision History**	• Adoption Date: November 13, 2000 • Revision Date: August 13, 2001 • Revision Date: July 17, 2025

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BOE POLICY | 2156: WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education at school or during educational activities. Accordingly, the district expects employees and students to limit their use of personal wireless devices at school. Wireless devices include but are not limited to, cell phones, smartphones, smartwatches and glasses, headphones, ear pods, etc.

~~A. For students in middle school and below, telecommunication devices will only be accessed and operated outside of the regular school day unless an emergency involves imminent physical danger or a school administrator authorizes the student to use the device. Otherwise, devices are to be turned off and kept out of sight at all times.~~

~~B. Ninth-grade students cannot access their devices at the Ninth Grade Center. When walking to/from or attending classes at the high school, students will follow the guidelines for high school students discussed below.~~

~~C. High school students (grades 10-12) may access their cell phones outside of class time provided that they are not used in a manner that threatens academic integrity, disrupts the learning environment, or violates the privacy rights of others. The use of personal devices is not allowed during class time.~~

D. Students are prohibited from utilizing personal wireless devices while on campus from "bell to bell". Exceptions may be made as follows:

   a. Emergency use of cell phones or personal devices by students during the school day. Emergency use refers to situations where immediate communication is necessary for safety and security. This includes, but is not limited to:

      i. Medical Emergencies - Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or

      ii. Natural Disasters or Lockdowns - Communicating with law enforcement or family during events such as tornadoes, fires, lockdowns, or other emergencies affecting the school.

   b. A personal device may be used to monitor health issues as prescribed by a physician on a student's medical plan.

   c. "Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time

E. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct in electronic or any other form on a cell phone or other electronic device while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;

F. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;

G. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The search scope will be limited to the breach of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;

H. Students are responsible for the devices they bring to school. The district will not be responsible for the loss,

theft, or destruction of devices brought onto school property or to school-sponsored events;

I. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices and

J. Students who violate this policy will be subject to disciplinary action, including detention, suspension, and/or the loss of the privilege of possessing such a device for the remainder of the school year.

EMPLOYEES

Personal wireless devices may only be used during work time if they further the employee's performance of their 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.
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 student recordings will consider 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.

Employees ' personal wireless devices may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct that is illegal or which could be construed as inappropriate conduct with a student or students. If 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 acknowledges that personal wireless communications devices are the employee's property. 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 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 other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion of sexual offender registries.

Reference(s) **Adoption Date** **Revision History**	• 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

	• Revision Date: July 14, 2022 • Revision Date: August 10, 2023 • Revision Date: June 10, 2024 • Revision Date: July 17, 2025
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BOE POLICY | 3126: STUDENT PROMOTION AND RETENTION

Introduction

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 whose failing grade will be recorded on the student's permanent cumulative record.

Students in special education will be advanced or retained in accordance with their Individualized Educational Program as created by the IEP team.

Students shall not be retained in the Early Childhood Program. Retention recommendations will be made beginning at kindergarten level and any retention would need to be initiated in accordance with state law.

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
The primary consideration for grade level retention at the middle school and high school (grades 7-12) level is successful completion of courses indicated by passing or failing grades.
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 Kindergarten 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.
E. Students in grades three through six 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 Act Testing and Procedures 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 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 thro
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. If the Board of Education hears the appeal, the decision of the Board shall 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(s) **Adoption Date** **Revision History**	• 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 • Revision Date: July 15, 2021 • Revision Date: July 17, 2025

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BOE POLICY | 4101: NONDISCRIMINATION

The Bixby Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the Board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

Board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

Non-discrimination statement

The Bixby Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups. BPS incorporates antisemitism into the district's nondiscrimination practices. Antisemitism is a certain perception of Jewish people, which may be expressed as hatred toward Jewish people. Rhetorical and physical manifestations of antisemitism are directed toward Jewish and non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Assistant or Associate Superintendent
23 S Riverview Drive
Bixby, OK 74008
918-366-2200

The following people have been designated to handle inquiries regarding the District's non-discrimination policies:

For questions or complaints based on disability:
Section 504/Title II of the Americans with Disabilities Act Coordinator
Assistant or Associate Superintendent
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on race, color and national origin:
Title VI of the Civil Rights Act Coordinator
Assistant or Associate Superintendent
23 S Riverview Drive
Bixby, OK 74008

Phone: 918-366-2200

For questions or complaints based on gender:
Title IX Coordinator
Assistant or Associate Superintendent
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on age:
Age Act Coordinator or Title VI Coordinator
Assistant or Associate Superintendent
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

Reference(s) **Adoption Date** **Revision History**	• REFERENCE: Oklahoma Constitution, Article 1, Section 6 Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, Executive Order 11246, as amended by Executive Order 1137, Equal Pay Act, as amended by the Education Amendments of 1972, Rehabilitation Act of 1973, Individuals with Disabilities Education Act, Immigration Reform and Control Act of 1986, Americans With Disabilities Act of 1990, 42 U.S.C. §12101 • Board Minutes dated July 6, 1987 • Adoption Date: November 13, 2000 • Revision Date: September 14, 2009 • Revision Date: August 2, 2011 • Revison Date: July 17, 2025

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BOE POLICY | 4102: GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION

Definitions

Discrimination Complaint: A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, age or disability (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Title VI, Title IX, Section 504/Title II, and Age Act Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Title IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

For questions or complaints based on disability:
Section 504/Title II of the Americans with Disabilities Act Coordinator
Assistant or Associate Superintendent ~~for Support and Student Services~~
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on race, color and national origin:
Title VI of the Civil Rights Act Coordinator
Assistant or Associate Superintendent ~~for Personnel~~
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on gender or possible sexual harassment:
Title IX Coordinator
Assistant or Associate Superintendent ~~for Personnel~~
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on age:
Age Act Coordinator, Title VI, or Title IX Coordinator
Assistant or Associate Superintendent ~~for Personnel~~

23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and school or legal holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. If the Superintendent is the person alleged to have committed the discriminatory

act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

Should a complaint rise to the level of a Title IX violation investigation, all applicable legal timelines will be in effect.

General Provisions

Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Retaliation: The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

For questions or complaints based on disability:
Section 504/Title II of the Americans with Disabilities Act Coordinator
Assistant or Associate Superintendent ~~for Support and Student Services~~
23 S Riverview Drive
Bixby, OK 74008
Phone: 918-366-2200

Notice: The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Reference(s) **Adoption Date** **Revision History**	• Adoption Date: November 13, 2000 • Revision Date: September 14, 2009 • Revision Date: July 17, 2025

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BOE POLICY | 6102: ANNUAL BUDGET

The school budget is a written document which presents the Board's plans for the allocation of resources into an explicit expenditure plan to sustain and improve the educational function of the Bixby school district. The budget shall be based on the educational needs and financial ability of the district, as cooperatively identified by the superintendent, school staff, the Board of Education, and the community. The budget shall be balanced and shall provide for adequate reserves.

On or before July 31, each year, the Bixby Board of Education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on June 30. The Board will post a copy of the statement in the administrative office of the Board in an area accessible to the public and/or on the district website ~~in at least one public library within the district~~ within five days after the statement is prepared.

Prior to September 1, each year, the Board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the Board of Education shall adopt a final budget for the current fiscal year. The Board will schedule a public hearing at least 15 days prior to the adoption of the final budget for the purpose of taking public comment on financial matters, including past and future expenditures, of the district.

The Annual Budget (or Operating Budget) serves three purposes: (1) it is the financial plan for the district for the fiscal year, reflecting goals and priorities at the individual, departmental, and district level, (2) it is a management tool for the administrative staff and provides primary control to direct and limit expenditures, and (3) it represents planned fiscal activities of the district to the employees, students, and citizens of the district.

Each year, the Board of Education shall adopt Operating Budgets for the appropriated funds. The budget is adopted on a fund (or total) basis, with supporting detail provided at the function, object, and project level. Responsibility for departmental budgets will be at the project level, with a budget manager designated as the employee responsible for expenditures charged to the budget. Such expenditures will not exceed appropriations for the project, nor shall expenditures exceed appropriations at the bold function code on the fund level.

Budget amounts will be within the legal appropriation limit as initially established by the Temporary Appropriations and finalized by the Estimate of Needs. As circumstances require, or new laws or regulations become effective, the Board of Education may amend the Operating Budget. If such amendments exceed the appropriation established by the Estimate of Needs, the ~~assistant superintendent of finance~~ (Chief Financial Officer (CFO) or Superintendent's designee shall be responsible for completing and filing requests for supplemental appropriations as may be required by law.

Overall responsibility for the budget rests with the CFO ~~assistant superintendent of finance~~, at the direction of the superintendent. The CFO ~~assistant superintendent of finance~~ will develop procedures for budget control and reporting in accordance with state and federal laws and regulations, Board policy, and proper internal controls.

Budget transfers may occur with the approval of the ~~assistant superintendent of finance~~ CFO, appropriate designee, or superintendent provided that the total appropriations within each fund remain unchanged. Budget managers may request such transfers of unencumbered balances among non-salary or non-benefit object codes. Budget proposals, transfers, and amendments for grant-funded programs shall be subject to approval as required by the funding source.	
Reference(s) **Adoption Date** **Revision History**	• REFERENCE: 68 O.S. §3002, 70 O.S. §5-129, §5-133, §5-134.1 • CROSS-REFERENCE: Policy 1121 Executive Officer-Superintendent, Policy 6107 School Finance, Policy 6111 Auditors • Adoption Date: November 13, 2001 • Revision Date: March 12, 2002 • Revision Date: July 17, 2025
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3000: TEACHING & LEARNING

BOE POLICY	3100: SCHOOL CALENDAR

The superintendent shall submit to the Bixby Board of Education for its approval a school calendar for the subsequent year(s). The superintendent shall use appropriate methodology for gaining input from various school constituencies, which may include, teachers, students, administrators, parents, and members of the community prior to recommending a school calendar to the Board. Any changes in the calendar after adoption shall be subject to Board approval.

Length of School Year

For each school year classes must be in session for classroom instruction a minimum of 1050 hours and the district must offer a minimum of 30 hours of professional development to all classroom teachers for a total academic year of a minimum of ~~1080 hours~~ 1086 hours.

Because the district has elected to adopt a school hours policy in determining the length of its school year, the superintendent of schools must, prior to October15 of each year, notify the State Department of Education, in writing, that the district will utilize a school year based on school hours.

In the implementation of this policy, parent-teacher conferences will be counted as classroom instruction time for no more than 6 hours per semester, for a total of twelve (12) hours per school year.

If the district temporarily closes school at any time during the school year due to inclement weather, the number of hours of instruction which occurred on the day of the inclement weather and prior to the school closing shall be counted toward the 1086 hours requirement. In addition, if directed by the board of education by proper board action, the superintendent will extend the length of the relevant number of school days following the inclement weather in order to achieve the necessary 1086 hours requirement.

The school calendar shall set forth the following:

- Days of attendance for students
- Opening and closing dates of school
- Holiday and vacation periods
- Spring Break
- Professional Development dates for staff
- Parent-teacher conference days
- Other schedules of importance to the students, staff, and public

Upon approval of the calendar by the Board, the superintendent will distribute copies of the calendar to staff, news media, and patrons of the school district. The school calendars shall be posted on the district's web site.

Reference(s) **Adoption Date** **Revision History**	• Adoption Date: November 13, 2000 • Revised: January 12, 2009 • August 10, 2009

	• August 2, 2011 • August 8, 2016 • July 24, 2025

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BOE POLICY 5101: OPEN RECORDS

The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax-supported institution, recognizes that the public has a right to be fully informed concerning its operations. The school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process, which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law, including FERPA.
2. Personnel records which relate to internal personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy, such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Instructor lesson plans, tests, and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation, or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a

public project.

10. The home address of any person employed or formerly employed by the school district.
11. The home telephone number of any person employed or formerly employed by the school district, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The board of education hereby designates the Board Deputy Clerk as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

Under Oklahoma law, the board clerk (and deputy clerk) is the custodian of the district's copy of required school board election and financial-related filings.

Copies of these documents, filings, and open records requests in general can be obtained by making a request through the Board's Deputy Clerk at 918-366-2200 or 23 S Riverview Drive, Bixby, OK 74008.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Paper Production:

- 8 ½" x 11" $.25 per copy
- 8 ½" x 14" $.25 per copy
- 11" x 17" $.50 per copy

Electronic Production:

- Document conversion, if available (TIFF or PDF) $.25 per page

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for a commercial purpose, the district will charge a reasonable search fee equal to the actual hourly cost to the district. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purposes. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with the reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the district, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the superintendent or the Board's Deputy Clerk, the District's records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. To meet the standard of reasonable specificity, requests should identify a general time frame of the records, describe identifiable records (not just general topics), and include meaningful keywords or search terms. Requests that remain overly vague ater good-faith efforts to clarify may be denied. The district shall provide prompt and reasonable access to records, ~~produce records requested promptly,~~ taking into consideration the accessibility of the record, the number and type of records requested, and the ~~press of~~ need to avoid disruption to core operations or school district business. If a public body has engaged with the requestor to seek the information needed to fulfill the request and to identify the records sought by the requestor, including providing the requestor with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific.

An individual requesting public records, pursuant to the Oklahoma Open Records Act, is requested to use the district's request form to expedite the processing of the open records request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have the right to appeal the denial to the superintendent of schools.

OPEN RECORDS ACT SCHEDULE OF FEES FOR BIXBY PUBLIC SCHOOLS

- Black & white copy (not exceeding 8.5 x 14" in size): .25 per page
- Color copy (not exceeding 8.5 x 14" in size): Actual cost
- Certified copy: $1.00 per page
- Oversized copy (exceeding 8.5 x 14"): Actual cost
- Video tape or DVD copy [1] $10.00 per tape
- Audio tape or CD copy [2] $10.00 per tape
- Mailing fee (if mail delivery is requested): Actual cost
- Research fee (for research, review, and redacting, which exceeds 15 minutes): Actual cost
- Electronic data conversion (TIFF or PDF): $.25 per page

[1] For each videotape or DVD copy requested, the requestor must supply a new, blank standard VHS tape or DVD.

[2] For each audio tape copy requested, the requestor must supply a new, blank standard audio cassette tape(s) or CD. No mini-audio cassette tapes will be accepted.

Reference(s) **Adoption Date** **Revision History**	• Adoption Date: November 13, 2000 • Revision Date: September 13, 2004 • Revision Date: April 10, 2017

	• Revision Date: July 17, 2025
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P.O. Box 521
Jenks, OK 74037
Ph: 918.973.2330
www.thetunnelrat.com

Service Contract for 2025-2026

Bixby Public Schools
109 N. Armstrong St.
Bixby, OK 74008

Attn: Adrienne Malone

All pricing staying the same as current:

Mole & Gopher Extermination: Main Property - $1592.00/month

Central Intermediate property - $1188/month.

Admin/Maint Buildings - $398/month

Total: $3178/month

Thank you!

Dara Harwood
The Tunnel Rat
918-973-2330

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

NJHS Account

1 message

Curtis Whiteley <cwhiteley@bixbyps.org> Tue, Jun 10, 2025 at 3:05 PM
To: Sherry McIntyre <smcintyre@bixbyps.org>, Melinda Weig <mweig@bixbyps.org>
Cc: DeWayne Patterson <dpatterson@bixbyps.org>

Hi Sherry and Melinda,

The NJHS account is one of our activity accounts at the 9GC. As I was reviewing our fundraisers, I realized we still have the NJHS as a fundraiser (and one of our activity accounts). We no longer do the NJHS program at the 9GC. I would like to have that account closed and removed from our fundraising lists. I would assume that money that is left over in that account since it was generated by students that are now in HS.

Thank you,

--

Curtis Whiteley
Principal
Bixby 9th Grade Center

Bixby Public Schools

Revenue/Expenditure Detail

Options: Fund: 60, Date Range: 7/1/2024 - 6/10/2025

Transaction	Ref	Prj	Fnc	Obj	Prg	Sbj	Job	Unit	Date	Description	Amount
Project - 925 CLUBS											
983 NJHS - FRESHMAN CNTR											
										Begin Balance	**$0.00**
AdjustingEntry	2	925	0000		983			705	7/1/2024	BAL FWD PROJECTS 920 THR	$449.06
										Cash End Balance	**$449.06**
										Unpaid PO Total	**$0.00**
983 NJHS - FRESHMAN CNTR Accrual End Balance											**$449.06**
Project - 925 CLUBS Accrual End Balance											**$449.06**
										Total Cash End Balance	**$449.06**
										Total Accrual End Balance	**$449.06**

Curtis may send email to close & transfer to HS NHS

SERVICE ORDER FORM

zendesk | 989 Market St
San Francisco, CA 94103

SUBSCRIBER INFORMATION

Sold To:
Subscriber Legal Name: Bixby High School
Address: 109 N. Armstrong
Bixby
Oklahoma
74008
United States

Bill To:
Accounts Payable Contact: Steven Scott
Address: 109 N. Armstrong
Bixby
Oklahoma
74008
United States

Email: sscott@bixbyps.org
Phone: 9183662295

SUBSCRIPTION DETAILS

Currency: USD
Payment Frequency: Annual
Payment Terms: Net 30
Payment Method: ACH
Service Start Date: Jul 1, 2023
Service End Date: Jun 30, 2026

ORDER DETAILS

Zendesk ID: 11987317, Subdomain: bixbyps, Jul 1, 2023 to Jun 30, 2026

Product Name	# of Months	List Price	Effective Price	Qty	Line Item Total
Zendesk Suite - Growth (Per Agent)	36	99.00	71.10	25	63,990.00
				Subtotal:	63,990.00

Grand Total: 63,990.00

*** First Invoice Total Due:** 21,330.00

*The First Invoice Total calculation is determined by the Payment Frequency displayed above and may differ from the Grand Total in cases where this Payment Frequency is a shorter term than the Subscription Term (determined by the Service Start Date and the Service End Date).

SPECIAL TERMS AND NOTES

Subscriber consents to the identification of Subscriber as a customer of Zendesk on Zendesk Group's websites, and in other marketing materials distributed by the Zendesk Group (which may include emails and other web and print materials) (collectively, 'Zendesk Marketing Materials'). In connection with such activity, Zendesk may also display Subscriber's trademarks, service marks, and/or logos in Zendesk Marketing Materials. The foregoing shall be deemed a worldwide, nonexclusive and (except as set forth below) irrevocable license to the use of Subscriber's name, trademarks, service marks, and logos for this purpose. The Parties agree that such license and consent shall terminate upon termination of Subscriber's subscription to all Services. Subject to prior approval of Subscriber, Subscriber also agrees to be referenced in press releases, case studies prepared by Zendesk, Zendesk's announcement of its financial results, Zendesk's filings with the U.S. Securities and Exchange Commission related thereto, and Zendesk investor relations materials (collectively 'Zendesk Press Materials'). In connection with such activity, Zendesk may also use and display Subscriber's trademarks, service marks, and/or logos in Zendesk Press Materials. The foregoing shall be deemed a worldwide, nonexclusive and (except as set forth below) irrevocable license to the use of Subscriber's name, trademarks, service marks, and logos for this purpose. The Parties agree that such license and consent shall terminate upon termination of Subscriber's subscription to all Services.

The Subscription Charges provided in this Service Order shall increase in each subsequent Subscription Term by seven percent (7%) per annum, not to exceed Zendesk's then-current List Price.

Notwithstanding anything to the contrary in the agreement or this Service Order, any renewal in which Subscriber downgrades its Service Plan or decreases the number of Agents shall result in new Subscription Charges at renewal despite the prior Subscription Term(s) Subscription Charges. Any one-time discounts provided in this Service Order shall not apply to any subsequent Subscription Term(s).

TERMS AND CONDITIONS

The products and services provided by Zendesk under this Service Order Form ('Order Form') are governed by and subject to the Master Subscription Agreement found at: https://www.zendesk.com/company/customers-partners/#master-subscription-agreement unless there is a separately negotiated agreement between you and Zendesk along with the Privacy Policy found at: https://www.zendesk.com/company/customers-partners/#privacy-policy (collectively, the 'Agreement';).

The Agreement exclusively governs the relationship and agreement between Zendesk and Subscriber related to the Services (as defined in the Agreement) and Consulting Services (as defined in the Agreement); and, supersedes any other agreement/purported terms of any type, including, without limitation, the terms of any purchase order or other ordering document that may be referenced herein or otherwise issued by Subscriber. No purported modification of the Agreement by Subscriber or any terms or conditions of any purchase order or other similar document shall have any force or effect regardless of any statement to the contrary in such modification, purchase order or other document. This Order Form shall be subject to, and Subscriber hereby unconditionally accepts, the Agreement, except to the extent the Agreement is expressly modified herein. Upon Subscriber executing this Order Form, the Agreement shall become legally binding between the parties.

The Subscription Term for any Agents added by Subscriber after the beginning of the then- current Subscription Term ('Additional Agents') shall be coterminous with the then current Subscription Term for the existing Agents. Subscription Charges for Additional Agents shall be at the Subscriber's Subscription Charges under the then current Subscription Term, unless otherwise expressly agreed by the parties in writing. Any discount provided to Subscriber is applicable only to the initial Subscription Term detailed in this Service Order, unless otherwise expressly agreed by the parties in writing, and will not be applied to any subsequent Subscription Term.

Payments made by credit card or debit card are billed and processed by Zendesk, Inc. if denominated in U.S. dollars and by Zendesk International Ltd (Registration No. 619184) if denominated in a currency other than the U.S. dollar. To the extent that any such entity billing or processing this transaction (the 'Zendesk Payment Agent') is not Zendesk, Inc., the Billing Entity is acting solely as a billing and processing agent for and on behalf of Zendesk, Inc. for the economic benefit of Zendesk, Inc. in its role as principal and the Zendesk Payment Agent has no interest in the payments. You are contracting with and the Services and Consulting Services are provided and delivered by Zendesk, Inc.

PURCHASE ORDER OPTIONS

My organization requests you reference a Purchase Order (PO#)

Subscriber acknowledges and agrees that any reference to a purchase order in this Order Form or any associated invoice is solely for Subscriber's convenience in record keeping, and no such reference or any delivery of Services to Subscriber following receipt of any purchase order shall be deemed an acknowledgement of or agreement to any terms or conditions associated with any such purchase order or in any way be deemed to modify, alter, supersede or supplement the Agreement. The terms and conditions of the Agreement are the exclusive agreement of the parties with respect to the subject matter hereof and no other terms or conditions shall be binding upon Zendesk or otherwise have any force or effect.

SIGNATURES

By signing this Order Form the Subscriber authorizes that it has read it and agrees to its terms.

Subscriber Signature: Rob Mill..

Print Name: Rob Mill

Title:

Date: 6/8/2023

Service Order Number: Q-157854
Creation Date: May-23-2023 13:20:12
SO - Standard - v5.8

PowerSchool
Powering Brighter Futures

Invoice 10

Date	06/13/2025
Invoice#	**INV450448**
Terms	Net 30
Due Date	07/01/2025
Customer ID	10000497

Bill To
Accounts Payable
Bixby Independent School District 4
109 N. Armstrong
Bixby OK 74008
United States

Ship To
Accounts Payable
Bixby Independent School District 4
109 N. Armstrong
Bixby OK 74008
United States

VAT: #39570033

PO#	Quote#	Sales Rep
	Q-111106	Lavanya Hegde

Product Description	Qty	Unit	Tax	Extended Price
SW-TE-S-TE1150: TalentEd Records - Professional Invoice Period: 07/01/2025 - 06/30/2026	7,731	Each	$0.00	$19,274.16
SW-PU-S-IPR: PowerSchool Enrollment Registration Invoice Period: 07/01/2025 - 06/30/2026	7,731	Students	$0.00	$34,329.51
SW-REG-S-ENALSP: PowerSchool Enrollment Additional Language - Spanish Invoice Period: 07/01/2025 - 06/30/2026	1	Each	$0.00	$1,448.27
HS-PS-S-ES101: PS SIS 100 GB Extra Storage For PS Doc Attach Annual Sub Invoice Period: 07/01/2025 - 06/30/2026	1	Each	$0.00	$321.00
HS-PS-S-PSSL: PowerSchool SIS Hosting SSL Certificate Invoice Period: 07/01/2025 - 06/30/2026	1	Each	$0.00	$562.43
HS-PS-S-PSH: PowerSchool SIS Hosting Invoice Period: 07/01/2025 - 06/30/2026	7,731	Students	$0.00	$32,592.35

Thank you for your business

Remit by Check (US Mail Only):
POWERSCHOOL GROUP LLC
PO BOX 888408
LOS ANGELES, CA 90088-8408

Remit by Check (Courier):
LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box 888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA 91731

Remit by Wire or ACH:
Wells Fargo Bank, NA
Account Name: PowerSchool Group LLC
ABA Routing No: 121000248
Account No: 4633847017 SWIFT: WFBIUS6S
(Include invoice number in transmission)

Customer Service:
ar@powerschool.com
888-265-7641 (Toll-Free)
916-357-9934 (Fax)

Licensee shall be subject to a monthly charge of 1.5% on all amounts not paid when due (18% annually) , or, if a lower maximum rate is established by law, then such lower maximum rate.

PowerSchool
Powering Brighter Futures

Invoice

Date	06/13/2025
Invoice#	**INV450448**
Terms	Net 30
Due Date	07/01/2025
Customer ID	10000497

Product Description	Qty	Unit	Tax	Extended Price
MS-PS-S-PSMSR: PowerSchool SIS Maintenance and Support Invoice Period: 07/01/2025 - 06/30/2026	7,731	Students	$0.00	$56,498.92
PS-PS-S-PDLS: PD+ Subscription Invoice Period: 07/01/2025 - 06/30/2026	7,731	Students	$0.00	$6,535.01

Pay Now

By paying this invoice or continuing to access the services, you agree to renew the services on the same terms and conditions (plus any then-current annual uplift) that govern your access to the services during the immediately preceding subscription period.

Subtotal	Tax Total	Total (USD)
$151,561.65	$0.00	$151,561.65
		Amt. Due (USD)
		$151,561.65

Thank you for your business

Remit by Check (US Mail Only):	Remit by Check (Courier):	Remit by Wire or ACH:	Customer Service:
POWERSCHOOL GROUP LLC PO BOX 888408 LOS ANGELES, CA 90088-8408	LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box 888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA 91731	Wells Fargo Bank, NA Account Name: PowerSchool Group LLC ABA Routing No: 121000248 Account No: 4633847017 SWIFT: WFBIUS6S (Include invoice number in transmission)	ar@powerschool.com 888-265-7641 (Toll-Free) 916-357-9934 (Fax)

Licensee shall be subject to a monthly charge of 1.5% on all amounts not paid when due (18% annually) , or, if a lower maximum rate is established by law, then such lower maximum rate.

BIXBY Public Schools

LEARN WELL. LIVE WITH HONOR.

To: **Mike Anthony, CFO**

From: **Helen Hurst, Child Nutrition Director**

Date: **June 26, 2025**

Subject: **Campus Smart/Prime Vendor**

US Foods has been awarded the bid for the **Campus Smart Bid** for the 2025–2026 school year. This is Edmond Public Schools' **Prime Vendor Services** contract, and a clause has been included to allow other school districts to **piggyback** on this agreement. In effect, participating districts can receive the same pricing structure as Edmond.

Several districts are already utilizing this opportunity, including Stillwater, Ponca City, McAlester, Mustang, and Moore, among others.

For SY2025–2026, US Foods has reduced the **Fixed Fee Per Case** by $0.01 for each drop size rate.

I recommend that our district **piggybacks on Edmond Public Schools' Prime Vendor Agreement with US Foods (RFP #25-15)** for prime vendor services for the 2025–2026 school year.

FIRST AMENDMENT TO PRIME VENDOR AGREEMENT

The First Amendment to Prime Vendor Agreement ("the First Amendment") is made and entered into as of July 01, 2025, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

RECITALS

A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 25-15) dated July 01, 2025 (the "Agreement").

B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2025-26, effective July 1, 2025.

2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the First Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By: _____ Date: 6/3/25

Name: Josh Delich

Title: Supt

US FOODS: US Foods, Inc.

By: _____ Date: _____

Name:

Title:

GROUP PURCHASING FOR CHILD NUTRITION

Thank you for your continued support as a valued customer on the **Premier-US Foods K-12 purchasing program.**

As we prepare for the upcoming **2025-2026 school year**, please be aware that the fee per case schedule will be adjusted, effective **July 1, 2025**. This adjustment has been made in response to multiple inflation indexes across the industry.
Here is the fee per case schedule:

Premier K-12 Food Product & Distribution Program:

Average Drop Size	Fixed Fee per Case 2025-2026 School Year
Less than $2,499.99	$3.12
2,500 - 2,999.99	$2.94
3,000 - 3,999.99	$2.86
4,000 - 5,499.99	$2.79
5,500 - 6,999.99	$2.75
7,000 - 10,999.99	$2.62
11,000 - 15,999.99	$2.58
16,000 and up	$2.48

The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Equipment and Supplies remain the same and are priced at a 9.75% markup.

Please reach out to premieratyourservice@usfoods.com with any questions.

Thank you for your continued partnership and we look forward to another successful school year in 2025-2026!

BIXBY Public Schools

LEARN WELL. LIVE WITH HONOR.

To: Mike Anthony, CFO

From: Helen Hurst, Child Nutrition Director

Date: June 26, 2025

Subject: Selection of Produce Vendor

I recommend that we use Frontier Produce for the 2025-2026 school year. The tabulation indicates that Frontier Produce offers the best prices.

Thank you

		GO FRESH		Frontier		Vinyard	
		Price		Price		Price	
Apples only in Season	138 ct	$ 29.65		$ 27.95		$ 25.45	Fuji 125ct
Bananas Green Tip	40 LB	$ 21.75		$ 21.25		$ 21.00	
Bell Peppers Green	5 lbs	$ 8.99		$ 5.50		$ 3.80	
Bell Peppers Yellow	5 lbs	$ 10.50		$ 2.70		$ 4.50	
Bell Peppers Red	5 lbs	$ 11.50		$ 6.50		$ 3.80	
Broccoli, Floret	4/3#	$ 26.75		$ 21.75		$ 23.45	
Carrots Baby Peeled	4/5 lbs	$ 23.95		$ 20.90		$ 17.25	
Celery	3ct	$ 6.95		$ 3.70		2.50 ea	
Cucumbers	5 lbs	$ 5.61		$ 4.00		$ 2.50	
Lettuce Romaine Choppe	6/2 LB	$ 19.00		$ 18.25		$ 19.50	
Lettuce Shredd Rom	6/2 lb	$ 18.75		$ 18.75		$ 18.00	
Oranges	113 ct	$ 29.80		$ 19.75		$ 25.00	
Strawberries	8/1#	$ 19.00		$ 12.90		$ 18.00	
Tomatoes 2 Layer 5x6	24 ct	$ 21.00		$ 12.95		$ 17.00	
Tomatoes Grapes Red	12/10 oz	$ 21.95		$ 12.95		$ 11.00	
Tomatoes Cherry Red	12ct	$ 24.95		$ 12.95		$ 18.00	

BIXBY Public Schools

LEARN WELL. LIVE WITH HONOR.

To: Mike Anthony, CFO

From: Helen Hurst, Child Nutrition Director

Date: June 18, 2025

Re: Pizza Bid

I recommend that we use Simple Simon's Pizza as the pizza vendor for dining pizza for the 2025-2026 school year. The price per pizza will be $7.29.

Thank You

Simple Simon's Pizza®

May 23, 2025

Simple Simon's Pizza
15020-A S Memorial Drive
Bixby, OK 74008

To Whom It May Concern,

Our team at Simple Simon's Pizza is grateful for the opportunity to place a bid for the solicitation to furnish pizza for Bixby Public Schools for the 2025-2026 school year.

The pizzas would be prepared at Simple Simon's Pizza located at 15020-A S Memorial Drive, Bixby, OK 74008. Pizzas would be delivered from this location to Bixby Public Schools. Per the conditions of the bid for Bixby Public Schools, we would deliver pizzas to the following schools on the following days below. Pizzas would be 14" in diameter and sliced into 8 slices per NSLP requirements.

- Bixby High School (Monday-Friday)
- Bixby Middle School (Tuesday-Thursday)
- Bixby North Elementary School (Every third Wednesday)
- Bixby Central Elementary School (Every third Thursday)
- Bixby North Intermediate School (Every third Friday)
- Bixby Central Intermediate School (Every third Tuesday)
- Bixby East Elementary and East Intermediate (Every third Monday)
- Bixby West Elementary and West Intermediate (Every third Friday)

Our bid for Simple Simon's Pizza will be $7.29 per pizza.

BIXBY Public Schools

LEARN WELL. LIVE WITH HONOR.

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Date: June 18, 2025

Subject: Award Milk Vendor

I suggest that we use Hiland Dairy as our Milk Vendor for the 2025-2026 school year. They have given us great service, and they are a local Oklahoma company. With the Milk Escalator/De-Escalator Pricing Clause, pricing is subject to change as the cost of raw milk fluctuates monthly, based on the USDA Federal Milk Market Price Announcement and the Dairy Farmers of America.

Thank you

Bixby Public Schools
CHILD NUTRITION DEPARTMENT
BID FORMS FOR SCHOOL YEAR
2025-2026
MILK/DAIRY BID

VENDOR Hiland Dairy Foods **CONTACT PERSON & PHONE NUMBER**

VENDOR ADDRESS 16124 E Marshall St., Tulsa, OK 74116 Chris Bailey - 918-509-0925
Chris Anderson - 918-504-4324

DESCRIPTION	SIZE	Weekly Usage	FLAVOR	BID PRICE	
MILK					
Chocolate Milk	½ pint	As needed	1% Low Fat	.4075	
White Milk	½ pint	As needed	Skim	.3970	
White Milk	½ pint	As needed	1% Low Fat	.3950	
White Milk	Gallon	As needed	1% Low Fat	5.4112	
DAIRY					
Cottage Cheese	5#	As needed	Low Fat	12.95	
Buttermilk	½ gallon/gallon	As needed	Low-fat	2.9639	
JUICE					
Apple Juice	4 oz.	As needed	100% fruit juice	.28	
Orange Juice	4 oz.	As needed	100% fruit juice	.32	
Ice Cream Novelties		As needed		Separate page	

BID DUE: **June 16, 2025 at 4:00 pm**

BID REVIEW: **July 17, 2025 at 6:00 am**

BIXBY PUBLIC SCHOOLS
TERMS AND CONDITIONS OF MILK/DAIRY PRODUCTS

109 N. ARMSTRONG BIXBY, OK 74008

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **June's 2025** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of $.10 per CWT (up or down) will move the cost of a half pint $ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

D/A Distributing Ice Cream Prices(Schools)

Smart Snack Novelties			
Fudgebar (24)	12.48		
Crumble Cookie Cone(24)	16.56		
Bday Cake Cone(24)	16.56		
IC Sand(24)	15.12		
Orange Cream Bar(24)	14.16		
Strawberry Crunch (24)	15.60		
Chocolate Crunch (24)	15.60		
Cookie Crumble Bar (24)	15.60		
Sour Cyclone Blue Rasp(24)	16.56		
Cotton Candy(24)	14.40		
Cherry Polar Pole(24)	16.32		
Sour Cherry Bar(24)	14.16		
Sour Blue Raspberry(24)	14.16		
Cups 3oz Vanilla (24)	13.92		
Cups 3oz Chocolate (24)	13.92		
Cups 3oz Orange (24)	13.92		
Cups 3oz Strawberry (24)	13.92		

BIXBY Public Schools

LEARN WELL. LIVE WITH HONOR.

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition

Date: June 18, 2025

Re: Pest Control Bid

My recommendation for pest control services for August 2025 – June 2026 is BugBros MultiFamily Pest Control. The bid tabulation is attached.

Thank You

Item	Quantity	Description	Unit price	Extension
1.	10	**Pest Control Service for 10 school cafeterias/kitchens**	$750	$8,250

Service to include use of low odor, high residual liquid chemical for roaches, ants, silverfish, crickets, and bait stations/glue traps for rats and mice. Chemicals used for pesticide and mouse bait must be in compliance with t County Health Department codes, state and federal health and EPA codes.
A certificate of insurance must be supplied with the bid.

Service is to be performed during the first 10 days of each month, with the exception of August, with n charge for callbacks if problems arise during the balance of the month.

The contract will be valid for 10 months starting in August 2025

Remarks At BugBros MultiFamily Pest Control, we're a family owned business founded by two brothers who understand th importance of creating safe, clean environments for children to learn and grow. It would be our privilege to continue to servic the cafeterias and kitchens of Bixby Public Schools. Thank you for considering us!

Signature: Joshua Williams
Typed Name: Joshua Williams
Company: BugBros MultiFamily Pest Control
Address: 6541 E 40th St Ste A
Date: 05/14/2025

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

Surplus Teacher Desk

1 message

Amber Flowers <aflowers@bixbyps.org> Wed, Jun 4, 2025 at 8:37 AM
To: Sherry McIntyre <smcintyre@bixbyps.org>

Hi Sherry,
In our custodial closet, we have an old teacher metal desk that needs surplus. Can you add that to the board meeting?
Do you need a pic?



Amber Flowers
CENTRAL ELEMENTARY ASSISTANT PRINCIPAL
AFLOWERS@BIXBYPS.ORG
201 SOUTH MAIN
918-366-2281

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

CI Surplus

1 message

Carlie Head <chead@bixbyps.org> Mon, Jul 14, 2025 at 11:50 AM
To: Sherry McIntyre <smcintyre@bixbyps.org>

CI surplus
3 teacher computer desks, 2 regular teacher desks, 1 student chair, and 1 tv cart

Carlie Head
Facilities & Maintenance Admin Assistant
Bixby Public Schools
918-366-2304

It's always a GREAT day to be a SPARTAN!!

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

Fwd: Units

2 messages

Carlie Head <chead@bixbyps.org> Thu, Jul 10, 2025 at 6:13 PM
To: Sherry McIntyre <smcintyre@bixbyps.org>

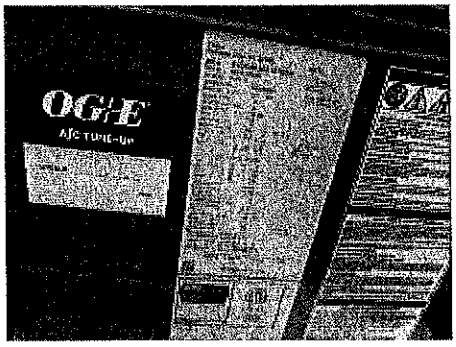
Surplus Items
These need to be on the surplus list for the upcoming board meeting next week. Do you need the values of the HVAC units?

Carlie Head
Facilities & Maintenance Admin Assistant
Bixby Public Schools
918-366-2304

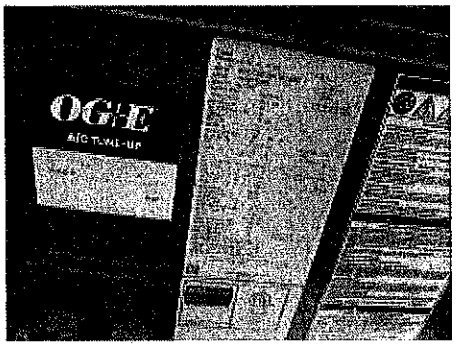
It's always a GREAT day to be a SPARTAN!!

---------- Forwarded message ----------
From: **Carlie Head** <chead@bixbyps.org>
Date: Thu, Jul 10, 2025 at 5:41 PM
Subject: Units
To: Carlie Head <chead@bixbyps.org>

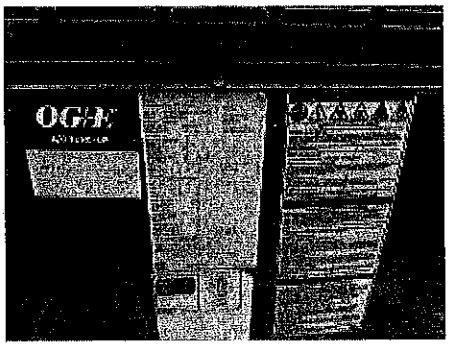
4 attachments



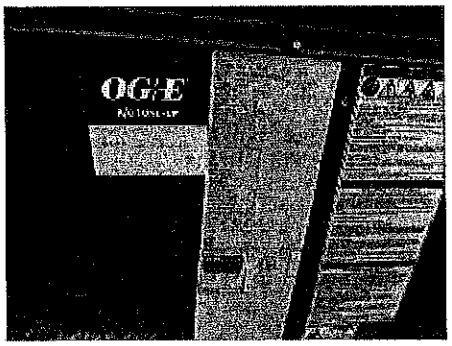
IMG_5752.jpg
3449K



IMG_5753.jpg
3286K



IMG_5755.jpg
3580K



IMG_5754.jpg
3505K

Sherry McIntyre <smcintyre@bixbyps.org> Fri, Jul 11, 2025 at 9:34 AM
To: Carlie Head <chead@bixbyps.org>

No, this should be good.

Sherry L. McIntyre
Treasurer
Bixby Public Schools
918-366-2212

[Quoted text hidden]

