Bixby Board of Education Regular Meeting
Bixby Public Schools
Bixby Administration Building, 23 S Riverview, Bixby, OK 74008
Thursday, July 16, 2026 6:00 PM
Meeting Live Stream Link: http://bixbyps.info/youtube

1. **Call Meeting to Order/Roll Call**
2. **Reports to The Board**
   - 2.1. Superintendent's Report:
     Teaching and Learning Report - Highlighting Robotics with Traeton Dansby
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 #1-11. (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.)
   - 4.1. Minutes of June 11, 2026 Regularly Scheduled Board Meeting
   - 4.2. Activity Fund Summary of Accounts and Transfer Requests
   - 4.3. Encumbrances and Change Orders for FY 2026 and 2027 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
   - 4.4. Approval of a Memorandum of Understanding with Glenpool Public Schools for participation in the JROTC program for the 2026-2027 fiscal year
   - 4.5. Approval of an agreement with Family and Children's Services for student counseling and support services at no cost to the district for the 2026-2027 fiscal year

4.6. Approval of an agreement with Pathways Behavior Therapy, LLC for behavioral analysis services for the 2026-2027 fiscal year at a cost of $115.00 per hour to be paid from federal funds

4.7. Approval of an agreement with Zendesk for the 2026-2027 fiscal yeat at a cost of $38,640.00 to be paid from the General Fund

4.8. Approval of an agreement with Kone Elevator Service for the 2026-2027 fiscal year at a cost of $28,039.44 to be paid from the building fund

4.9. Sick Leave Bank - Support - Administration - 6-1-26 - 6-10-26

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

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

5. **Finance**

5.1. Discussion and possible board action to renew an agreement with Pension Solutions for Administrative Services for the 457 Deferred Compensation Plan for the 2026-2027 fiscal year.

5.2. Discussion and possible board action to renew an agreement with Pension Solutions for Administrative Services for the 403(b) Plan for the 2026-2027 fiscal year.

6. **Teaching and Learning**

6.1. Discussion and possible board action to approve an agreement with Edpuzzle for the 2026-2027 fiscal year at a cost of $23,289.90 to be paid from 1:1 Activity Fund account.

6.2. Discussion and possible board action to approve a license agreement with Home Builders Institute (HBI) for curricular resources/platform for the 2026-2027 fiscal year at a cost of $8,400.00 to be paid from the General Fund.

6.3. Discussion and possible board action to approve the revised Bixby High School Graduation Requirements for the 2026-2027 fiscal year.

7. **Operations**

7.1. Discussion and possible board action to approve Lydia Wilson and Brenda Shaw 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 2026-2027 fiscal year.

7.2. Discussion and possible board action to approve two contracts with the City of Bixby for four School Resource Officers for the 2026-2027 fiscal year at a cost of $297,475.16.

7.3. Discussion and possible board action to approve the Fundraisers for the 2026-2027 fiscal year.

7.4. Discussion and possible board action to approve the following handbooks for the 2026-2027 fiscal year: Elementary/Intermediate Student Handbook; Secondary Student Handbook; Student-Parent Athletic Handbook; Certified Staff Handbook; and Support Staff Handbook

7.5. Discussion and possible board action to approve changes to the following policies for the 2026-2027 fiscal year:
2105 Student Attendance, 2108 Student Transfers, 2119 Student Insurance, 2124 Reporting Child Abuse, 2152, Metal Detectors, 2156 Wireless Devices, 2158

Student Discipline/Conduct, 2172 Memorial Policy, 2173 FERPA, 3103 School Volunteers, 3108A Staff Use of Electronic or Digital Communications, 3114 School and Classroom Visitation, 3116 Concurrent Enrollment, 3118 Grading, 3122 Proficiency Promotion, 3127 Graduation Requirements, 3133 Strong Readers Act, 3141 Audio/Video Recording in Schools, 4123 Certified Personal Leave, 4127 Leave - Jury Duty, 4129 Bereavement Leave, 4154 Teacher Evaluation, 4174 Support Emergency Leave, 6103 Annual Budget Fund Balance, 6117 Bids and Quotes.

7.6. 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.

7.7. Discussion and possible board action to renew an agreement with PowerSchool as the district Student Information System at a cost of $155,178.51 for the 2026-2027 fiscal year to be paid from the General Fund.

7.8. Discussion and possible board action to approve an agreement with Level Data for technology services for the 2026-2027 fiscal year at a cost of $12,636.00 to be paid from the General Fund.

7.9. Discussion and possible board action to approve the agreement with Instructure for Canvas Subscription and Dashboard Maintenance for the 2026-2027 fiscal year at a cost of $56,024.48 to be paid from 1:1 Activity Fund account.

7.10. Discussion and possible board action to approve an agreement with Instructure for Transcript Services at a cost of $8,824.20 for the 2026-2027 fiscal year to be paid from the General Fund.

7.11. Discussion and possible board action to approve a Memorandum of Understanding for professional services with Novaras Institute of Applied Practice LLC, for the 2026-2027 fiscal year.

7.12. Discussion and possible board action to approve a Live Streaming Agreement with KREF for live streaming formats of BPS sporting events for the 2026-2027 fiscal year.

7.13. 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 2026-2027 fiscal year.

7.14. Discussion and possible board action to approve a Child Nutrition agreement with Heartland Payment Systems at a cost of $19,583.00 for the 2026-2027 fiscal year.

7.15. Discussion and possible board action to approve a Child Nutrition agreement with Auto-Chlor Products for chemical services for the dishwashing equipment at a cost of $300 per school/ per service for the 2026-2027 fiscal year.

7.16. Discussion and possible board action to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

8. **Human Resources**

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

8.2. Discussion and possible board action to approve Lydia Wilson, Amy Hudson, Brenda Shaw, and Daniel Deitz as Title IX and Discrimination Complaint Coordinators for Bixby Public Schools for the 2026-2027 fiscal year.

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

9. **Miscellaneous**
10. **New Business**
11. **Vote to adjourn**

Name of person posting this agenda _____

Minutes Clerk

Posted on this _____

Bixby Administration Building, 23 S Riverview, Bixby, OK 74008

Bixby Board of Education Regular Meeting
Thursday, June 11, 2026
Bixby Administration Building
23 S Riverview
Bixby, OK 74008

Attendance Taken at 6:01 PM.

| | |
|---|---|
| Pablo Aguirre: | Present |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Present |
| Amanda Stephens: | Present |

Present: 3, Absent: 2.

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

**2. Reports to The Board**

2.1. Special Recognition

2.2. Superintendent's Report - Lydia Wilson

2.3. Facilities and Operations Report - Gabe Hayes
Summer Projects/Plans

2.4. Financial Operations Report - Mike Anthony

**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 #1-27. (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 #1-27 as presented with exception of Item #16 and 17. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

4.1. Minutes of May 14, 2026 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

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

4.4. Approval of the renewal of the appointment of Sherry McIntyre as School District Treasurer and Minutes Clerk for the 2026-2027 fiscal year

4.5. Approval of the renewal of the appointment of Melinda Weig as Assistant District Treasurer and Activity Fund Custodian for the 2026-2027 fiscal year

4.6. Approval of the renewal of the appointment of Maricela Hanseth as Encumbrance Clerk and Deputy Clerk of the Board for the 2026-2027 fiscal year

4.7. Approval of the renewal of the appointment of Michelle Atkinson as Deputy Encumbrance Clerk and Deputy Minutes Clerk for the 2026-2027 fiscal year

4.8. Approval of the renewal of the appointment of Debbie Hauser as Deputy Activity Fund Custodian for the 2026-2027 fiscal year

4.9. Approval of a Memorandum of Understanding with Northeastern State University for student intern placement for the 2026-2027 fiscal year

4.10. Approval of a Memorandum of Understanding with The Bridges Foundation for the Work Adjustment Training Program for the 2026-2027 fiscal year

4.11. Approval of a renewal agreement with IXL Learning for site licenses for Math and ELA K-8th for the 2026-2027 fiscal year at a cost of $90,568.75 to be paid from the General Fund

4.12. Approval of an agreement with PrepPlus LLC to teach ACT preparation classes for the 2026-2027 fiscal year

4.13. Approval of the renewal of a Memorandum of Understanding with TU for Teacher Education Program interns for the 2026-2027 school year

4.14. Approval of a Clinical Rotation Agreement with The University of Tulsa for Speech Language Pathology students for the 2026-2027 fiscal year

4.15. Approval of the OKTLE agreement with Employee Evaluation Systems, Inc. for the 2026-2027 fiscal year at a cost of $20,245 to be paid from the General Fund

4.16. Approval to renew an agreement with Pension Solutions for Administrative Services for the 457 Deferred Compensation Plan for the 2026-2027 fiscal year

4.17. Approval to renew an agreement with Pension Solutions for Administrative Services for the 403(b) Plan for the 2026-2027 fiscal year

4.18. Approval of the renewal of school picture contracts with Josten's for the 2026-2027 fiscal year

4.19. Approval of the renewal of the yearbook contracts with Josten's for the 2026-2027 fiscal year

4.20. Approval of a renewal agreement with VerHoeff Information Sources, LLC for the 2026-2027 fiscal year

4.21. Approval of out of state and/or overnight trip requests per attachments for the following activities:

Cheer USA Masters' Camp in Starkville, Mississippi June 19 - 23, 2026
Girls' Basketball Midwest Showcase Event in Columbia, Missouri June 17-18, 2026
Football to Spring Dale, Arkansas July 10, 2026

4.22. FMLA - Certified - Middle School - 4/30/26 - 5/22/26

4.23. Sick Leave Bank - Certified - Middle School - 5/4/26 - 5/22/26

4.24. FMLA - Certified - High School - 4/30/26 - 5/22/26

4.25. FMLA - Certified - East Elementary - 7/28/26 - 9/1/26

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

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

**5. Finance**

5.1. Discussion and possible board action to approve the General Liability, Education Leaders Liability, Property and Casualty Insurance agreements for the 2026-2027 fiscal year at a cost of $1,357,943.

Approval of the General Liability, Education Leaders Liability, Property and Casualty Insurance agreements for the 2026-2027 fiscal year at a cost of $1,357,943 with OSIG. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

5.2. Discussion and possible board action to approve the Workers' Compensation Insurance for the 2026-2027 fiscal year at a cost of $165,000.

Approval of the Workers' Compensation Insurance for the 2026-2027 fiscal year at a cost of $165,000 with OSAG. Passed with a motion by Pablo Aguirre and a second by Amanda Stephens.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

## 6. Teaching and Learning

6.1. Discussion and possible board action to approve a contract with Conscious Discipline (Loving Guidance, LLC) for training for the fiscal year 2026-2027 at a cost of $9,960.00 to be paid by Title IV money.

Approval of a contract with Conscious Discipline (Loving Guidance, LLC) for training for the fiscal year 2026-2027 at a cost of $9,960.00 to be paid by Title IV money. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

6.2. Discussion and possible board action to approve an agreement with Jason Jedamski with Ignite 2 Unite for the Administrative Retreat at a cost of $3,700 to be paid from Title II funds for the 2026-2027 fiscal year.

Approval of an agreement with Jason Jedamski with Ignite 2 Unite for the Administrative Retreat at a cost of $3,700 to be paid from Title II funds for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

6.3. Discussion and possible board action to approve an MOU with JA Finance Park for the Personal Financial Literacy program for the 2026-2027 fiscal year.

Approval of an MOU with JA Finance Park for the Personal Financial Literacy program for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

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

| | |
|---|---|
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

6.4. Discussion and possible board action to approve the renewal agreement with Khan Academy for student licenses Grades 7-12 at a cost of $5,886 to be paid from the General Fund for the 2026-2027 fiscal year.

Approval of the renewal agreement with Khan Academy for student licenses Grades 7-12 at a cost of $5,886 to be paid from the General Fund for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

6.5. Discussion and possible board action to approve an agreement with Teachers College for Professional Development at a cost of $22,800 to be paid from federal funds for the 2026-2027 fiscal year.

Approval of an agreement with Teachers College for Professional Development at a cost of $22,800 to be paid from federal funds for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

**7. Operations**

7.1. Discussion and possible board action to approve an Addendum to the ESS South Central, LLC agreement for the 2026-2027 fiscal year.

Approval of an Addendum to the ESS South Central, LLC agreement with a rate adjustment for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.2. Discussion and possible board action to approve the updated 2026-2027 Holiday Schedule for the twelve-month employees.

Approval of the updated 2026-2027 Holiday Schedule for the twelve-month employees. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.3. Discussion and possible board action to approve a contractual agreement with Slawson Psychological Services, LLC, for student assessment services for the 2026-2027 fiscal year.

Approval of a contractual agreement with Slawson Psychological Services, LLC, for student assessment services for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.4. Discussion and possible board action to approve Campus Smart with US Foods as the Child Nutrition Prime Vendor for the 2026-2027 fiscal year.

Approval of Campus Smart with US Foods as the Child Nutrition Prime Vendor for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.5. Discussion and possible board action to approve Frontier Produce as the Child Nutrition produce vendor for the 2026-2027 fiscal year.

Approval of Frontier Produce as the Child Nutrition produce vendor for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.6. Discussion and possible board action to approve Simple Simon's Pizza as the Child Nutrition pizza vendor for the 2026-2027 fiscal year.

Approval of Simple Simon's Pizza as the Child Nutrition pizza vendor for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.7. Discussion and possible board action to approve Hiland Dairy as the Child Nutrition milk vendor for the 2026-2027 fiscal year.

Approval of Hiland Dairy as the Child Nutrition milk vendor for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.8. Discussion and possible board action to approve Bug Bros Multi Family Pest Control as the Child Nutrition pest control vendor for the 2026-2027 fiscal year.

Approval of Bug Bros Multi Family Pest Control as the Child Nutrition pest control vendor for the 2026-2027 fiscal year. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

7.9. Discussion and possible board action to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

Approval of declaring items as presented as surplus to be disposed of according to Oklahoma Statutes. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

**8. Human Resources**

8.1. Discussion and possible board action to approve any resignations submitted after the agenda was posted. None

9. **Miscellaneous**

**10. Executive Session**

10.1. Discussion and possible board action to move into executive session to discuss the evaluation of the Superintendent (25 O.S. Sec. 307 (B)(1) and (B)(7)).

At 7:29 p.m. approval of moving into executive session to discuss the evaluation of the Superintendent (25 O.S. Sec. 307 (B)(1) and (B)(7)). Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

10.2. Vote to acknowledge return to open session.

At 8:51 p.m. approval to return to open session Passed with a motion by Pablo Aguirre and a second by Amanda Stephens.

| | |
|---|---|
| Pablo Aguirre: | Yea |
| Justin Cheatham: | Absent |
| Matt Dotson: | Absent |
| Drew Martins: | Yea |
| Amanda Stephens: | Yea |

Yea: 3, Nay: 0, Absent: 2

10.3. Statement by Board president of executive session minutes.

11. **New Business**

12. **Vote to adjourn**

At 8: 52 p.m. approval to adjourn Passed with a motion by Pablo Aguirre and a second by Amanda Stephens.

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

Drew Martins: Yea
Amanda Stephens: Yea
Yea: 3, Nay: 0, Absent: 2

_____
President

_____
Vice President

_____
Clerk

_____
Member

_____
Member

# 2025-2026
# JUNE
# CERTIFIED PERSONNEL EMPLOYMENT

## TEMPORARY CONTRACT

| | | | |
|---|---|---|---|
| SHERRY DAVENPORT | ESY TEACHER | DISTRICT | 05/26/2026 |
| MELISSA LYTLE | ESY TEACHER | DISTRICT | 06/08/2026 |
| LANDRIE WALKER | ESY SPEECH PATH-ASST | DISTRICT | 06/08/2026 |
| AMANDA WALEHWA | ESY TEACHER | DISTRICT | 06/08/2026 |
| THOMAS POOLE | ESY TEACHER | DISTRICT | 06/08/2026 |
| TERRI MULLINS | ESY COORDINATOR 5TH+ | DISTRICT | 06/08/2026 |
| AMY NAJITA | ESY TEACHER | DISTRICT | 06/08/2026 |
| MEGAN ROBBINS | ESY TEACHER | DISTRICT | 06/08/2026 |
| TRICIA HOLLAND | ESY TEACHER | DISTRICT | 06/08/2026 |
| LEANNE PYLES | IMMIGRANT SUMMER TEACHER | DISTRICT | 06/01/2026 |
| SHELLY MUSSER | IMMIGRANT SUMMER TEACHER | DISTRICT | 06/01/2026 |
| BRIDGET COOK | TITLE I TUTOR | DISTRICT | 06/01/2026 |
| JENAAN SULEMAN | TITLE I TUTOR | DISTRICT | 06/01/2026 |
| ROY HUNTER | INDIAN ED TUTOR | DISTRICT | 05/22/2026 |
| LORI HEARD | INDIAN ED TUTOR | DISTRICT | 05/22/2026 |

## VOLUNTEER COACHING

## ADJUNCT COACHING

## EMPLOYMENT for 2026-2027

| | | | |
|---|---|---|---|
| DAVID ALEXANDER | TEACHER | LEARNING CENTER | 08/12/2026 |
| ANDREA BAHENA | TEACHER | HIGH SCHOOL | 08/12/2026 |
| ANNE BIDDICK | SPEECH PATHOLOGIST | CENTRAL INTERMEDIATE | 08/12/2026 |
| MACKENZIE BRADSHAW | TEACHER | NORTH ELEMENTARY | 08/12/2026 |
| MEGAN CANNON | TEACHER | WEST INTERMEDIATE | 08/12/2026 |
| ANGELA CHERBONNIER | DIGITAL LEARNING COACH | ADMINISTRATION | 07/29/2026 |
| BENJAMIN COATES | TEACHER | ATHLETICS | 08/12/2026 |
| CHARLIE CREEKBAUM | TEACHER | WEST INTERMEDIATE | 08/12/2026 |
| LISA DUNLAP | TEACHER | EAST INTERMEDIATE | 08/12/2026 |
| GREG FINLEY | TEACHER | HIGH SCHOOL | 08/12/2026 |
| LACY GODWIN | TEACHER | MIDDLE SCHOOL | 08/12/2026 |
| KELLY GOODMAN | TEACHER | 9TH GRADE CENTER | 08/12/2026 |
| JASMINE HASH | TEACHER | EAST INTERMEDIATE | 08/12/2026 |
| ABIGAIL JAMES | TEACHER | EAST ELEMENTARY | 08/12/2026 |
| JACKSON JOHNSON | TEACHER | HIGH SCHOOL | 08/12/2026 |
| ELLA KLASSEN | TEACHER | WEST INTERMEDIATE | 08/12/2026 |
| ROSANNE KLIMASARA | TEACHER | NORTH INTERMEDIATE | 08/12/2026 |
| CLAIRE LEMONS | TEACHER | WEST INTERMEDIATE | 08/12/2026 |
| MICAELA MCSPADDEN | TEACHER | WEST INTERMEDIATE | 08/12/2026 |
| CARRIE MOSTELLER | TEACHER | WEST ELEMENTARY | 08/12/2026 |
| ALEXIS MULKEY | TEACHER | WEST ELEMENTARY | 08/12/2026 |
| KRYSTAL OVIEDO | TEACHER | NORTH INTERMEDIATE | 08/12/2026 |
| JENNIFER PHILLIPS | TEACHER | EAST INTERMEDIATE | 08/12/2026 |
| MELISSA POFFEL | TEACHER | WEST INTERMEIDATE | 08/12/2026 |
| SHELBY REDDEN | TEACHER | 9TH GRADE CENTER | 08/12/2026 |

**Submitted to Board of Education JUNE 11th, 2026**

## EMPLOYMENT for 2026-2027 CONT'D

| | | | |
|---|---|---|---|
| KALEIGH SCHOTTS | TEACHER | EAST ELEMENTARY | 08/12/2026 |
| ABBY TURNPAUGH | TEACHER | MIDDLE SCHOOL | 08/12/2026 |
| JUSTIN VEGA | TEACHER | ATHLETICS | 08/12/2026 |
| SAMANTHA WARNER | TEACHER | WEST ELEMENTARY | 08/12/2026 |

## CERTIFIED ADJUNCT TEACHER

## REASSIGNMENTS IN DISTRICT

## RESIGNATION AGREEMENTS

| | | | |
|---|---|---|---|
| DILLON DOBBINS | TEACHER | HIGH SCHOOL | 05/21/2026 |
| NIC ROLLER | TEACHER | MIDDLE SCHOOL | 05/21/2026 |
| CHRIS WALDEN | TEACHER | MIDDLE SCHOOL | 05/21/2026 |
| TIFFANY COCKRELL | TEACHER | NORTH ELEMENTARY | 05/21/2026 |
| EMILY CRAIG | TEACHER | NORTH ELEMENTARY | 05/21/2026 |
| VALERIE WAGNER | TEACHER | WEST ELEMENTARY | 05/21/2026 |
| KENDRA HUAMAN | TEACHER | EAST INTERMEDIATE | 05/21/2026 |
| RUDI JAMES | TEACHER | WEST INTERMEDIATE | 05/21/2026 |
| EMMA DUNSMORE | TEACHER | WEST ELEMENTARY | 05/21/2026 |
| STEPHEN DEEM | TEACHER | MIDDLE SCHOOL | 05/21/2026 |
| REBECCA OSBURN | TEACHER | NORTH INTERMEDIATE | 05/21/2026 |

## REHIRE 2026-2027

| | | |
|---|---|---|
| CRYSTAL INGLE | TEACHER | MIDDLE SCHOOL |
| CONNIE WEATHERS | TEACHER | MIDDLE SCHOOL |

## TERMINATIONS

# 2025-2026
# JUNE
# SUPPORT PERSONNEL EMPLOYMENT

## VOLUNTEER COACHING

## TEMPORARY CONTRACT

| | | | |
|---|---|---|---|
| LINDSAY STAIR | ESY PARA | DISTRICT | 05/26/2026 |
| MONICA SELLERS | ESY PARA | DISTRICT | 06/08/2026 |
| LEAH KIRKENDOLL | ESY PARA | DISTRICT | 06/08/2026 |
| JENNIFER JAMES | ESY PARA | DISTRICT | 06/08/2026 |
| MADDY GAYLOR | ESY PARA | DISTRICT | 06/08/2026 |
| SARAH ATTA | ESY PARA | DISTRICT | 06/08/2026 |
| BETSY LEAHAN | ESY OT | DISTRICT | 06/08/2026 |
| KATELYN SNOW | ESY HEALTH CLERK | DISTRICT | 06/08/2026 |
| MILES COOPER | ESY BUS DRIVER | DISTRICT | 06/08/2026 |
| LYN MOLTON | ESY BUS DRIVER | DISTRICT | 06/08/2026 |
| CYNTHIA SCHULLER | ESY BUS DRIVER | DISTRICT | 06/08/2026 |
| MARY WILSON | ESY BUS DRIVER | DISTRICT | 06/08/2026 |
| JOSH HAUETER | ESY BUS DRIVER | DISTRICT | 06/08/2026 |
| ADAM SAMARAH | ESY BUS DRIVER | DISTRICT | 06/08/2026 |
| NIANG CING | IMMIGRANT SUMMER PARA | DISTRICT | 06/01/2026 |
| NIANG CING | TITLE I TUTOR | DISTRICT | 06/01/2026 |

## ADJUNCT EMPLOYMENT

## EMPLOYMENT 2025-2026

## EMPLOYMENT 2026-2027

## RESIGNATIONS

| | | | |
|---|---|---|---|
| LESLIE LANE | MECHANIC | TRANSPORTATION | 06/30/2026 |
| BRETT RITTER | MECHANIC | TRANSPORTATION | 06/04/2026 |
| JOSHUA RUSSELL | CUSTODIAN | MAINTENANCE | 06/04/2026 |
| MATT YBARRA | DISTRICT CHEF | CHILD NUTRITION | 06/11/2026 |
| BECKY HUTCHINS | CHILD NUTRITION | CHILD NUTRITION | 05/22/2026 |
| VUNG KIM | CHILD NUTRITION | CHILD NUTRITION | 05/22/2026 |
| MELISSA COLEMAN | RECESS AIDE | CENTRAL ELEMENTARY | 05/21/2026 |
| DON DUNN | RECESS AIDE | EAST INTERMEDIATE | 05/21/2026 |
| HOLLY GRAVES | OCCUPATIONAL THERAPIST | WEST CAMPUS | 05/21/2026 |
| MYLES LIGHTENER | CUSTODIAN | MAINTENANCE | 05/13/2026 |

## REASSIGNMENTS

## TERMINATIONS

**Submitted to the Board of Education: JUNE 11th, 2026**

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1 | 07/01/2025 | 53787 | BANK OF AMERICA VISA | DISTRICT PURCHASES | 400,000.00 |
| 11 | 2 | 07/01/2025 | 3839 | AMAZON.COM, LLC | DISTRICT PURCHASES | 256,069.41 |
| 11 | 3 | 07/01/2025 | 1718 | TULSA WORLD | CLASSIFIED ADS 000 | 734.93 |
| 11 | 4 | 07/01/2025 | 6335 | MHC KENWORTH - TULSA | TRUCK RENTAL/PARTS 051 | 2,467.34 |
| 11 | 5 | 07/01/2025 | 61020 | FROST OIL COMPANY | UNLEADED/DIESEL FUELS 051 | 39,968.30 |
| 11 | 6 | 07/01/2025 | 1076 | MUNICIPAL ACCOUNTING SYSTEMS, INC. | SOFTWARE FEES / FORMS 000 | 25,797.36 |
| 11 | 7 | 07/01/2025 | 58751 | TYLER TECHNOLOGIES, INC | TRANSPORTATION SOFTWARE 051 | 44,122.69 |
| 11 | 8 | 07/01/2025 | 4241 | T & W TIRE | TIRES FOR TRANSPORTATION 051 | 42,083.50 |
| 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 | 4,220.71 |
| 11 | 11 | 07/01/2025 | 3826 | ROTARY CLUB OF BIXBY | MEMBERSHIP DUES 000 | 865.00 |
| 11 | 12 | 07/01/2025 | 70260 | OK TEACHERS RETIREMENT SYSTEM | TEACHER RETIREMENT FIX 000 | 1,500.00 |
| 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 | 26,060.89 |
| 11 | 15 | 07/01/2025 | 2025 | WELDON PARTS, INC. | PARTS TRANSP 051 | 14,335.93 |
| 11 | 16 | 07/01/2025 | 59586 | PERRY WEATHER LLC | WEATHER SENTRY SUBSCRIPTION 036 | 3,575.07 |
| 11 | 17 | 07/01/2025 | 58958 | JARVIS INC | NIGHT SECURITY SERVICES 000 | 57,054.72 |
| 11 | 18 | 07/01/2025 | 7529 | INDUSTRIAL WELDING AND TOOL SUPPLY | AG SUPPLIES 412 / MAINT 050 | 1,426.54 |
| 11 | 19 | 07/01/2025 | 3776 | WHEELER METALS, INC | VOAG SUPPLIES 412 | 558.49 |
| 11 | 20 | 07/01/2025 | 1223 | OKLAHOMA TURNPIKE AUTHORITY | PIKEPASS - SCHOOL VEHICLES 051 | 6,451.34 |
| 11 | 21 | 07/01/2025 | 1233 | O'REILLY AUTOMOTIVE STORES, INC. | PARTS - TR/M 050/051 | 2,808.92 |
| 11 | 22 | 07/01/2025 | 1245 | THE PAPERWORK COMPANY | PRINT 000/036/030 | 4,187.38 |
| 11 | 23 | 07/01/2025 | 61527 | MARCIA BRENNER | REPORT CREATOR PLUG IN FOR POWERSCHOOL SIS 030 | 29,515.00 |
| 11 | 24 | 07/01/2025 | 60250 | LEVEL DATA LLC | REAL TIME REPORTS 030 | 20,945.60 |
| 11 | 25 | 07/01/2025 | 1417 | ROSENSTEIN, FIST & RINGOLD | LEGAL SERVICES 000 | 114,196.97 |
| 11 | 26 | 07/01/2025 | 70041 | INTERNAL REVENUE SERVICE CENTER | 3RD PARTY DISABILITY TAX 000 | 3,004.26 |
| 11 | 27 | 07/01/2025 | 1418 | ROSS TRANSPORTATION | BUS PARTS FOR TRANSP 051 | 70,616.73 |
| 11 | 29 | 07/01/2025 | 1678 | TIRE BARN, INC. | TIRE REPAIRS - 051/050 | 29,428.43 |
| 11 | 30 | 07/01/2025 | 54924 | QUADIENT LEASING USA INC | LEASE PAYMENT - 000 | 10,650.91 |
| 11 | 31 | 07/01/2025 | 60606 | THE ART OF EDUCATION UNIVERSITY LLC | FLEX CURRICULUM 6 YEAR TERM 333/000 | 61,416.00 |
| 11 | 32 | 07/01/2025 | 59356 | ALLIED TOWING OF TULSA | TOWING SERVICE - 051 | 5,370.38 |
| 11 | 33 | 07/01/2025 | 2713 | OKLAHOMA HEALTH CARE AUTHORITY | STATE SHARE MEDICAID PAYMENTS 698 | 80,619.40 |
| 11 | 34 | 07/01/2025 | 58446 | TEAM PROFESSIONAL SERVICES | DRUG TESTING FOR DISTRICT 000 | 9,556.00 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 35 | 07/01/2025 | 61237 | KHAN ACADEMY INC | STUDENT TUTORING SERVICE 000 | 3,455.00 |
| 11 | 36 | 07/01/2025 | 319 | CITY OF BIXBY | SRO FOR BHS CAMPUS 000 | 275,733.30 |
| 11 | 38 | 07/01/2025 | 774 | VERHOEF INFORMATION SOURCES, LLC | BACKGROUND CHECKS 000 | 10,249.00 |
| 11 | 39 | 07/01/2025 | 57740 | ESS SOUTH CENTRAL, LLC | SUBSTITUTE TEACHERS 000 | 872,437.58 |
| 11 | 41 | 07/01/2025 | 7057 | PREFERRED BUSINESS SYSTEMS LLC | EQUIP LEASE/COPIES /REPAIRS 000 | 187,210.00 |
| 11 | 42 | 07/01/2025 | 7057 | PREFERRED BUSINESS SYSTEMS LLC | COPIER SUPP000/010/011/012 | 2,873.88 |
| 11 | 43 | 07/01/2025 | 58654 | SOFTCHOICE CORPORATION | LICENSE FEE 030 | 40,542.65 |
| 11 | 44 | 07/01/2025 | 60099 | FOUR LOCV LLC | NATIVE AMERICAN CULTURE CLASS 561 | 500.00 |
| 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 | 8,166.11 |
| 11 | 47 | 07/01/2025 | 51933 | AMERICANCHECKED, INC. | BEST VOLUNTEERS BCKGRD 000 | 12,604.08 |
| 11 | 48 | 07/01/2025 | 55232 | TULSA COUNTY ASSESSOR | VISUAL INSPECTION REIMB 000 | 173,848.41 |
| 11 | 50 | 07/01/2025 | 99999 | BIXBY PUBLIC SCHOOLS | COPY/TRANSPORTATION/POSTAGE (ALL SCHOOLS) | 26,962.46 |
| 11 | 51 | 07/01/2025 | 3770 | UMB BANK | AGENT FEES FOR BLDG BONDS 000 | 5,800.00 |
| 11 | 53 | 07/01/2025 | 55958 | BPA NATIONAL CENTER | ANNUAL AFFILIATION FEES 412-316 | 580.00 |
| 11 | 54 | 07/01/2025 | 3318 | MARK ALLEN CHEVROLET | REPAIR SCHOOL VEHICLES 051 | 1,414.71 |
| 11 | 55 | 07/01/2025 | 57210 | PROPIO LS, LLC | PHONE INTERPRETER 000 | 1,543.80 |
| 11 | 56 | 07/01/2025 | 4366 | JOSTENS INC | BHS GRAD MT'LS 000 | 9,683.36 |
| 11 | 57 | 07/01/2025 | 61547 | W TWO PLUS LLC | REPAIR FUEL TANKS - 051 | 2,040.31 |
| 11 | 58 | 07/01/2025 | 5609 | BIXBY METRO CHAMBER OF COMMERCE | MEMBERSHIP DUES, ETC 000 | 3,636.00 |
| 11 | 59 | 07/01/2025 | 3497 | EDUCATIONAL TESTING SERVICE | TESTING FOR PARAPRO 000 | 770.00 |
| 11 | 61 | 07/01/2025 | 60083 | SERVICE OKLAHOMA | TAGS FOR VEHICLES 051 | 515.00 |
| 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 | 225.00 |
| 11 | 64 | 07/01/2025 | 4505 | CINTAS CORPORATION | UNIFORMS/MATS/TOWEL 050/051 | 20,881.43 |
| 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 | 1,143.76 |
| 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 | 10,868.32 |
| 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 | 10,600.00 |
| 11 | 72 | 07/01/2025 | 2290 | OSSBA | MEMBERSHIP DUES 000 / EMPLOYMENT SVS | 9,327.00 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 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 | 1,857.95 |
| 11 | 76 | 07/01/2025 | 59812 | KORI NEELY | Group Counseling/ Collaboration 621 | 5,078.75 |
| 11 | 77 | 07/01/2025 | 7042 | THE ARROW GROUP | ADMINISTRATORS BONDS 000 | 4,975.00 |
| 11 | 78 | 07/01/2025 | 70505 | LAWSON PRODUCTS, INC | DISTRICT SUPPLIES 051 | 4,114.16 |
| 11 | 79 | 07/01/2025 | 2290 | OSSBA | OSSBA CONFERENCE REGIS 000 | 8,500.00 |
| 11 | 80 | 07/01/2025 | 2989 | OSIG | PROP/CASUALTY/VEHICLE INS 000 | 1,382,725.94 |
| 11 | 81 | 07/01/2025 | 58176 | SCHOOLSAFEID LLC | SOFTWARE/SUPP 000 | 5,988.00 |
| 11 | 82 | 07/01/2025 | 60904 | QUALITY PETROLEUM INC | OIL FOR TRANSPORTATION 051 | 9,515.00 |
| 11 | 83 | 07/01/2025 | 633 | GREAT EXPECTATIONS NSU | TRAINING DAYS 541 | 9,350.00 |
| 11 | 84 | 07/01/2025 | 56025 | AMERICAN RED CROSS | CPR CLASSES 022/027 | 565.00 |
| 11 | 85 | 07/01/2025 | 7830 | ADVANTAGE GRAPHICS INC. | CUTTING MACH REPAIR- COPY 000 | 741.86 |
| 11 | 86 | 07/01/2025 | 4345 | A.S.A.P. BATTERY SERVICE | BATTERIES FOR TRANSP 051 & MAINT 050 | 12,622.24 |
| 11 | 88 | 07/01/2025 | 2481 | ER FOR TRUCKS, INC | SPRING REPAIR 051 | 5,989.19 |
| 11 | 89 | 07/01/2025 | 61288 | GEO-COMM INC | SCHOOL SAFETY SERVICE 376 | 45,000.00 |
| 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 | 982.26 |
| 11 | 94 | 07/01/2025 | 59893 | CONNECT AND RESTORE, LLC | Counseling/consultation services 621 | 18,750.00 |
| 11 | 96 | 07/01/2025 | 2993 | EMPLOYEE EVALUATION SYSTEMS, INC. | INFORMATION STORAGE SYSTEM -000 | 15,023.25 |
| 11 | 98 | 07/01/2025 | 55863 | COSTCO WHOLESALE CORP | DISTRICT PURCHASES/FEES - 050/000/367 | 933.53 |
| 11 | 99 | 07/01/2025 | 7527 | TULSA CLEANING SYSTEMS | PARTS/SVS - BUS WASHER 051 | 1,055.00 |
| 11 | 100 | 07/01/2025 | 56349 | JENKINS & KEMPER | AUDIT WORK FOR ADMIN - 000 | 14,400.00 |
| 11 | 102 | 07/01/2025 | 1856 | WALMART COMMUNITY | School & Office Supplies 005 | 257.68 |
| 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 | 178.47 |
| 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 | 2,547.45 |
| 11 | 111 | 07/01/2025 | 59330 | IMAGINE LEARNING LLC | VIRTUAL SCHOOL PROGRAM - 000 | 55,775.00 |
| 11 | 112 | 07/01/2025 | 3224 | OKLAHOMA NOTARY "DISCOUNT" ASSOC. | NOTARY BONDS - 000 | 242.85 |
| 11 | 113 | 07/01/2025 | 52249 | OKLAHOMA ASSOC FOR PUPIL TRANSPORT. | REGISTRATION FEE 051 | 600.00 |
| 11 | 114 | 07/01/2025 | 56227 | CDW-G 2 | TECH NEEDS FOR THE DISTRICT 030/000 | 926.99 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 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 | 15,985.46 |
| 11 | 120 | 07/01/2025 | 57382 | COMMUNITYCAREHMO, INC. | EMPLOYEE ASSISTANCE PROGRAM 000 | 7,402.80 |
| 11 | 122 | 07/01/2025 | 52270 | PEARSON | BILLING FOR Q INTERACTIVE 698 | 6,478.06 |
| 11 | 124 | 07/01/2025 | 6317 | MOBILIZED VISION LLC | VISION SERVICES FOR SPED STUDENTS 621 | 10,688.75 |
| 11 | 125 | 07/01/2025 | 60573 | BENNY CRAFTON | POOL SERVICE AND REPAIR 000 | 21,578.99 |
| 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 | 25,000.00 |
| 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 | 110.00 |
| 11 | 138 | 07/01/2025 | 59810 | SWANK MOVIE LICENSING USA | K12 STREAMING & LICENSING 030 | 11,130.00 |
| 11 | 143 | 07/01/2025 | 7773 | MABEE CENTER | BHS GRADUATION 000 | 32,065.00 |
| 11 | 147 | 07/01/2025 | 1856 | WALMART COMMUNITY | Supplies 099 | 120.37 |
| 11 | 149 | 07/01/2025 | 58603 | CROWN LIFT TRUCKS | TRANSPORTATION REPAIRS 051/050 | 958.68 |
| 11 | 150 | 07/01/2025 | 60849 | PATHWAYS BEHAVIOR THERAPY | Contracted Services 627 | 26,139.50 |
| 11 | 151 | 07/01/2025 | 55855 | VIZAVANCE | VISION SCREENING 027 | 800.00 |
| 11 | 154 | 07/01/2025 | 51624 | ALPHA AWARDS | NAME TAGS FOR 000/030/050/051 | 322.00 |
| 11 | 155 | 07/01/2025 | 59142 | ROBINSON GLASS OF TULSA INC | GLASS REPLACEMENT FOR TRANSPORTATION 051 | 2,039.11 |
| 11 | 156 | 07/01/2025 | 59739 | DAVISON FUELS & OIL LLC | FUEL CARD FOR THE DISTRICT - CARD 051 | 4,838.16 |
| 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 | 500.00 |
| 11 | 160 | 07/01/2025 | 8275 | NATIONAL BUS SALES | PARTS FOR BUS REPAIRS 051 | 72,166.83 |
| 11 | 165 | 07/01/2025 | 60579 | NACNY INK LLC | CONTRACTED SERVICES FOR PD - 367 | 5,000.00 |
| 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 | 7,458.00 |
| 11 | 168 | 07/01/2025 | 59284 | ZENDESK INC | ZENDESK SUITE SUBSCRIPTION 030 | 38,640.00 |
| 11 | 170 | 07/01/2025 | 55130 | SUPERIOR TERMITE & PEST CONTROL | BED BUG & LICE TREATMENT ONLY 050 | 315.00 |
| 11 | 172 | 07/01/2025 | 59258 | ZEPTIVE INC | ANNUAL SOFTWARE & LICENSING | 118.00 |
| 11 | 176 | 07/01/2025 | 60364 | MARA ALEXANDRA MICHAEL | Contractor, planners, IEP 621 | 65,207.75 |
| 11 | 177 | 07/01/2025 | 60254 | RED ROVER | EMPLOYEE PORTAL 000 | 12,161.52 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 181 | 07/01/2025 | 57351 | A NEW LEAF | VOCATIONAL TRAINING 621 | 1,212.46 |
| 11 | 182 | 07/01/2025 | 58955 | SECURE DOCS INC | SIGNERS 621 | 5,416.00 |
| 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 | 1,973.98 |
| 11 | 186 | 07/01/2025 | 60959 | NAPA AUTO PARTS | SUPPLIES FOR TRANSPORTATION 051 | 2,685.24 |
| 11 | 188 | 07/01/2025 | 61050 | GRIMSLEY'S INC | SOAP DISPENSERS 050 | 15,838.20 |
| 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 | 252,935.52 |
| 11 | 197 | 07/01/2025 | 61325 | STETSON & ASSOCIATES | CONSULTING SERVICES 000 | 10,165.65 |
| 11 | 198 | 07/01/2025 | 61396 | SHEILA K REED | ANNUAL EMPLOYEE PHYSICALS 000 | 6,840.00 |
| 11 | 199 | 07/01/2025 | 59319 | GO POWER SCHOOLS LLC | ANNUAL MAINTENANCE FEE 000 | 6,000.00 |
| 11 | 201 | 07/01/2025 | 1856 | WALMART COMMUNITY | MISC PURCHASES 621 | 225.78 |
| 11 | 202 | 08/07/2025 | 55845 | 5 STAR STUDENTS | APP FOR 5 STAR SUBSCRIPTION 004/005 | 5,250.00 |
| 11 | 203 | 08/07/2025 | 60463 | ZEN NUN CING | INTERPRETER SERVICES 000 | 250.00 |
| 11 | 204 | 08/07/2025 | 60658 | MARIA WENTWORTH | INTERPRETER SERVICES 000 | 1,062.50 |
| 11 | 205 | 08/07/2025 | 60676 | CTR FOR INDIV WITH PHYS CHALLENGES | ASL INTERPRETATION SERVICES (MAY BE SPED) 000 | 757.10 |
| 11 | 206 | 09/24/2025 | 61686 | FLEET FUELS LLC | FUEL FOR THE DISTRICT 051 | 219,922.96 |
| 11 | 207 | 10/09/2025 | 55669 | VARITRONICS LLC | TONER FOR OVERSIZE PRINTER | 1,051.13 |
| 11 | 209 | 10/10/2025 | 1152 | OMECORP, LLC | POSTAGE MACHINE/SUPP 000 | 283.00 |
| 11 | 210 | 01/01/2026 | 61838 | SCHOOLINKS, INC | ACADEMIC TRACKING SOFTWARE 000 | 14,500.00 |
| 11 | 211 | 01/27/2026 | 61861 | THE BRIDGES FOUNDATION | Work Adjustment Program 618 | 1,766.25 |
| 11 | 212 | 02/12/2026 | 61874 | MARIA DELPOZO | TRANSLATOR 000 | 125.00 |
| 11 | 213 | 03/05/2026 | 59907 | TRAETON DANSBY | PER DIEM 541 | 363.41 |
| 11 | 214 | 03/05/2026 | 60892 | KATELIN BLEDSOE | PER DIEM 541 | 300.00 |
| 11 | 215 | 03/05/2026 | 59540 | SIERRA D THOMPSON | PER DIEM 541 | 300.00 |
| 11 | 216 | 04/21/2026 | 54923 | NORTHEASTERN STATE UNIVERSITY | APSI REGISTRATIONS 541 | 100.00 |
| 11 | 500 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | SUPPLIES - 000/030/051 | 1,276.18 |
| 11 | 501 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | COPY CENTER SUPPLIES 000 | 7,973.22 |
| 11 | 502 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | INDIAN ED SUPPLIES - 561 | 16,103.06 |
| 11 | 503 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | SPED SUPPLIES - 006/697 | 288.91 |
| 11 | 504 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | NE MISC SUPPLIES 003 | 3,268.42 |
| 11 | 505 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | EE MISC SUPPLIES - 010 | 3,323.84 |
| 11 | 506 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | CE MISC SUPPLIES - 001 | 8,000.00 |
| 11 | 507 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | BMS MISC SUPPLIES - 004 | 3,080.89 |
| 11 | 508 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | CI MISC SUPPLIES - 002 | 43.78 |
| 11 | 509 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | 9TH MISC SUPPLIES 011 | 2,528.48 |
| 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 | 176.25 |
| 11 | 512 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | EI MISC SUPPLIES 012 | 90.82 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 513 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | WE - MISC SUPPLIES 007 | 9,927.48 |
| 11 | 514 | 07/01/2025 | 5592 | ADMIRAL EXPRESS LLC | WI - MISC SUPPLIES 008 | 2,159.60 |
| 11 | 517 | 07/21/2025 | 5592 | ADMIRAL EXPRESS LLC | Classroom Supplies 412-316-705 | 1,000.00 |
| 11 | 518 | 11/13/2025 | 5592 | ADMIRAL EXPRESS LLC | INDIAN ED - 561 | 1,074.64 |
| 11 | 531 | 07/01/2025 | 59412 | BRENDA SHAW | REIMB TRAVEL/PHYSICAL/CCOS 000 | 868.46 |
| 11 | 538 | 07/02/2025 | 56104 | CODY COONCE | REIMBURES TRAVEL 000 | 708.45 |
| 11 | 539 | 07/01/2025 | 53741 | DANIEL DEITZ | PER DIEM 000 | 100.00 |
| 11 | 540 | 07/01/2025 | 53742 | JESSICA JERNEGAN | REIMBURSE TRAVEL 000 | 236.50 |
| 11 | 542 | 07/01/2025 | 61595 | RYANN WATSON | REIMB TRAVEL - 000 | 616.68 |
| 11 | 544 | 07/01/2025 | 6187 | CHERYL WILKINSON | REIMB TRAVEL/PURCHASES - 000/541 | 271.50 |
| 11 | 545 | 07/01/2025 | 59275 | KATHY GILLIAM | PER DIEM 561 | 13.05 |
| 11 | 546 | 07/01/2025 | 61559 | BENJAMIN WATSON | roll over-Per Diem 613/697 | 575.40 |
| 11 | 548 | 07/01/2025 | 56733 | DINAH BENAVIDES | PER DIEM 000/613/621/615 | 1,951.40 |
| 11 | 550 | 07/01/2025 | 4352 | ROWLAND VERNON | REIMBURSEMENTS 004 | 941.05 |
| 11 | 551 | 07/01/2025 | 1677 | TINA FRANCIS | REIMBURSE TRAVEL 561 | 531.91 |
| 11 | 574 | 01/05/2026 | 61434 | KRISTIN BROWN | PER DIEM GYLO 541 | 314.45 |
| 11 | 575 | 01/05/2026 | 57423 | KYLE SMITH | PER DIEM GYLO 541 | 833.24 |
| 11 | 576 | 01/05/2026 | 56217 | WESLEY COLEMAN | PER DIEM GYLO 541 | 419.91 |
| 11 | 577 | 01/05/2026 | 61843 | JERAMIE TEW | PER DIEM GYLO 541 | 393.00 |
| 11 | 578 | 01/05/2026 | 59572 | LAUREN LAWSON | PER DIEM GYLO 541 | 402.21 |
| 11 | 579 | 01/05/2026 | 57135 | DENVER BOREN | PER DIEM GYLO 541 | 438.96 |
| 11 | 580 | 01/05/2026 | 60555 | RACHEL MORIE | PER DIEM GYLO 511 | 301.00 |
| 11 | 581 | 01/05/2026 | 61842 | JAMIE COPENHAVER | PER DIEM GYLO 511 | 330.00 |
| 11 | 582 | 01/05/2026 | 60896 | AMBER FLOWERS | PER DIEM GYLO 511 | 301.00 |
| 11 | 583 | 01/05/2026 | 5928 | LESLIE HAYNES | PER DIEM GYLO 541 | 379.69 |
| 11 | 584 | 01/05/2026 | 59595 | RACHEL CHINSETHAGID | PER DIEM GYLO 541 | 815.14 |
| 11 | 585 | 01/05/2026 | 61249 | JOSH REGNIER | PER DIEM GYLO 541 | 783.21 |
| 11 | 586 | 01/05/2026 | 61841 | AUTUMN D MARTIN | PER DIEM GYLO 541 | 260.00 |
| 11 | 587 | 01/05/2026 | 56480 | JAMIE GUTHRIE | PER DIEM GYLO 541 | 469.81 |
| 11 | 588 | 01/05/2026 | 60948 | KELLAN HAFFNER | PER DIEM GYLO 541 | 401.45 |
| 11 | 589 | 01/05/2026 | 60962 | TARA GORDON | PER DIEM GYLO 541 | 298.81 |
| 11 | 590 | 01/05/2026 | 61291 | MIKE BLAIR | PER DIEM GYLO 541 | 215.00 |
| 11 | 591 | 01/05/2026 | 59432 | TIFFANY DESAULNIERS | PER DIEM GYLO 541 | 245.75 |
| 11 | 592 | 01/05/2026 | 52626 | RICH WALLACE | PER DIEM GYLO 541 | 215.00 |
| 11 | 593 | 01/05/2026 | 61834 | MALIA HAUGHT | PER DIEM GYLO 541 | 301.00 |
| 11 | 594 | 01/05/2026 | 61832 | CIERRA REECE | PER DIEM GYLO 541 | 301.00 |
| 11 | 595 | 01/05/2026 | 61831 | KELSEY PLUMMER | PER DIEM GYLO 541 | 301.00 |
| 11 | 596 | 01/05/2026 | 61833 | KAITLIN GALINDO | PER DIEM GYLO 541 | 301.00 |
| 11 | 597 | 01/05/2026 | 60224 | CURTIS WHITELEY | PER DIEM GYLO 541 | 301.00 |
| 11 | 598 | 01/05/2026 | 59405 | NATALI D DAVIDSON | TRAVEL REIMB 541 | 432.84 |
| 11 | 599 | 05/08/2026 | 59916 | MATTHEW STRAIT | GAS REIMBURSEMENT 051 | 103.63 |
| 11 | 700 | 07/01/2025 | 61532 | CASEY JORDAN | ASSISTANT GIRLS WRESTLING COACH (MONTHLY) 021 | 2,164.98 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 701 | 07/01/2025 | 60874 | ALAINA WRIGHT | VARSITY HEAD STUNT COACH (MONTHLY) 021 | 6,920.00 |
| 11 | 702 | 07/01/2025 | 60910 | DAVID ZIMMERMAN | HEAD VARSITY BOYS SWIM COACH (MONTHLY) 021 | 6,420.00 |
| 11 | 703 | 07/01/2025 | 61375 | BRILEY TURNHAM | MIDDLE SCHOOL HEAD DANCE COACH (MONTHLY) 021 | 1,337.50 |
| 11 | 704 | 07/01/2025 | 21435 | RENEE HAACK | 8TH GRADE VOLLEYBALL COACH 021 | 2,407.50 |
| 11 | 705 | 07/01/2025 | 61567 | CORDELIA BRAY | VARISY ASSISTANT DANCE COACH 021 | 2,407.50 |
| 11 | 706 | 07/01/2025 | 60374 | TREY ODAM | ASSISTANT WRESTLING COACH (MONTHLY) 021 | 1,337.48 |
| 11 | 707 | 07/01/2025 | 60918 | RACHEL ZIMMERMAN | VARSITY ASSISTANT SWIM COACH (021) | 1,605.00 |
| 11 | 708 | 07/01/2025 | 60348 | RICHARD KYLE EVANS | VARSITY BOYS ASSISTANT SOCCER COACH 021 | 1,621.25 |
| 11 | 711 | 07/01/2025 | 60431 | MICHAEL DANIEL | VARSITY GIRLS HEAD COACH (MONTHLY) 021 | 2,942.50 |
| 11 | 712 | 07/01/2025 | 60848 | PHIL HOLLAND | MIDDLE SCHOOL ASSISTANT TENNIS COACH 021 (MONTHLY) | 3,804.40 |
| 11 | 713 | 07/01/2025 | 59238 | DEREK SEROWSKI | HEAD VOLLEYBALL COACH 021 | 4,838.75 |
| 11 | 714 | 07/01/2025 | 61568 | MATTHEW A FUNK | MS HEAD BOYS SOCCER COACH (MONTHLY) 021 | 600.00 |
| 11 | 716 | 07/01/2025 | 60873 | CARA ROGERS | ASSISTANT CHEER COACH (MONTHLY) 021 | 2,250.00 |
| 11 | 718 | 07/01/2025 | 60879 | JAMIE HARMON-HUFF MEHAS | JV ASSISTANT CHEER/STUNT COACH 021 | 2,640.00 |
| 11 | 719 | 07/01/2025 | 59666 | ERIN FLANNERY RODEN | VARSITY ASST JV/8TH GRADE VOLLEYBALL COACH 021 | 2,808.75 |
| 11 | 720 | 07/01/2025 | 61575 | MASON NAIFEH | VARSITY WRESTLING ASSISTANT COACH (MONTHLY) 021 | 4,066.00 |
| 11 | 721 | 07/01/2025 | 60240 | MIKE INCREMONA | 9TH GRADE ASSISTANT FOOTBALL COACH 021 (MONTHLY) | 1,872.50 |
| 11 | 724 | 07/01/2025 | 60506 | EPHRAIM REDDEN | ASSISTANT JV BASEBALL COACH (MONTHLY) 021 | 2,086.50 |
| 11 | 725 | 07/01/2025 | 60265 | MACEY DIONNE TURLEY | VARSITY ASST FAST PITCH SOFTBALL (MONTHLY) 021 | 4,066.00 |
| 11 | 726 | 07/01/2025 | 61101 | DALLAS BEELER | VARSITY ASST BASEBALL COACH 021 | 2,086.50 |
| 11 | 727 | 07/01/2025 | 59614 | KARI RIANE ANDERSON | VARSITY ASSISTANT VOLLEY BALL COACH 021 (MONTHLY) | 1,605.00 |
| 11 | 728 | 07/01/2025 | 59744 | BRANDON KYLE COGAN | JV WHITE- HEAD BASEBALL COACH 021 | 100.00 |
| 11 | 729 | 07/01/2025 | 61625 | CODY NGUYEN | 8TH GRADE BOYS BASKETBALL 021 (MONTHLY) | 1,307.75 |
| 11 | 730 | 07/01/2025 | 60900 | DARRELL E BEELER | VARSITY ASSISTANT BASEBALL COACH 021 | 2,086.50 |
| 11 | 733 | 08/01/2025 | 61123 | AVERY FINLEY | REIMBURSE GAS PURCHASE FOR SCHOOL VEHICLE 051 | 50.10 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 735 | 08/01/2025 | 60858 | TRAVEYON ARMSTRONG | ASSISTANT BOYS TRACK / 9TH GD FB 021 (MONTHLY) | 3,091.05 |
| 11 | 737 | 08/01/2025 | 61660 | RODRICK TRAYLOR | 8TH GRADE BOYS BASKETBALL COACH 027 | 1,471.25 |
| 11 | 739 | 08/01/2025 | 61803 | CURTIS T.K. BORGE | WRESTLING 027 | 3,510.00 |
| 11 | 740 | 09/01/2025 | 61734 | ALFONSO J GARCIA | GIRLS ASSISTANT SOCCER COACH (MONTHLY) 021 | 495.00 |
| 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 (INNOVATION LAB) 095 | 3,375.00 |
| 11 | 1003 | 07/01/2025 | 61548 | CHRISTOPHER RODRIGUEZ | CREATIVE HUB CONSULTING FEE (INNOVATION LAB) 095 | 3,075.00 |
| 11 | 1004 | 07/01/2025 | 59222 | BRIDGET COOK | PER DIEM 511 | 1,726.59 |
| 11 | 1005 | 07/01/2025 | 60583 | PAMELA STEVENSON | REIMB COST OF AUDIO INSTAL INCIDENTALS EE GYM 010 | 606.91 |
| 11 | 1006 | 07/01/2025 | 1856 | WALMART COMMUNITY | FACS Supplies 412-314-705 | 1,385.72 |
| 11 | 1007 | 07/01/2025 | 61600 | HARP'S FOOD STORES INC | FACS Supplies 412-314-705 | 1,000.00 |
| 11 | 1009 | 07/01/2025 | 54987 | OKLA ASSOC OF CAREER & TECH | OK Summit Registration 412-316 & 312-705 | 615.00 |
| 11 | 1010 | 07/01/2025 | 53545 | LORI HEARD | Travel Reimbursement OK Summit Conf 412-316-705 | 31.50 |
| 11 | 1011 | 07/01/2025 | 54987 | OKLA ASSOC OF CAREER & TECH | REGISTRATIONS FOR AUGUST CONFERENCE 421 | 225.00 |
| 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 | 140.00 |
| 11 | 1014 | 07/01/2025 | 60933 | KELSEY LANE | PER DIEM GYTO 511 | 140.00 |
| 11 | 1015 | 07/01/2025 | 60895 | AMANDA RUTHERFORD | PER DIEM GYTO 511 | 458.24 |
| 11 | 1016 | 07/01/2025 | 61446 | MADISON ENGLES | PER DIEM GYTO 511 | 140.00 |
| 11 | 1017 | 07/01/2025 | 60555 | RACHEL MORIE | PER DIEM GYTO 511 | 234.17 |
| 11 | 1018 | 07/01/2025 | 61447 | ALEANA J LANE | PER DIEM GYTO 511 | 140.00 |
| 11 | 1019 | 07/01/2025 | 60893 | ALISON BEACH | PER DIEM GYTO 511 | 140.00 |
| 11 | 1021 | 07/01/2025 | 61449 | PATRICIA BEAVERS | PER DIEM GYTO 511 | 140.00 |
| 11 | 1022 | 07/01/2025 | 61448 | ELAINA MARTIN | PER DIEM GYTO 511 | 140.00 |
| 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 | 492.90 |
| 11 | 1025 | 07/01/2025 | 61246 | DAVID MEYER | Per Diem, July Harvard Conference 005 | 520.32 |
| 11 | 1027 | 07/01/2025 | 2766 | MARDEL'S | SCHOOL SUPPLIES 009 | 130.78 |
| 11 | 1028 | 07/01/2025 | 59487 | LYDIA WILSON | 2025 - 2026 TRAVEL REIMBURSEMENT | 236.50 |
| 11 | 1029 | 07/01/2025 | 3294 | MELISSA LYTLE | Per Diem 621 | 569.57 |
| 11 | 1030 | 07/01/2025 | 57399 | LIBBY MCNAMARA | 2025 NDSC CONVENTION 621 | 502.20 |
| 11 | 1031 | 07/01/2025 | 53807 | LIBBY VANDOLAH | 2025 - 2026 TRAVEL REIMBURSEMENT | 421.00 |
| 11 | 1032 | 07/01/2025 | 60920 | AMERICAN PLANT PRODUCTS & SERVICES | Potting Soil | 853.60 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1033 | 07/01/2025 | 54987 | OKLA ASSOC OF CAREER & TECH | OK Summit Registration 412-316-705 | 275.00 |
| 11 | 1034 | 07/01/2025 | 60877 | DANIAL KARNES | Travel Reimbursement 412-316-705 | 100.00 |
| 11 | 1035 | 07/01/2025 | 51624 | ALPHA AWARDS | TEACHER NAME TAGS 009 | 500.00 |
| 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 621 | 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 |
| 11 | 1045 | 07/01/2025 | 57663 | ARDATH LAMB | PER DIEM NURSE CONFERENCE 027 | 281.00 |
| 11 | 1046 | 07/01/2025 | 59503 | TRACY STEPHENS | PER DIEM NURSE CONFERENCE 027 | 281.00 |
| 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 | 59236 | CURRICULUM ASSOCIATES, 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 | 4,905.98 |
| 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 | 46,212.28 |
| 11 | 1056 | 07/01/2025 | 61282 | CHARBRICE EVANS | PERDIEM FOR TRAVEL 412-315-505 | 569.65 |
| 11 | 1058 | 07/02/2025 | 58686 | SCHOOL SPECIALTY | School Items 003 | 1,021.51 |
| 11 | 1060 | 07/02/2025 | 52012 | KATHERYNE B. PAYNE EDUCATIONAL CTR | REGISTRATION FEES FOR K CARDWELL 367 | 860.00 |
| 11 | 1061 | 07/02/2025 | 52916 | SCHOLASTIC MAGAZINES | Scholastic Magazine 007 | 5,194.75 |
| 11 | 1062 | 07/02/2025 | 57023 | L & M OFFICE FURNITURE | INNOVATION LAB FURNITURE 095 | 4,373.34 |
| 11 | 1063 | 07/02/2025 | 1856 | WALMART COMMUNITY | Walmart General fund purchases 002 | 69.30 |
| 11 | 1064 | 07/02/2025 | 51624 | ALPHA AWARDS | Name tags for 25-26 002 | 171.00 |
| 11 | 1065 | 07/02/2025 | 1856 | WALMART COMMUNITY | Classroom Supplies 412-314-505 | 1,187.37 |
| 11 | 1067 | 07/02/2025 | 53734 | OK DECA | DECA Registrations 412-312-705 | 376.00 |
| 11 | 1069 | 07/02/2025 | 58702 | HEGGERTY PHONEMIC AWARENESS | Subscription 007 | 86.00 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1070 | 07/02/2025 | 60759 | AERO IT SOLUTIONS LLC | MOUNTING BRACKETS | 332.65 |
| 11 | 1071 | 07/07/2025 | 55895 | FISLERDATA, LLC | School Subscription 9/25-9/26 011 | 369.00 |
| 11 | 1072 | 07/07/2025 | 52916 | SCHOLASTIC MAGAZINES | Scholastic News/Sciencespin 008 | 3,025.49 |
| 11 | 1074 | 07/07/2025 | 8035 | IXL LEARNING INC | IXL LIVE: SCHOOL EDITION PD 541 | 3,600.00 |
| 11 | 1075 | 07/07/2025 | 70080 | STUDIES WEEKLY, INC | WEBINAR SESSION FOR PD 541 | 500.00 |
| 11 | 1076 | 07/07/2025 | 58530 | SAVVAS LEARNING COMPANY | MY PERSPECTIVES PD 541 | 3,700.00 |
| 11 | 1077 | 07/07/2025 | 52916 | SCHOLASTIC MAGAZINES | Storey, Garrett, Osburn, Slater 009 | 1,171.87 |
| 11 | 1078 | 07/07/2025 | 59275 | KATHY GILLIAM | PER DIEM GOVERNANCE CONFERENCE 511 | 230.93 |
| 11 | 1079 | 07/07/2025 | 54406 | MARENEM INC | New classroom sets 001 | 499.47 |
| 11 | 1081 | 07/10/2025 | 2017 | LAKESHORE LEARNING MATERIALS | New K rooms 000 | 4,539.39 |
| 11 | 1082 | 07/10/2025 | 70080 | STUDIES WEEKLY, INC | STUDIES WEEKLY MATERIALS 333 | 29,418.92 |
| 11 | 1083 | 07/10/2025 | 58450 | QUAVERMUSIC.COM | MUSIC CURRICULUM K-5 333 | 38,220.00 |
| 11 | 1084 | 07/10/2025 | 57137 | MACMILLAN HOLDINGS LLC | AP ECONOMICS MATERIALS 333 | 192.00 |
| 11 | 1085 | 07/10/2025 | 59764 | LAB-AIDS, INC | SCIENCE AND GLOBAL ISSUES BIOLOGY, 333 | 15,106.39 |
| 11 | 1086 | 07/10/2025 | 5643 | CENGAGE LEARNING | MATH BOOKS GR 1-4 333 | 12,852.00 |
| 11 | 1087 | 07/10/2025 | 58702 | HEGGERTY PHONEMIC AWARENESS | LITERACY SUPPLIES 333 | 658.56 |
| 11 | 1088 | 07/10/2025 | 7145 | ARCHWAY MKT SVS - BOOK DEPOSITORY | HMH INTO READING K-6 333 | 2,036.69 |
| 11 | 1089 | 07/10/2025 | 1667 | THOMPSON SCHOOL BOOK DEPOSITORY | LEVELED READER BUNDLES 333 | 11,040.96 |
| 11 | 1090 | 07/14/2025 | 60257 | BRENNA HUMPHREY | Travel Reimbursement 412-314-705 | 1,247.52 |
| 11 | 1091 | 07/14/2025 | 51624 | ALPHA AWARDS | New Hire Name tags | 51.00 |
| 11 | 1092 | 07/14/2025 | 55566 | CEV MULTIMEDIA, LTD | Ag. Curriculum 412-311-705 | 3,250.00 |
| 11 | 1093 | 07/16/2025 | 61029 | VISTA HIGHER LEARNING INC | EL PL IMPLEMENTATION PD 572 | 2,093.70 |
| 11 | 1094 | 07/16/2025 | 57106 | MEGAN DELAY | Ok Summit Reimbursement 412-314-705 | 160.00 |
| 11 | 1095 | 07/21/2025 | 58605 | CING S MANSAN | INTERPRETATION SERVICES 000 | 593.75 |
| 11 | 1096 | 07/21/2025 | 58714 | BIXBY PUBLIC SCHOOLS - PRINTSHOP | SRA PRINT ORDER 367 | 30,494.31 |
| 11 | 1097 | 07/21/2025 | 52901 | HEATHER WITHEM | Travel Reimbursement 412-316-705 | 221.06 |
| 11 | 1099 | 07/21/2025 | 6788 | H&H PRINTER SERVICES | Toner Cartridges 412-316-705 | 2,268.00 |
| 11 | 1100 | 07/21/2025 | 61417 | OPSRC | REGISTRATIONS FOR LETRS PD 511 | 725.00 |
| 11 | 1101 | 07/21/2025 | 57100 | LESSONPIX CUSTOM LEARNING MATERIALS | 621-Subscription Renewal | 680.40 |
| 11 | 1102 | 07/21/2025 | 61514 | ROBERT K BOST | HEARING OFFICIAL FEES 022 | 15,714.65 |
| 11 | 1103 | 07/21/2025 | 55185 | LEXIA LEARNING SYSTEMS, INC. | LETRS CONNECT 1 YR LICENSE 367 | 189.00 |
| 11 | 1104 | 07/25/2025 | 58734 | BEARCOM | WALKIES FOR THE DISTRICT 376 | 62,973.80 |
| 11 | 1105 | 07/25/2025 | 61605 | PARCHMENT AN INSTRUCTURE COMPANY | TRANSCRIPT SERVICES 000 | 8,404.00 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1106 | 07/21/2025 | 61607 | EDYNAMIC LP | MS LEARNING LIBRARY 333/004 | 5,600.00 |
| 11 | 1108 | 07/21/2025 | 70099 | OKLAHOMA FFA ASSOC. | Membership & Convention Registration 311 | 2,444.00 |
| 11 | 1109 | 07/21/2025 | 59236 | CURRICULUM ASSOCIATES, LLC | ELLEVATION STRATEGIES 572 | 10,513.75 |
| 11 | 1110 | 07/21/2025 | 60982 | INSPIRING YOUNG LEARNERS INC | Yearly subscription 001 | 277.60 |
| 11 | 1111 | 07/21/2025 | 555 | FLINN SCIENTIFIC, INC. | Science Classroom Supplies 005 | 1,137.22 |
| 11 | 1113 | 07/21/2025 | 51624 | ALPHA AWARDS | staff name tags 003 | 144.00 |
| 11 | 1114 | 07/21/2025 | 56274 | FCCLA | Dues 412-314-505 | 524.00 |
| 11 | 1115 | 07/21/2025 | 1276 | HERTZBERG-NEW METHOD, INC. | Library Books 015 | 4,504.66 |
| 11 | 1116 | 07/21/2025 | 57264 | ESGI, LLC | 15 license 25-26 school year 010 | 3,885.00 |
| 11 | 1117 | 07/21/2025 | 52916 | SCHOLASTIC MAGAZINES | 25-26 renewals 010 | 2,700.00 |
| 11 | 1118 | 07/21/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | ACADEMIC 4 CAM ADD (INNOVATION LAB) 095 | 2,573.32 |
| 11 | 1119 | 07/21/2025 | 60329 | PAULLA C SLAWSON | Contract Psych 621 | 12,700.00 |
| 11 | 1120 | 07/30/2025 | 633 | GREAT EXPECTATIONS NSU | GE coaching days 002 | 1,500.00 |
| 11 | 1121 | 07/30/2025 | 5336 | STARFALL EDUCATION FOUNDATION | 25-26 renewal 010 | 355.00 |
| 11 | 1122 | 07/30/2025 | 3102 | REALITY WORKS | HS FACS ORDER 421 | 14,013.02 |
| 11 | 1123 | 07/30/2025 | 3102 | REALITY WORKS | HS AG ORDER 421 | 2,191.95 |
| 11 | 1124 | 07/30/2025 | 60640 | CHARACTERSTRONG LLC | PREK-6 TIER 1 RENEWAL V24 FY26 552 | 9,992.00 |
| 11 | 1125 | 07/30/2025 | 3057 | SCHOOL NURSE SUPPLY, INC. | RECOVERY COUCH, OITNMENT, ACETAMINOPHEN 027 | 1,265.74 |
| 11 | 1126 | 07/30/2025 | 61604 | THE RAILROAD YARD INC | Classroom Supplies 412-311 | 8,624.06 |
| 11 | 1127 | 07/30/2025 | 3839 | AMAZON.COM, LLC | 412 Money for Classroom Supplies 412-316-705 | 4,127.43 |
| 11 | 1128 | 07/30/2025 | 60665 | GETMARKED, INC | Annual Licensing Subscription 005 | 700.00 |
| 11 | 1129 | 07/30/2025 | 3228 | DICK BLICK ART MATERIALS | Art Class Supplies 005 | 1,618.03 |
| 11 | 1130 | 07/30/2025 | 53098 | B & H PHOTO | ORDER FOR HS BROADCASTING 421 | 12,535.49 |
| 11 | 1131 | 07/30/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | Misc. Books 024 | 4,500.00 |
| 11 | 1132 | 08/03/2025 | 5643 | CENGAGE LEARNING | LARSON'S INTERMEDIATE ALGEBRA 333 | 2,887.50 |
| 11 | 1133 | 08/03/2025 | 61425 | DELTAMATH SOLUTIONS INC | Instructional Videos/online assessments 011 | 660.00 |
| 11 | 1134 | 08/03/2025 | 60310 | LAUNCH PEAK PERFORMANCE | Kristen Hale PD 003 | 400.00 |
| 11 | 1135 | 08/03/2025 | 51624 | ALPHA AWARDS | name tags 010 | 189.00 |
| 11 | 1136 | 08/03/2025 | 4724 | BLICK ART MATERIALS | art supplies 010 | 449.87 |
| 11 | 1137 | 08/03/2025 | 55895 | FISLERDATA, LLC | My Conference Time 005 | 369.00 |
| 11 | 1138 | 08/03/2025 | 58686 | SCHOOL SPECIALTY | kinder supplies 010 | 875.19 |
| 11 | 1139 | 08/07/2025 | 61580 | ROCHESTER 100 INC | 3rd Grade Folders 001 | 420.42 |
| 11 | 1140 | 08/07/2025 | 54393 | CAREER TECH | New Teacher 412-314-505 | 30.00 |
| 11 | 1141 | 08/07/2025 | 61627 | BERCHER CERAMIC SUPPLIES INC | Clay for Art Class 005 | 750.00 |
| 11 | 1142 | 08/07/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | Library Purchases 023 | 9,174.49 |
| 11 | 1143 | 08/07/2025 | 5643 | CENGAGE LEARNING | Curriculum 412-316 | 12,015.70 |
| 11 | 1144 | 08/07/2025 | 57291 | HEARTLAND AED, INC | AED PADS 027 | 457.90 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1145 | 08/07/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | Follett 023 | 5,300.64 |
| 11 | 1146 | 08/08/2025 | 99999 | BIXBY PUBLIC SCHOOLS | PRINTING OF READING BOOKS 367/421 | 1,032.97 |
| 11 | 1147 | 08/13/2025 | 57611 | DARCY KICKEY | motor lab items reimbursement 010 | 15.25 |
| 11 | 1148 | 08/13/2025 | 5463 | LEARNING A-Z | RENEWAL LICENSES AND PD 572 | 3,407.00 |
| 11 | 1149 | 08/13/2025 | 58972 | NOODLETOOLS, INC | Student Access for Noodletools 018 | 490.00 |
| 11 | 1150 | 08/13/2025 | 54083 | FOLLETT SCHOOL SOLUTIONS LLC | Books for Library 018 | 12,739.31 |
| 11 | 1151 | 08/13/2025 | 5643 | CENGAGE LEARNING | Books for Library 018 | 6,837.39 |
| 11 | 1152 | 08/13/2025 | 5463 | LEARNING A-Z | renewal 010 | 5,456.00 |
| 11 | 1153 | 08/13/2025 | 1276 | HERTZBERG-NEW METHOD, INC. | Books to order 014 | 6,464.61 |
| 11 | 1154 | 08/22/2025 | 59065 | GENERATION GENIUS | curriculum 002 | 1,995.00 |
| 11 | 1155 | 08/25/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | Books 016 | 7,422.42 |
| 11 | 1156 | 08/26/2025 | 61639 | KSA EVENTS | KSA EVENTS INSTALLMENT CORRECTION 000 | 20,662.26 |
| 11 | 1157 | 08/27/2025 | 5463 | LEARNING A-Z | Reading A-Z subscription 002 | 121.50 |
| 11 | 1158 | 08/27/2025 | 59141 | FASTSIGNS - BROKEN ARROW | Academic All State Plaques 005 | 460.55 |
| 11 | 1160 | 08/27/2025 | 8035 | IXL LEARNING INC | 25 - IXL LICENSES FOR STUDENT USE 518 | 825.00 |
| 11 | 1161 | 08/28/2025 | 57163 | WESTCO LAMINATING SERVICES | Laminator repair 001 | 3,720.00 |
| 11 | 1162 | 08/28/2025 | 61012 | CHELSEA WOODWARD | PETTING ZOO 002 | 1,400.00 |
| 11 | 1163 | 08/28/2025 | 58702 | HEGGERTY PHONEMIC AWARENESS | renewal for 25-26 010 | 623.00 |
| 11 | 1170 | 09/02/2025 | 61413 | VENTRIS LEARNING | Teacher Manuals 007 | 451.50 |
| 11 | 1171 | 09/02/2025 | 59980 | ISOGRAD INC | ISOGRAD TOSA ED PACK AND ISOGRAD PLATFORM 421 | 10,170.00 |
| 11 | 1172 | 09/03/2025 | 58711 | CHILD1ST PUBLICATIONS LLC | Educational order 007 | 700.00 |
| 11 | 1174 | 09/03/2025 | 55882 | FCCLA NE-3 | DISTRICT DUES 412-314-505 | 150.00 |
| 11 | 1175 | 09/03/2025 | 57401 | OSU EXTENSION - TULSA COUNTY | 3rd grade field trip 001 | 350.00 |
| 11 | 1176 | 09/03/2025 | 2628 | CAROLINA BIOLOGICAL SUPPLY COMPANY | Patton - Science 009 | 301.28 |
| 11 | 1177 | 09/04/2025 | 5690 | HOBBY LOBBY | FACS Supplies 412-314-705 | 1,072.70 |
| 11 | 1178 | 09/04/2025 | 59893 | CONNECT AND RESTORE, LLC | CONSULT 001 | 600.00 |
| 11 | 1179 | 09/04/2025 | 56227 | CDW-G 2 | 5 lenova chrombooks, 5 education upgrades 198 | 1,749.15 |
| 11 | 1180 | 09/04/2025 | 1856 | WALMART COMMUNITY | OT/PT sensory activities 010 | 15.12 |
| 11 | 1181 | 09/05/2025 | 1245 | THE PAPERWORK COMPANY | building Signs 001 | 1,100.00 |
| 11 | 1182 | 09/05/2025 | 59893 | CONNECT AND RESTORE, LLC | Professional Development 012 | 400.00 |
| 11 | 1183 | 09/05/2025 | 7145 | ARCHWAY MKT SVS - BOOK DEPOSITORY | MATH BOOKS 333 | 4,360.00 |
| 11 | 1184 | 09/05/2025 | 55299 | HOUGHTON MIFFLIN HARCOURT PUB CO | READING BOOKS 333 | 1,938.83 |
| 11 | 1185 | 09/05/2025 | 60522 | KAYLA CARDWELL | PER DIEM 367 | 960.05 |
| 11 | 1186 | 09/05/2025 | 61415 | THE SUSTAIN GROUP LLC | TV RECYCLING FEE - LCD 030 | 2,240.10 |
| 11 | 1187 | 09/05/2025 | 1245 | THE PAPERWORK COMPANY | Parking Violation Stickers 005 | 342.25 |
| 11 | 1189 | 09/08/2025 | 61196 | TECHNOLOGY STUDENT ASSOCIATION | Blue Cap 412-315-505 | 500.00 |
| 11 | 1190 | 09/08/2025 | 4724 | BLICK ART MATERIALS | art supplies 010 | 544.36 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1191 | 09/08/2025 | 54393 | CAREER TECH | TSA Bootcamp 412-315-505 | 30.00 |
| 11 | 1192 | 09/09/2025 | 61654 | HEALTH PRODUCTS FOR YOU | Folding toilet 198 | 324.99 |
| 11 | 1193 | 09/10/2025 | 57854 | CASEY MACHADO | Stillwater Mileage Reimbursement 005 | 119.00 |
| 11 | 1195 | 09/11/2025 | 57271 | LEARNING WITHOUT TEARS | SRA MATERIALS 367 | 1,644.30 |
| 11 | 1197 | 09/11/2025 | 60784 | DRONE COMPETITION GATES | Game Elements for Drone Classes 412-315-505 | 360.00 |
| 11 | 1198 | 09/12/2025 | 2854 | TOLEDO PHYSICAL ED. SUPPLY CO, INC. | Classroom Supplies 004 | 1,470.33 |
| 11 | 1199 | 09/12/2025 | 4592 | LIVESAY ORCHARDS | 1st grade pumpkin patch field trip 001 | 1,540.00 |
| 11 | 1202 | 09/12/2025 | 59102 | FIRST EDUCATIONAL RESOURCES | GRADE REFORM PD 541 | 25,000.00 |
| 11 | 1203 | 09/12/2025 | 61671 | SHANNON PINSON | PER DIEM 613/697 | 115.08 |
| 11 | 1204 | 09/12/2025 | 56809 | JESSICA THORNTON | PER DIEM 613/697/541 | 142.60 |
| 11 | 1205 | 09/15/2025 | 59742 | ALLISON MORRIS | PER DIEM 541/552 | 813.97 |
| 11 | 1206 | 09/15/2025 | 61676 | SCOTTISH RITE FOR CHILDREN | STUDENT MATERIALS ORDER 511 | 890.25 |
| 11 | 1207 | 09/16/2025 | 60890 | MELANIE ANKERSHEIL | PER DIEM CD CONFERENCE 511 | 442.55 |
| 11 | 1208 | 09/16/2025 | 60303 | LESA MOORE | PER DIEM CD PD 511 | 657.85 |
| 11 | 1209 | 09/16/2025 | 60926 | MELISSA MCDONALD | PER DIEM CD CONFERENCE 511 | 200.00 |
| 11 | 1210 | 09/16/2025 | 57291 | HEARTLAND AED, INC | AED PADS 027 | 6,410.60 |
| 11 | 1211 | 09/17/2025 | 61670 | KARI A CRUZAN | MATH TUTORING FOR EMPOWER STUDENTS 518 | 3,780.00 |
| 11 | 1212 | 09/17/2025 | 54012 | BILINGUAL DICTIONARIES INC | WORD TO WORD DICTIONARY ORDER 572 | 283.80 |
| 11 | 1213 | 09/22/2025 | 57562 | TULSA BOTANIC GARDEN | 2nd grade field trip 001 | 575.00 |
| 11 | 1214 | 09/22/2025 | 58588 | SCHOLASTIC EDUCATION | Mapskills workbooks 008 | 1,079.10 |
| 11 | 1215 | 09/22/2025 | 5188 | ULINE | BACC Setup (Phase 1) 095 | 3,782.81 |
| 11 | 1216 | 09/22/2025 | 8275 | NATIONAL BUS SALES | REPAIR OF BLUE BIRD (INSURANCE PD & MANNFORD PD) | 44,329.74 |
| 11 | 1218 | 09/22/2025 | 59927 | KRISTEN RODRIGUEZ | PER DIEM CD CONFERENCE 511 | 200.00 |
| 11 | 1219 | 09/24/2025 | 61687 | CHRISTY HEDGES | SLP-Contracted 697 | 500.00 |
| 11 | 1220 | 09/24/2025 | 6208 | APPLE EDUCATIONAL SALES | Mac Mini 004 | 4,686.80 |
| 11 | 1221 | 09/25/2025 | 61689 | MARY JO SIMPSON | Contract Psychologist 621 | 18,264.24 |
| 11 | 1222 | 09/25/2025 | 60522 | KAYLA CARDWELL | PER DIEM TLC CONFERENCE 541 | 188.10 |
| 11 | 1223 | 09/25/2025 | 57669 | TRISH WALLER | PER DIEM TLC CONFERENCE 541 | 146.50 |
| 11 | 1224 | 09/25/2025 | 56962 | MEGAN HILL | PER DIEM TLC CONFERENCE 541 | 146.50 |
| 11 | 1225 | 09/25/2025 | 59645 | SARAH ENGLAND | PER DIEM TLC CONFERENCE 541 | 717.45 |
| 11 | 1226 | 09/25/2025 | 55104 | KARI SMITH | PER DIEM TLC CONFERENCE 541 | 466.21 |
| 11 | 1227 | 09/25/2025 | 61452 | TONYA MORGAN | PER DIEM TLC CONFERENCE 541 | 588.72 |
| 11 | 1228 | 09/25/2025 | 59964 | ABBEY ENGLES | PER DIEM TLC CONFERENCE 541 | 146.50 |
| 11 | 1229 | 09/25/2025 | 60856 | CARLEY HOSIER | PER DIEM TLC CONFERENCE 541 | 172.21 |
| 11 | 1230 | 09/25/2025 | 59540 | SIERRA D THOMPSON | PER DIEM TLC CONFERENCE 541 | 211.68 |
| 11 | 1231 | 09/25/2025 | 60892 | KATELIN BLEDSOE | PER DIEM TLC CONFERENCE 541, 552 | 164.49 |
| 11 | 1232 | 09/25/2025 | 61691 | CRYSTAL RUCKER | PER DIEM TLC CONFERENCE 541 | 146.50 |
| 11 | 1236 | 09/29/2025 | 61693 | TESSA M DORRELL | Miss Oklahoma Assembly 007 | 347.00 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1237 | 09/29/2025 | 61184 | MISS OKLAHOMA ORGANIZATION INC | Booking fee 007 | 15.00 |
| 11 | 1238 | 09/29/2025 | 1856 | WALMART COMMUNITY | Supplies & equipment 095 | 252.08 |
| 11 | 1242 | 09/30/2025 | 21380 | CARMICHAEL'S PRODUCE | Pumpkins Kitchen Supplies 412-314-505 | 250.00 |
| 11 | 1243 | 10/01/2025 | 61697 | BASICS PLUS INC | BOOK ORDER FOR CI 511 | 4,050.00 |
| 11 | 1244 | 10/01/2025 | 3420 | SCHOOL HEALTH CORPORATION | NURSE SUPPLIES 027 | 1,167.99 |
| 11 | 1245 | 10/02/2025 | 60252 | REALLY GREAT READING COMPANY, LLC | Elementary/Kindergarten | 15,621.50 |
| 11 | 1247 | 10/02/2025 | 61600 | HARP'S FOOD STORES INC | 618-Groceries for Student Classes 618 | 199.56 |
| 11 | 1248 | 10/03/2025 | 61764 | ALMA SERNA | REIMBURSE IDENTIGO 000 | 58.25 |
| 11 | 1249 | 10/03/2025 | 60598 | JUNIOR ACHIEVEMENT OF OKLAHOMA INC | Bridge the Gap Funds-5th Grade Field Trip 012 | 4,500.00 |
| 11 | 1250 | 10/06/2025 | 624 | GOPHER SPORTS | Zehder misc 010 | 481.32 |
| 11 | 1251 | 10/07/2025 | 2017 | LAKESHORE LEARNING MATERIALS | ORDER FOR ELEMENTARY SITES 367 | 13,018.23 |
| 11 | 1253 | 10/07/2025 | 55887 | HEATHER BOWMAN | PER DIEM FETC CONFERENCE 541 | 494.00 |
| 11 | 1254 | 10/07/2025 | 59907 | TRAETON DANSBY | MILEAGE & PARKING OKSTE TULSA, OK NOV 5-6, 202 552 | 50.80 |
| 11 | 1255 | 10/07/2025 | 61715 | KIM O'BRIEN | PER DIEM TLAC CONFERENCE 005 | 240.00 |
| 11 | 1256 | 10/07/2025 | 21380 | CARMICHAEL'S PRODUCE | FACS Class Supplies 412-314-705 | 40.00 |
| 11 | 1257 | 10/08/2025 | 61695 | ASSOCIATION FOR CAREER & TECH ED | Vision Conference 412-314-705 | 625.00 |
| 11 | 1258 | 10/08/2025 | 61708 | TEXAS LIBRARY ASSOCIATION | REGISTRATION 541 | 399.00 |
| 11 | 1259 | 10/09/2025 | 61700 | GRAPHIC RESOURCES & REPRODUCTION | 641-banners | 100.00 |
| 11 | 1260 | 10/09/2025 | 61251 | GLEIM PUBLICATIONS | Flight Simulator 005 | 9,333.03 |
| 11 | 1261 | 10/09/2025 | 61708 | TEXAS LIBRARY ASSOCIATION | Membership Fees 018 | 174.00 |
| 11 | 1262 | 10/09/2025 | 3581 | DEMCO, INC. | book processing supplies 017 | 242.14 |
| 11 | 1263 | 10/10/2025 | 61701 | THE MARKERBOARD PEOPLE | MAGNETIC BOARDS FOR CLASSROOMS 511 | 68.80 |
| 11 | 1267 | 10/10/2025 | 58650 | THE FLOWER CO | carnations vetrans day 002 | 120.00 |
| 11 | 1268 | 10/13/2025 | 21380 | CARMICHAEL'S PRODUCE | Field Trip 002 | 28.00 |
| 11 | 1269 | 10/13/2025 | 61718 | RUGGED PROTECTION, INC | HEADSET ORDER 572 | 417.70 |
| 11 | 1270 | 10/14/2025 | 53809 | J W PEPPER & SON | Music 005 | 207.69 |
| 11 | 1271 | 10/14/2025 | 61723 | CONGERIEM INC | STEM 3D Printer Extruder 004 | 249.00 |
| 11 | 1272 | 10/15/2025 | 61727 | IDYLL ARBOR INC | telescope 618 | 191.93 |
| 11 | 1273 | 10/15/2025 | 51924 | RYDIN DECAL CUSTOM IMAGE SOLUTIONS | Student Parking Permits 005 | 2,674.00 |
| 11 | 1274 | 10/15/2025 | 58214 | SPECTRUM PAINT COMPANY, INC | Paint 004 | 444.93 |
| 11 | 1276 | 10/15/2025 | 61018 | KERRY MARSH | Music 005 | 455.00 |
| 11 | 1277 | 10/15/2025 | 56227 | CDW-G 2 | HP Color Printer 011 | 373.06 |
| 11 | 1278 | 10/15/2025 | 60784 | DRONE COMPETITION GATES | Drones 412-315-505 | 4,880.00 |
| 11 | 1281 | 10/22/2025 | 61650 | WCEPS | REGISTRATION FOR WEBINAR 572 | 200.00 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1283 | 10/22/2025 | 3071 | GRAYBAR ELECTRIC | GREEN HOUSE ELECTRICAL 412-311 | 334.94 |
| 11 | 1284 | 10/22/2025 | 53892 | WARDS SCIENCE | Science Class Materials 005 | 2,362.49 |
| 11 | 1285 | 10/22/2025 | 59236 | CURRICULUM ASSOCIATES, LLC | FAMILY COMMUNICATION ORDER 572 | 1,333.33 |
| 11 | 1286 | 10/27/2025 | 61023 | NOVEL EFFECT | Misc Purchases 023 | 49.99 |
| 11 | 1287 | 10/27/2025 | 61738 | THE I LOVE U GUYS FOUNDATION | PD FOR ADMIN STAFF 541 | 8,500.00 |
| 11 | 1288 | 10/28/2025 | 60437 | ANA R MADRIGAL DESEELY | TRANSLATOR 000 | 75.00 |
| 11 | 1289 | 10/28/2025 | 1856 | WALMART COMMUNITY | Classroom Supplies 004 | 34.42 |
| 11 | 1291 | 10/28/2025 | 102 | B SEW INN, LLC | ORDER FOR BERNINA MACHINES FOR HS FACS 421 | 4,734.00 |
| 11 | 1292 | 10/29/2025 | 58100 | VEX ROBOTICS, INC | BACC VEX 095 | 498.81 |
| 11 | 1293 | 10/31/2025 | 7529 | INDUSTRIAL WELDING AND TOOL SUPPLY | ORDER FOR 2 STICK WELDERS 421 | 3,539.50 |
| 11 | 1294 | 10/31/2025 | 3839 | AMAZON.COM, LLC | BOOK ORDER FOR ICS 541 | 134.40 |
| 11 | 1295 | 10/31/2025 | 57163 | WESTCO LAMINATING SERVICES | Laminator repair 436 | 200.00 |
| 11 | 1296 | 10/31/2025 | 1077 | MURRAY WOMBLE, INC. | Hang-tight rails 008 | 1,540.00 |
| 11 | 1299 | 11/03/2025 | 61756 | PATRICIA ALEXANDER | PRESENTATION FEE 561 | 300.00 |
| 11 | 1300 | 11/06/2025 | 61249 | JOSH REGNIER | Travel Reimbursement 005 | 762.74 |
| 11 | 1301 | 11/07/2025 | 58844 | RIVERSIDE INSIGHTS | BDI-3 Subscription 698 | 540.00 |
| 11 | 1302 | 11/10/2025 | 292 | CERAMIC COTTAGE, INC. | Art Class Supplies 005 | 720.00 |
| 11 | 1303 | 11/10/2025 | 58943 | DISCOVERY LAB | Kinder Field Trip 001 | 1,560.00 |
| 11 | 1304 | 11/10/2025 | 59900 | MICHELLE BOWDLE | Per Diem 613 | 61.60 |
| 11 | 1306 | 11/11/2025 | 56719 | CONJUGUEMOS | Subscription Renewal 005 | 50.00 |
| 11 | 1309 | 11/12/2025 | 3839 | AMAZON.COM, LLC | ORDER FOR CE 511 | 1,441.23 |
| 11 | 1313 | 11/17/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | barcodes 017 | 125.10 |
| 11 | 1314 | 11/17/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | library books 017 | 2,400.00 |
| 11 | 1315 | 11/17/2025 | 1276 | HERTZBERG-NEW METHOD, INC. | library books 017 | 4,022.16 |
| 11 | 1316 | 11/18/2025 | 4244 | PLANK ROAD PUBLISHING, INC. | Music Digital File 001 | 70.00 |
| 11 | 1317 | 11/19/2025 | 59898 | EDUCATIONAL FURNITURE LLC | Outdoor Benches 005 | 4,713.94 |
| 11 | 1318 | 11/19/2025 | 58943 | DISCOVERY LAB | SERVICES FOR FAMILIES NIGHT FOR EI 511 | 900.00 |
| 11 | 1319 | 11/19/2025 | 58861 | FAB LAB TULSA INC | SERVICES FOR EI FAMILIES NIGHT 511 | 340.00 |
| 11 | 1320 | 11/20/2025 | 61987 | THE LIBRARY COLLECTIVE | non-fiction books 017 | 3,382.73 |
| 11 | 1321 | 11/20/2025 | 61783 | DYLAN JOHNSTON | Blue Prints 412-311-705 | 50.00 |
| 11 | 1322 | 11/20/2025 | 61785 | BYTE US DIGITAL LLC | Pipe & Drape Robotics Purchase 005-004 | 2,700.00 |
| 11 | 1325 | 11/21/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | ACCESS CONTROLS - WEST/MS 376 / 000 | 16,898.22 |
| 11 | 1326 | 11/21/2025 | 3581 | DEMCO, INC. | Library Book Upkeep Materials 026 | 174.24 |
| 11 | 1327 | 11/21/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | Books for Library Collection 026 | 2,711.25 |
| 11 | 1331 | 11/21/2025 | 60624 | ACS PLAYGROUND ADVENTURES INC | HS PARKING LOT AND DISTRICT TRASH CANS | 2,596.13 |
| 11 | 1332 | 12/02/2025 | 59868 | RACHEL CORNELIUS | PER DIEM NASP 541 | 483.91 |
| 11 | 1333 | 12/02/2025 | 61729 | BRITTANY MCNUTT | PER DIEM NASP 541 | 544.97 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1334 | 12/02/2025 | 80367 | JOHANNA D HAACK | PER DIEM FOR NASP 541 | 543.50 |
| 11 | 1336 | 12/02/2025 | 54358 | STEPHANIE BEASLEY | PER DIEM NASP CONFERENCE 541 | 541.32 |
| 11 | 1338 | 12/03/2025 | 61794 | DYNAMISM INC | 3D Printers 004 | 3,478.00 |
| 11 | 1339 | 12/04/2025 | 52309 | OKMEA | REGISTRATION FEE FOR SARAH CARR 541 | 610.00 |
| 11 | 1340 | 12/04/2025 | 6208 | APPLE EDUCATIONAL SALES | MAC BOOKS 013 | 2,176.00 |
| 11 | 1341 | 12/05/2025 | 57291 | HEARTLAND AED, INC | Zoll unipadz (adult0peds) HS 027 | 482.00 |
| 11 | 1342 | 12/05/2025 | 54393 | CAREER TECH | New Teacher Academy 412-314-505 | 15.00 |
| 11 | 1343 | 12/05/2025 | 70189 | TULSA OPERA | 2nd and 3rd Opera Performance 003 | 250.00 |
| 11 | 1344 | 12/05/2025 | 61246 | DAVID MEYER | PER DIEM NSTA 541 | 358.28 |
| 11 | 1345 | 12/05/2025 | 3074 | MHS | Spanish ASRS - Parent forms 697/621 | 1,148.00 |
| 11 | 1346 | 12/05/2025 | 2272 | LOWE'S | MISC 001 | 100.00 |
| 11 | 1347 | 12/12/2025 | 61071 | UNIFORMS TODAY LLC | FCCLA Uniforms 412-314-705 | 158.00 |
| 11 | 1350 | 12/16/2025 | 61804 | CHATTERBOX SPEECH THERAPY LLC | Speech Therapy 621 | 28,665.00 |
| 11 | 1351 | 12/17/2025 | 190 | BOUND TO STAY BOUND BOOKS, INC | library books for East Elementary 025 | 4,632.66 |
| 11 | 1352 | 12/17/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | library books for East Elementary 025 | 2,853.41 |
| 11 | 1353 | 12/17/2025 | 190 | BOUND TO STAY BOUND BOOKS, INC | library books for East Intermediate 025 | 2,980.60 |
| 11 | 1354 | 12/17/2025 | 59221 | FOLLETT CONTENT SOLUTIONS | library books for East Intermediate 025 | 1,509.40 |
| 11 | 1355 | 01/02/2026 | 57461 | BEN BROWN | Non Payroll reimbursement 002 | 137.53 |
| 11 | 1356 | 01/02/2026 | 3057 | SCHOOL NURSE SUPPLY, INC. | RECOVERY COUCH FOR EI 027 | 985.00 |
| 11 | 1357 | 01/05/2026 | 55074 | UNIVERSITY OF TULSA | REGISTRATIONS FOR ROUTE 66 CONFERENCE 541 | 1,560.00 |
| 11 | 1358 | 01/05/2026 | 57023 | L & M OFFICE FURNITURE | PROGRAMMABLE SWITCH - BLACK 050 | 78.00 |
| 11 | 1359 | 01/07/2026 | 56593 | ASHLEY BAYOUTH | PER DIEM GYLO 541 | 384.94 |
| 11 | 1361 | 01/07/2026 | 57227 | NALINI HARIKUMAR | PER DIEM ROUTE 66 CONFERENCE 541 | 21.75 |
| 11 | 1363 | 01/07/2026 | 61671 | SHANNON PINSON | PER DIEM ROUTE 66 CONFERENCE 541 | 29.58 |
| 11 | 1364 | 01/07/2026 | 57228 | JOANIE HUGHES | PER DIEM ROUTE 66 CONFERENCE 541 | 33.35 |
| 11 | 1367 | 01/07/2026 | 61821 | MEGAN FORSBERG | PER DIEM ROUTE 66 CONFERENCE 541 | 24.65 |
| 11 | 1368 | 01/07/2026 | 60483 | KAREN B RATH | PER DIEM ROUTE 66 CONFERENCE 541 | 24.65 |
| 11 | 1370 | 01/07/2026 | 61823 | LANDRIE WALKER | PER DIEM ROUTE 66 CONFERENCE 541 | 34.08 |
| 11 | 1371 | 01/07/2026 | 53602 | WPS | Beasley needs for evaluations 621 | 322.30 |
| 11 | 1372 | 01/07/2026 | 60583 | PAMELA STEVENSON | MILEAGE REIMBURSEMENT OKMEA 541 | 27.55 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1373 | 01/07/2026 | 61824 | RACHEL DODSON | MILEAGE REIMBURSEMENT OKMEA 541 | 76.26 |
| 11 | 1375 | 01/07/2026 | 61826 | SHERM WINRICH | MILEAGE REIMBURSEMENT OKMEA 541 | 67.49 |
| 11 | 1376 | 01/07/2026 | 59649 | PCC CLEANING & RESTORATION | RESTORATION SERVICES 000 | 230,000.00 |
| 11 | 1378 | 01/08/2026 | 57394 | TOOLS TO GROW, INC | OT subscription renewal 198 | 66.99 |
| 11 | 1379 | 01/08/2026 | 99999 | BIXBY PUBLIC SCHOOLS | BANK FEE 000 | 10.95 |
| 11 | 1380 | 01/08/2026 | 56227 | CDW-G 2 | CURVED MONITORS 361 | 2,059.26 |
| 11 | 1381 | 01/09/2026 | 59859 | GIMKIT, INC | Department License Renewal 005 | 650.00 |
| 11 | 1382 | 01/09/2026 | 56227 | CDW-G 2 | HP Color Printer 412-311-705 | 391.76 |
| 11 | 1383 | 01/09/2026 | 52310 | CAPSTONE | Subscription Renewal 2026-27 003 | 1,399.00 |
| 11 | 1384 | 01/12/2026 | 56255 | B&H PHOTO-VIDEO | Broadcasting Classroom Supplies 412-316-705 | 1,366.75 |
| 11 | 1386 | 01/13/2026 | 60854 | LOVING GUIDANCE LLC | REGISTRATION FOR CD CONFERENCE 552 | 2,810.00 |
| 11 | 1387 | 01/14/2026 | 56498 | PAR, INC | 198-Parent/Teacher form-Interpretive reports 621 | 1,030.00 |
| 11 | 1388 | 01/14/2026 | 52270 | PEARSON | Beasley needsWASI-II Record Forms 198 | 2,368.70 |
| 11 | 1389 | 01/15/2026 | 58710 | BOOM LEARNING | BOOM LEARNING FOR CI 511 | 106.16 |
| 11 | 1390 | 01/15/2026 | 59032 | CONTINUED.COM, LLC | 198-Holli Todd-OT 697 | 109.00 |
| 11 | 1391 | 01/16/2026 | 60332 | CUTTING EDGE ROBOTIC TECHNOLOGIES | Water Conditioner 412-311-705 | 555.00 |
| 11 | 1393 | 01/16/2026 | 61299 | SOUTH POINTE CHRYSLER JEEP DODGE | AG TRUCK REPAIR 000 | 1,861.17 |
| 11 | 1394 | 01/20/2026 | 61840 | AMERICAN SPEECH-LANGUAGE HEARING | Access learning pass licenses-19 697 | 2,185.00 |
| 11 | 1395 | 01/22/2026 | 56227 | CDW-G 2 | 3D Printing materials 412-316-705 | 467.48 |
| 11 | 1396 | 01/22/2026 | 61789 | MACKENZIE ALLEN | PER DIEM NASP 541 | 484.00 |
| 11 | 1397 | 01/22/2026 | 54730 | T/A LRP MEDIA GROUP | Terri ESY book 697 | 70.45 |
| 11 | 1398 | 01/23/2026 | 160 | BIO CORPORATION | Science Lab 004 | 2,304.31 |
| 11 | 1399 | 01/23/2026 | 57291 | HEARTLAND AED, INC | ZOLL UNIPADZ 9GC 027 | 241.00 |
| 11 | 1400 | 01/23/2026 | 54083 | FOLLETT SCHOOL SOLUTIONS LLC | Barcodes and supplies 014 | 126.44 |
| 11 | 1401 | 01/23/2026 | 2017 | LAKESHORE LEARNING MATERIALS | Erin Lynam-classroom order 641 | 550.88 |
| 11 | 1402 | 01/26/2026 | 56227 | CDW-G 2 | DELL PCS - DISTRICT HEARD LAB 361-030 | 76,308.50 |
| 11 | 1403 | 01/26/2026 | 1276 | HERTZBERG-NEW METHOD, INC. | Books 014 | 1,421.99 |
| 11 | 1404 | 01/27/2026 | 3839 | AMAZON.COM, LLC | CI FAMILY NIGHT MATERIALS 511 | 1,299.03 |
| 11 | 1406 | 01/27/2026 | 59897 | COUNCIL FOR EXCEPTIONAL CHILDREN | Salt Lake City Convention 697 | 1,827.00 |
| 11 | 1407 | 01/27/2026 | 61858 | LOBAKI INC | SPACE GRANT 196 | 6,498.00 |
| 11 | 1409 | 01/28/2026 | 3839 | AMAZON.COM, LLC | IC BOOK ORDER 541 | 127.84 |
| 11 | 1410 | 02/04/2026 | 57291 | HEARTLAND AED, INC | ZOLL UNIPADZ WE-WI 027 | 1,446.00 |
| 11 | 1411 | 02/04/2026 | 59862 | MOBILE ED PRODUCTIONS INC | CE FAMILY NIGHT AND STUDENT PERFORMANCE 511 | 2,892.50 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1412 | 02/05/2026 | 3839 | AMAZON.COM, LLC | EI FAMILY NIGHT MATERIALS 511 | 2,646.92 |
| 11 | 1413 | 02/09/2026 | 3405 | TKE CORP | NEW ELEVATOR WI (INSURANCE/FLOOD) 000 | 69,012.37 |
| 11 | 1415 | 02/09/2026 | 5769 | MUSIC THEATRE INTERNATIONAL | Performance Royalties 005 | 2,602.16 |
| 11 | 1416 | 02/10/2026 | 61869 | EMILY TACKEL | PER DIEM BTC CONFERENCE 552 | 136.00 |
| 11 | 1418 | 02/10/2026 | 4100 | BUSINESS INFORMATION SERVICES, LLC | DEMOGRAPHIC STUDY 000 | 28,000.00 |
| 11 | 1420 | 02/10/2026 | 3057 | SCHOOL NURSE SUPPLY, INC. | ACETAMINOPHEN 027 | 255.00 |
| 11 | 1421 | 02/11/2026 | 58848 | REHABMART.COM | Joanie Hughes-WE 697 | 1,420.49 |
| 11 | 1422 | 02/11/2026 | 61867 | PARTNERS FOR ED LEADERSHIP INC | REGISTRATIONS FOR BTC CONFERENCE 552 | 936.00 |
| 11 | 1423 | 02/11/2026 | 61314 | JESSE SUTMILLER | PER DIEM TLA CONF 011 | 348.06 |
| 11 | 1424 | 02/13/2026 | 61876 | SARELY SILVA | REFUND AP CLASS 000 | 400.00 |
| 11 | 1425 | 02/13/2026 | 61225 | CHRISTOPHER JOHN KLEIN | Eval 621 | 1,350.00 |
| 11 | 1426 | 02/18/2026 | 61877 | CLICK INDISTRIES LLC | 697-Allie needs stroller for buzz 697 | 759.00 |
| 11 | 1427 | 02/19/2026 | 243 | BUREAU OF EDUCATION & RESEARCH | REGISTRATIONS FOR USING AI TOOLS PD 020 | 825.00 |
| 11 | 1429 | 02/26/2026 | 59704 | OKLAHOMA STATE UNIVERSITY | Vet Science Professional Development 412-311-705 | 1,300.00 |
| 11 | 1430 | 02/26/2026 | 51624 | ALPHA AWARDS | NAME BADGES 011 | 168.00 |
| 11 | 1431 | 02/27/2026 | 181 | BLUE RIBBON FORMS, INC. | Envelopes/Forms 002 | 195.64 |
| 11 | 1436 | 03/02/2026 | 1654 | TERRI MULLINS | Per Diem Expenses for travel 613 | 657.90 |
| 11 | 1437 | 03/02/2026 | 1276 | HERTZBERG-NEW METHOD, INC. | Books 014 | 263.86 |
| 11 | 1438 | 03/03/2026 | 61393 | PADLET | Yearly subscription 001 | 1,800.00 |
| 11 | 1439 | 03/04/2026 | 57546 | JULIE JANKOWSKI | Chicago NAEA Reimbursement 005 | 724.97 |
| 11 | 1441 | 03/05/2026 | 3953 | CLAUDE NEON FEDERAL SIGNS, INC. | Academic State Wall 005 | 3,633.10 |
| 11 | 1442 | 03/05/2026 | 61897 | WYATT KNUDSEN | REIMBURSE LICENSE RENEWAL FEE 000 | 75.00 |
| 11 | 1444 | 03/09/2026 | 53787 | BANK OF AMERICA VISA | Phenicie - Freshman Grant (walmart) 098 | 411.54 |
| 11 | 1445 | 03/09/2026 | 5592 | ADMIRAL EXPRESS LLC | Phenicie Freshman Grant 098 | 167.31 |
| 11 | 1446 | 03/09/2026 | 3839 | AMAZON.COM, LLC | Phenicie Freshman Grant 098 | 21.89 |
| 11 | 1447 | 03/09/2026 | 61160 | CASSIDY FLOYD | Reimbursement Salt Lake City PD 005 | 432.16 |
| 11 | 1448 | 03/09/2026 | 61900 | TAMMIE HENDRICKSON | Reimbursement Salt Lake City PD 005 | 400.39 |
| 11 | 1449 | 03/09/2026 | 61901 | TIFFANY YANG | Reimbursement Salt Lake City PD 005 | 456.08 |
| 11 | 1450 | 03/09/2026 | 61904 | LISA KIRK | SPEAKER 561 | 875.00 |
| 11 | 1452 | 03/10/2026 | 61111 | HOPE KING TEACHING RESOURCES INC | REGISTRATIONS FOR GYTO CONFERENCE 511 | 9,836.00 |
| 11 | 1453 | 03/10/2026 | 6208 | APPLE EDUCATIONAL SALES | EE-Ipads 697 | 1,316.00 |
| 11 | 1454 | 03/10/2026 | 52270 | PEARSON | 697-PLS-5 Spanish forms 697 | 112.40 |
| 11 | 1455 | 03/11/2026 | 61905 | AMY CODY | REIMBURSEMENT 010 | 89.23 |
| 11 | 1458 | 03/11/2026 | 57271 | LEARNING WITHOUT TEARS | ONLINE BOOKS 333 | 45,747.60 |

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1459 | 03/11/2026 | 70080 | STUDIES WEEKLY, INC | STUDIES WEEKLY BOOKS 333 | 28,605.80 |
| 11 | 1460 | 03/11/2026 | 61316 | LANGUAGE TESTING INTERNATIONAL INC | TESTING MATERIALS 572 | 90.00 |
| 11 | 1461 | 03/11/2026 | 61691 | CRYSTAL RUCKER | Chicago Conference 621 | 510.00 |
| 11 | 1463 | 03/12/2026 | 56311 | E3 GORDON STOWE | AUDIOMETER CALIBRATION 027 | 1,020.00 |
| 11 | 1464 | 03/12/2026 | 61907 | VANGIE ARELLANO | INTERPRETATION 000 | 50.00 |
| 11 | 1465 | 03/13/2026 | 61029 | VISTA HIGHER LEARNING INC | TEACHER PD 572 | 400.00 |
| 11 | 1466 | 03/12/2026 | 61905 | AMY CODY | reimbursement 010 | 157.22 |
| 11 | 1470 | 03/24/2026 | 61912 | JON AVEN | PER DIEM FOR TRANSPORTATION CONF 051 | 170.00 |
| 11 | 1471 | 03/24/2026 | 84103 | DAMOND FARROW | PER DIEM FOR TRANSPORTATION CONF 051 | 170.00 |
| 11 | 1473 | 03/26/2026 | 160 | BIO CORPORATION | Disection Items 005 | 2,206.41 |
| 11 | 1474 | 03/27/2026 | 2663 | WEST MUSIC COMPANY | Music General Fund Allotment 001 | 340.65 |
| 11 | 1475 | 03/27/2026 | 2628 | CAROLINA BIOLOGICAL SUPPLY COMPANY | Science Class Supplies 005 | 249.90 |
| 11 | 1476 | 03/30/2026 | 52568 | FUN AND FUNCTION | Frog chews for Crowder 697 | 31.94 |
| 11 | 1477 | 03/31/2026 | 8035 | IXL LEARNING INC | Educational Subscription 005 | 99.00 |
| 11 | 1478 | 03/31/2026 | 52270 | PEARSON | GFTA-CELF record and screening forms 697 | 48.60 |
| 11 | 1480 | 04/03/2026 | 61941 | OKLAHOMA CITY NATIONAL MEMORIAL FDN | Student Entry Fee 005 | 280.00 |
| 11 | 1481 | 04/03/2026 | 1418 | ROSS TRANSPORTATION | BLUE BIRD ACTIVIITY BUS (INSURANCE PROCEEDS) | 19,473.33 |
| 11 | 1482 | 04/07/2026 | 3228 | DICK BLICK ART MATERIALS | Art Supplies 108 | 234.78 |
| 11 | 1483 | 04/08/2026 | 61943 | NATALIE CAROLINA | Per Diem-OSPA-Lawton 615 | 120.00 |
| 11 | 1484 | 04/08/2026 | 58734 | BEARCOM | SAMLEX POWER SUPPLY 376 | 622.98 |
| 11 | 1485 | 04/08/2026 | 59330 | IMAGINE LEARNING LLC | VIRTUAL SESSION FOR EL STUDENTS 367 | 750.00 |
| 11 | 1486 | 04/08/2026 | 57374 | NATIONAL STUDENT CLEARINGHOUSE | Student Tracker Post High School 005 | 595.00 |
| 11 | 1487 | 04/09/2026 | 52270 | PEARSON | 697-multiple testing materials | 1,683.68 |
| 11 | 1488 | 04/10/2026 | 58844 | RIVERSIDE INSIGHTS | BDI-3 Hand scoring forms 697 | 371.55 |
| 11 | 1489 | 04/13/2026 | 59221 | FOLLETT CONTENT SOLUTIONS | library books 017 | 4,425.49 |
| 11 | 1491 | 04/13/2026 | 3839 | AMAZON.COM, LLC | OXFORD PICTURE DICTIONARIES FOR EL STUDENTS 572 | 170.52 |
| 11 | 1492 | 04/13/2026 | 61948 | NUOVE SALES INC | Book Covering Machine 026 | 1,382.71 |
| 11 | 1494 | 04/15/2026 | 3839 | AMAZON.COM, LLC | BOOK ORDER FOR ED TECH 541 | 76.05 |
| 11 | 1495 | 04/20/2026 | 58100 | VEX ROBOTICS, INC | Robotics 007 | 3,167.99 |
| 11 | 1497 | 04/20/2026 | 61950 | SONOVA USA INC | REPAIR HEARING SYSTEM 697 | 188.99 |
| 11 | 1498 | 04/20/2026 | 60025 | JORDAN PERCEFUL | BTC Conference Per Diem 011 | 232.00 |
| 11 | 1499 | 04/20/2026 | 53597 | TERRI SLOAN | BTC Conference Per Diem 011 | 605.05 |
| 11 | 1500 | 04/20/2026 | 61977 | TRACI DEROSA | BTC Conference Per Diem 011 | 196.00 |
| 11 | 1502 | 04/24/2026 | 61580 | ROCHESTER 100 INC | ORDER FOR CE 511 | 1,944.00 |
| 11 | 1503 | 04/27/2026 | 61381 | LITTLE BEE SPEECH CO | 697-SLP's | 2,159.82 |
| 11 | 1505 | 04/27/2026 | 624 | GOPHER SPORTS | PE items 010 | 305.88 |
| 11 | 1506 | 04/28/2026 | 60782 | STUDENT CONDUCTOR INC | Renewal 005 | 4,475.00 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1507 | 04/28/2026 | 53403 | JENKS COMMUNITY EDUCATION | Virtual intermediate through MS field trip 000 | 42.00 |
| 11 | 1508 | 04/30/2026 | 624 | GOPHER SPORTS | GF PE equipment order 001 | 83.79 |
| 11 | 1509 | 04/30/2026 | 53098 | B & H PHOTO | ORDER FOR HS BROADCASTING 421 | 5,412.15 |
| 11 | 1510 | 04/30/2026 | 61961 | JIM MIKULA | BUS ACCIDENT REPAIR COST | 644.97 |
| 11 | 1511 | 05/05/2026 | 58100 | VEX ROBOTICS, INC | Robotics Motor 011 | 120.68 |
| 11 | 1512 | 05/07/2026 | 56593 | ASHLEY BAYOUTH | PER DIEM JOSTENS CONFERENCE 511 | 2,357.79 |
| 11 | 1513 | 05/07/2026 | 3594 | KATHRYN PLUMLEE | PER DIEM JOSTENS CONFERENCE 511 | 1,366.74 |
| 11 | 1514 | 05/07/2026 | 61439 | JESSICA DUCKER | PER DIEM JOSTENS CONFERENCE 511 | 314.94 |
| 11 | 1515 | 05/07/2026 | 61964 | EMILY MELNIK | PER DIEM JOSTENS CONFERENCE 511 | 280.00 |
| 11 | 1516 | 05/07/2026 | 61965 | STEPHANIE HARWOOD | PER DIEM JOSTENS CONFERENCE 511 | 280.00 |
| 11 | 1517 | 05/07/2026 | 61966 | KAITLYN YOUNGBERG | PER DIEM JOSTENS CONFERENCE 511 | 280.00 |
| 11 | 1519 | 05/12/2026 | 61159 | TRUE+WAY ASL TRUE WAY ASL | Curriculum Renewal 005 | 8,820.00 |
| 11 | 1521 | 05/13/2026 | 5353 | ARCADIA PRINTING OF TULSA | WEST ELEMENTARY SIGNAGE 376 | 1,995.00 |
| 11 | 1522 | 05/13/2026 | 3839 | AMAZON.COM, LLC | CE MATERIALS 511 | 3,434.44 |
| 11 | 1527 | 05/15/2026 | 61951 | SEAN SPIES | BTC Conference Per Diem 011 | 196.00 |
| 11 | 1528 | 05/15/2026 | 57855 | PATTY NOLAN | Jostens Conference Per Diem 011 | 380.93 |
| 11 | 1529 | 05/15/2026 | 61978 | KIMBERLI LOPEZ | Jostens Conference Per Diem 011 | 225.00 |
| 11 | 1530 | 05/18/2026 | 58176 | SCHOOLSAFEID LLC | MS VISITOR CHECK IN KIOSK REPLACEMENT 376 | 1,014.95 |
| 11 | 1531 | 05/18/2026 | 2017 | LAKESHORE LEARNING MATERIALS | 1st grade items 010 | 157.76 |
| 11 | 1532 | 05/18/2026 | 60782 | STUDENT CONDUCTOR INC | Student Conductor Renewal 011 | 1,825.00 |
| 11 | 1533 | 05/18/2026 | 54987 | OKLA ASSOC OF CAREER & TECH | Conference Reg. Fees 412-314-505 | 290.00 |
| 11 | 1534 | 05/18/2026 | 2017 | LAKESHORE LEARNING MATERIALS | 2nd grade items 010 | 362.35 |
| 11 | 1535 | 05/19/2026 | 2017 | LAKESHORE LEARNING MATERIALS | 1st grade rugs 001 | 4,200.00 |
| 11 | 1536 | 05/19/2026 | 60982 | INSPIRING YOUNG LEARNERS INC | EL Subscription 001 | 485.80 |
| 11 | 1537 | 05/19/2026 | 58734 | BEARCOM | New walkie and repair 001 | 1,600.00 |
| 11 | 1538 | 05/19/2026 | 58686 | SCHOOL SPECIALTY | kinder items 010 | 953.90 |
| 11 | 1539 | 05/19/2026 | 58848 | REHABMART.COM | Quote-QT71800RT-2 641 | 1,027.53 |
| 11 | 1540 | 05/20/2026 | 58686 | SCHOOL SPECIALTY | PreK and K Art Order 003 | 3,500.00 |
| 11 | 1543 | 05/22/2026 | 60955 | MIRANDA FELTON | Per Diem 004 | 430.00 |
| 11 | 1544 | 05/22/2026 | 60957 | MEREDITH JAMES | Per Diem 004 | 821.52 |
| 11 | 1545 | 05/22/2026 | 60943 | CONNOR WHITHAM | Per Diem 004 | 360.00 |
| 11 | 1546 | 05/22/2026 | 6188 | MICHELLE SPILLARS | Per Diem 004 | 430.00 |
| 11 | 1547 | 05/22/2026 | 57934 | KELLY MARSALN MCBRIDE | Per Diem 004 | 430.00 |
| 11 | 1548 | 05/22/2026 | 61996 | COLTON THOMPSON | Per Diem 004 | 430.00 |
| 11 | 1549 | 05/22/2026 | 2017 | LAKESHORE LEARNING MATERIALS | PK items 010 | 529.13 |
| 11 | 1550 | 05/26/2026 | 6208 | APPLE EDUCATIONAL SALES | 697-Ipad replacement | 2,448.00 |

## Encumbrance Register

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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1551 | 05/26/2026 | 3839 | AMAZON.COM, LLC | 552 MATERIALS FOR CD TRAINING | 47.73 |
| 11 | 1552 | 05/27/2026 | 61270 | LACY HENRYFOURNIER | Jostens Trip Per Diem 005 | 342.94 |
| 11 | 1553 | 05/27/2026 | 61901 | TIFFANY YANG | Jostens trip per diem 005 | 392.00 |
| 11 | 1554 | 05/27/2026 | 59955 | HEATHER TOBIN | Jostens trip per diem 005 | 392.00 |
| 11 | 1555 | 05/27/2026 | 62002 | KELLY JONES | Jostens Trip Per Diem 005 | 552.97 |
| 11 | 1556 | 05/27/2026 | 62003 | RAYNE CRUNELLE | Jostens Trip Per Diem 005 | 356.00 |
| 11 | 1557 | 05/27/2026 | 6208 | APPLE EDUCATIONAL SALES | macbook neos 009 | 12,721.25 |
| 11 | 1558 | 05/28/2026 | 1449 | SAM'S CLUB DIRECT | MISC Purchases 012 | 1,090.25 |
| 11 | 1559 | 05/28/2026 | 57137 | MACMILLAN HOLDINGS LLC | PSYCHOLOGY BOOKS 333 | 3,850.00 |
| 11 | 1560 | 05/28/2026 | 3769 | MPS | MYERS PSYCHOLOGY BOOKS 333 | 2,310.00 |
| 11 | 1561 | 05/28/2026 | 57137 | MACMILLAN HOLDINGS LLC | KRUGMAN'S ECONOMICS BOOKS 333 | 192.00 |
| 11 | 1562 | 05/28/2026 | 5643 | CENGAGE LEARNING | THE AMERICAN PAGEANT BOOKS 333 | 3,337.20 |
| 11 | 1563 | 05/28/2026 | 52270 | PEARSON | CONTEMPORARY HUMAN GEOGRAPHY BOOKS 333 | 4,997.00 |
| 11 | 1564 | 05/28/2026 | 1667 | THOMPSON SCHOOL BOOK DEPOSITORY | WORLD HISTORY BOOKS 333 | 19,244.54 |
| 11 | 1566 | 05/28/2026 | 56227 | CDW-G 2 | PRINTERS AND INK 561 | 2,767.13 |
| 11 | 1568 | 06/02/2026 | 54849 | LEANNE PYLES | PER DIEM Denver Spangler conference 008 | 555.59 |
| 11 | 1569 | 06/02/2026 | 62051 | NATALIE O'GUIN | PER DIEM Denver Spangler conference 008 | 322.00 |
| 11 | 1570 | 06/03/2026 | 56593 | ASHLEY BAYOUTH | REIMBURSE OFFICE PURCHASES 002 | 200.00 |
| 11 | 1571 | 06/03/2026 | 1245 | THE PAPERWORK COMPANY | RED EMERGEGENCY FOLDERS 376 | 8,182.50 |
| 11 | 1573 | 06/15/2026 | 61899 | ARC DOCUMENT SOLUTIONS LLC | LETTERING FOR CI OFFICE 002 | 2,120.44 |
| 11 | 1574 | 06/24/2026 | 62060 | TOGETHER JUST INC | RH EEI | 320.00 |
| 11 | 11178 | 09/24/2025 | 99996 | MABREY BANK | dummy check for void p childers | 9,446.70 |

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|---|---|
| **Non-Payroll Total:** | **$8,108,391.68** |
| **Payroll Total:** | **$67,444,897.40** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$75,553,289.08** |

# 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 | 1 | 07/01/2025 | 1168 | OG&E | ELECTRIC | 1,300,000.00 |
| 21 | 2 | 07/01/2025 | 1326 | PUBLIC SERVICE COMPANY OF OKLAHOMA | ELECTRIC | 325,000.00 |
| 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 | 18,572.92 |
| 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 | 58,810.23 |
| 21 | 7 | 07/01/2025 | 2730 | AMERICAN WASTE CONTROL | TRASH SERVICE 050 | 105,459.73 |
| 21 | 8 | 07/01/2025 | 60122 | INTEGRITY FIRE LLC | FIRE ALARM & SPRINKLER INSPEC | 15,332.65 |
| 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 | LEE JAY BITTLE | SAND, SCREEN, RECOAT GYM FLOOR HS AND MS | 19,500.00 |
| 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 | 1,385.28 |
| 21 | 16 | 07/01/2025 | 2272 | LOWE'S | SUPPLIES FOR THE DISTRICT | 39,500.00 |
| 21 | 17 | 07/01/2025 | 1963 | SHERWIN-WILLIAMS COMPANY | PAINT FOR THE DISTRICT | 2,643.69 |
| 21 | 18 | 07/01/2025 | 695 | HEATWAVE SUPPLY | DISTRICT SUPPLIES | 24,831.61 |
| 21 | 19 | 07/01/2025 | 210 | BROKEN ARROW ELECTRIC SUPPLY | ELECTRICAL SUPPLIES FOR DISTRICT | 4,731.55 |
| 21 | 21 | 07/01/2025 | 53787 | BANK OF AMERICA VISA | MATERIALS FOR DISTRICT | 28,014.90 |
| 21 | 22 | 07/01/2025 | 1232 | O'CONNOR COMPANY INC. | SUPPLIES NEEDED FOR DISTRICT | 2,401.11 |
| 21 | 24 | 07/01/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | REPAIRS ON GEOTHERMAL 000 | 2,214.00 |
| 21 | 25 | 07/01/2025 | 1547 | SOUTHWEST DRIVES, INC. | PARTS FOR MAINTENANCE | 531.68 |
| 21 | 26 | 07/01/2025 | 54777 | EWING | MULCH FOR PLAYGROUNDS | 21,081.26 |
| 21 | 27 | 07/01/2025 | 58971 | KONE INC | ELEVATOR SERVICE FOR DISTRICT | 33,133.72 |
| 21 | 28 | 07/01/2025 | 927 | LOCK-DOC, INC. | SUPPLIES FOR THE DISTRICT | 7,544.65 |
| 21 | 29 | 07/01/2025 | 5612 | STATE OF OKLAHOMA DEPT OF LABOR | LICENSE FOR DISTRICT | 525.00 |
| 21 | 30 | 07/01/2025 | 8025 | TRACTOR SUPPLY COMPANY | SUPPLIES FOR THE DISTRICT | 844.20 |
| 21 | 31 | 07/01/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | FIRE & ALARM MONITORING/FIRE INSPECTIONS | 32,960.00 |
| 21 | 32 | 07/01/2025 | 59850 | CLINTON KILGORE | REIMBURSE CLASSES | 1,164.00 |
| 21 | 33 | 07/01/2025 | 4748 | ROBINSON GLASS | GLASS FOR DISTRICT | 5,904.00 |
| 21 | 34 | 07/01/2025 | 60031 | SLK LAWN AND LANDSCAPE INC | MOWING FOR THE DISTRICT | 138,556.22 |
| 21 | 35 | 07/01/2025 | 55143 | MICHAEL EMBRY | BOND FOR MICHAEL W EMBRY | 400.80 |
| 21 | 36 | 07/01/2025 | 56429 | BIXBY OUTDOOR POWER EQUIPMENT | SUPPLIES FOR THE DISTRICT | 1,008.44 |
| 21 | 37 | 07/01/2025 | 56765 | CARRIER ENTERPRISE, LLC | SUPPLIES FOR DISTRICT | 899.69 |
| 21 | 38 | 07/01/2025 | 59951 | EEI GROUP, LLC | DISTRICT FILTERS | 17,993.86 |
| 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 | 26,529.00 |

## 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 | 42 | 07/01/2025 | 3839 | AMAZON.COM, LLC | MISC MAINTENANCE SUPPLIES 050/318 | 40,000.00 |
| 21 | 43 | 07/01/2025 | 60479 | SPARTAN SIGNS INC | SIGNS FOR THE DISTRICT | 1,556.50 |
| 21 | 44 | 07/01/2025 | 3152 | OVERHEAD DOOR OF TULSA | OVERHEAD DOOR REPAIR | 175.00 |
| 21 | 46 | 07/01/2025 | 61382 | SOVEREIGN BANK | HVAC CONTROL SYSTEM | 321,055.76 |
| 21 | 47 | 07/01/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | REPAIRS FOR THE DISTRICT | 10,291.66 |
| 21 | 48 | 07/01/2025 | 55300 | KUBOTA CONSTRUCTION EQUIMENT | TRACTOR SUPPLIES | 5.17 |
| 21 | 50 | 07/01/2025 | 58214 | SPECTRUM PAINT COMPANY, INC | PAINT FOR THE DISTRICT | 5,669.53 |
| 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 | 379.42 |
| 21 | 55 | 07/01/2025 | 6435 | LOCKE SUPPLY | PLUMBING SUPPLIES FOR THE DISTRICT | 4,373.09 |
| 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 | 23,620.24 |
| 21 | 58 | 07/01/2025 | 59781 | AAAC WILDLIFE REMOVAL | RACCOON REMOVAL | 1,888.00 |
| 21 | 61 | 07/01/2025 | 58646 | YORK PLUMBING | SUPPLIES-SERVICES FOR THE DISTRCT | 3,203.00 |
| 21 | 63 | 07/01/2025 | 60573 | BENNY CRAFTON | POOL SUPPLIES/REPAIRS | 1,868.63 |
| 21 | 64 | 07/01/2025 | 61188 | BURGESS COMPANY | Tornado Resistant Coiling Door Inspection & Maint | 7,075.00 |
| 21 | 66 | 07/01/2025 | 59152 | COOK'S APPLIANCE INC | SUPPLIES FOR MAINTENANCE | 165.00 |
| 21 | 67 | 07/01/2025 | 59688 | HOLDERS TOTAL SECURITY | LOCKSMITH | 850.00 |
| 21 | 68 | 07/01/2025 | 58781 | STATEWIDE COMMERCIAL CLEANING CO | CLEANING SERVICES DISTRICT | 1,639,902.00 |
| 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 | 1,500.00 |
| 21 | 72 | 07/01/2025 | 59161 | SUNSTATE EQUIPMENT CO LLC | EQUIPMENT RENTAL | 113.25 |
| 21 | 73 | 07/01/2025 | 1077 | MURRAY WOMBLE, INC. | MAINTENANCE SUPPLIES | 12,766.81 |
| 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 | 38,256.00 |
| 21 | 78 | 07/01/2025 | 61047 | CENTRAL POWER SYSTEMS & SERVICES | GENERATOR REPAIRS | 1,416.71 |
| 21 | 79 | 07/01/2025 | 58448 | WINDOWS XPRESS | WINDOW CLEANING FOR DISTRICT | 38,655.00 |
| 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 | 19,877.46 |
| 21 | 84 | 07/01/2025 | 59923 | GLOBE PROMOTIONS LLC | GLOVES FOR MAINTENANCE | 1,575.00 |
| 21 | 85 | 07/01/2025 | 7387 | WATKINS SAND | SAND FOR THE DISTRICT PLAYGROUNDS | 50.00 |
| 21 | 87 | 07/30/2025 | 70505 | LAWSON PRODUCTS, INC | MISC HARDWARE | 2,431.28 |
| 21 | 88 | 08/01/2025 | 61646 | ELITE SYSTEMS INC | FIRE ALARM & SPRINKLER INSPECTIONS - REPAIRS | 15,664.99 |

**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 | 89 | 08/12/2025 | 61645 | BOONE & BOONE SALES COMPANY INC | HVAC SUPPLIES 050 | 227.40 |
| 21 | 90 | 08/22/2025 | 61648 | LARRY L FAUSSET | MOTORIZED BLINDS REPAIR | 300.00 |
| 21 | 91 | 09/08/2025 | 4425 | WARREN CAT | LIGHT TOWER RENTALS FOR FB GAMES | 4,955.68 |
| 21 | 92 | 09/22/2025 | 341 | COMFORT CONTROL OF TULSA, INC. | SERVICE CALL CE GYM OFFICE (DUPLICATE PO IN BOND) | 5,000.00 |
| 21 | 93 | 09/24/2025 | 4748 | ROBINSON GLASS | ROTC GLASS ADJUSTMENT | 195.00 |
| 21 | 94 | 10/01/2025 | 56433 | HARDSCAPE MATERIALS | GRAVEL AND BORDERS FOR SCHOOLS | 391.91 |
| 21 | 96 | 01/12/2026 | 61835 | FTO BUILDING SPECIALTIES LLC | WE ART ROOM DOOR | 846.00 |
| 21 | 97 | 01/12/2026 | 61882 | GARRATT-CALLAHAN COMPANY | WATER TREATMENT PROGRAM HS | 3,250.00 |
| 21 | 98 | 01/22/2026 | 56241 | OWASSO FENCE | SUPPLIES FOR THE DISTRICT | 108.24 |
| 21 | 99 | 01/23/2026 | 58610 | BLIND AMBITIONS | BLINDS FOR THE DISTRICT | 2,401.00 |
| 21 | 100 | 02/11/2026 | 61022 | BRADY COMPANIES LLC | FLOOR MACHINE REPAIR | 2,613.76 |
| 21 | 101 | 04/15/2026 | 58032 | HERC RENTALS INC | MAST LIFT 20FT FOR NI GEO LEAK | 165.03 |
| 21 | 200 | 07/01/2025 | 5825 | SCHINDLER ELEVATOR CORPORATION | ELEVATOR REPAIRS | 1,126.93 |
| 21 | 201 | 07/29/2025 | 58032 | HERC RENTALS INC | BOOM LIFT RENTAL TO REPLACE P ON VIDEO BOARD | 880.01 |
| 21 | 202 | 08/07/2025 | 5208 | MIDWEST TEAM SPORTS | CUSTODIAL UNIFORMS | 2,786.74 |
| 21 | 203 | 08/07/2025 | 55952 | SCHOOL FIX | DISTRICT MAINTENANCE SUPPLIES | 620.49 |
| 21 | 204 | 08/26/2025 | 5353 | ARCADIA PRINTING OF TULSA | TENNIS COURT SIGNS | 432.00 |
| 21 | 205 | 09/15/2025 | 60903 | LONG PAINTING COMPANY | OLD WHITEY ENTRANCE | 250.00 |
| 21 | 206 | 09/22/2025 | 60953 | CROUCH RECREATION INC | GAGA ADA GATE ASSEMBLY - CI | 136.00 |
| 21 | 207 | 09/26/2025 | 60572 | WINDOR SUPPLY AND MANUFACTURING INC | ADD GLASS TO DOOR NI | 375.00 |
| 21 | 208 | 10/23/2025 | 61737 | DS HERRON INC | TRANSPORTATION EXHAUST FAN | 260.00 |
| 21 | 209 | 11/24/2025 | 21440 | COMMERCIAL FLOORING SOLUTIONS, LLC | FLOORING NEEDS THROUGHOUT THE DISTRICT | 2,895.79 |
| 21 | 210 | 12/03/2025 | 60624 | ACS PLAYGROUND ADVENTURES INC | ADA RAMP SAND BOX | 790.00 |
| 21 | 211 | 12/04/2025 | 59494 | VALBRIDGE PROPERTY ADVISORS | PROPERTY APPRAISAL 151ST STREET PROPERTY | 1,250.00 |
| 21 | 212 | 12/10/2025 | 61787 | APEX DOORS | VON DUPRIN TOP/BOTTOM VERTICAL STRIK ROD | 105.00 |
| 21 | 213 | 01/14/2026 | 61686 | FLEET FUELS LLC | WASH BAY WASTE REMOVAL | 2,200.00 |
| 21 | 215 | 01/23/2026 | 61853 | KELLEN R DAVIS | SNOW REMOVAL | 26,043.75 |
| 21 | 216 | 01/23/2026 | 61854 | PRO-MOW LAWN & LANDSCAPE LLC | SNOW PLOW SERVICE - NE AND NI | 14,850.00 |
| 21 | 217 | 02/11/2026 | 60453 | LONGHORN LOCKER COMPANY LLC | PHENOLIC TOE KICK PLATES - HOTS | 129.00 |
| 21 | 218 | 02/27/2026 | 61102 | ASAP BATTERY SERVICE | BATTERIES FOR FLOOR MACHINE CE-NE-MAINT | 3,300.00 |
| 21 | 219 | 03/02/2026 | 59171 | KENDRICK EXCAVATING LLC | WEST BRIDGE TREE REMOVAL | 6,800.00 |
| 21 | 220 | 03/13/2026 | 61513 | ABC EQUIPMENT RENTAL, INC | HOIST RENTAL | 256.41 |

# 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 | 221 | 05/13/2026 | 55872 | AIRETECH CORPORATION | BOILER FOR HOTS | 199.00 |

| | |
|---|---|
| **Non-Payroll Total:** | **$5,219,409.27** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$5,219,409.27** |

# 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 | 353,361.52 |
| 22 | 2 | 07/01/2025 | 216 | BROOKS GREASE SERVICE, INC. | GREASE REMOVAL FOR CAFETERIAS | 12,447.50 |
| 22 | 3 | 07/01/2025 | 61113 | ACE MART RESTAURANT SUPPLY COMPANY | TOOLS & EQUIPMENT | 1,217.49 |
| 22 | 4 | 07/01/2025 | 61207 | MCCOMBS REFRIGERATION | REPAIR EQUIPMENT | 8,610.00 |
| 22 | 5 | 07/01/2025 | 724 | HOBART CORPORATION | PARTS/REPAIRS FOR CAFETERIAS | 18,985.73 |
| 22 | 6 | 07/01/2025 | 61646 | ELITE SYSTEMS INC | FIRE EQUIPMENT INSPECTIONS | 3,319.63 |
| 22 | 7 | 07/01/2025 | 1995 | OKLAHOMA DEPT. OF HUMAN SERVICES | ASSESSMENT FEE COMMODITIES | 10,005.47 |
| 22 | 9 | 07/01/2025 | 56637 | HEARTLAND SCHOOL SOLUTIONS | SOFTWARE MAINT. | 22,181.00 |
| 22 | 10 | 07/01/2025 | 58486 | PEPSI | DRINKS FOR THE CAFETERIA | 33,999.59 |
| 22 | 11 | 07/01/2025 | 1715 | TULSA TECHNOLOGY CENTER | ServSafe Class for Managers | 450.00 |
| 22 | 13 | 07/01/2025 | 55118 | BARE METAL STANDARD OKLAHOMA | CAFETERIA CLEANING | 7,846.00 |
| 22 | 14 | 07/01/2025 | 59164 | ASIAN FOOD SOLUTIONS / COMIDA VIDA | Commodity Food For Students | 4,136.00 |
| 22 | 15 | 07/01/2025 | 57667 | NUTRI-LINK TECHNOLOGIES, INC | CLOUD SERVICE | 1,390.00 |
| 22 | 16 | 07/01/2025 | 60446 | FRONTIER PRODUCE INC | SUPPLIES FOR THE DISTRICT | 204,962.53 |
| 22 | 17 | 07/01/2025 | 51751 | U.S. FOOD SERVICE, INC | SUPPLIES FOR THE DISTRICT | 1,531,139.12 |
| 22 | 18 | 07/01/2025 | 51653 | TYSON PREPARED FOODS, INC | SUPPLIES FOR THE DISTRICT | 13,889.40 |
| 22 | 20 | 07/01/2025 | 59660 | BUGBROS MULTIFAMILY, LLC | PEST CONTROL FOR CAFETERIAS | 7,500.00 |
| 22 | 21 | 07/01/2025 | 61157 | SIMPLE SIMON'S PIZZA OF BIXBY | FOOD | 90,944.33 |
| 22 | 22 | 07/01/2025 | 7042 | THE ARROW GROUP | 285 - BONDS FOR CHILD NUTRITION DEPT | 3,000.00 |
| 22 | 24 | 07/01/2025 | 2272 | LOWE'S | CAFETERIA REPAIR SUPPLIES | 375.30 |
| 22 | 25 | 07/01/2025 | 961 | MAGIC REFRIGERATION | CAFETERIA REPAIRS | 506.49 |
| 22 | 26 | 07/01/2025 | 99999 | BIXBY PUBLIC SCHOOLS | REIMBURSE GF | 1,650,000.00 |
| 22 | 27 | 07/01/2025 | 53578 | SCHOOL NUTRITION ASSOC OF OKLAHOMA | SNA MEMBERSHIP RENEWAL | 2,984.00 |
| 22 | 28 | 07/01/2025 | 56827 | BERNARD FOOD INDUSTRIES, INC. | 285 - FOOD FOR CAFETERIAS | 14,993.28 |
| 22 | 29 | 07/01/2025 | 53787 | BANK OF AMERICA VISA | PURCHASES/TRAVEL FOR CHILD NUTRITION | 5,428.70 |
| 22 | 30 | 07/01/2025 | 61662 | SCHOOL NUTRITION ASSOCIATION | MEMBERSHIP FEE | 1,355.00 |
| 22 | 32 | 07/01/2025 | 61600 | HARP'S FOOD STORES INC | SUPPLIES | 34.90 |
| 22 | 33 | 07/01/2025 | 57742 | EMS LINQ INC | WEB SUBSCRIPTION AND TRAINING | 2,682.00 |
| 22 | 36 | 07/01/2025 | 57829 | THE BRENMAR COMPANY | SUPPLIES FOR THE DISTRICT | 4,206.60 |
| 22 | 38 | 07/01/2025 | 53697 | NATIONAL FOOD GROUP | FOOD FOR KITCHENS | 15,890.96 |
| 22 | 40 | 07/01/2025 | 52424 | BEN E KEITH - OKLAHOMA | FOOD FOR CAFETERIA | 13,033.17 |
| 22 | 41 | 07/01/2025 | 60689 | JOBLETICS PRO INC | Subs for the Kitchens | 10,225.90 |
| 22 | 42 | 07/01/2025 | 61592 | FRANKE COFFEE SYSTEMS AMERICAS, LLC | REPAIRS ON COFFEE MACHINES | 574.29 |
| 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 | 18,152.00 |
| 22 | 46 | 07/01/2025 | 3742 | OKLAHOMA STATE DEPART. OF HEALTH | KITCHEN LICENSE RENEWALS | 1,250.00 |

## 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 | 48 | 07/01/2025 | 58969 | E-CONTROL SYSTEMS, INC | MONITORING SOFTWARE | 2,400.00 |
| 22 | 50 | 07/01/2025 | 3839 | AMAZON.COM, LLC | MISC PURCHASES | 9,196.93 |
| 22 | 52 | 07/01/2025 | 61265 | SHE BREWS COFFEE | For the Coffee Bar | 2,890.00 |
| 22 | 54 | 07/01/2025 | 61722 | GOLDEN WAFFLES | Waffle supplies for CN | 428.50 |
| 22 | 55 | 07/01/2025 | 54035 | OSWALT RESTAURANT SUPPLY | Equipment for kitchens | 6,842.67 |
| 22 | 56 | 07/01/2025 | 60417 | RYADD LLC | DIPPIN DOTS | 4,368.00 |
| 22 | 58 | 07/01/2025 | 55856 | FIELDHOUSE GEAR, INC | CHILD NUTRITION SUPPLIES | 2,715.00 |
| 22 | 59 | 07/01/2025 | 2396 | HAGAR RESTAURANT SERVICE, INC. | CHILD NUTRITION SUPPLIES | 1,220.41 |
| 22 | 60 | 07/01/2025 | 60116 | CENTRAL RESTAURANT PRODUCTS | CHILD NUTRITION SUPPLIES | 5,767.24 |
| 22 | 62 | 07/01/2025 | 61022 | BRADY COMPANIES LLC | SUPPLIES | 18,108.61 |
| 22 | 63 | 07/01/2025 | 61396 | SHEILA K REED | PHYSICALS FOR CHILD NUTRITION | 2,610.00 |
| 22 | 64 | 07/01/2025 | 61633 | OCEAN SPRAY CRANBERRIES INC | FOOD FOR THE CAFETERIAS | 13,318.00 |
| 22 | 65 | 07/07/2025 | 61601 | EMPIRE PAPER COMPANY | Disposables | 9,947.33 |
| 22 | 66 | 09/17/2025 | 61656 | TRISQUARE TRIM LLC | Cleaning Supplies for Franke Machine | 681.77 |
| 22 | 67 | 11/10/2025 | 61774 | D BAR BEEF LLC | Farm to School Beef - Grant | 5,037.32 |
| 22 | 68 | 05/11/2026 | 61963 | RICH CHICKS LLC | Chicken for Students | 27,305.28 |
| 22 | 100 | 07/01/2025 | 58969 | E-CONTROL SYSTEMS, INC | INTELLIGATE KIT | 671.00 |
| 22 | 101 | 09/16/2025 | 695 | HEATWAVE SUPPLY | KITCHEN REPAIR SUPPLIES | 1,251.45 |
| 22 | 102 | 09/18/2025 | 59951 | EEI GROUP, LLC | time delay for a unit at NE Kitchen | 42.64 |
| 22 | 104 | 11/19/2025 | 61778 | SAPULPA PUBLIC SCHOOLS | Food For Schools | 4,929.01 |
| 22 | 105 | 12/16/2025 | 54035 | OSWALT RESTAURANT SUPPLY | PASS THRU HEATED CABINET | 21,683.28 |
| 22 | 106 | 01/23/2026 | 61847 | DNR SERVICES LLC | Installation of New Steamer | 1,129.48 |
| 22 | 107 | 03/26/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | KITCHEN REPAIRS | 100.94 |
| 22 | 108 | 03/26/2026 | 3071 | GRAYBAR ELECTRIC | CONTACTOR FOR NI HOOD | 235.70 |
| 22 | 109 | 04/28/2026 | 61957 | OK STATE DEPT OF EDUCATION | CHILD NUTRITION OVER PAYMENT CORRECTION 285 | 134.60 |
| 22 | 200 | 07/01/2025 | 60124 | ELIA MUNOZ | REIMBURSE PERMIT/MILEAGE | 512.63 |
| 22 | 201 | 07/01/2025 | 55906 | MONTIE SMITH | REIMBURSE PERMIT/MILEAGE | 223.80 |
| 22 | 202 | 07/01/2025 | 2313 | MARINA CHAIREZ | REIMB MILEAGE/PERMIT | 20.00 |
| 22 | 203 | 07/01/2025 | 60330 | RONNA MUNSON | REIMBURSE MILEAGE/PERMIT | 86.80 |
| 22 | 204 | 07/01/2025 | 60967 | MATTHEW YBARRA | REIMBURSE MILEAGE/PERMIT | 767.86 |
| 22 | 205 | 07/01/2025 | 59847 | JENNIFER HERNANDEZ | REIMB MILEAGE/PERMIT | 118.40 |
| 22 | 206 | 07/01/2025 | 60968 | HEATHER CACOPERDO | REIMBURSE PERMIT/MILEAGE | 217.70 |
| 22 | 207 | 07/01/2025 | 61805 | AMANDA GROVES DONOGHUE | REIMB MILEAGE/PERMIT | 86.60 |
| 22 | 208 | 07/01/2025 | 61233 | TANA GREENLEE | REIMB MILEAGE/PERMIT | 102.00 |
| 22 | 209 | 07/01/2025 | 58870 | DIVINA RODGERS | REIMBURSE MILEAGE/PERMIT | 213.25 |
| 22 | 210 | 07/01/2025 | 60969 | NANCY RODGERS | REIMBURSE PERMIT/MILEAGE | 445.01 |
| 22 | 211 | 07/01/2025 | 60971 | TAMMY TRICKETT | REIMB MILEAGE/PERMIT | 213.16 |
| 22 | 212 | 07/01/2025 | 60972 | AMBER MCKINNEY | REIMB MILEAGE/PERMIT | 292.59 |
| 22 | 213 | 07/01/2025 | 55905 | KELLY ANDERSON | REIMBURSE PERMIT/MILEAGE | 743.43 |
| 22 | 214 | 07/01/2025 | 60279 | ALICIA PORTER | REIMB MILEAGE/PERMIT | 514.96 |
| 22 | 215 | 07/01/2025 | 61616 | LUZ REY | REIMBURSE MILEAGE/PERMIT | 20.00 |
| 22 | 216 | 07/01/2025 | 60973 | KELLI JACKSON | REIMB MILEAGE/PERMIT | 188.01 |

## 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 | 217 | 07/01/2025 | 58962 | THERESIA MORGAN | REIMB MILEAGE/PERMIT | 213.28 |
| 22 | 219 | 07/01/2025 | 56558 | HELEN HURST | REIMB MILEAGE/PERMIT | 4,028.48 |
| 22 | 220 | 07/01/2025 | 4043 | SELINA GARMAN | REIMB MILEAGE/PERMIT | 289.46 |
| 22 | 221 | 07/01/2025 | 58502 | JENNY REED | MILEAGE REIMBURSEMENT | 653.76 |
| 22 | 222 | 07/01/2025 | 60976 | MANDI BALDTRIP | REIMBURSE PERMIT/MILEAGE | 2,096.36 |
| 22 | 223 | 07/01/2025 | 60977 | MARY SCARPA | REIMBURSE PERMIT/MILEAGE | 156.60 |
| 22 | 224 | 07/01/2025 | 60978 | ROBERT TATUM | REIMBURSE PERMIT/MILEAGE | 202.80 |
| 22 | 226 | 07/01/2025 | 3782 | CHARLENE EVANS | REIMB MILEAGE/PERMIT | 20.00 |
| 22 | 227 | 07/01/2025 | 61617 | JENNIFER VILLEGAS | REIMBURSE MILEAGE/PERMIT | 209.16 |
| 22 | 229 | 07/01/2025 | 61799 | PAMELA FULBRIGHT | REIMBURSE PERMIT/MILEAGE | 20.00 |
| 22 | 230 | 07/01/2025 | 56808 | CASSIE COFFETT | REIMB MILEAGE/PERMIT | 102.00 |
| 22 | 231 | 07/01/2025 | 61231 | OLGA LUEVANO ORTIZ | REIMBURSE PERMIT/MILEAGE | 174.44 |
| 22 | 232 | 07/01/2025 | 61130 | TIM BRUMAGHIN | REIMBURSE MILEAGE/PERMIT | 225.25 |
| 22 | 236 | 07/01/2025 | 61134 | EDITH CASTRO | REIMBURSE PERMIT/MILEAGE | 188.13 |
| 22 | 237 | 07/01/2025 | 61030 | ANTONIA PEREZ DE LARA | REIMBURSE MILEAGE/PERMIT | 102.00 |
| 22 | 238 | 07/01/2025 | 59635 | SANDRA MARQUEZ | REIMB MILEAGE/PERMIT | 207.00 |
| 22 | 243 | 07/01/2025 | 61623 | BEATRIZ CABRECA | REIMBURSE MILEAGE | 20.00 |
| 22 | 244 | 08/01/2025 | 60285 | CAMMIE BRINKMAN | REIMBURSE PERMIT/MILEAGE | 126.24 |
| 22 | 245 | 08/24/2025 | 61768 | WYATT HULSE | REIMBURSE MILEAGE/PERMIT | 20.00 |
| 22 | 251 | 08/24/2025 | 56148 | MALGORZATA CARLSON | REIMBURSE MILEAGE/PERMIT | 20.00 |
| 22 | 300 | 07/28/2025 | 61598 | TAMARA NGUYEN | LUNCH ACCOUNT REFUND | 23.20 |
| 22 | 301 | 07/28/2025 | 61599 | BRITTANY RHODES | LUNCH ACCOUNT REFUND | 268.00 |
| 22 | 302 | 07/31/2025 | 61597 | LAURA LOUSER | LUNCH ACCOUNT REFUND | 90.30 |
| 22 | 303 | 08/15/2025 | 61630 | WHITNEY BIELEFELD | LUNCH ACCOUNT REFUND | 139.95 |
| 22 | 304 | 08/15/2025 | 61631 | ALISON VANDERHOOF | LUNCH ACCOUNT REFUND | 81.95 |
| 22 | 305 | 08/20/2025 | 61635 | SARA HERRERA | LUNCH ACCOUNT REFUND | 59.50 |
| 22 | 306 | 08/21/2025 | 61636 | RACHEL BAE | LUNCH ACCOUNT REFUND | 64.75 |
| 22 | 307 | 08/25/2025 | 61641 | RAJVIR SIDHU | LUNCH ACCOUNT REFUND | 135.55 |
| 22 | 308 | 08/26/2025 | 61642 | KACI PARNELL | LUNCH ACCOUNT REFUND | 40.00 |
| 22 | 309 | 08/28/2025 | 61644 | LISA LINAM | LUNCH ACCOUNT REFUND | 49.60 |
| 22 | 310 | 09/08/2025 | 60081 | JOCELYN OLSON | LUNCH REFUND | 86.50 |
| 22 | 311 | 09/08/2025 | 61652 | STEPHANIE REED | LUNCH ACCOUNT REFUND | 4.00 |
| 22 | 312 | 09/08/2025 | 61653 | SKY GOODLOE | LUNCH ACCOUNT REFUND | 140.00 |
| 22 | 313 | 09/16/2025 | 59843 | JENNIFER KEATHLEY | LUNCH ACCOUNT REFUND | 17.35 |
| 22 | 314 | 09/16/2025 | 61668 | SARAH GIBBS | LUNCH ACCOUNT REFUND | 71.00 |
| 22 | 315 | 10/07/2025 | 61702 | ASHLEY PREST | LUNCH ACCOUNT REFUND | 15.00 |
| 22 | 316 | 10/07/2025 | 61704 | JAMES WITTER | LUNCH ACCOUNT REFUND | 31.45 |
| 22 | 317 | 10/07/2025 | 61710 | BRITTANY HUFFMAN | LUNCH ACCOUNT REFUND | 32.00 |
| 22 | 318 | 10/10/2025 | 57914 | HALEY RUMBAUGH | LUNCH ACCOUNT REFUND | 22.45 |
| 22 | 319 | 10/13/2025 | 61719 | MARISSA KIPLINGER | LUNCH ACCOUNT REFUND | 30.00 |
| 22 | 320 | 10/13/2025 | 61720 | LAVANTE YOUNG | LUNCH ACCOUNT REFUND | 67.00 |
| 22 | 321 | 10/15/2025 | 61702 | ASHLEY PREST | LUNCH ACCOUNT REFUND | 27.00 |
| 22 | 322 | 10/24/2025 | 61741 | STEVEN HAMILTON | LUNCH ACCOUNT REFUND | 39.30 |
| 22 | 323 | 10/31/2025 | 61751 | DONALD GRANT | LUNCH ACCOUNT REFUND | 193.70 |
| 22 | 324 | 11/05/2025 | 61757 | SARAH ROSENCUTTER | LUNCH ACCOUNT REFUND | 58.35 |

**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 | 325 | 11/07/2025 | 61761 | JENSYNN WATTS | LUNCH ACCOUNT REFUND | 24.20 |
| 22 | 326 | 11/10/2025 | 61025 | ANGELA ESTAVILLO | LUNCH ACCOUNT REFUND | 41.30 |
| 22 | 327 | 11/21/2025 | 61788 | KENNEDY KRAMPF | LUNCH ACCOUNT REFUND SEVYN KRAMPF | 47.60 |
| 22 | 328 | 12/16/2025 | 61809 | MIKE TRAVIS | LUNCH ACCOUNT REFUND | 45.65 |
| 22 | 329 | 01/14/2026 | 61836 | WILLIAM BADLEY | LUNCH ACCOUNT REFUND | 55.90 |
| 22 | 330 | 01/21/2026 | 61848 | DANIELLE WILSON | LUNCH ACCOUNT REFUND | 24.75 |
| 22 | 331 | 01/21/2026 | 61849 | SELVAKUMAR KUPPUSAMY | LUNCH ACCOUNT REFUND | 38.90 |
| 22 | 332 | 01/23/2026 | 61850 | AMY NESHAT | LUNCH ACCOUNT REFUND | 120.00 |
| 22 | 333 | 01/30/2026 | 61863 | SEREATHA CLARKE | LUNCH ACCOUNT REFUND | 91.00 |
| 22 | 334 | 02/17/2026 | 61880 | SARAH ALSAFEER | LUNCH ACCOUNT REFUND | 41.00 |
| 22 | 335 | 02/25/2026 | 60542 | AMANDA WILLIAMS | LUNCH ACCOUNT REFUND | 20.00 |
| 22 | 336 | 03/10/2026 | 61903 | SKY WRIGHT | LUNCH ACCOUNT REFUND | 87.05 |
| 22 | 337 | 04/01/2026 | 61935 | AMANDA YANDELL | LUNCH ACCOUNT REFUND | 32.95 |
| 22 | 338 | 04/15/2026 | 61949 | APRIL WORCESTER | LUNCH ACCOUNT REFUND | 81.15 |
| 22 | 339 | 04/21/2026 | 57238 | BECKY ROGALSKI | LUNCH ACOUNT REFUND | 28.80 |
| 22 | 340 | 04/24/2026 | 61955 | CING CIIN | LUNCH ACCOUNT REFUND | 15.40 |
| 22 | 341 | 05/01/2026 | 59130 | BROOKE BUMGARDNER | LUNCH ACCOUNT REFUND | 45.85 |
| 22 | 342 | 05/06/2026 | 61968 | MELISSA SISTANICH | LUNCH ACCOUNT REFUND | 110.00 |
| 22 | 343 | 05/22/2026 | 61989 | BRITTANY KENDRICK | LUNCH ACCOUNT REFUND | 29.50 |
| 22 | 344 | 05/22/2026 | 61990 | JOHN ROACH | LUNCH ACCOUNT REFUND | 10.11 |
| 22 | 345 | 05/22/2026 | 61991 | ROBERT COX | LUNCH ACCOUNT REFUND | 21.90 |
| 22 | 346 | 05/22/2026 | 61992 | BRANDY BENOIT | LUNCH ACCOUNT REFUND | 28.85 |
| 22 | 347 | 05/22/2026 | 54787 | TASHA BURY | LUNCH ACCOUNT REFUND | 41.60 |
| 22 | 348 | 05/22/2026 | 59605 | LINDSAY JUSTICE | LUNCH ACCOUNT REFUND | 29.60 |
| 22 | 349 | 05/22/2026 | 61993 | LEONARDO ARMAS | LUNCH ACCOUNT REFUND | 8.70 |
| 22 | 350 | 05/22/2026 | 61994 | WENDY COUPE | LUNCH ACCOUNT REFUND | 40.60 |
| 22 | 351 | 05/22/2026 | 59220 | ANDREA LUCAS | LUNCH ACCOUNT REFUND | 36.55 |
| 22 | 352 | 05/22/2026 | 61995 | STEPHANIE FORD | LUNCH ACCOUNT REFUND | 25.40 |
| 22 | 353 | 05/22/2026 | 57839 | AMY OYLER | LUNCH ACCOUNT REFUND | 14.00 |
| 22 | 354 | 05/22/2026 | 61997 | JORDAN CONRAD | LUNCH ACCOUNT REFUND | 152.90 |
| 22 | 355 | 05/22/2026 | 61998 | GERY HSU | LUNCH ACCOUNT REFUND | 31.80 |
| 22 | 356 | 05/22/2026 | 61999 | MICHELLE ANDERSON | LUNCH ACCOUNT REFUND | 50.00 |
| 22 | 357 | 05/27/2026 | 62004 | ANDREA ROGERS | LUNCH ACCOUNT REFUND | 10.60 |
| 22 | 358 | 05/27/2026 | 62005 | JENNA MADDEN | LUNCH ACCOUNT REFUND | 14.00 |
| 22 | 359 | 05/27/2026 | 62006 | JOSE FLORES | LUNCH ACCOUNT REFUND | 17.00 |
| 22 | 360 | 05/27/2026 | 62007 | MICHELLE FULLER | LUNCH ACCOUNT REFUND | 107.75 |
| 22 | 361 | 05/27/2026 | 62008 | JENNIFER COOK | LUNCH ACCOUNT REFUND | 20.00 |
| 22 | 362 | 05/27/2026 | 62009 | NIKKI ACUFF | LUNCH ACCOUNT REFUND | 7.00 |
| 22 | 363 | 05/27/2026 | 58750 | RYAN CRAWFORD | LUNCH ACCOUNT REFUND | 15.67 |
| 22 | 364 | 05/27/2026 | 62010 | BRADLEY JONES | LUNCH ACCOUNT REFUND | 21.40 |
| 22 | 365 | 05/27/2026 | 60830 | MELISSA SMITH | LUNCH ACCOUNT REFUND | 24.35 |
| 22 | 366 | 05/27/2026 | 62011 | LESLIE WELLS | LUNCH ACCOUNT REFUND | 56.10 |
| 22 | 367 | 05/27/2026 | 62012 | LAURA LOWRY | LUNCH ACCOUNT REFUND | 74.75 |
| 22 | 368 | 05/27/2026 | 62013 | XIEN THACH | LUNCH ACCOUNT REFUND | 136.45 |
| 22 | 369 | 05/27/2026 | 57601 | KAYLIE DEEVERS | LUNCH ACCOUNT REFUND | 23.65 |

## 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 | 370 | 05/27/2026 | 62014 | NIKKI WALKER | LUNCH ACCOUNT REFUND | 30.55 |
| 22 | 371 | 05/27/2026 | 62015 | JENNIFER MASTERS | LUNCH ACCOUNT REFUND | 20.65 |
| 22 | 372 | 05/27/2026 | 62016 | JASON MOTES | LUNCH ACCOUNT REFUND | 17.55 |
| 22 | 373 | 05/27/2026 | 62017 | CHERI STEELE | LUNCH ACCOUNT REFUND | 124.80 |
| 22 | 374 | 05/28/2026 | 62019 | MARTA KALKOVA | LUNCH ACCOUNT REFUND | 87.50 |
| 22 | 375 | 05/28/2026 | 62020 | KATHRYN LANDRENEAU | LUNCH ACCOUNT REFUND | 9.95 |
| 22 | 376 | 05/28/2026 | 62021 | CHLOE TATE | LUNCH ACCOUNT REFUND | 23.10 |
| 22 | 377 | 05/28/2026 | 62023 | SHARI ATKINSON | LUNCH ACCOUNT REFUND | 25.00 |
| 22 | 378 | 05/28/2026 | 62024 | SERRIN GALLOWAY | LUNCH ACCOUNT REFUND | 39.25 |
| 22 | 379 | 05/28/2026 | 62025 | JENNIFER EDWARDS | LUNCH ACCOUNT REFUND | 24.45 |
| 22 | 380 | 05/28/2026 | 61298 | KRISTI BARNES | LUNCH ACCOUNT REFUND | 25.00 |
| 22 | 381 | 05/28/2026 | 2195 | TRACY JONES | LUNCH ACCOUNT REFUND | 30.00 |
| 22 | 382 | 05/28/2026 | 62026 | BILL CHANCE | LUNCH ACCOUNT REFUND | 15.65 |
| 22 | 383 | 05/28/2026 | 58401 | MELISSA ROBERTS | LUNCH ACCOUNT REFUND | 50.15 |
| 22 | 384 | 05/28/2026 | 54358 | STEPHANIE BEASLEY | LUNCH ACCOUNT REFUND | 29.55 |
| 22 | 385 | 05/28/2026 | 62027 | KRISTEN MARONEK | LUNCH ACCOUNT REFUND | 75.00 |
| 22 | 386 | 05/28/2026 | 58701 | MELODY CAMPBELL | LUNCH ACCOUNT REFUND | 37.35 |
| 22 | 387 | 05/28/2026 | 62028 | RON HAGOOD | LUNCH ACCOUNT REFUND | 29.30 |
| 22 | 388 | 05/28/2026 | 62029 | SUMER JOI KAERCHER | LUNCH ACCOUNT REFUND | 66.75 |
| 22 | 389 | 05/28/2026 | 62030 | TATUM DEEVERS | LUNCH ACCOUNT REFUND | 10.50 |
| 22 | 390 | 06/02/2026 | 62034 | STEPHANIE O'HALLORAN | LUNCH ACCOUNT REFUND | 11.55 |
| 22 | 391 | 06/02/2026 | 58251 | JULIE DATEL | LUNCH ACCOUNT REFUND | 92.20 |
| 22 | 392 | 06/02/2026 | 62035 | HOLLY GRAVES | LUNCH ACCOUNT REFUND | 178.10 |
| 22 | 393 | 06/02/2026 | 62036 | BROOKE CARTER | LUNCH ACCOUNT REFUND | 36.00 |
| 22 | 394 | 06/02/2026 | 62037 | DUSTIN SPETH | LUNCH ACCOUNT REFUND | 20.15 |
| 22 | 395 | 06/02/2026 | 62038 | LUIS GARCETE | LUNCH ACCOUNT REFUND | 19.30 |
| 22 | 396 | 06/02/2026 | 62039 | RICHARD SELMAN | LUNCH ACCOUNT REFUND | 36.85 |
| 22 | 397 | 06/02/2026 | 62040 | KELLI NIMMO | LUNCH ACCOUNT REFUND | 29.40 |
| 22 | 398 | 06/02/2026 | 62041 | TRICIA MCCURLEY | LUNCH ACCOUNT REFUND | 39.10 |
| 22 | 399 | 06/02/2026 | 62042 | KERI COLE | LUNCH ACCOUNT REFUND | 26.95 |
| 22 | 400 | 06/02/2026 | 59707 | CAROL BORNEFELD | LUNCH ACCOUNT REFUND | 41.55 |
| 22 | 401 | 06/02/2026 | 62043 | MICHAEL HELTON | LUNCH ACCOUNT REFUND | 18.20 |
| 22 | 402 | 06/02/2026 | 58384 | SHELLEY FOUNDS | LUNCH ACCOUNT REFUND | 36.65 |
| 22 | 403 | 06/02/2026 | 62044 | BRAD MARTIN | LUNCH ACCOUNT REFUND | 14.45 |
| 22 | 404 | 06/02/2026 | 62045 | MARSHA FOX | LUNCH ACCOUNT REFUND | 110.90 |
| 22 | 405 | 06/02/2026 | 62046 | AMY HOFFMAN | LUNCH ACCOUNT REFUND | 36.30 |
| 22 | 406 | 06/02/2026 | 62047 | TRAVIS NEAL | LUNCH ACCOUNT REFUND | 15.25 |
| 22 | 407 | 06/02/2026 | 62048 | GENGIS WAGNER | LUNCH ACCOUNT REFUND | 16.00 |
| 22 | 408 | 06/02/2026 | 62049 | MIKE HELTON | LUNCH ACCOUNT REFUND | 31.95 |
| 22 | 409 | 06/02/2026 | 62050 | SHANNON MCCANN | LUNCH ACCOUNT REFUND | 113.15 |
| 22 | 410 | 06/02/2026 | 58386 | ELIZABETH RAHAL | LUNCH ACCOUNT REFUND | 79.40 |
| 22 | 411 | 06/02/2026 | 53975 | STACEY SHARP | LUNCH ACCOUNT REFUND | 36.65 |
| 22 | 412 | 06/03/2026 | 62045 | MARSHA FOX | LUNCH ACCOUNT REFUND | 100.00 |
| 22 | 413 | 06/18/2026 | 62062 | APRIL ARNOLD | LUNCH ACCOUNT REFUND | 128.55 |
| 22 | 414 | 06/25/2026 | 62035 | HOLLY GRAVES | LUNCH ACCOUNT REFUND | 360.00 |

# 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 |
|---|---|---|---|---|---|---|
| | | | | | **Non-Payroll Total:** | **$4,241,986.90** |
| | | | | | **Payroll Total:** | **$0.00** |
| | | | | | **Balance Forward:** | **$0.00** |
| | | | | | **Report Total:** | **$4,241,986.90** |

# 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 | 26,700.00 |
| 31 | 4 | 07/01/2025 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | HS ROTC/ESPORTS MEDIA CENTER REMODEL | 27,199.00 |
| 31 | 5 | 07/01/2025 | 59279 | HARNESS ROOFING INC | DISTRICT REPAIRS | 55,469.59 |
| 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 |
| 31 | 10 | 07/02/2025 | 61463 | REDBUD COMMERCIAL FLOORING | NORTH LOBBY SELF LEVELING | 13,887.00 |
| 31 | 11 | 07/02/2025 | 111 | BANK OF OKLAHOMA | 2022 LEASE PAYMENT | 8,100,000.00 |
| 31 | 12 | 07/02/2025 | 55155 | UMB BANK, N.A. | 2018 LEASE PAYMENT | 11,623,599.23 |
| 31 | 13 | 07/02/2025 | 111 | BANK OF OKLAHOMA | BOND TRUST FEE - ADMIN LEASE | 2,500.00 |
| 31 | 14 | 07/07/2025 | 59171 | KENDRICK EXCAVATING LLC | CROSS COUNTRY 1 MILE TRACK | 4,400.00 |
| 31 | 15 | 07/14/2025 | 59649 | PCC CLEANING & RESTORATION | MOLD REMEDIATION - CE | 7,534.32 |
| 31 | 16 | 07/17/2025 | 61022 | BRADY COMPANIES LLC | 2 floor machines: WE - 9GC | 13,243.74 |
| 31 | 17 | 07/21/2025 | 59279 | HARNESS ROOFING INC | ESPORTS/ROTC LEAK REPAIRS | 4,150.00 |
| 31 | 18 | 07/21/2025 | 59279 | HARNESS ROOFING INC | COAT ESPORTS AND ROTC ROOFS | 7,620.00 |
| 31 | 20 | 07/21/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | MS FACS GEOTHERMAL PUMP REPLACEMENT | 6,823.00 |
| 31 | 21 | 07/21/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | MS BLUE GYM GEOTHERMAL PUMP REPLACEMENT | 6,823.00 |
| 31 | 23 | 07/22/2025 | 816 | JOHNSTONE SUPPLY OF TULSA | mini splits at the soccer facility | 8,429.81 |
| 31 | 24 | 07/24/2025 | 57666 | MARTIN FISCHER | POOL BUILDING INTERIOR | 11,400.00 |
| 31 | 25 | 07/24/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | DISTRICT NEEDS | 36,746.00 |
| 31 | 26 | 07/28/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | MS PUMPS FOR LIBRARY | 13,646.00 |
| 31 | 27 | 07/28/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | MS BAND PUMPS 1-2 | 13,646.00 |
| 31 | 28 | 07/28/2025 | 59649 | PCC CLEANING & RESTORATION | NE REMEDIATION | 13,829.09 |
| 31 | 29 | 07/28/2025 | 56430 | BARNETT MUSIC EXCHANGE | MARCHING INSTRUMENTS | 19,442.67 |
| 31 | 30 | 07/31/2025 | 53787 | BANK OF AMERICA VISA | BEST BUY TV'S | 1,199.98 |
| 31 | 31 | 07/31/2025 | 2272 | LOWE'S | PORTABLE COOLING UNITS - DISTRICT USE | 6,640.50 |
| 31 | 32 | 08/04/2025 | 54582 | SOUTHEASTERN PERFORMANCE APPAREL | UNIFORMS FOR CHOIR | 2,755.25 |
| 31 | 33 | 08/04/2025 | 61613 | DANCE SOPHISTICATES INC | CHOIR UNIFORMS | 4,900.00 |
| 31 | 34 | 08/04/2025 | 695 | HEATWAVE SUPPLY | SPEED PUMPS - HVAC FOR DISTRICT | 6,148.45 |
| 31 | 35 | 08/07/2025 | 60903 | LONG PAINTING COMPANY | CE FIRE LANES | 2,350.00 |
| 31 | 36 | 08/07/2025 | 56241 | OWASSO FENCE | GATE FOR ACCESS TO ELECTRICAL BOXES - HS STADIUM | 750.00 |
| 31 | 37 | 08/07/2025 | 3086 | THE MUSIC STORE | BATTERY POWERED PA SYSTEM | 4,399.00 |
| 31 | 38 | 08/07/2025 | 60573 | BENNY CRAFTON | POOL REPAIR | 7,735.00 |
| 31 | 39 | 08/07/2025 | 3839 | AMAZON.COM, LLC | DRAMA AND DEBATE UNIFORMS AND STORAGE | 3,456.63 |

## 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 | 40 | 08/11/2025 | 56765 | CARRIER ENTERPRISE, LLC | SMALL WHITEY GYM HVAC | 2,117.20 |
| 31 | 41 | 08/22/2025 | 59279 | HARNESS ROOFING INC | RIDGE METAL ROTC SM-55 | 1,900.00 |
| 31 | 42 | 08/25/2025 | 59649 | PCC CLEANING & RESTORATION | MOLD REMEDIATION MIDDLE SCHOOL & HS PRACTICE GYM | 7,159.94 |
| 31 | 43 | 08/25/2025 | 59649 | PCC CLEANING & RESTORATION | EAST ELEMENTARY KITCHEN | 2,757.91 |
| 31 | 44 | 08/25/2025 | 695 | HEATWAVE SUPPLY | Pro Press parts | 2,040.00 |
| 31 | 45 | 08/26/2025 | 961 | MAGIC REFRIGERATION | HOMESIDE CONCESSIONS REFRIGERATOR/FREEZER | 6,960.00 |
| 31 | 46 | 08/26/2025 | 695 | HEATWAVE SUPPLY | 9GC DRINKING FOUNTAIN REPAIR | 948.07 |
| 31 | 47 | 08/29/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | CE GYM NSC-200 | 1,314.00 |
| 31 | 48 | 09/04/2025 | 3839 | AMAZON.COM, LLC | HVAC TOOL PURCHASE | 4,788.30 |
| 31 | 49 | 09/04/2025 | 53137 | GLOBAL INDUSTRIAL | DEPOSITORY SAFE | 2,398.00 |
| 31 | 50 | 09/04/2025 | 59649 | PCC CLEANING & RESTORATION | RESTORATION CERVICES FOR NI ROOMS 101,103,105 | 3,772.93 |
| 31 | 51 | 09/04/2025 | 55952 | SCHOOL FIX | whiteboards and bulletin boards - EI | 2,318.82 |
| 31 | 52 | 09/05/2025 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | COMPRESSOR FOR CI - 144 | 2,323.45 |
| 31 | 53 | 09/08/2025 | 61750 | CONTAINEROK | ROTC SHIPPING CONTAINER STORAGE | 2,975.00 |
| 31 | 54 | 09/10/2025 | 61646 | ELITE SYSTEMS INC | FIX MAIN DRAIN AND BOOTS ON HEADS - EAST | 2,705.87 |
| 31 | 55 | 09/10/2025 | 61646 | ELITE SYSTEMS INC | FIX BACKFLOW ISSUE AT EAST | 6,950.00 |
| 31 | 56 | 09/10/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | EAST ELEM ACCCESS CONTROL DOOR | 500.00 |
| 31 | 57 | 09/17/2025 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | pulley and tensioner for a unit at the NE gym | 536.84 |
| 31 | 58 | 09/17/2025 | 1232 | O'CONNOR COMPANY INC. | replacement unit in the music room at CI | 4,249.00 |
| 31 | 60 | 09/22/2025 | 56311 | E3 GORDON STOWE | REPLACE AUDIOMETER AND CALIBRATE ANOTHER | 1,350.00 |
| 31 | 61 | 09/24/2025 | 59142 | ROBINSON GLASS OF TULSA INC | CI DOOR GLASS REPLACEMENT | 488.00 |
| 31 | 62 | 09/25/2025 | 1077 | MURRAY WOMBLE, INC. | ADA ACCESS FOR BREEZEWAY - MS | 1,050.00 |
| 31 | 63 | 09/29/2025 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | UNIT FOR NE ROOM 121 | 4,577.00 |
| 31 | 64 | 09/30/2025 | 56241 | OWASSO FENCE | MS FENCE REVAMP | 1,862.00 |
| 31 | 65 | 10/09/2025 | 2663 | WEST MUSIC COMPANY | MARKERBOARD CLASSROOM KIT/PERCUSSION SET | 589.95 |
| 31 | 66 | 10/09/2025 | 58734 | BEARCOM | RADIO EQUIPMENT AND LICENSES | 148,613.38 |
| 31 | 67 | 10/09/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | HANWHA CONVERSION - CAMERAS | 77,066.53 |
| 31 | 68 | 10/21/2025 | 6208 | APPLE EDUCATIONAL SALES | MACBOOKS FOR ADMIN AND HS | 9,480.00 |
| 31 | 69 | 10/21/2025 | 59563 | BLUUM OF TEXAS, LLC | NEWLINE TVS | 101,920.00 |
| 31 | 70 | 10/21/2025 | 61022 | BRADY COMPANIES LLC | Karcher Scrubber - CI | 6,658.87 |
| 31 | 71 | 10/21/2025 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | fan motors and fan blades for wrestling at Whitey | 1,638.72 |
| 31 | 72 | 10/28/2025 | 2663 | WEST MUSIC COMPANY | BASS BAR AND MALLETS EE MUSIC CLASS | 408.95 |

## 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 | 73 | 10/29/2025 | 3839 | AMAZON.COM, LLC | 3 MINI SPLITS FB HOME/VISITORS | 9,598.00 |
| 31 | 74 | 10/29/2025 | 816 | JOHNSTONE SUPPLY OF TULSA | NE MEDIA CENTER FURNACE | 5,764.02 |
| 31 | 75 | 10/31/2025 | 59542 | ENVIRONMENTAL LOOP SERVICE | REBUILD 2 GEOTHERMAL PUMPS - FACS AND DRAMA | 3,510.00 |
| 31 | 76 | 11/06/2025 | 58646 | YORK PLUMBING | ADDTL WORK - FROM PO 39-2 / MISC WORK | 13,228.89 |
| 31 | 77 | 11/06/2025 | 59649 | PCC CLEANING & RESTORATION | EMERGENCY FIRE AND SMOKE DAMAGE-MS/ALT ED MOLD REM | 9,076.58 |
| 31 | 79 | 11/19/2025 | 1445 | SAIED MUSIC | INSTRUMENTS FOR 6-12TH GRADE | 26,811.00 |
| 31 | 80 | 11/20/2025 | 2663 | WEST MUSIC COMPANY | UKELELES HOLDERS - CI | 931.77 |
| 31 | 81 | 12/08/2025 | 61188 | BURGESS COMPANY | REPAIR OF MCKEON ARC RELEASE DEVICE | 320.00 |
| 31 | 82 | 12/08/2025 | 59649 | PCC CLEANING & RESTORATION | WATER DAMAGE WI | 100,000.00 |
| 31 | 83 | 12/08/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | TAKEDOWN (33) & MOVE EXISTING CLASSROOM MONITORS | 8,829.22 |
| 31 | 84 | 12/15/2025 | 2017 | LAKESHORE LEARNING MATERIALS | CLASSROOM CARPET - EE | 521.55 |
| 31 | 85 | 12/17/2025 | 59951 | EEI GROUP, LLC | outdoor air temp & humidity sensor - we | 563.77 |
| 31 | 86 | 12/17/2025 | 59429 | OKLAHOMA ATTORNEY GENERAL | REVIEW OF BOND TRANSCRIPTS | 4,967.00 |
| 31 | 87 | 01/09/2026 | 61612 | PALCO SPECIALTIES INC | The Super Stage Design Set - scale model | 620.00 |
| 31 | 88 | 01/09/2026 | 59649 | PCC CLEANING & RESTORATION | DISTRICT RESTORATION SERVICES | 850.00 |
| 31 | 89 | 01/13/2026 | 3228 | DICK BLICK ART MATERIALS | WI ART SUPPLIES | 483.47 |
| 31 | 90 | 01/13/2026 | 2663 | WEST MUSIC COMPANY | NE MUSIC SUPPLIES | 451.21 |
| 31 | 91 | 01/21/2026 | 4724 | BLICK ART MATERIALS | KILN FOR CE | 5,920.00 |
| 31 | 92 | 01/21/2026 | 56227 | CDW-G 2 | REPLACEMENT LAPTOP | 2,489.75 |
| 31 | 94 | 01/29/2026 | 56430 | BARNETT MUSIC EXCHANGE | TUBA AND EUPHONIUM | 3,950.00 |
| 31 | 95 | 02/06/2026 | 4724 | BLICK ART MATERIALS | X-ACTO HEAVY DUTY TRIMMER | 255.08 |
| 31 | 96 | 02/06/2026 | 2663 | WEST MUSIC COMPANY | CLASSROOM SET - KEYBOARDS WEST INTERMEDIATE | 958.90 |
| 31 | 97 | 02/11/2026 | 61837 | BLUUM USA INC | East Intermediate TV Project | 76,440.00 |
| 31 | 98 | 02/11/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | EAST INTERMEDIATE INSTALL NEW MONITORS | 5,826.00 |
| 31 | 99 | 02/19/2026 | 61699 | 1-800-STRIPER OF TULSA | STRIPING FOR TRANSPORTATION AT MS | 4,982.27 |
| 31 | 100 | 02/19/2026 | 6208 | APPLE EDUCATIONAL SALES | iPads for WE prek-k | 3,949.50 |
| 31 | 101 | 02/26/2026 | 61022 | BRADY COMPANIES LLC | SCRUBBERS - NE & CE | 15,433.63 |
| 31 | 102 | 03/03/2026 | 60573 | BENNY CRAFTON | AUTO FILL VALVE REPLACEMENT - POOL | 470.00 |
| 31 | 103 | 03/03/2026 | 4748 | ROBINSON GLASS | MS BAND ROOM | 533.00 |
| 31 | 104 | 03/03/2026 | 4748 | ROBINSON GLASS | TENNIS FACILITY AND NE ROOM 210 | 1,311.00 |
| 31 | 105 | 03/03/2026 | 58610 | BLIND AMBITIONS | EE/CI/WI BLINDS | 2,300.00 |
| 31 | 106 | 03/05/2026 | 6208 | APPLE EDUCATIONAL SALES | MACBOOK NEO | 588.00 |
| 31 | 107 | 03/09/2026 | 6335 | MHC KENWORTH - TULSA | REPAIR TO BOX TRUCK | 16,338.20 |

## 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 | 108 | 03/09/2026 | 3839 | AMAZON.COM, LLC | GEO PUMPS | 2,370.00 |
| 31 | 109 | 03/23/2026 | 61634 | BEYTCO INC | SOCCER FIELD LIFT STATION | 875.00 |
| 31 | 110 | 03/26/2026 | 1077 | MURRAY WOMBLE, INC. | replacement for the LCN unit 9thgc | 3,785.00 |
| 31 | 111 | 03/26/2026 | 54035 | OSWALT RESTAURANT SUPPLY | PASS THRU HEATED CABINET NE | 9,125.95 |
| 31 | 112 | 03/26/2026 | 695 | HEATWAVE SUPPLY | WATER BOTTER FILLERS - NI | 3,461.52 |
| 31 | 113 | 04/01/2026 | 927 | LOCK-DOC, INC. | EXIT DEVICES | 5,692.86 |
| 31 | 114 | 04/06/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | COMPRESSOR - WEST KITCHEN | 7,439.24 |
| 31 | 115 | 04/06/2026 | 56227 | CDW-G 2 | DELL COMPUTERS | 30,316.50 |
| 31 | 116 | 04/06/2026 | 53799 | LIGHTSPEED TECHNOLOGIES, INC | REDCAT WITH FLEXMIKE | 8,404.00 |
| 31 | 117 | 04/06/2026 | 57023 | L & M OFFICE FURNITURE | PRINT SHOP DESK SETUP | 2,760.00 |
| 31 | 118 | 04/06/2026 | 57928 | SB CUSTOM PAINTING, LLC | PAINTING PRESS BOX | 700.00 |
| 31 | 119 | 04/16/2026 | 55896 | A-MAX | WAYFINDING DIRECTIONAL SIGNS | 10,946.00 |
| 31 | 120 | 04/21/2026 | 53787 | BANK OF AMERICA VISA | ADI TV'S FOR TECHNOLOGY - DISTRICT | 3,799.95 |
| 31 | 121 | 04/22/2026 | 57023 | L & M OFFICE FURNITURE | ADMIN FURNITURE | 13,437.00 |
| 31 | 122 | 04/23/2026 | 61260 | ACTION AIR HEATING COOLING ELECTRIC | REMOVE AND DISPOSE EXISTING 20 TON UNIT - WHITEY | 36,693.00 |
| 31 | 123 | 05/01/2026 | 816 | JOHNSTONE SUPPLY OF TULSA | total unit replacement at Multipurpose | 12,097.59 |
| 31 | 124 | 05/05/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | CI CAFETERIA UNIT REPLACEMENT (39-40) | 343.70 |
| 31 | 125 | 05/05/2026 | 58646 | YORK PLUMBING | DRAIN REPAIR NE | 58,453.00 |
| 31 | 126 | 05/13/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | compressor and filter drier WE | 4,072.20 |
| 31 | 127 | 05/14/2026 | 58751 | TYLER TECHNOLOGIES, INC | GPS LOCATORS FOR NON BUS FLEET | 10,960.00 |
| 31 | 128 | 05/14/2026 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | MILLWORK TO MATCH EXISTING NE | 7,323.00 |
| 31 | 129 | 05/14/2026 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | ADA RAMP - CE | 4,869.00 |
| 31 | 130 | 05/15/2026 | 57928 | SB CUSTOM PAINTING, LLC | NE EXTERIOR PAINT | 63,400.00 |
| 31 | 131 | 05/18/2026 | 58176 | SCHOOLSAFEID LLC | SURFACE GO2 | 1,014.95 |
| 31 | 132 | 05/22/2026 | 56818 | K-T ENTERPRISES INC | TECHNOLOGY TRUCK REPAIRS | 4,096.83 |
| 31 | 133 | 05/22/2026 | 53787 | BANK OF AMERICA VISA | TV'S - MS | 77,898.79 |
| 31 | 134 | 05/22/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | APPLE TRANSITION FOR MS TV'S | 31,000.00 |
| 31 | 135 | 05/22/2026 | 56227 | CDW-G 2 | APPLE TRANSITION FOR MS TV'S DOCKING STATION | 6,050.00 |
| 31 | 136 | 05/22/2026 | 6208 | APPLE EDUCATIONAL SALES | APPLE TRANSITION FOR MS MACBOOK NEO | 50,885.00 |
| 31 | 139 | 05/27/2026 | 4748 | ROBINSON GLASS | REPLACE BROKEN MIRROR IN BAND ROOM | 782.00 |
| 31 | 140 | 05/27/2026 | 55896 | A-MAX | CI, MS AND EAST CAMPUS REPLACEMENT SIGNS | 8,547.00 |
| 31 | 141 | 05/27/2026 | 56227 | CDW-G 2 | HDMI TO VGA CONVERTER | 1,016.25 |
| 31 | 142 | 05/27/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | MS CAMERA REFRESH | 16,742.84 |
| 31 | 143 | 05/29/2026 | 58610 | BLIND AMBITIONS | ROLLER SHADES/BLINDS FOR CI | 8,854.00 |
| 31 | 144 | 06/11/2026 | 61899 | ARC DOCUMENT SOLUTIONS LLC | STUDIO B BACK DROP | 1,620.00 |

# 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 | 145 | 06/16/2026 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | CI DEMO/PAINT/DOOR REMOVAL AND INSTALL | 6,956.00 |

| | |
|---|---|
| **Non-Payroll Total:** | **$21,538,393.39** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$21,538,393.39** |

# 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 | 541,565.50 |
| 32 | 4 | 07/02/2025 | 927 | LOCK-DOC, INC. | LOCKS FOR 9TH GRADE GYM | 3,776.40 |
| 32 | 5 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | 9TH GRADE GYM ACCESS | 25,625.27 |
| 32 | 7 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | 9TH GRADE GYM INTRUSION | 6,899.94 |
| 32 | 8 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | 9TH GRADE GYM CAMERAS | 24,132.77 |
| 32 | 9 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | MEDIA CENTER RENOVATION | 826.45 |
| 32 | 10 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | WHITEY FORD RENO FA ADD | 357.51 |
| 32 | 11 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | MIDDLE SCHOOL INTERCOM | 3,635.00 |
| 32 | 12 | 07/02/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | PANIC BUTTONS 9TH GRADE CENTER | 2,266.27 |
| 32 | 14 | 07/03/2025 | 3071 | GRAYBAR ELECTRIC | HS ESPORTS - NEW OUTLETS | 381.17 |
| 32 | 15 | 07/03/2025 | 3071 | GRAYBAR ELECTRIC | ELECTRICAL SUPPLIES 2ND FLOOR EI | 466.15 |
| 32 | 16 | 07/09/2025 | 60573 | BENNY CRAFTON | REPLACE POOL PUMP IN SWIMMING POOL | 11,017.00 |
| 32 | 17 | 07/10/2025 | 61463 | REDBUD COMMERCIAL FLOORING | NE CLASSROOM 110 FLOORING | 1,500.00 |
| 32 | 18 | 07/21/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | 9TH GRADE GYM DATA INTERCOM | 9,930.00 |
| 32 | 19 | 08/01/2025 | 61629 | PRECISION SIGN AND DESIGN | ROTC WINDOW GRAPHICS | 2,950.00 |
| 32 | 20 | 08/01/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | WHITEY FORD ACCESS DOOR | 2,254.25 |
| 32 | 21 | 08/07/2025 | 61634 | BEYTCO INC | NEW PUMPS AND CONTROL PANEL EE LIFT STATION | 52,060.00 |
| 32 | 22 | 08/13/2025 | 60679 | VOX AUDIO VISUAL | REMOVAL OF SWIMMMING SCOREBOARD | 2,950.00 |
| 32 | 23 | 08/27/2025 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | HS WRESTLING OFFICE | 16,899.00 |
| 32 | 24 | 08/27/2025 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | WHITEY FORD LOBBY REMODEL | 12,975.00 |
| 32 | 25 | 09/09/2025 | 59171 | KENDRICK EXCAVATING LLC | CE CONCRETE AT ENTRANCE | 4,300.00 |
| 32 | 26 | 09/24/2025 | 60903 | LONG PAINTING COMPANY | PAINTING MS FIRE LANES | 6,265.00 |
| 32 | 27 | 09/30/2025 | 1077 | MURRAY WOMBLE, INC. | OPERATOR FPR MS BREEZEWAY DOORS | 7,462.50 |
| 32 | 28 | 10/08/2025 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | HIGH SCHOOL STADIUM CONCRETE | 26,358.00 |
| 32 | 29 | 10/08/2025 | 5208 | MIDWEST TEAM SPORTS | PE SUPPLIES FOR 9TH GRADE GYM | 25,510.23 |
| 32 | 30 | 10/10/2025 | 57023 | L & M OFFICE FURNITURE | 9TH GRADE GYM FURNITURE | 14,271.00 |
| 32 | 31 | 10/14/2025 | 54035 | OSWALT RESTAURANT SUPPLY | CAFETERIA OVENS, CABINETS AND ICE MAKER | 75,657.40 |
| 32 | 32 | 10/21/2025 | 53787 | BANK OF AMERICA VISA | 9TH GRADE CENTER TVS - BEST BUY | 849.99 |
| 32 | 33 | 10/21/2025 | 56625 | BILL KNIGHT FORD | 2026 CARGO VAN | 48,468.40 |
| 32 | 34 | 10/21/2025 | 61136 | FIREHOUSE CONCRETE COATINGS | BAND BUILDING PROJECT | 21,980.00 |

# 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 | 36 | 10/21/2025 | 61239 | CWC INTERIORS | 24X24 FLOOR COVERING BAND ROOM PROJECT | 16,391.00 |
| 32 | 37 | 10/21/2025 | 61022 | BRADY COMPANIES LLC | supplies to furnish the new 9GC gym | 3,037.88 |
| 32 | 38 | 10/21/2025 | 5188 | ULINE | FLOOR STANDING SANITARY NAPKIN RECEPTACLE | 672.52 |
| 32 | 39 | 10/24/2025 | 61742 | SPORTS SURFACE MANAGEMENT LLC | INSTALLING TURF AROUND NEW 9GD GYM BUILDING | 115,000.00 |
| 32 | 42 | 10/30/2025 | 4748 | ROBINSON GLASS | NE WINDOWS FOR EGRESS ACCESS | 26,988.00 |
| 32 | 43 | 10/30/2025 | 5208 | MIDWEST TEAM SPORTS | NEW 9TH GRADE GYM SUPPLIES | 7,811.14 |
| 32 | 44 | 10/30/2025 | 59769 | CJC ARCHITECT | ARCHITECTURAL FEE - HS FLOOR PLANS | 8,800.00 |
| 32 | 45 | 10/30/2025 | 59769 | CJC ARCHITECT | ARCHITECTURAL FEE - VOCATIONAL BUILDING | 17,100.00 |
| 32 | 46 | 11/05/2025 | 55896 | A-MAX | SIGNAGE FOR 9TH GRADE GYM | 3,906.89 |
| 32 | 47 | 11/06/2025 | 61769 | UNDERGROUND ENTERPRISES LLC | UNDER ROAD BORE WITH CONDUIT - 9GC GYM | 1,696.00 |
| 32 | 48 | 11/06/2025 | 61760 | AMERIGLIDE DISTRIBUTING 2019 INC | HERCULES 750 PORTABLE VPL | 14,128.00 |
| 32 | 49 | 11/06/2025 | 60624 | ACS PLAYGROUND ADVENTURES INC | OUTDOOR TRASH CANS FOR NEW 9GC GYM | 3,136.41 |
| 32 | 50 | 11/10/2025 | 2272 | LOWE'S | FREEZER - 9TH GRADE GYM | 874.05 |
| 32 | 51 | 11/10/2025 | 961 | MAGIC REFRIGERATION | ICE MACHINE FOR NEW 9GC GYM | 4,375.00 |
| 32 | 52 | 11/12/2025 | 3071 | GRAYBAR ELECTRIC | MATERIALS NEW LIGHT POLE BASE 9GC | 1,317.22 |
| 32 | 53 | 11/12/2025 | 61772 | MIDWEST DRYWALL CO INC | REPLACE DAMAGED WALL PANEL HS | 2,697.00 |
| 32 | 54 | 11/10/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | REPLACE AIPHONE MASTER AND DOOR STATION | 1,457.65 |
| 32 | 55 | 11/20/2025 | 961 | MAGIC REFRIGERATION | CUBER AND ICE BIN FOR AG BUILDING | 5,340.00 |
| 32 | 56 | 11/20/2025 | 56241 | OWASSO FENCE | REPLACE GATE LEAF HS - BUS DAMAGED | 4,687.00 |
| 32 | 57 | 11/21/2025 | 57291 | HEARTLAND AED, INC | AED FOR 9GC GYM | 2,348.00 |
| 32 | 58 | 11/24/2025 | 61787 | APEX DOORS | VERTICAL ROD EXIT DEVICE& NARROW ESCUTCHEON | 7,543.00 |
| 32 | 59 | 12/09/2025 | 60499 | WYN ATHLETICS | WINDSCREENS WITH MOON VENTS | 2,565.00 |
| 32 | 60 | 12/12/2025 | 61808 | CHEROKEE BUILDING MATERIALS INC | ACOUSTIC PANELS - EAST WING NEW BAND ROOM | 4,836.00 |
| 32 | 61 | 12/12/2025 | 59429 | OKLAHOMA ATTORNEY GENERAL | REVIEW OF BOND TRANSCRIPTS | 2,900.00 |
| 32 | 62 | 12/12/2025 | 61787 | APEX DOORS | TRACK BUILDING BAR DOWN EQUIPMENT | 3,382.00 |
| 32 | 63 | 01/09/2026 | 59608 | NABHOLZ CONSTRUCTION SERVICE | HS ADDED SIDEWALK (CANTERA CONCRETE CO) | 10,570.00 |
| 32 | 64 | 02/05/2026 | 5208 | MIDWEST TEAM SPORTS | ATHLETIC EQUIPMENT | 39,530.00 |
| 32 | 65 | 02/27/2026 | 61634 | BEYTCO INC | CI LIFT STATION REPAIR | 34,150.00 |
| 32 | 66 | 03/05/2026 | 61485 | CEC CORPORTATION | AG BUILDING ARCHITECT FEE | 4,500.00 |

# 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 | 67 | 03/07/2026 | 60953 | CROUCH RECREATION INC | OCTAGON MATS FOR DSIC SWINGS | 12,001.00 |
| 32 | 69 | 03/11/2026 | 59972 | SHAWNEE LIGHTING LLC | LIGHTING REPAIRS TO BASEBALL LIGHTS | 1,869.74 |
| 32 | 70 | 03/18/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | MS EAST EXT DOOR CR | 3,401.00 |
| 32 | 71 | 03/18/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | OLD HS ROTC DOOR CR | 1,515.00 |
| 32 | 72 | 04/09/2026 | 61634 | BEYTCO INC | SOCCER LIFT STATION | 63,112.50 |
| 32 | 73 | 04/20/2026 | 56057 | ES2 | INSTALL BAS SERVICES - CHEER GYM | 2,326.00 |
| 32 | 74 | 06/02/2026 | 58067 | MAGNUM CONSTRUCTION, INC | BUILDING BUILDOUT - VE OPTION | 415,180.00 |
| 32 | 75 | 06/16/2026 | 3071 | GRAYBAR ELECTRIC | LIGHTING PACKAGE FOR CONSTRUCTION CLASS | 12,050.00 |

| | |
|---|---|
| **Non-Payroll Total:** | **$1,913,649.20** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$1,913,649.20** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 33 2026 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 |
|---|---|---|---|---|---|---|
| 34 | 1 | 09/22/2025 | 8275 | NATIONAL BUS SALES | REPAIR OF 2019 BLUE BIRD (INSURANCE PAID) | 7,048.53 |
| 34 | 2 | 10/13/2025 | 1418 | ROSS TRANSPORTATION | 2027 MODEL SCHOOL BUS 83 PASSENGER DIESEL | 211,607.27 |

| | |
|---|---|
| **Non-Payroll Total:** | **$218,655.80** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$218,655.80** |

# Bixby Public Schools

## Encumbrance Register



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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 35 | 2 | 05/08/2026 | 59429 | OKLAHOMA ATTORNEY GENERAL | REVIEW OF BOND TRANSCRIPTS | 5,640.00 |
| 35 | 3 | 06/24/2026 | 1580 | STEPHEN L. SMITH CORP. | CONSULTING FEE AND LEGAL SERVICES | 78,685.22 |

| | |
|---|---|
| **Non-Payroll Total:** | **$84,325.22** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$84,325.22** |

# Bixby Public Schools

## Encumbrance Register



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

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 36 | 1 | 10/13/2025 | 1418 | ROSS TRANSPORTATION | 2027 MODEL SCHOOL BUS 83 PASSENGER DIESEL | 256,329.73 |
| 36 | 2 | 10/15/2025 | 8275 | NATIONAL BUS SALES | WHEEL CHAIR LIFT FOR BUS | 10,754.40 |
| 36 | 4 | 11/13/2025 | 8275 | NATIONAL BUS SALES | REPAIRS FROM BUS ACCIDENT | 5,995.83 |
| 36 | 5 | 12/09/2025 | 58734 | BEARCOM | WALKIE SYSTEM FOR NEW BUSES | 4,098.13 |
| 36 | 6 | 04/03/2026 | 1418 | ROSS TRANSPORTATION | BLUE BIRD ACTIVITY BUS (INSURANCE PROCEEDS) 000 | 229,190.67 |
| 36 | 8 | 04/14/2026 | 2481 | ER FOR TRUCKS, INC | NEW STEER AXLE ASSEMBLY | 7,164.35 |
| 36 | 9 | 04/14/2026 | 8275 | NATIONAL BUS SALES | REPOAIR OF BLUE BIRD (INSURANCE PARTAIL PAY) | 11,739.94 |
| 36 | 10 | 06/29/2026 | 1678 | TIRE BARN, INC. | 2017 FORD TRANSIT REPAIR | 6,366.49 |
| | | | | | **Non-Payroll Total:** | **$531,639.54** |
| | | | | | **Payroll Total:** | **$0.00** |
| | | | | | **Balance Forward:** | **$0.00** |
| | | | | | **Report Total:** | **$531,639.54** |

# 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 | 5,448.51 |
| 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 | 59429 | OKLAHOMA ATTORNEY GENERAL | REVIEW OF BOND TRANSCRIPTS | 4,675.00 |
| 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 (ROTC-ESPORTS) | 9,850.00 |
| 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 | 1,500.00 |
| 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 | 4,483.39 |
| 39 | 17 | 07/03/2025 | 6208 | APPLE EDUCATIONAL SALES | STAFF IPADS | 1,759.00 |
| 39 | 18 | 07/03/2025 | 59563 | BLUUM OF TEXAS, LLC | newline tvs | 25,480.00 |
| 39 | 19 | 07/07/2025 | 4748 | ROBINSON GLASS | 9TH GRADE BROKEN GLASS REPLACEMENT | 1,177.00 |
| 39 | 20 | 07/07/2025 | 61581 | OFFICE INTERIORS LLC | WE CAFETERIA TABLES | 5,488.60 |
| 39 | 21 | 07/10/2025 | 57023 | L & M OFFICE FURNITURE | CI NEW CONFERENCE ROOM | 4,564.00 |
| 39 | 22 | 07/10/2025 | 6208 | APPLE EDUCATIONAL SALES | IPADS | 1,077.95 |
| 39 | 23 | 07/28/2025 | 56430 | BARNETT MUSIC EXCHANGE | MARCHING INSTRUMENTS | 13,182.33 |
| 39 | 24 | 07/28/2025 | 60624 | ACS PLAYGROUND ADVENTURES INC | MS AWNING REPLACEMENT | 5,339.00 |
| 39 | 25 | 08/04/2025 | 61581 | OFFICE INTERIORS LLC | circulation desk and shelving- NI | 34,886.77 |
| 39 | 27 | 08/26/2025 | 816 | JOHNSTONE SUPPLY OF TULSA | mini splits at the soccer facility | 1,894.96 |
| 39 | 28 | 09/02/2025 | 6208 | APPLE EDUCATIONAL SALES | MAGSAFE CABLES/POWER ADAPTERS | 880.00 |
| 39 | 29 | 09/23/2025 | 695 | HEATWAVE SUPPLY | WATER TANK AT SOCCER BUILDING | 2,813.59 |
| 39 | 30 | 09/24/2025 | 60759 | AERO IT SOLUTIONS LLC | Wifi for the stadium gate | 767.72 |
| 39 | 31 | 09/24/2025 | 176 | BIXBY TELEPHONE COMPANY | ADDITIONAL PHONES - DISTRICT | 1,608.00 |
| 39 | 32 | 09/25/2025 | 51825 | SCHOOL OUTFITTERS | CI CLASSROOM SCIENCE TABLE | 1,543.64 |
| 39 | 33 | 09/26/2025 | 61527 | MARCIA BRENNER | INCIDENT CREATOR - POWERSCHOOL | 13,500.00 |
| 39 | 34 | 09/26/2025 | 57038 | LIGHTHOUSE ELECTRIC LLC | HS VALCOM SIGN | 2,534.00 |
| 39 | 35 | 10/15/2025 | 3318 | MARK ALLEN CHEVROLET | 25 CHEVROLET SILVERADO TRUCK | 68,348.00 |
| 39 | 36 | 10/22/2025 | 53787 | BANK OF AMERICA VISA | HILITI CORDED ROTARY HAMMER | 2,426.46 |

# 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 | 37 | 10/22/2025 | 2272 | LOWE'S | SHOP CLASS SUPPLIES | 2,976.80 |
| 39 | 38 | 10/23/2025 | 61699 | 1-800-STRIPER OF TULSA | NI PARKING LOT MAINTENANCE | 3,114.00 |
| 39 | 39 | 04/15/2026 | 58646 | YORK PLUMBING | PRV REPLACEMENT EE | 7,837.34 |
| 39 | 40 | 05/05/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | CI CAFETERIA UNIT REPLACEMENT (PO 31-24) | 11,070.36 |
| 39 | 41 | 05/05/2026 | 6335 | MHC KENWORTH - TULSA | BOX TRUCK REPAIR | 1,513.34 |

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|---|---|
| **Non-Payroll Total:** | **$319,593.38** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$319,593.38** |

# 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 |
| 41 | 2 | 07/01/2025 | 55155 | UMB BANK, N.A. | INTEREST PAYMENT | 240,001.00 |
| 41 | 3 | 04/03/2026 | 55155 | UMB BANK, N.A. | INTEREST PAYMENT (BOND 31) | 1,116,750.00 |
| 41 | 4 | 04/03/2026 | 55155 | UMB BANK, N.A. | INTEREST PAYMENT (BOND 32) | 2,640,000.00 |
| 41 | 5 | 05/06/2026 | 55155 | UMB BANK, N.A. | BOND 39 BOND PAYMENT | 22,545,000.00 |

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|---|---|
| **Non-Payroll Total:** | **$26,547,729.18** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$26,547,729.18** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1 | 07/01/2026 | 53787 | BANK OF AMERICA VISA | DISTRICT PURCHASES | 400,000.00 |
| 11 | 2 | 07/01/2026 | 3839 | AMAZON.COM, LLC | DISTRICT PURCHASES | 253,000.00 |
| 11 | 3 | 07/01/2026 | 1718 | TULSA WORLD | CLASSIFIED ADS 000 | 734.93 |
| 11 | 4 | 07/01/2026 | 6335 | MHC KENWORTH - TULSA | TRUCK RENTAL/PARTS 051 | 2,467.34 |
| 11 | 5 | 07/01/2026 | 61020 | FROST OIL COMPANY | UNLEADED/DIESEL FUELS 051 | 39,968.30 |
| 11 | 6 | 07/01/2026 | 1076 | MUNICIPAL ACCOUNTING SYSTEMS, INC. | SOFTWARE FEES / FORMS 000 | 25,797.36 |
| 11 | 7 | 07/01/2026 | 58751 | TYLER TECHNOLOGIES, INC | TRANSPORTATION SOFTWARE 051 | 44,122.69 |
| 11 | 8 | 07/01/2026 | 4241 | T & W TIRE | TIRES FOR TRANSPORTATION 051 | 42,083.50 |
| 11 | 9 | 07/01/2026 | 176 | BIXBY TELEPHONE COMPANY | PHONE SVCS/CABLE LOCATING 000 | 77,289.53 |
| 11 | 10 | 07/01/2026 | 181 | BLUE RIBBON FORMS, INC. | PRINTING-CKS/FORMS/ENV/LTR 000 | 4,220.71 |
| 11 | 11 | 07/01/2026 | 3826 | ROTARY CLUB OF BIXBY | MEMBERSHIP DUES 000 | 865.00 |
| 11 | 12 | 07/01/2026 | 70260 | OK TEACHERS RETIREMENT SYSTEM | TEACHER RETIREMENT FIX 000 | 645.67 |
| 11 | 13 | 07/01/2026 | 58099 | PROJECT LEAD THE WAY | PLTW GATEWAY PARTICIPATION 000 | 9,150.00 |
| 11 | 14 | 07/01/2026 | 385 | CUMMINS SOUTHERN PLAINS, LLC | PARTS FOR TRANSPORTATION 051 | 26,060.89 |
| 11 | 15 | 07/01/2026 | 2025 | WELDON PARTS, INC. | PARTS TRANSP 051 | 14,335.93 |
| 11 | 16 | 07/01/2026 | 59586 | PERRY WEATHER LLC | WEATHER SENTRY SUBSCRIPTION 036 | 3,575.07 |
| 11 | 17 | 07/01/2026 | 58958 | JARVIS INC | NIGHT SECURITY SERVICES 000 | 52,326.00 |
| 11 | 18 | 07/01/2026 | 7529 | INDUSTRIAL WELDING AND TOOL SUPPLY | AG SUPPLIES 412 / MAINT 050 | 1,426.54 |
| 11 | 19 | 07/01/2026 | 3776 | WHEELER METALS, INC | VOAG SUPPLIES 412 | 558.49 |
| 11 | 20 | 07/01/2026 | 1223 | OKLAHOMA TURNPIKE AUTHORITY | PIKEPASS - SCHOOL VEHICLES 051 | 6,451.34 |
| 11 | 21 | 07/01/2026 | 1233 | O'REILLY AUTOMOTIVE STORES, INC. | PARTS - TR/M 050/051 | 2,808.92 |
| 11 | 22 | 07/01/2026 | 1245 | THE PAPERWORK COMPANY | PRINT 000/036/030 | 4,187.38 |
| 11 | 23 | 07/01/2026 | 61527 | MARCIA BRENNER | REPORT CREATOR PLUG IN FOR POWERSCHOOL SIS 030 | 26,765.00 |
| 11 | 24 | 07/01/2026 | 60250 | LEVEL DATA LLC | REAL TIME REPORTS 030 | 20,945.60 |
| 11 | 25 | 07/01/2026 | 1417 | ROSENSTEIN, FIST & RINGOLD | LEGAL SERVICES 000 | 49,530.31 |
| 11 | 26 | 07/01/2026 | 70041 | INTERNAL REVENUE SERVICE CENTER | 3RD PARTY DISABILITY TAX 000 | 3,004.26 |
| 11 | 27 | 07/01/2026 | 1418 | ROSS TRANSPORTATION | BUS PARTS FOR TRANSP 051 | 70,616.73 |
| 11 | 28 | 07/01/2026 | 1449 | SAM'S CLUB DIRECT | SUPPLIES 000, 051,412 | 150.00 |
| 11 | 29 | 07/01/2026 | 1678 | TIRE BARN, INC. | TIRE REPAIRS - 051/050 | 29,428.43 |
| 11 | 30 | 07/01/2026 | 54924 | QUADIENT LEASING USA INC | LEASE PAYMENT - 000 | 10,650.91 |
| 11 | 31 | 07/01/2026 | 59762 | LIFE PRO SAFETY SERVICES LLC | NURSES CPR RECERTIFICATION 021 | 625.00 |
| 11 | 32 | 07/01/2026 | 59356 | ALLIED TOWING OF TULSA | TOWING SERVICE - 051 | 7,500.00 |
| 11 | 33 | 07/01/2026 | 2713 | OKLAHOMA HEALTH CARE AUTHORITY | STATE SHARE MEDICAID PAYMENTS 698 | 52,713.18 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 34 | 07/01/2026 | 58446 | TEAM PROFESSIONAL SERVICES | DRUG TESTING FOR DISTRICT 000 | 8,464.00 |
| 11 | 35 | 07/01/2026 | 61237 | KHAN ACADEMY INC | STUDENT TUTORING SERVICE 000 | 5,886.00 |
| 11 | 36 | 07/01/2026 | 319 | CITY OF BIXBY | SRO FOR BHS CAMPUS 000 | 275,733.30 |
| 11 | 37 | 07/01/2026 | 59330 | IMAGINE LEARNING LLC | LICENSE RENEWAL AND PD FY26 572 | 4,950.00 |
| 11 | 38 | 07/01/2026 | 774 | VERHOEF INFORMATION SOURCES, LLC | BACKGROUND CHECKS 000 | 8,938.00 |
| 11 | 39 | 07/01/2026 | 57740 | ESS SOUTH CENTRAL, LLC | SUBSTITUTE TEACHERS 000 | 872,437.58 |
| 11 | 40 | 07/01/2026 | 54923 | NORTHEASTERN STATE UNIVERSITY | JOB FAIR 000 | 390.00 |
| 11 | 41 | 07/01/2026 | 7057 | PREFERRED BUSINESS SYSTEMS LLC | EQUIP LEASE/COPIES /REPAIRS 000 | 164,459.88 |
| 11 | 42 | 07/01/2026 | 7057 | PREFERRED BUSINESS SYSTEMS LLC | COPIER SUPP000/010/011/012 | 2,873.88 |
| 11 | 43 | 07/01/2026 | 58654 | SOFTCHOICE CORPORATION | LICENSE FEE 030 | 40,542.65 |
| 11 | 44 | 07/01/2026 | 60099 | FOUR LOCV LLC | NATIVE AMERICAN CULTURE CLASS 561 | 500.00 |
| 11 | 45 | 07/01/2026 | 58321 | GOGUARDIAN | GOGUARDIAN LICENSE 000 | 40,463.00 |
| 11 | 46 | 07/01/2026 | 2272 | LOWE'S | PARTS/SUPPLIES - 030/050/000/051/006/412/090 | 3,941.57 |
| 11 | 47 | 07/01/2026 | 51933 | AMERICANCHECKED, INC. | BEST VOLUNTEERS BCKGRD 000 | 12,526.40 |
| 11 | 48 | 07/01/2026 | 55232 | TULSA COUNTY ASSESSOR | VISUAL INSPECTION REIMB 000 | 173,848.41 |
| 11 | 49 | 07/01/2026 | 99999 | BIXBY PUBLIC SCHOOLS | COPY/TRANSPORTATION/POSTAGE (ALL SCHOOLS) | 11.00 |
| 11 | 50 | 07/01/2026 | 52803 | OKLAHOMA SECRETARY OF STATE | NOTARY BOND FEE 000 | 1.00 |
| 11 | 51 | 07/01/2026 | 3770 | UMB BANK | AGENT FEES FOR BLDG BONDS 000 | 4,500.00 |
| 11 | 53 | 07/01/2026 | 55958 | BPA NATIONAL CENTER | ANNUAL AFFILIATION FEES 412-316 | 580.00 |
| 11 | 54 | 07/01/2026 | 3318 | MARK ALLEN CHEVROLET | REPAIR SCHOOL VEHICLES 051 | 1,414.71 |
| 11 | 55 | 07/01/2026 | 57210 | PROPIO LS, LLC | PHONE INTERPRETER 000 | 1,543.80 |
| 11 | 56 | 07/01/2026 | 4366 | JOSTENS INC | BHS GRAD MT'LS 000 | 9,183.36 |
| 11 | 57 | 07/01/2026 | 61547 | W TWO PLUS LLC | REPAIR FUEL TANKS - 051 | 2,040.31 |
| 11 | 58 | 07/01/2026 | 5609 | BIXBY METRO CHAMBER OF COMMERCE | MEMBERSHIP DUES, ETC 000 | 3,636.00 |
| 11 | 59 | 07/01/2026 | 3497 | EDUCATIONAL TESTING SERVICE | TESTING FOR PARAPRO 000 | 550.00 |
| 11 | 60 | 07/01/2026 | 1729 | UNITED ENGINES, INC. | BUS REPAIRS 051 | 8,834.85 |
| 11 | 61 | 07/01/2026 | 60083 | SERVICE OKLAHOMA | TAGS FOR VEHICLES 051 | 1,500.00 |
| 11 | 62 | 07/01/2026 | 1139 | FINIS BRUCE RAGSDALE | ASBESTOS INSPECTIONS 050 | 650.00 |
| 11 | 63 | 07/01/2026 | 59463 | MALTSBERGER INDUSTRIAL PROPANE | PROPANE 050 | 225.00 |
| 11 | 64 | 07/01/2026 | 4505 | CINTAS CORPORATION | UNIFORMS/MATS/TOWEL 050/051 | 20,513.31 |
| 11 | 65 | 07/01/2026 | 4130 | OKLAHOMA CORPORATION COMMISSION | FUEL STORAGE TANK REGIS 051 | 50.00 |
| 11 | 66 | 07/01/2026 | 5641 | WAGONER COUNTY TREASURER | DISTRICT REVALUATION 000 | 1,143.76 |
| 11 | 67 | 07/01/2026 | 54083 | FOLLETT SCHOOL SOLUTIONS LLC | DESTINY RENEWAL 030 | 14,195.61 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 68 | 07/01/2026 | 56227 | CDW-G 2 | Fortinet Support / LITTLE SIS Renewal 030 | 1,835.00 |
| 11 | 69 | 07/01/2026 | 2042 | CRW CONSULTING LLC | ERATE CONSULTING & APP 030 | 10,617.32 |
| 11 | 70 | 07/01/2026 | 3223 | POWERSCHOOL GROUP LLC | POWERSCHL SERVER - SPANISH 030 TALENT ED 000 | 151,561.65 |
| 11 | 71 | 07/01/2026 | 283 | CCOSA - PROFESSIONAL DEVELOPMENT PR | CONFERENCE REG 000 | 10,600.00 |
| 11 | 72 | 07/01/2026 | 2290 | OSSBA | MEMBERSHIP DUES 000 / EMPLOYMENT SVS | 9,730.00 |
| 11 | 73 | 07/01/2026 | 1171 | OKASBO | MEMBERSHIP DUES 000 | 375.00 |
| 11 | 74 | 07/01/2026 | 2748 | OSAG | WORKERS COMP INS 000 | 179,960.00 |
| 11 | 75 | 07/01/2026 | 52905 | VERIZON WIRELESS | WIRELESS DATA 000 | 1,702.85 |
| 11 | 76 | 07/01/2026 | 59812 | KORI NEELY | Group Counseling/ Collaboration 621 | 5,078.75 |
| 11 | 77 | 07/01/2026 | 7042 | THE ARROW GROUP | ADMINISTRATORS BONDS 000 | 4,975.00 |
| 11 | 78 | 07/01/2026 | 70505 | LAWSON PRODUCTS, INC | DISTRICT SUPPLIES 051 | 4,114.16 |
| 11 | 79 | 07/01/2026 | 2290 | OSSBA | OSSBA CONFERENCE REGIS 000 | 5,150.00 |
| 11 | 80 | 07/01/2026 | 2989 | OSIG | PROP/CASUALTY/VEHICLE INS 000 | 1,361,744.94 |
| 11 | 81 | 07/01/2026 | 58176 | SCHOOLSAFEID LLC | SOFTWARE/SUPP 036 | 18,588.00 |
| 11 | 82 | 07/01/2026 | 60904 | QUALITY PETROLEUM INC | OIL FOR TRANSPORTATION 051 | 9,515.00 |
| 11 | 83 | 07/01/2026 | 633 | GREAT EXPECTATIONS NSU | TRAINING DAYS 541 | 5,500.00 |
| 11 | 84 | 07/01/2026 | 56025 | AMERICAN RED CROSS | CPR CLASSES 027 | 2,007.00 |
| 11 | 85 | 07/01/2026 | 7830 | ADVANTAGE GRAPHICS INC. | CUTTING MACH REPAIR- COPY 000 | 741.86 |
| 11 | 86 | 07/01/2026 | 4345 | A.S.A.P. BATTERY SERVICE | BATTERIES FOR TRANSP 051 & MAINT 050 | 12,622.24 |
| 11 | 87 | 07/01/2026 | 55856 | FIELDHOUSE GEAR, INC | Senior shirts/JOM 563 | 662.50 |
| 11 | 88 | 07/01/2026 | 2481 | ER FOR TRUCKS, INC | SPRING REPAIR 051 | 5,989.19 |
| 11 | 89 | 07/01/2026 | 61288 | GEO-COMM INC | SCHOOL SAFETY SERVICE 376 | 52,150.00 |
| 11 | 91 | 07/01/2026 | 5609 | BIXBY METRO CHAMBER OF COMMERCE | BUY BIXBY CAMPAIGN 000 | 650.00 |
| 11 | 92 | 07/01/2026 | 54923 | NORTHEASTERN STATE UNIVERSITY | APSI REGISTRATIONS 541 | 100.00 |
| 11 | 93 | 07/01/2026 | 5188 | ULINE | MAINTENANCE SUPPLIES 050 | 982.26 |
| 11 | 94 | 07/01/2026 | 59893 | CONNECT AND RESTORE, LLC | Counseling/consultation services 621 | 18,330.00 |
| 11 | 95 | 07/01/2026 | 59540 | SIERRA D THOMPSON | PER DIEM 541 | 500.00 |
| 11 | 96 | 07/01/2026 | 2993 | EMPLOYEE EVALUATION SYSTEMS, INC. | INFORMATION STORAGE SYSTEM -000 | 20,245.00 |
| 11 | 97 | 07/01/2026 | 913 | LIBERTY FLAGS | FLAGS FOR THE DISTRICT - 050 | 1,447.20 |
| 11 | 98 | 07/01/2026 | 55863 | COSTCO WHOLESALE CORP | DISTRICT PURCHASES/FEES - 050/000/367 | 933.53 |
| 11 | 99 | 07/01/2026 | 7527 | TULSA CLEANING SYSTEMS | PARTS/SVS - BUS WASHER 051 | 1,055.00 |
| 11 | 100 | 07/01/2026 | 56349 | JENKINS & KEMPER | AUDIT WORK FOR ADMIN - 000 | 14,400.00 |
| 11 | 101 | 07/01/2026 | 60892 | KATELIN BLEDSOE | PER DIEM 541 | 500.00 |
| 11 | 102 | 07/01/2026 | 59907 | TRAETON DANSBY | PER DIEM 541 | 500.00 |
| 11 | 103 | 07/01/2026 | 61874 | MARIA DELPOZO | TRANSLATOR 000 | 125.00 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 104 | 07/01/2026 | 60027 | RAS TECHNOLOGY CONSULTANTS INC | Custom Reports Subscription 030 | 950.00 |
| 11 | 105 | 07/01/2026 | 58844 | RIVERSIDE INSIGHTS | BDI-3 Subscription 698 | 540.00 |
| 11 | 106 | 07/01/2026 | 61861 | THE BRIDGES FOUNDATION | Work Adjustment Program 618 | 1,766.25 |
| 11 | 107 | 07/01/2026 | 55850 | OSI ENVIRONMENTAL | USED OIL AND FILTER PICK UP 051 | 70.00 |
| 11 | 108 | 07/01/2026 | 633 | GREAT EXPECTATIONS NSU | COACHING DAYS 541 | 19,200.00 |
| 11 | 109 | 07/01/2026 | 57112 | APPTEGY | APP DEVELOPMENT 000 | 14,442.75 |
| 11 | 110 | 07/01/2026 | 56434 | JOSTENS | JOM SENIORS CAP AND GOWN 563 | 2,547.45 |
| 11 | 111 | 07/01/2026 | 59330 | IMAGINE LEARNING LLC | VIRTUAL SCHOOL PROGRAM - 000 | 55,775.00 |
| 11 | 112 | 07/01/2026 | 3224 | OKLAHOMA NOTARY "DISCOUNT" ASSOC. | NOTARY BONDS - 000 | 242.85 |
| 11 | 113 | 07/01/2026 | 52249 | OKLAHOMA ASSOC FOR PUPIL TRANSPORT. | REGISTRATION FEE 051 | 600.00 |
| 11 | 114 | 07/01/2026 | 56227 | CDW-G 2 | TECH NEEDS FOR THE DISTRICT 030/000 | 926.99 |
| 11 | 115 | 07/01/2026 | 59331 | EDUCATORSHANDBOOK.COM | DISTRICT LICENSE 098 | 10,970.00 |
| 11 | 116 | 07/01/2026 | 55479 | INSTRUCTURE | TRANSCRIPT SERVICES 000 | 8,824.20 |
| 11 | 117 | 07/01/2026 | 8035 | IXL LEARNING INC | IXL RENEWAL 000 | 90,568.75 |
| 11 | 118 | 07/01/2026 | 61838 | SCHOOLINKS, INC | ACADEMIC TRACKING SOFTWARE 000 | 30,630.00 |
| 11 | 119 | 07/01/2026 | 55410 | PUBLIC CONSULTING GROUP - EDUCATION | MEDICAID REIMBURSEMENT MEDICAID BILLING 698 | 10,453.32 |
| 11 | 120 | 07/01/2026 | 57382 | COMMUNITYCAREHMO, INC. | EMPLOYEE ASSISTANCE PROGRAM 000 | 7,402.80 |
| 11 | 122 | 07/01/2026 | 52270 | PEARSON | BILLING FOR Q INTERACTIVE 698 | 5,932.81 |
| 11 | 123 | 07/01/2026 | 58928 | EDUCATIONAL PRODUCTS, INC | SCHOOL SUPPLIES PRE-K-6 JOM 563 | 14,000.00 |
| 11 | 124 | 07/01/2026 | 6317 | MOBILIZED VISION LLC | VISION SERVICES FOR SPED STUDENTS 621 | 10,688.75 |
| 11 | 125 | 07/01/2026 | 60573 | BENNY CRAFTON | POOL SERVICE AND REPAIR 000 | 21,578.99 |
| 11 | 126 | 07/01/2026 | 60840 | ROCKET ALUMNI SOLUTIONS INC | DIGITAL WALL OF FAME 000 | 2,400.00 |
| 11 | 127 | 07/01/2026 | 2290 | OSSBA | EMPLOYMENT SERVICES (WAS OPSUCA) 000 | 16,250.00 |
| 11 | 129 | 07/01/2026 | 61417 | OPSRC | OPSRC MEMBERSHIP FEE 000 | 2,500.00 |
| 11 | 130 | 07/01/2026 | 1707 | COUNTY ELECTION BOARD SECRETARY | ELECTION SERVICES 000 | 28,367.12 |
| 11 | 131 | 07/01/2026 | 1152 | OMECORP, LLC | POSTAGE MACHINE/SUPP 000 | 500.00 |
| 11 | 132 | 07/01/2026 | 59771 | WILLIAM S ROWLAND | PIANO TUNING SERVICE 000 | 160.00 |
| 11 | 133 | 07/01/2026 | 55669 | VARITRONICS LLC | TONER FOR OVERSIZE PRINTER | 1,051.13 |
| 11 | 134 | 07/01/2026 | 61686 | FLEET FUELS LLC | FUEL FOR THE DISTRICT 051 | 219,922.96 |
| 11 | 135 | 07/01/2026 | 52846 | MICHAEL K MARSHALL | SUBSCRIPTIONS 541 | 200.00 |
| 11 | 136 | 07/01/2026 | 60676 | CTR FOR INDIV WITH PHYS CHALLENGES | ASL INTERPRETATION SERVICES (MAY BE SPED) 000 | 757.10 |
| 11 | 137 | 07/01/2026 | 60479 | SPARTAN SIGNS INC | SIGNS FOR TRANSPORTATION 051 | 110.00 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 138 | 07/01/2026 | 59810 | SWANK MOVIE LICENSING USA | K12 STREAMING & LICENSING 030 | 11,130.00 |
| 11 | 139 | 07/01/2026 | 60463 | ZEN NUN CING | INTERPRETER SERVICES 000 | 250.00 |
| 11 | 140 | 07/01/2026 | 60658 | MARIA WENTWORTH | INTERPRETER SERVICES 000 | 1,062.50 |
| 11 | 141 | 07/01/2026 | 55845 | 5 STAR STUDENTS | APP FOR 5 STAR SUBSCRIPTION 004/005 | 5,250.00 |
| 11 | 142 | 07/01/2026 | 61293 | D&H UNITED FUELING SOLUTIONS INC | REPAIR FUELD TANKS - 051 | 500.00 |
| 11 | 143 | 07/01/2026 | 7773 | MABEE CENTER | BHS GRADUATION 000 | 32,065.00 |
| 11 | 144 | 07/01/2026 | 61415 | THE SUSTAIN GROUP LLC | TV RECYCLING FEE - LCD 030 | 2,240.10 |
| 11 | 145 | 07/01/2026 | 55823 | MCDANIEL ACORD, PLLC | LEGAL SERVICES 000 | 128.68 |
| 11 | 146 | 07/01/2026 | 61396 | SHEILA K REED | ANNUAL EMPLOYEE PHYSICALS 000 | 6,840.00 |
| 11 | 147 | 07/01/2026 | 59319 | GO POWER SCHOOLS LLC | ANNUAL MAINTENANCE FEE 000 | 6,000.00 |
| 11 | 148 | 07/01/2026 | 61325 | STETSON & ASSOCIATES | CONSULTING SERVICES 000 | 10,165.65 |
| 11 | 149 | 07/01/2026 | 58603 | CROWN LIFT TRUCKS | TRANSPORTATION REPAIRS 051/050 | 958.68 |
| 11 | 150 | 07/01/2026 | 60849 | PATHWAYS BEHAVIOR THERAPY | Contracted Services 627 | 26,139.50 |
| 11 | 151 | 07/01/2026 | 55855 | VIZAVANCE | VISION SCREENING 027 | 800.00 |
| 11 | 152 | 07/01/2026 | 21368 | KGEB - AMERICA | GRADUATION AUDIO/VIDEO 000 | 2,750.00 |
| 11 | 153 | 07/01/2026 | 5463 | LEARNING A-Z | Raz Plus Renewal 621 | 5,456.00 |
| 11 | 155 | 07/01/2026 | 59142 | ROBINSON GLASS OF TULSA INC | GLASS REPLACEMENT FOR TRANSPORTATION 051 | 2,039.11 |
| 11 | 156 | 07/01/2026 | 59739 | DAVISON FUELS & OIL LLC | FUEL CARD FOR THE DISTRICT - CARD 051 | 4,680.13 |
| 11 | 157 | 07/01/2026 | 5140 | UNITED SUBURBAN SCHOOLS ASSOC. | CONFERENCE FEES 000 | 1,650.00 |
| 11 | 158 | 07/01/2026 | 59318 | PENSION SOLUTIONS, INC | 457-403 PLANS INSTALLATION COST 000 | 295.00 |
| 11 | 159 | 07/01/2026 | 61022 | BRADY COMPANIES LLC | MAINTENANCE SUPPLIES 050 | 241,843.25 |
| 11 | 160 | 07/01/2026 | 51624 | ALPHA AWARDS | NAME TAGS FOR 000/030/050/051 | 322.00 |
| 11 | 161 | 07/01/2026 | 59142 | ROBINSON GLASS OF TULSA INC | GLASS REPLACEMENT FOR TRANSPORTATION 051 | 2,039.11 |
| 11 | 162 | 07/01/2026 | 59739 | DAVISON FUELS & OIL LLC | FUEL CARD FOR THE DISTRICT - CARD 051 | 4,680.13 |
| 11 | 164 | 07/01/2026 | 59318 | PENSION SOLUTIONS, INC | 457-403 PLANS INSTALLATION COST 000 | 295.00 |
| 11 | 165 | 07/01/2026 | 8275 | NATIONAL BUS SALES | PARTS FOR BUS REPAIRS 051 | 71,782.99 |
| 11 | 166 | 07/01/2026 | 61050 | GRIMSLEY'S INC | SOAP/SOAP DISPENSERS 050 | 15,838.20 |
| 11 | 167 | 07/01/2026 | 60579 | NACNY INK LLC | CONTRACTED SERVICES FOR PD - 367 | 5,000.00 |
| 11 | 168 | 07/01/2026 | 58734 | BEARCOM | REPAIRS ON EQUIPMENT 051 | 1,973.98 |
| 11 | 169 | 07/01/2026 | 60959 | NAPA AUTO PARTS | SUPPLIES FOR TRANSPORTATION 051 | 2,685.24 |
| 11 | 170 | 07/01/2026 | 7831 | A BEST BRAKE & CLUTCH, LLC | BRAKE REPAIRS FOR THE DISTRICT 051 | 7,458.00 |
| 11 | 171 | 07/01/2026 | 59284 | ZENDESK INC | ZENDESK SUITE SUBSCRIPTION 030 | 38,640.00 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 172 | 07/01/2026 | 59258 | ZEPTIVE INC | ANNUAL SOFTWARE & LICENSING | 118.00 |
| 11 | 173 | 07/01/2026 | 55130 | SUPERIOR TERMITE & PEST CONTROL | BED BUG & LICE TREATMENT ONLY 050 | 315.00 |
| 11 | 174 | 07/01/2026 | 55566 | CEV MULTIMEDIA, LTD | Ag. Curriculum 412-311-705 | 8,544.00 |
| 11 | 175 | 07/01/2026 | 56625 | BILL KNIGHT FORD | KEYS FOR BUS'S 051 | 1,000.00 |
| 11 | 176 | 07/01/2026 | 60364 | MARA ALEXANDRA MICHAEL | Contractor, planners, IEP 621 | 65,207.75 |
| 11 | 177 | 07/01/2026 | 60254 | RED ROVER | EMPLOYEE PORTAL 000 | 12,691.68 |
| 11 | 178 | 07/01/2026 | 60329 | PAULLA C SLAWSON | Contract Psych 621 | 12,700.00 |
| 11 | 180 | 07/01/2026 | 2387 | STAPLES CREDIT PLAN | SUPPLIES 000 | 500.00 |
| 11 | 181 | 07/01/2026 | 57351 | A NEW LEAF | VOCATIONAL TRAINING 621 | 1,212.46 |
| 11 | 182 | 07/01/2026 | 58955 | SECURE DOCS INC | SIGNERS 621 | 5,416.00 |
| 11 | 183 | 07/01/2026 | 60128 | TEACHTOWN | enCore K-12 Student Software 621 | 44,785.00 |
| 11 | 184 | 07/01/2026 | 60759 | AERO IT SOLUTIONS LLC | FortiGate-600E 1 Year Enterprise Protection 030 | 9,544.91 |
| 11 | 500 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | SUPPLIES - 000/030/051 | 1,276.18 |
| 11 | 501 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | COPY CENTER SUPPLIES 000 | 7,973.22 |
| 11 | 502 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | INDIAN ED SUPPLIES - 561 | 16,103.06 |
| 11 | 503 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | SPED SUPPLIES - 006/697 | 288.91 |
| 11 | 504 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | NE MISC SUPPLIES 003 | 1,511.05 |
| 11 | 505 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | EE MISC SUPPLIES - 010 | 1,730.70 |
| 11 | 506 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | CE MISC SUPPLIES - 001 | 7,975.55 |
| 11 | 507 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | BMS MISC SUPPLIES - 004 | 1,102.75 |
| 11 | 508 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | CI MISC SUPPLIES - 002 | 43.78 |
| 11 | 509 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | 9TH MISC SUPPLIES 011 | 1,528.48 |
| 11 | 510 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | BHS OFFICE SUPPLIES 005 | 982.51 |
| 11 | 511 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | NI - MISC SUPPLIES 009 | 176.25 |
| 11 | 512 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | EI MISC SUPPLIES 012 | 90.82 |
| 11 | 513 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | WE - MISC SUPPLIES 007 | 9,914.29 |
| 11 | 514 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | WI - MISC SUPPLIES 008 | 1,042.31 |
| 11 | 517 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | Classroom Supplies 412-316-705 | 845.55 |
| 11 | 518 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | INDIAN ED - 561 | 1,074.64 |
| 11 | 530 | 07/01/2026 | 2771 | MIKE ANTHONY | REIMB TRAVEL/PURCHASES - 000 | 354.97 |
| 11 | 531 | 07/01/2026 | 59412 | BRENDA SHAW | REIMB TRAVEL/PHYSICAL/CCOS 000 | 1,368.46 |
| 11 | 532 | 07/01/2026 | 58961 | DEBBIE LEWIS | REIMBURSE TRAVEL 000 | 500.00 |
| 11 | 533 | 07/01/2026 | 59625 | RHONDA TAYLOR | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 534 | 07/01/2026 | 55248 | LINDA RICKS | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 535 | 07/01/2026 | 56104 | CODY COONCE | REIMBURSE TRAVEL 000/541 | 175.00 |
| 11 | 536 | 07/01/2026 | 53741 | DANIEL DEITZ | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 537 | 07/01/2026 | 53742 | JESSICA JERNEGAN | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 538 | 07/01/2026 | 7978 | JOHN STOCKTON | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 540 | 07/01/2026 | 61595 | RYANN WATSON | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 541 | 07/01/2026 | 3303 | AMY RENEAU | REIMB TRAVEL 000 | 100.00 |
| 11 | 542 | 07/01/2026 | 6187 | CHERYL WILKINSON | REIMB TRAVEL 000 | 100.00 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 543 | 07/01/2026 | 59275 | KATHY GILLIAM | REIMB TRAVEL 000 | 100.00 |
| 11 | 544 | 07/01/2026 | 56480 | JAMIE GUTHRIE | REIMB TRAVEL 000 | 100.00 |
| 11 | 545 | 07/01/2026 | 56733 | DINAH BENAVIDES | REIMB TRAVEL 000 | 100.00 |
| 11 | 546 | 07/01/2026 | 56673 | STEVEN SCOTT | REIMB TRAVEL 000 | 100.00 |
| 11 | 547 | 07/01/2026 | 59487 | LYDIA WILSON | REIMBURSE TRAVEL 000 | 100.00 |
| 11 | 548 | 07/01/2026 | 4352 | ROWLAND VERNON | REIMB TRAVEL 000 | 100.00 |
| 11 | 549 | 07/01/2026 | 1677 | TINA FRANCIS | REIMB TRAVEL 000 | 100.00 |
| 11 | 550 | 07/01/2026 | 60224 | CURTIS WHITELEY | REIMB TRAVEL 000 | 100.00 |
| 11 | 551 | 07/01/2026 | 61118 | AMANDA WANN | REIMB TRAVEL 000 | 100.00 |
| 11 | 552 | 07/01/2026 | 62089 | AMY HUDSON | REIMB TRAVEL 000 | 100.00 |
| 11 | 553 | 07/01/2026 | 61452 | TONYA MORGAN | REIMB TRAVEL 000 | 100.00 |
| 11 | 554 | 07/01/2026 | 61912 | JON AVEN | REIMB TRAVEL 000 | 100.00 |
| 11 | 555 | 07/01/2026 | 61913 | DAMOND FARROW | REIMB TRAVEL 000 | 100.00 |
| 11 | 556 | 07/01/2026 | 59907 | TRAETON DANSBY | REIMB TRAVEL 000 | 100.00 |
| 11 | 557 | 07/01/2026 | 60896 | AMBER FLOWERS | REIMB TRAVEL 000 | 100.00 |
| 11 | 558 | 07/01/2026 | 59595 | RACHEL CHINSETHAGID | REIMB TRAVEL 000 | 100.00 |
| 11 | 559 | 07/01/2026 | 57399 | LIBBY MCNAMARA | REIMB TRAVEL 000 | 100.00 |
| 11 | 560 | 07/01/2026 | 56593 | ASHLEY BAYOUTH | REIMB TRAVEL 000 | 100.00 |
| 11 | 561 | 07/01/2026 | 60303 | LESA MOORE | REIMB TRAVEL 000 | 100.00 |
| 11 | 562 | 07/01/2026 | 53807 | LIBBY VANDOLAH | REIMB TRAVEL 000 | 100.00 |
| 11 | 563 | 07/01/2026 | 59572 | LAUREN LAWSON | REIMB TRAVEL 000 | 100.00 |
| 11 | 564 | 07/01/2026 | 55492 | WES COLEMAN | REIMB TRAVEL 000 | 100.00 |
| 11 | 565 | 07/01/2026 | 57423 | KYLE SMITH | REIMB TRAVEL 000 | 100.00 |
| 11 | 566 | 07/01/2026 | 61155 | JACE CALDWELL | REIMB TRAVEL 000 | 100.00 |
| 11 | 567 | 07/01/2026 | 3035 | JEREMY PARKER | REIMB TRAVEL 000 | 100.00 |
| 11 | 568 | 07/01/2026 | 60949 | KATELYN SNOW | PER DIEM NURSE CONF 027 (613) | 500.00 |
| 11 | 569 | 07/01/2026 | 58980 | TIA MORROW | PER DIEM NURSE CONF 027 (613) | 500.00 |
| 11 | 570 | 07/01/2026 | 56737 | TORY KRAUS | PER DIEM NURSE CONF 027 (613) | 500.00 |
| 11 | 571 | 07/01/2026 | 57663 | ARDATH LAMB | PER DIEM NURSE CONF 027 (613) | 500.00 |
| 11 | 572 | 07/01/2026 | 59503 | TRACY STEPHENS | PER DIEM NURSE CONF 027 (613) | 500.00 |
| 11 | 573 | 07/01/2026 | 56738 | LAURA WILEY | PER DIEM NURSE CONF 027 (613) | 500.00 |
| 11 | 574 | 07/01/2026 | 55104 | KARI SMITH | PER DIEM BTC CONFERENCE 552 | 177.61 |
| 11 | 576 | 07/01/2026 | 60892 | KATELIN BLEDSOE | PER DIEM ISTE CONFERENCE 541 | 60.00 |
| 11 | 577 | 07/01/2026 | 59540 | SIERRA D THOMPSON | PER DIEM ISTE CONFERENCE 541 | 100.75 |
| 11 | 578 | 07/01/2026 | 60518 | BROOKE KASBAUM | GYTO Conference Per Diem Reimbursement 003 | 400.00 |
| 11 | 579 | 07/01/2026 | 59520 | RACHEL CAVIN | GYTO Conference Per Diem Reimbursement 003 | 400.00 |
| 11 | 580 | 07/01/2026 | 53291 | STEPHANIE PARKER | GYTO Conference Per Diem Reimbursement 003 | 501.00 |

# Bixby Public Schools

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 581 | 07/01/2026 | 62100 | KIMBERLY BELIEREA | GYTO Conference Per Diem Reimbursement 003 | 400.00 |
| 11 | 582 | 07/01/2026 | 62099 | SHARLA COOPERDIBIASE | GYTO Conference Per Diem Reimbursement 003 | 400.00 |
| 11 | 583 | 07/01/2026 | 57258 | JULIE LACY | PER DIEM GYTO 511 | 236.00 |
| 11 | 584 | 07/01/2026 | 61450 | MCKENNA EDDINGS | PER DIEM GYTO 511 | 236.00 |
| 11 | 585 | 07/01/2026 | 62106 | PAIGE MCDANIEL | PER DIEM GYTO 511 | 236.00 |
| 11 | 586 | 07/01/2026 | 62107 | LINDSEY BAIN | PER DIEM GYTO 511 | 281.29 |
| 11 | 587 | 07/01/2026 | 60933 | KELSEY LANE | PER DIEM GYTO 511 | 300.00 |
| 11 | 588 | 07/01/2026 | 61447 | ALEANA J LANE | PER DIEM GYTO 511 | 300.00 |
| 11 | 589 | 07/01/2026 | 60934 | KATIE WATKINS | PER DIEM GYTO 511 | 300.00 |
| 11 | 590 | 07/01/2026 | 59933 | HEATHER HANKINS | PER DIEM GYTO 511 | 300.00 |
| 11 | 591 | 07/01/2026 | 61446 | MADISON ENGLES | PER DIEM GYTO 511 | 300.00 |
| 11 | 592 | 07/01/2026 | 62108 | PAIGE BETTS | PER DIEM GYTO 511 | 300.00 |
| 11 | 593 | 07/01/2026 | 60896 | AMBER FLOWERS | PER DIEM GYTO 511 | 600.00 |
| 11 | 594 | 07/01/2026 | 56962 | MEGAN HILL | PER DIEM GYTO 511 | 600.00 |
| 11 | 600 | 07/01/2026 | 61874 | MARIA DELPOZO | TRANSLATOR 000 | 500.00 |
| 11 | 601 | 07/01/2026 | 61907 | VANGIE ARELLANO | TRANSLATOR 000 | 500.00 |
| 11 | 602 | 07/01/2026 | 60437 | ANA R MADRIGAL DESEELY | TRANSLATOR 000 | 500.00 |
| 11 | 603 | 07/01/2026 | 60658 | MARIA WENTWORTH | TRANSLATOR 000 | 500.00 |
| 11 | 604 | 07/01/2026 | 61300 | SUSAN H HSIEH | TRANSLATOR 000 | 500.00 |
| 11 | 607 | 07/01/2026 | 60463 | ZEN NUN CING | TRANSLATOR 000 | 500.00 |
| 11 | 608 | 07/01/2026 | 58605 | CING S MANSAN | TRANSLATOR | 500.00 |
| 11 | 1000 | 07/01/2026 | 59543 | IGNITE2UNITE, LLC | ADMIN RETREAT PD 541 | 3,700.00 |
| 11 | 1003 | 07/01/2026 | 62086 | ANDRE DESHOTEL | PD DAYS 541 | 11,000.00 |
| 11 | 1004 | 07/01/2026 | 60854 | LOVING GUIDANCE LLC | 2 DAY TRAINING WORKSHOP 552 | 9,960.00 |
| 11 | 1005 | 07/01/2026 | 54987 | OKLA ASSOC OF CAREER & TECH | OK Summit Registration 412-316 | 870.00 |
| 11 | 1006 | 07/01/2026 | 58210 | JOURNEYED.COM INC | Adobe Licensing 412-316 | 2,500.00 |
| 11 | 1007 | 07/01/2026 | 3953 | CLAUDE NEON FEDERAL SIGNS, INC. | Academic All State Name Plates 005 | 483.00 |
| 11 | 1009 | 07/01/2026 | 57106 | MEGAN DELAY | Career Tech Reimbursements 412-314-705 | 200.00 |
| 11 | 1010 | 07/01/2026 | 60257 | BRENNA HUMPHREY | Career Tech Reimbursements 412-314-705 | 200.00 |
| 11 | 1012 | 07/01/2026 | 56745 | RESPONSIVE LEARNING, LP | Registration 005 | 90.00 |
| 11 | 1013 | 07/01/2026 | 52901 | HEATHER WITHEM | Career Tech Reimbursements 412-316 | 100.00 |
| 11 | 1014 | 07/01/2026 | 53545 | LORI HEARD | Career Tech reimbursements 412 -316 | 100.00 |
| 11 | 1015 | 07/01/2026 | 3839 | AMAZON.COM, LLC | BOOK ORDER FOR ICS 541 | 239.96 |
| 11 | 1016 | 07/01/2026 | 5336 | STARFALL EDUCATION FOUNDATION | 621-School Membership | 355.00 |
| 11 | 1017 | 07/01/2026 | 57575 | OATECA | Subscriptions 621 | 750.00 |
| 11 | 1018 | 07/01/2026 | 61988 | EVERWAY HOLDCO LLC | New System-Quote #366703 621 | 21,618.70 |
| 11 | 1019 | 07/01/2026 | 55863 | COSTCO WHOLESALE CORP | yearly PO 001 | 100.00 |
| 11 | 1020 | 07/01/2026 | 1449 | SAM'S CLUB DIRECT | yearly PO 001 | 100.00 |
| 11 | 1021 | 07/01/2026 | 51624 | ALPHA AWARDS | Name Badges 001 | 50.00 |

# Bixby Public Schools

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 11 | 1022 | 07/01/2026 | 51624 | ALPHA AWARDS | Staff Name Badges 003 | 200.00 |
| 11 | 1024 | 07/01/2026 | 59236 | CURRICULUM ASSOCIATES, LLC | ELLEVATION PRO PLATFORM FOR FY27 572 | 39,150.00 |
| 11 | 1025 | 07/01/2026 | 53013 | EAI EDUCATION | Scientific Calculators 005 | 4,440.00 |
| 11 | 1027 | 07/01/2026 | 59595 | RACHEL CHINSETHAGID | School Expenses 003 | 300.00 |
| 11 | 1028 | 07/01/2026 | 60259 | ELIZABETH FRISILLO | School Expenses 003 | 300.00 |

| | |
|---|---|
| **Non-Payroll Total:** | **$6,309,936.90** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$6,309,936.90** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BUILDING FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 21 | 1 | 07/01/2026 | 1168 | OG&E | ELECTRIC | 1,042,642.05 |
| 21 | 2 | 07/01/2026 | 1326 | PUBLIC SERVICE COMPANY OF OKLAHOMA | ELECTRIC | 279,344.58 |
| 21 | 3 | 07/01/2026 | 4382 | OKLAHOMA NATURAL GAS COMPANY | GAS | 79,047.12 |
| 21 | 4 | 07/01/2026 | 2412 | CITY OF TULSA | SEWER SVS - NORTH/NI | 17,468.28 |
| 21 | 5 | 07/01/2026 | 319 | CITY OF BIXBY | WATER SVS | 158,098.21 |
| 21 | 6 | 07/01/2026 | 60384 | CLEARWATER ENTERPRISES LLC | NATURAL GAS | 58,223.81 |
| 21 | 7 | 07/01/2026 | 2730 | AMERICAN WASTE CONTROL | TRASH SERVICE 050 | 96,807.15 |
| 21 | 8 | 07/01/2026 | 61646 | ELITE SYSTEMS INC | FIRE ALARM & SPRINKLER INSPECTIONS - REPAIRS | 15,664.99 |
| 21 | 9 | 07/01/2026 | 3071 | GRAYBAR ELECTRIC | MATERIALS FOR DISTRICT WIDE NEEDS | 2,239.45 |
| 21 | 10 | 07/01/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | ANNUAL DNA FUSION SOFTWARE RENEWAL | 5,908.00 |
| 21 | 11 | 07/01/2026 | 61882 | GARRATT-CALLAHAN COMPANY | WATER TREATMENT PROGRAM HS | 6,500.00 |
| 21 | 12 | 07/01/2026 | 56433 | HARDSCAPE MATERIALS | GRAVEL AND BORDERS FOR SCHOOLS | 391.91 |
| 21 | 14 | 07/01/2026 | 52073 | LEE JAY BITTLE | SAND, SCREEN, RECOAT GYM FLOOR HS AND MS | 19,500.00 |
| 21 | 15 | 07/01/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | SUPPLIES FOR DISTRICT | 8,543.64 |
| 21 | 16 | 07/01/2026 | 5188 | ULINE | SUPPLIES FOR DISTRICT | 1,385.28 |
| 21 | 17 | 07/01/2026 | 2272 | LOWE'S | SUPPLIES FOR THE DISTRICT | 30,169.21 |
| 21 | 18 | 07/01/2026 | 1963 | SHERWIN-WILLIAMS COMPANY | PAINT FOR THE DISTRICT | 2,643.69 |
| 21 | 19 | 07/01/2026 | 695 | HEATWAVE SUPPLY | DISTRICT SUPPLIES | 22,590.76 |
| 21 | 20 | 07/01/2026 | 210 | BROKEN ARROW ELECTRIC SUPPLY | ELECTRICAL SUPPLIES FOR DISTRICT | 4,731.55 |
| 21 | 21 | 07/01/2026 | 53787 | BANK OF AMERICA VISA | MATERIALS FOR DISTRICT | 22,065.08 |
| 21 | 22 | 07/01/2026 | 1232 | O'CONNOR COMPANY INC. | SUPPLIES NEEDED FOR DISTRICT | 1,411.62 |
| 21 | 23 | 07/01/2026 | 7133 | P & K EQUIPMENT, INC | REPAIR PARTS FOR MOWERS - 050 | 2,282.98 |
| 21 | 24 | 07/01/2026 | 59542 | ENVIRONMENTAL LOOP SERVICE | REPAIRS ON GEOTHERMAL 000 | 2,214.00 |
| 21 | 25 | 07/01/2026 | 1547 | SOUTHWEST DRIVES, INC. | PARTS FOR MAINTENANCE | 531.68 |
| 21 | 26 | 07/01/2026 | 54777 | EWING | MULCH FOR PLAYGROUNDS | 21,081.26 |
| 21 | 27 | 07/01/2026 | 58971 | KONE INC | ELEVATOR SERVICE FOR DISTRICT | 28,039.44 |
| 21 | 28 | 07/01/2026 | 927 | LOCK-DOC, INC. | SUPPLIES FOR THE DISTRICT | 7,333.81 |
| 21 | 29 | 07/01/2026 | 5612 | STATE OF OKLAHOMA DEPT OF LABOR | LICENSE FOR DISTRICT | 525.00 |
| 21 | 30 | 07/01/2026 | 8025 | TRACTOR SUPPLY COMPANY | SUPPLIES FOR THE DISTRICT | 844.20 |
| 21 | 31 | 07/01/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | FIRE & ALARM MONITORING/FIRE INSPECTIONS | 32,960.00 |
| 21 | 32 | 07/01/2026 | 4425 | WARREN CAT | LIGHT TOWER RENTALS FOR FB GAMES | 4,955.68 |
| 21 | 33 | 07/01/2026 | 4748 | ROBINSON GLASS | GLASS FOR DISTRICT | 5,516.00 |
| 21 | 34 | 07/01/2026 | 60031 | SLK LAWN AND LANDSCAPE INC | MOWING FOR THE DISTRICT | 136,806.22 |
| 21 | 35 | 07/01/2026 | 55143 | MICHAEL EMBRY | BOND FOR MICHAEL W EMBRY | 400.80 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BUILDING FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 21 | 36 | 07/01/2026 | 56429 | BIXBY OUTDOOR POWER EQUIPMENT | SUPPLIES FOR THE DISTRICT | 1,008.44 |
| 21 | 37 | 07/01/2026 | 56765 | CARRIER ENTERPRISE, LLC | SUPPLIES FOR DISTRICT | 899.69 |
| 21 | 38 | 07/01/2026 | 59951 | EEI GROUP, LLC | DISTRICT FILTERS | 17,993.86 |
| 21 | 39 | 07/01/2026 | 111 | BANK OF OKLAHOMA | LEASE PAYMENT - NEW ADMIN BUILDING | 322,500.00 |
| 21 | 40 | 07/01/2026 | 55130 | SUPERIOR TERMITE & PEST CONTROL | DISTRICT PEST CONTROL | 25,034.00 |
| 21 | 42 | 07/01/2026 | 3839 | AMAZON.COM, LLC | MISC MAINTENANCE SUPPLIES 050/318 | 29,877.11 |
| 21 | 43 | 07/01/2026 | 60479 | SPARTAN SIGNS INC | SIGNS FOR THE DISTRICT | 1,556.50 |
| 21 | 44 | 07/01/2026 | 3152 | OVERHEAD DOOR OF TULSA | OVERHEAD DOOR REPAIR | 175.00 |
| 21 | 45 | 07/01/2026 | 61648 | LARRY L FAUSSET | MOTORIZED BLINDS REPAIR | 300.00 |
| 21 | 46 | 07/01/2026 | 61382 | SOVEREIGN BANK | HVAC CONTROL SYSTEM | 321,055.76 |
| 21 | 47 | 07/01/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | REPAIRS FOR THE DISTRICT | 9,941.66 |
| 21 | 48 | 07/01/2026 | 55300 | KUBOTA CONSTRUCTION EQUIMENT | TRACTOR SUPPLIES | 5.17 |
| 21 | 49 | 07/01/2026 | 70505 | LAWSON PRODUCTS, INC | MISC HARDWARE | 2,431.28 |
| 21 | 50 | 07/01/2026 | 58214 | SPECTRUM PAINT COMPANY, INC | PAINT FOR THE DISTRICT | 5,669.53 |
| 21 | 51 | 07/01/2026 | 61645 | BOONE & BOONE SALES COMPANY INC | HVAC SUPPLIES 050 | 227.40 |
| 21 | 52 | 07/01/2026 | 5989 | HYDROWORX INTERNATIONAL, INC. | POOL SERVICE PLAN | 6,900.00 |
| 21 | 53 | 07/01/2026 | 961 | MAGIC REFRIGERATION | SUPPLIES FOR THE DISTRICT | 379.42 |
| 21 | 54 | 07/01/2026 | 60094 | NATIONAL LOCK SUPPLY INC | STOCK DOOR ARMS | 1,000.00 |
| 21 | 55 | 07/01/2026 | 6435 | LOCKE SUPPLY | PLUMBING SUPPLIES FOR THE DISTRICT | 4,360.78 |
| 21 | 56 | 07/01/2026 | 3742 | OKLAHOMA STATE DEPART. OF HEALTH | SWIMMING POOL/THERAPY POOL LICENSE | 150.00 |
| 21 | 57 | 07/01/2026 | 2618 | TRU GREEN | LAWN CARE | 23,220.24 |
| 21 | 58 | 07/01/2026 | 59781 | AAAC WILDLIFE REMOVAL | RACCOON REMOVAL | 1,888.00 |
| 21 | 59 | 07/01/2026 | 7387 | WATKINS SAND | SAND FOR THE DISTRICT PLAYGROUNDS | 50.00 |
| 21 | 60 | 07/01/2026 | 58032 | HERC RENTALS INC | MAST LIFT 20FT FOR NI GEO LEAK | 165.03 |
| 21 | 61 | 07/01/2026 | 58646 | YORK PLUMBING | SUPPLIES-SERVICES FOR THE DISTRCT | 3,203.00 |
| 21 | 62 | 07/01/2026 | 57666 | MARTIN FISCHER | PAINTING SERVICES | 500.00 |
| 21 | 63 | 07/01/2026 | 60573 | BENNY CRAFTON | POOL SUPPLIES/REPAIRS | 1,868.63 |
| 21 | 64 | 07/01/2026 | 61188 | BURGESS COMPANY | Tornado Resistant Coiling Door Inspection & Maint | 540.00 |
| 21 | 65 | 07/01/2026 | 61022 | BRADY COMPANIES LLC | FLOOR MACHINE REPAIR | 2,613.76 |
| 21 | 66 | 07/01/2026 | 59152 | COOK'S APPLIANCE INC | SUPPLIES FOR MAINTENANCE | 165.00 |
| 21 | 67 | 07/01/2026 | 58610 | BLIND AMBITIONS | BLINDS FOR THE DISTRICT | 2,401.00 |
| 21 | 68 | 07/01/2026 | 58781 | STATEWIDE COMMERCIAL CLEANING CO | CLEANING SERVICES DISTRICT | 1,639,902.00 |
| 21 | 69 | 07/01/2026 | 816 | JOHNSTONE SUPPLY OF TULSA | SUPPLIES FOR DISTRICT | 7,788.69 |
| 21 | 70 | 07/01/2026 | 56241 | OWASSO FENCE | SUPPLIES FOR THE DISTRICT | 108.24 |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BUILDING FUND

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 21 | 71 | 07/01/2026 | 59261 | LENNOX INDUSTRIES INC | SUPPLIES FOR MAINTENANCE | 449.00 |
| 21 | 72 | 07/01/2026 | 59923 | GLOBE PROMOTIONS LLC | GLOVES FOR MAINTENANCE | 1,575.00 |
| 21 | 73 | 07/01/2026 | 1077 | MURRAY WOMBLE, INC. | MAINTENANCE SUPPLIES | 6,621.81 |
| 21 | 74 | 07/01/2026 | 1449 | SAM'S CLUB DIRECT | MAINT PURCHASES | 491.68 |
| 21 | 76 | 07/01/2026 | 59235 | WHITE SEPTIC CLEANING | Plumbing for district | 1,480.00 |
| 21 | 77 | 07/01/2026 | 59254 | THE TUNNEL RAT | GOPHER SERVICE HS, MS, CI | 38,256.00 |
| 21 | 78 | 07/01/2026 | 61047 | CENTRAL POWER SYSTEMS & SERVICES | GENERATOR REPAIRS | 1,416.71 |
| 21 | 79 | 07/01/2026 | 58448 | WINDOWS XPRESS | WINDOW CLEANING FOR DISTRICT | 38,655.00 |
| 21 | 80 | 07/01/2026 | 59649 | PCC CLEANING & RESTORATION | MOLD CHECK FOR DISTRICT | 4,877.46 |
| 21 | 81 | 07/01/2026 | 5825 | SCHINDLER ELEVATOR CORPORATION | ELEVATOR REPAIRS | 1,126.93 |
| 21 | 200 | 07/01/2026 | 56227 | CDW-G 2 | MAINTENANCE SUPPLIES | 450.00 |
| 21 | 201 | 07/01/2026 | 111 | BANK OF OKLAHOMA | ADMIN BUILDING LEASE | 320,320.00 |

| | |
|---|---|
| **Non-Payroll Total:** | **$4,970,466.23** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$4,970,466.23** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): CHILD NUTRITION

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 22 | 1 | 07/01/2026 | 717 | HILAND DAIRY COMPANY | MILK PRODUCTS FOR CAFETERIA | 353,361.52 |
| 22 | 2 | 07/01/2026 | 216 | BROOKS GREASE SERVICE, INC. | GREASE REMOVAL FOR CAFETERIAS | 12,447.50 |
| 22 | 3 | 07/01/2026 | 61113 | ACE MART RESTAURANT SUPPLY COMPANY | TOOLS & EQUIPMENT | 1,217.49 |
| 22 | 4 | 07/01/2026 | 61207 | MCCOMBS REFRIGERATION | REPAIR EQUIPMENT | 8,610.00 |
| 22 | 5 | 07/01/2026 | 724 | HOBART CORPORATION | PARTS/REPAIRS FOR CAFETERIAS | 18,985.73 |
| 22 | 6 | 07/01/2026 | 61646 | ELITE SYSTEMS INC | FIRE EQUIPMENT INSPECTIONS | 3,319.63 |
| 22 | 7 | 07/01/2026 | 1995 | OKLAHOMA DEPT. OF HUMAN SERVICES | ASSESSMENT FEE COMMODITIES | 10,005.47 |
| 22 | 8 | 07/01/2026 | 5592 | ADMIRAL EXPRESS LLC | CAFETERIA OFFICE SPPLIES | 2,322.60 |
| 22 | 9 | 07/01/2026 | 56637 | HEARTLAND SCHOOL SOLUTIONS | SOFTWARE MAINT. | 16,312.00 |
| 22 | 10 | 07/01/2026 | 58486 | PEPSI | DRINKS FOR THE CAFETERIA | 33,999.59 |
| 22 | 11 | 07/01/2026 | 1715 | TULSA TECHNOLOGY CENTER | ServSafe Class for Managers | 450.00 |
| 22 | 13 | 07/01/2026 | 55118 | BARE METAL STANDARD OKLAHOMA | CAFETERIA CLEANING | 7,846.00 |
| 22 | 14 | 07/01/2026 | 59164 | ASIAN FOOD SOLUTIONS / COMIDA VIDA | Commodity Food For Students | 4,136.00 |
| 22 | 15 | 07/01/2026 | 57667 | NUTRI-LINK TECHNOLOGIES, INC | CLOUD SERVICE | 1,390.00 |
| 22 | 16 | 07/01/2026 | 60446 | FRONTIER PRODUCE INC | SUPPLIES FOR THE DISTRICT | 204,962.53 |
| 22 | 17 | 07/01/2026 | 51751 | U.S. FOOD SERVICE, INC | SUPPLIES FOR THE DISTRICT | 1,531,139.12 |
| 22 | 18 | 07/01/2026 | 51653 | TYSON PREPARED FOODS, INC | SUPPLIES FOR THE DISTRICT | 13,889.40 |
| 22 | 19 | 07/01/2026 | 114 | BARLOW EDUCATION MANAGEMENT SVS. | CHILD NUTRITION CONSULTANT | 3,300.00 |
| 22 | 20 | 07/01/2026 | 59660 | BUGBROS MULTIFAMILY, LLC | PEST CONTROL FOR CAFETERIAS | 7,500.00 |
| 22 | 21 | 07/01/2026 | 61157 | SIMPLE SIMON'S PIZZA OF BIXBY | FOOD | 90,944.33 |
| 22 | 22 | 07/01/2026 | 7042 | THE ARROW GROUP | 285 - BONDS FOR CHILD NUTRITION DEPT | 3,000.00 |
| 22 | 24 | 07/01/2026 | 2272 | LOWE'S | CAFETERIA REPAIR SUPPLIES | 375.30 |
| 22 | 25 | 07/01/2026 | 961 | MAGIC REFRIGERATION | CAFETERIA REPAIRS | 506.49 |
| 22 | 26 | 07/01/2026 | 99999 | BIXBY PUBLIC SCHOOLS | REIMBURSE GF | 1.00 |
| 22 | 27 | 07/01/2026 | 53578 | SCHOOL NUTRITION ASSOC OF OKLAHOMA | SNA MEMBERSHIP RENEWAL | 2,984.00 |
| 22 | 28 | 07/01/2026 | 56827 | BERNARD FOOD INDUSTRIES, INC. | 285 - FOOD FOR CAFETERIAS | 14,993.28 |
| 22 | 29 | 07/01/2026 | 53787 | BANK OF AMERICA VISA | PURCHASES/TRAVEL FOR CHILD NUTRITION | 5,428.70 |
| 22 | 30 | 07/01/2026 | 61662 | SCHOOL NUTRITION ASSOCIATION | MEMBERSHIP FEE | 1,355.00 |
| 22 | 31 | 07/01/2026 | 61774 | D BAR BEEF LLC | Farm to School Beef - Grant | 5,037.32 |
| 22 | 32 | 07/01/2026 | 61600 | HARP'S FOOD STORES INC | SUPPLIES | 34.90 |
| 22 | 33 | 07/01/2026 | 57742 | EMS LINQ INC | WEB SUBSCRIPTION AND TRAINING | 2,682.00 |
| 22 | 34 | 07/01/2026 | 61656 | TRISQUARE TRIM LLC | Cleaning Supplies for Franke Machine | 681.77 |
| 22 | 35 | 07/01/2026 | 61601 | EMPIRE PAPER COMPANY | Disposables | 9,947.33 |
| 22 | 36 | 07/01/2026 | 57829 | THE BRENMAR COMPANY | SUPPLIES FOR THE DISTRICT | 4,206.60 |
| 22 | 38 | 07/01/2026 | 53697 | NATIONAL FOOD GROUP | FOOD FOR KITCHENS | 15,890.96 |
| 22 | 40 | 07/01/2026 | 52424 | BEN E KEITH - OKLAHOMA | FOOD FOR CAFETERIA | 13,033.17 |
| 22 | 41 | 07/01/2026 | 60689 | JOBLETICS PRO INC | Subs for the Kitchens | 10,225.90 |

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): CHILD NUTRITION

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 22 | 42 | 07/01/2026 | 61592 | FRANKE COFFEE SYSTEMS AMERICAS, LLC | REPAIRS ON COFFEE MACHINES | 574.29 |
| 22 | 43 | 07/01/2026 | 61022 | BRADY COMPANIES LLC | SUPPLIES | 18,108.61 |
| 22 | 44 | 07/01/2026 | 58968 | SEA LEVEL SOCIAL, LLC | SOCIAL MEDIA MANAGEMENT SERVICE | 7,862.40 |
| 22 | 45 | 07/01/2026 | 60517 | BETTER DAY FARMS, LLC | FARM TO SCHOOL PRODUCE | 18,152.00 |
| 22 | 46 | 07/01/2026 | 3742 | OKLAHOMA STATE DEPART. OF HEALTH | KITCHEN LICENSE RENEWALS | 1,250.00 |
| 22 | 48 | 07/01/2026 | 58969 | E-CONTROL SYSTEMS, INC | MONITORING SOFTWARE | 2,400.00 |
| 22 | 49 | 07/01/2026 | 60116 | CENTRAL RESTAURANT PRODUCTS | CHILD NUTRITION SUPPLIES | 5,767.24 |
| 22 | 50 | 07/01/2026 | 3839 | AMAZON.COM, LLC | MISC PURCHASES | 8,863.32 |
| 22 | 51 | 07/01/2026 | 2396 | HAGAR RESTAURANT SERVICE, INC. | CHILD NUTRITION SUPPLIES | 1,220.41 |
| 22 | 52 | 07/01/2026 | 61265 | SHE BREWS COFFEE | For the Coffee Bar | 2,890.00 |
| 22 | 53 | 07/01/2026 | 55856 | FIELDHOUSE GEAR, INC | CHILD NUTRITION SUPPLIES | 2,715.00 |
| 22 | 54 | 07/01/2026 | 61722 | GOLDEN WAFFLES | Waffle supplies for CN | 428.50 |
| 22 | 55 | 07/01/2026 | 54035 | OSWALT RESTAURANT SUPPLY | Equipment for kitchens | 6,842.67 |
| 22 | 56 | 07/01/2026 | 60417 | RYADD LLC | DIPPIN DOTS | 4,368.00 |
| 22 | 63 | 07/01/2026 | 61396 | SHEILA K REED | PHYSICALS FOR CHILD NUTRITION | 2,610.00 |
| 22 | 64 | 07/01/2026 | 61633 | OCEAN SPRAY CRANBERRIES INC | FOOD FOR THE CAFETERIAS | 13,318.00 |
| 22 | 200 | 07/01/2026 | 60124 | ELIA MUNOZ | REIMBURSE PERMIT/MILEAGE | 446.61 |
| 22 | 201 | 07/01/2026 | 55906 | MONTIE SMITH | REIMBURSE PERMIT/MILEAGE | 68.36 |
| 22 | 202 | 07/01/2026 | 2313 | MARINA CHAIREZ | REIMB MILEAGE/PERMIT | 98.80 |
| 22 | 203 | 07/01/2026 | 60330 | RONNA MUNSON | REIMBURSE MILEAGE/PERMIT | 11.27 |
| 22 | 204 | 07/01/2026 | 62096 | CHARLENE CRAWFORD | REIMBURSE MILEAGE/PERMIT | 150.00 |
| 22 | 205 | 07/01/2026 | 59847 | JENNIFER HERNANDEZ | REIMB MILEAGE/PERMIT | 272.27 |
| 22 | 206 | 07/01/2026 | 61131 | ALMA ANAYA-CORRAL | REIMBURSE PERMIT/MILEAGE | 150.00 |
| 22 | 207 | 07/01/2026 | 62097 | JACKIE WINELAND | REIMB MILEAGE/PERMIT | 150.00 |
| 22 | 208 | 07/01/2026 | 61233 | TANA GREENLEE | REIMB MILEAGE/PERMIT | 28.31 |
| 22 | 209 | 07/01/2026 | 58870 | DIVINA RODGERS | REIMBURSE MILEAGE/PERMIT | 76.00 |
| 22 | 210 | 07/01/2026 | 60969 | NANCY RODGERS | REIMBURSE PERMIT/MILEAGE | 412.89 |
| 22 | 211 | 07/01/2026 | 60971 | TAMMY TRICKETT | REIMB MILEAGE/PERMIT | 60.96 |
| 22 | 212 | 07/01/2026 | 60972 | AMBER MCKINNEY | REIMB MILEAGE/PERMIT | 183.74 |
| 22 | 213 | 07/01/2026 | 55905 | KELLY ANDERSON | REIMBURSE PERMIT/MILEAGE | 540.60 |
| 22 | 214 | 07/01/2026 | 60279 | ALICIA PORTER | REIMB MILEAGE/PERMIT | 455.07 |
| 22 | 215 | 07/01/2026 | 5530 | ANNALYN SULLIVAN | REIMBURSE MILEAGE/PERMIT | 150.00 |
| 22 | 216 | 07/01/2026 | 60973 | KELLI JACKSON | REIMB MILEAGE/PERMIT | 343.62 |
| 22 | 217 | 07/01/2026 | 58962 | THERESIA MORGAN | REIMB MILEAGE/PERMIT | 200.00 |
| 22 | 218 | 07/01/2026 | 61614 | LAURA LOPEZ | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 219 | 07/01/2026 | 56558 | HELEN HURST | REIMB MILEAGE/PERMIT | 1,740.62 |
| 22 | 220 | 07/01/2026 | 4043 | SELINA GARMAN | REIMB MILEAGE/PERMIT | 581.73 |
| 22 | 221 | 07/01/2026 | 58502 | JENNY REED | MILEAGE REIMBURSEMENT | 657.80 |
| 22 | 222 | 07/01/2026 | 60976 | MANDI BALDTRIP | REIMBURSE PERMIT/MILEAGE | 567.23 |
| 22 | 223 | 07/01/2026 | 60977 | MARY SCARPA | REIMBURSE PERMIT/MILEAGE | 307.70 |
| 22 | 224 | 07/01/2026 | 60978 | ROBERT TATUM | REIMBURSE PERMIT/MILEAGE | 200.00 |
| 22 | 225 | 07/01/2026 | 61615 | EVANGELINA ROCHA | REIMBURSE MILEAGE/PERMIT | 50.00 |

# Bixby Public Schools

## Encumbrance Register

**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): CHILD NUTRITION

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 22 | 226 | 07/01/2026 | 3782 | CHARLENE EVANS | REIMB MILEAGE/PERMIT | 20.00 |
| 22 | 227 | 07/01/2026 | 61617 | JENNIFER VILLEGAS | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 228 | 07/01/2026 | 61016 | LUCERO GUERRERO | PERMIT REFUND | 20.00 |
| 22 | 229 | 07/01/2026 | 61799 | PAMELA FULBRIGHT | REIMBURSE PERMIT/MILEAGE | 20.00 |
| 22 | 230 | 07/01/2026 | 56808 | CASSIE COFFETT | REIMB MILEAGE/PERMIT | 20.00 |
| 22 | 231 | 07/01/2026 | 61231 | OLGA LUEVANO ORTIZ | REIMBURSE PERMIT/MILEAGE | 20.00 |
| 22 | 232 | 07/01/2026 | 61130 | TIM BRUMAGHIN | REIMBURSE MILEAGE/PERMIT | 300.00 |
| 22 | 233 | 07/01/2026 | 61619 | DIM NUAM | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 234 | 07/01/2026 | 61132 | SANDRA VARGAS | REIMBURSE PERMIT/MILEAGE | 20.00 |
| 22 | 235 | 07/01/2026 | 61620 | MELISSA DEFFENBAUGH | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 236 | 07/01/2026 | 61134 | EDITH CASTRO | REIMBURSE PERMIT/MILEAGE | 76.00 |
| 22 | 237 | 07/01/2026 | 61030 | ANTONIA PEREZ DE LARA | REIMBURSE MILEAGE/PERMIT | 200.00 |
| 22 | 238 | 07/01/2026 | 59635 | SANDRA MARQUEZ | REIMB MILEAGE/PERMIT | 200.00 |
| 22 | 239 | 07/01/2026 | 61621 | YENETTE MANRIQUEZ | REIMBURSE MILEAGE | 50.00 |
| 22 | 240 | 07/01/2026 | 7103 | MARIA CHAIREZ | REIMB MILEAGE/PERMIT | 50.00 |
| 22 | 241 | 07/01/2026 | 61622 | NICK HULSE | REIMBURSE MILEAGE | 60.00 |
| 22 | 242 | 07/01/2026 | 61313 | ALICIA SERNA | REIMBURSE MILEAGE | 60.00 |
| 22 | 243 | 07/01/2026 | 61623 | BEATRIZ CABRECA | REIMBURSE MILEAGE | 60.00 |
| 22 | 244 | 07/01/2026 | 60285 | CAMMIE BRINKMAN | REIMBURSE PERMIT/MILEAGE | 500.00 |
| 22 | 245 | 07/01/2026 | 61768 | WYATT HULSE | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 246 | 07/01/2026 | 61767 | VANGIE ROCHA | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 247 | 07/01/2026 | 61766 | LISA MOREAU | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 248 | 07/01/2026 | 61765 | BRIAN LOWE | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 249 | 07/01/2026 | 61764 | ALMA SERNA | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 250 | 07/01/2026 | 61763 | ALMA ANAYA CORRAL | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 251 | 07/01/2026 | 56148 | MALGORZATA CARLSON | REIMBURSE MILEAGE/PERMIT | 50.00 |
| 22 | 300 | 07/01/2026 | 62093 | AMIE DAVIS | LUNCH REFUND | 96.45 |
| 22 | 301 | 07/01/2026 | 62094 | RASHONA PETERS | LUNCH ACCOUNT REFUND | 31.00 |
| 22 | 302 | 07/01/2026 | 62095 | BRETT BYFORD | LUNCH ACCOUNT REFUND | 213.25 |
| 22 | 303 | 07/01/2026 | 62109 | SUMANTHA GHALI | LUNCH ACCOUNT REFUND | 55.60 |

| | |
|---|---|
| **Non-Payroll Total:** | **$2,524,418.95** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$2,524,418.95** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BOND 31 2025 GENERAL PURPOSE

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 31 | 1 | 07/01/2026 | 59171 | KENDRICK EXCAVATING LLC | DRAIN BOX EAST SIDE ALT ED | 5,500.00 |
| 31 | 2 | 07/01/2026 | 59171 | KENDRICK EXCAVATING LLC | EXTEND CONCRETE TENNIS AND PRACTICE GYM | 7,100.00 |
| 31 | 3 | 07/01/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | CI ACCESS DOOR | 3,329.49 |
| 31 | 4 | 07/01/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | EI DELAY EGRESS | 3,890.00 |
| 31 | 5 | 07/01/2026 | 60679 | VOX AUDIO VISUAL | ADD HDMI TO ADMIN PD ROOM | 4,996.78 |
| 31 | 6 | 07/01/2026 | 54889 | OKLAHOMA TULSA PARTS (TRANE) | UNIT REPLACEMENT - CI | 5,507.44 |
| 31 | 7 | 07/01/2026 | 6208 | APPLE EDUCATIONAL SALES | 9GC CHARGING BLOCKS/CABLES | 53,895.00 |
| 31 | 8 | 07/01/2026 | 62101 | NATIVE ROOFING COMPANY LLC | LEAK REPAIR NHS | 1,800.00 |
| 31 | 9 | 07/01/2026 | 61321 | OKLAHOMA COMMERCIAL CONSTRUCTION | WI WALLS | 15,769.00 |
| 31 | 10 | 07/01/2026 | 60572 | WINDOR SUPPLY AND MANUFACTURING INC | INTERIOR DOOR 9GC | 893.81 |

| | |
|---|---|
| **Non-Payroll Total:** | **$102,681.52** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$102,681.52** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BOND 32 1 2024 GENERAL PURPOSE

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 32 | 1 | 07/01/2026 | 57038 | LIGHTHOUSE ELECTRIC LLC | REMOVE OLD FIRE ALARM SYSTEM - HS | 266,346.00 |
| 32 | 2 | 07/01/2026 | 695 | HEATWAVE SUPPLY | HOT WATER TANK - CONSTRUCTION CLASSROOM | 2,662.32 |
| 32 | 3 | 07/01/2026 | 3071 | GRAYBAR ELECTRIC | LITETRONICS INTERNAT HS/WE/WI | 20,187.00 |
| 32 | 4 | 07/01/2026 | 6208 | APPLE EDUCATIONAL SALES | LEASE PAYMENT FOR IPADS PAYMENT 3/3 | 541,609.17 |

| | |
|---|---|
| **Non-Payroll Total:** | **$830,804.49** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$830,804.49** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BOND 33 2026 TRANSPORTATION

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 33 | 1 | 07/01/2026 | 1678 | TIRE BARN, INC. | REPAIR 2017 FORD TRANSIT | 2,855.00 |
| | | | | | **Non-Payroll Total:** | **$2,855.00** |
| | | | | | **Payroll Total:** | **$0.00** |
| | | | | | **Balance Forward:** | **$0.00** |
| | | | | | **Report Total:** | **$2,855.00** |

# Bixby Public Schools

## Encumbrance Register



**Options:** Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): BOND 35 2026 GENERAL PURPOSE

| Fund | PO No | Date | Vendor No | Vendor | Description | Amount |
|---|---|---|---|---|---|---|
| 35 | 1 | 07/01/2026 | 1580 | STEPHEN L. SMITH CORP. | BOND | 78,685.22 |
| 35 | 2 | 07/01/2026 | 61646 | ELITE SYSTEMS INC | REPAIR INSPECTION DEFICIENCIES | 15,106.16 |
| 35 | 3 | 07/01/2026 | 3654 | PERFORMANCE STAGE | NE STAGE CURTAINS | 18,824.18 |
| 35 | 4 | 07/01/2026 | 61699 | 1-800-STRIPER OF TULSA | PARKING LOT STRIPING | 34,643.04 |
| 35 | 5 | 07/01/2026 | 62101 | NATIVE ROOFING COMPANY LLC | TRACK BUILDING CONTROL JOINT REPLACEMENT | 4,800.00 |
| 35 | 6 | 07/01/2026 | 61463 | REDBUD COMMERCIAL FLOORING | NE FLOORING REPAIRS | 1,030.00 |
| 35 | 7 | 07/01/2026 | 57498 | ACURA NEON INC | LIT SPARTAN HEAD SIGN | 20,676.00 |
| 35 | 8 | 07/01/2026 | 58636 | ACE SIGN COMPANY | SPARTAN HEAD REPLACEMENT | 6,125.34 |
| 35 | 9 | 07/01/2026 | 55155 | UMB BANK, N.A. | UMB 2018 LEASE BOND PMT | 7,261,667.02 |
| 35 | 10 | 07/01/2026 | 111 | BANK OF OKLAHOMA | BOK 2022 LEASE BOND PMT | 13,435.00 |
| 35 | 12 | 07/01/2026 | 61463 | REDBUD COMMERCIAL FLOORING | NE CLASSROOM FLOORING REPAIRS | 4,307.00 |
| 35 | 13 | 07/01/2026 | 57666 | MARTIN FISCHER | EI/CI PAINT HAND RAILS | 11,150.00 |
| 35 | 14 | 07/01/2026 | 58086 | SCOTT RICE | CE ROOM S106 FURNITURE | 2,734.13 |
| 35 | 15 | 07/01/2026 | 58086 | SCOTT RICE | CI FURNITURE | 3,345.54 |
| 35 | 16 | 07/01/2026 | 58125 | KI FURNITURE | CI ROOM 110 4TH GRADE | 3,286.40 |
| 35 | 17 | 07/01/2026 | 58086 | SCOTT RICE | TEACHER TASK CHAIR W ARMS WI | 488.50 |
| 35 | 18 | 07/01/2026 | 54162 | SCHOOL OUTLET | CI ROOM 127 SPED ROCKERS | 672.92 |
| 35 | 19 | 07/01/2026 | 57023 | L & M OFFICE FURNITURE | TEACHERS DESKS CI/WI | 2,252.00 |
| 35 | 20 | 07/01/2026 | 60624 | ACS PLAYGROUND ADVENTURES INC | WEST PLAYGROUND REPAIR | 7,500.00 |

| | |
|---|---|
| **Non-Payroll Total:** | **$7,490,728.45** |
| **Payroll Total:** | **$0.00** |
| **Balance Forward:** | **$0.00** |
| **Report Total:** | **$7,490,728.45** |

LEARN WELL. LIVE WITH HONOR.

**Memorandum of Understanding**
**2026-27**
**Bixby Public Schools**

This formal Memorandum of Understanding is made and entered into by Bixby Public Schools, hereinafter referred to as BPS, and Glenpool Public Schools, hereinafter referred to as GPS. By this agreement, BPS and GPS express a shared commitment to increase opportunities for the students at GPS by offering JROTC on the campus of BPS. By clarifying policies and procedures, the institutions seek to assist students from GPS in completing coursework through the BPS JROTC program.

**Agreement Provisions:**

- ☐ BPS will provide the facility to house the program.
- ☐ Students under the supervision of BPS faculty during their time on BPS campus will work with GPS faculty in communication of attendance, grades, behavior, and academic progress while enrolled in JROTC.
- ☐ BPS will provide all necessary materials for an effective experience.
- ☐ GPS will provide transportation to BPS campus for students. GPS will allow promotion of the program with input from the site administrator at GPS.

This agreement is subject to change by BPS or GPS. This agreement will be reviewed annually by the appropriate personnel at each institution. This review will take place in the spring in order to incorporate program changes for the subsequent academic year. Any revision to the original MOU will be communicated to all the signatories of the original agreement, as well as appropriate individuals at both institutions.

This agreement will continue until written notification is made by either institution to the other institution for termination.

This document is an agreement between Bixby Public Schools and Glenpool Public Schools. It is designed to create a partnership whereby GPS students have the opportunity to participate in JROTC at the BPS High School Campus.

| | |
|---|---|
| _____ | _____ |
| Bixby Public Schools | Glenpool Public Schools |
| _____ | _____ |
| Date | Date |

**INTERAGENCY AGREEMENT**
**JUNE 1, 2026**
**BETWEEN FAMILY & CHILDREN'S SERVICES, INC.**
**AND BIXBY PUBLIC SCHOOLS**

**WHEREAS,** Family & Children's Services, Inc. ("FCS"), a non-profit corporation incorporated in the state of Oklahoma, and Bixby Public Schools ("BPS"), a public school in Tulsa County, Oklahoma, agree to provide school-based counseling and mental health services as outlined in this agreement.

**WHEREAS,** BPS seeks greater access to quality counseling, therapy, and mental health services for parents, students, and teachers at the following schools:

Bixby North Elementary School
7101 E. 121st St S
Bixby, OK 74008

Bixby North Intermediate School
6941 E. 121st St S
Bixby, OK 74008

Bixby East Elementary School Wagoner
11901 E. 131st St S
Broken Arrow, OK 74011

Bixby East Intermediate School
11901 E. 131st St S
Broken Arrow, OK 74011

Bixby West Elementary School
14901 S. Harvard Ave
Bixby, OK 74008

Bixby West Intermediate School
14901 S. Harvard Ave
Bixby, OK 74008

Bixby Central Elementary School
201 S. Main Street
Bixby, OK 74008

Bixby Central Intermediate School
9401 E. 161st St S
Bixby, OK 74008

Bixby Middle School
15400 S. Mingo
Bixby, OK 74008

Bixby Ninth Grade Center
301 S. Riverview
Bixby, OK 74008

Bixby High School
301 S. Riverview
Bixby, OK 74008

Bixby Alternative Education Center
301 S. Riverview
Bixby, OK 74008

**WHEREAS,** FCS desires to perform such Services on the terms and conditions set forth hereafter in this Interagency Agreement ("IA").

**THEREFORE,** in consideration of the Services described herein and of the mutual benefits and obligations set forth in this IA, FCS and BPS (individually the "Party" and collectively the "Parties" to this IA) agree as follows:

**SECTION 1: Responsibilities & Performance of Services of FCS**

1. Provide the following Services:
    a. Assess standardized initial screening and assessment for students needing services.
    b. Assist teachers and the site administrator/counselor, who are acting as primary, with deescalating crises.
    c. Coordinate with school administration and the student's legal guardian to ensure coordination of higher levels of care, as needed.
    d. Support district wide crisis response planning.
    e. Facilitate district wide in-service behavioral health training as mutually agreed upon by the Parties.
2. Direct assignment of staff members will be based on the needs of students enrolled in services.
    a. Embed a licensed or license eligible therapist to provide individual and group therapy to support requested services.



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b. Provide one (1) parenting class a month when requested.
c. Some services may be provided via telehealth as coordinated with the student and their caretaker.

3. Warrant that all Services provided under this IA shall be performed in a complete and skillful manner by trained, competent, and experienced personnel.
    a. Ensure staff members receive appropriate training, consistent with their job title and responsibilities, to competently perform their assigned services.
    b. Ensure Services are provided consistent with evidence-based, client-centered models and practices.
    c. Immediately notify CPS of any unscheduled disruption in schedule or availability.
4. Participate in partnership meetings to review performance, additional service needs, and other topics relevant to this IA.
    a. Abide by CPS policies and procedures while on premises.
    b. Report promptly any specific incident that will require immediate attention or that meets criteria for mandatory reporting, such as child abuse, neglect or crisis.

**SECTION 2: Responsibilities of BPS**

1. Ensure students and families are referred to behavioral health services when needed.
2. Contact FCS personnel when a student is experiencing a mental health or substance related crisis.
3. Provide and furnish a confidential location where students can receive crisis screening and assessment.
4. Provide and furnish a space to provide individual therapy, family therapy, and group services at the school.
5. Lead school-based crisis response.
6. Notify a student's legal guardian when a crisis screening is provided and the rationale for the necessity of the screening.
7. Coordinate with FCS and the student's legal guardian to ensure coordination of higher levels of care, as needed.
8. Immediately notify FCS Services of any unscheduled disruption in schedule or availability.
9. Participate in partnership meetings with FCS to review performance, additional service needs, and other topics relevant to this IA.

**SECTION 3: Performance of Services & Service Fees**

1. Direct assignment of staff members will be based on the needs of students enrolled in services.
2. Services shall be provided at the following locations described herein.
3. The primary payor source for services provided by FCS is Medicaid.
4. If a student requires a level of care beyond the services available in the above identified program and the student's guardian consents, FCS may bill the student's legal guardian. FCS shall notify the guardian in advance that they may be billed at their own expense.



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5. FCS shall not advise guardians to seek reimbursement from BPS for services authorized by the parent provided by FCS.

**SECTION 4: Performance Period & General Conditions**

1. This IA is effective **June 1, 2026**, and shall terminate **May 31, 2027.**
2. Any Party may terminate this IA for any reason with thirty (30) days written notice.
    a. In the event a Party desires to terminate this IA, notice of said election to terminate shall be delivered, by email, to the signing parties at the email address provided in the signature block of this IA.
3. Upon termination of this IA, it shall be null, void, and of no further force and effect, and no Party shall have any further rights, duties, or obligations under this IA, and any, and all such relationships between the Parties shall cease and terminate except as otherwise expressly provided in this Agreement, the provisions of which shall remain in full force and effect between the Parties hereto after the termination of this IA, as provided below.

**SECTION 5: Relationship of the Parties**

1. The Parties acknowledge and agree that all clients, patients, or service recipients retain the unrestricted right to choose their healthcare provider(s). Nothing in this Agreement shall be construed to require, direct, induce, or incentivize either Party to make referrals exclusively to the other Party, nor to limit or interfere with any individual's freedom to select a provider based on personal preference, clinical judgment, insurance requirements, availability of services, or medical necessity. All referrals made under this Agreement shall be voluntary, non-exclusive, and consistent with applicable federal and state laws, professional standards of care, and payer requirements.
2. In providing the Services under this IA it is expressly agreed that FCS is acting as an independent contractor and is not an employee.
3. FCS and BPS acknowledge that this IA does not create a partnership or joint venture between them and is exclusively a contract for Services.
4. Nothing expressed or implied under this IA is intended to preclude FCS from offering Services, by or through its employees, to any other persons, firms, or entities as FCS shall see fit, subject only to FCS's obligations to provide Services to BPS as required under this IA during the term hereof.
5. BPS is not required to pay or make any contributions to any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension, or any other employee benefit for FCS during the term of this IA.
6. FCS is responsible for paying and complying with reporting and federal taxes related to payments made to FCS under this IA.
7. FCS expressly acknowledges covenants and agrees that it will not be entitled to receive any of the benefits which employees of BPS are ordinarily accorded by reason of such employment, e.g., insurance coverage, retirement benefits, etc.



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**SECTION 6: Confidentiality & HIPAA Compliance**

The Parties accept responsibility for ensuring compliance with applicable state and federal laws regarding confidential information that may come into its possession pursuant to this IA. The Parties further acknowledge and understand that the provision of mental health consultation and treatment services through the terms of this Agreement requires FCS access to and collection of protected health information ("PHI") as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). FCS, as a mental health provider, agrees that it will ensure compliance with these provisions and any other applicable laws, including but not limited to 42 CFR Part 2, at all times. BPS recognizes that it will not have access to certain mental health and substance use treatment information.

**SECTION 7: Notices**

Unless otherwise mutually agreed upon in writing by Parties, all notices, requests, demands, or other communications required or permitted by the terms of this IA shall be given in writing and delivered to the point of contact for the respective parties as follows:

| | **Family & Children's Services, Inc.** |
|---|---|
| **Name** | Taylor Rowley |
| **Title** | General Counsel |
| **Email** | legal@fcsok.org |
| **Phone** | 918-600-3806 |
| **Mailing Address** | ATTN: Legal Department<br>Family & Children's Services, Inc.<br>5310 . 31st St., Suite #100<br>Tulsa, OK 74135 |

| | Bixby Public Schools |
|---|---|
| Name | Lydia Wilson |
| Title | Superintendent |
| email | lwilson@bixbyps.org |
| Phone | 918-366-2200 |
| Mailing Address | ATTN: Administration<br>Bixby Public Schools<br>23 S Riverview Drive<br>Bixby, OK 74008 |



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**SECTION 8: Indemnification and Insurance**

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, FCS and BPS agree to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occur in connection with this IA.

FCS agrees to maintain: (i) General Liability Insurance in the amount of not less than one million dollars ($1,000,000.00) per occurrence and three million dollars ($3,000,000.00) aggregate. Each party will be named as an additional insured of the other party on all policies as permitted under law for the term of the Agreement. Certificates of Insurance will be provided to each party by the other within thirty (30) days after the execution of this Agreement and upon renewal.

**SECTION 9: Amendment or Modification**

Any amendment or modification of this IA or additional obligation assumed by a Party in connection with this IA shall only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

**SECTION 10: Severability**

If any provision of this IA shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this IA is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**SECTION 11: Survival of Provisions**

The expiration or termination of this Agreement will not affect the rights or obligations of any Party with respect to CONFIDENTIALITY or INDEMINFICATION.

**SECTION 12: No Waiver**

A Party to this Agreement may decide or fail to require full or timely performance of any obligation arising under this Agreement. The decision or failure of a Party hereto to



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require full or timely performance of any obligation arising under this Agreement whether on a single occasion or on multiple occasions shall not be deemed a waiver of any such obligation. No such decisions or failures shall give rise to any claim of estoppel, laches, course of dealing, amendment of this Agreement by course of dealing, or other defense of any nature to any obligation arising hereunder.

**SECTION 13: Governing Law**

All agreements within this IA are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma and Tulsa County.

The Parties agree that the stated consideration is sufficient, and the terms of this IA shall be binding on all Parties. All individuals undersigned are of a sound mind, age of majority, possess the legal capacity to contract, and if signing on behalf of a corporation, partnership, or entity, have the necessary authorization to enter into a binding contract.

We, the undersigned, have read and agree with this Interagency Agreement.

AGREED TO ON THIS 23rd DAY OF JUNE 2026:

| | |
|---|---|
| _____ | _____ |
| Lydia Wilson | Adam Andreassen |
| Superintendent | Chief Executive Officer & President |
| Bixby Public Schools | Family & Children's Services, Inc. |



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

This Agreement is entered into between **Bixby Public Schools ("District")** and **Pathways Behavior Therapy, LLC ("Pathways")** for the provision of behavioral support services during the 2026–2027 academic school year.

Pathways may provide the following services as requested and authorized by the District:

## 1. Registered Behavior Technician (RBT) Services

Pathways may provide Registered Behavior Technicians (RBTs) to deliver direct 1:1 behavioral support services to identified students during the school day.

Services may include:

- Implementation of behavior intervention strategies developed by the District
- Data collection on student behavior and skill acquisition targets
- Support with classroom participation and behavioral regulation
- Assistance implementing accommodations and behavior supports identified by the educational team

RBT services shall be provided under the supervision of a Pathways BCBA in accordance with BACB supervision requirements.

## 2. Functional Behavioral Assessment (FBA) Consultation

Pathways may provide consultation services to District personnel, including School Psychologists, Special Education Administrators, and educational teams, regarding the development of Functional Behavioral Assessments (FBAs).

Consultation services may include:

- Reviewing behavioral data
- Conducting observations
- Providing recommendations regarding behavioral assessment procedures
- Assisting with hypothesis development
- Recommending evidence-based intervention strategies
- Participating in team meetings regarding behavioral concerns

**FBA Liability and Decision-Making**

The District acknowledges and agrees that:

- Pathways serves solely as a consultant regarding the FBA process.
- Final responsibility for the development, approval, implementation, and revision of any FBA remains with Bixby Public Schools.
- School Psychologists and District personnel retain final authority regarding the content of all FBAs.
- Pathways shall not approve, sign, certify, endorse, or otherwise provide final authorization for any FBA.
- Pathways shall not be considered the author of any District FBA document.
- Pathways assumes no liability for the adequacy, legal sufficiency, implementation, or outcomes of any FBA developed, approved, or implemented by the District.

## 3. Behavior Intervention Plan (BIP) Consultation and Implementation Support

Pathways may provide consultation regarding behavior intervention strategies and support implementation efforts within educational settings. Any recommendations provided by Pathways are advisory in nature and may be accepted, modified, or rejected by the District

The District acknowledges and agrees that:

- All BIPs utilized within the school setting shall be developed, approved, and maintained by District personnel, including School Psychologists and/or other qualified District staff.
- Pathways may provide recommendations and implementation support but shall not have final authority regarding any BIP.
- Pathways shall not sign, approve, certify, or otherwise authorize any BIP.
- Pathways shall not be liable for the content, implementation, effectiveness, or outcomes of any District-developed BIP.

RBTs employed through Pathways shall implement behavioral interventions as outlined within District-developed BIPs

## 4. Professional Development and Staff Training

Pathways may provide professional development opportunities for District employees, including but not limited to:

- Behavior management strategies

- Classroom behavior support systems
- Functional behavior assessment procedures
- Data collection methods
- Behavior intervention implementation
- Crisis prevention and de-escalation strategies
- Applied Behavior Analysis principles and practices

Training topics, dates, and duration shall be determined collaboratively between Pathways and the District.

## Communication with Caregivers

The parties agree that all communication with parents, guardians, or caregivers shall be coordinated through Bixby Public Schools.

Accordingly:

- Pathways staff shall not engage in direct communication with caregivers regarding student programming, assessment results, recommendations, educational services, or behavioral services except during meetings scheduled and attended by designated District personnel.
- Pathways staff shall not provide personal phone numbers or personal email addresses to caregivers.
- Any information prepared by Pathways for caregiver review shall be disseminated by District personnel through official District communication channels.
- If a meeting with caregivers is requested, a designated District representative must be 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 2026–2027 academic school year, with an end date of May 23, 2027. 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
PO Box 691461
Tulsa, OK 74169

---

Bixby Public Schools Date

06/02/2026

---

Monique Morgan Date
Pathways Behavior Therapy Co-Founder

# ORDER FORM

zendesk
*181 Fremont St 17th Floor San Francisco, CA 94105*

CUSTOMER INFORMATION

**Sold To:**
**Customer 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, 2026
**Service End Date:** Jun 30, 2029

ORDER DETAILS

Zendesk ID: 11987317, Subdomain: bixbyps, Jul 1, 2026 to Jun 30, 2029

| Product Name | # of Months | List Price | Effective Price | Qty | Line Item Total |
|---|---|---|---|---|---|
| Zendesk Suite - Professional (Per Agent) | 36 | 115.00 | 80.50 | 40 | 115,920.00 |
| | | | | **Subtotal:** | 115,920.00 |

**Grand Total:** 115,920.00

*** First Invoice Total Due:** 38,640.00

*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

**Renewal**
The automatic renewal terms stated in the Agreement do not apply. The Subscription Term in this Order Form will end on the Service End Date and will not automatically renew unless agreed to by the parties in writing.

**Marketing**

While Customer maintains an active subscription to Zendesk Services, Customer grants Zendesk (i) a global, nonexclusive license to use its name, trademarks, service marks, and logos, and (ii) the right to mention Customer on Zendesk's websites and in marketing materials, press releases, case studies, financial announcements and investor materials. Customer may provide Zendesk any standard usage guidelines by sending to logos@zendesk.com.

**Automated Resolutions**
Customer's Service Plan includes optional functionality to automate resolutions as described here: https://support.zendesk.com/hc/en-us/articles/5352026794010-About-automated-resolutions-for-AI-agents
**Automated Resolutions Allowance**
Customer's automated resolution allowance is prorated into annual usage periods aligned with the Subscription Term expiring annually. If the Subscription Term is less than 12 months, the allowance expires as of the Service End Date. If the Subscription Term is not a multiple of 12 months, the initial usage period will be shorter, followed by 12 month annual usage periods, each expiring at the end of the usage period.

## TERMS AND CONDITIONS

The Services provided by Zendesk under this Order Form are governed by and subject to the Zendesk Customer Agreement found at https://www.zendesk.com/company/agreements-and-terms/zendesk-customer-agreement unless there is a separately executed agreement between Customer and Zendesk (the "Agreement").

Zendesk has updated its previous terms of service to a new Zendesk Customer Agreement resulting in changes to certain defined terms. The following equivalencies apply: Main Services Agreement ("MSA") means Zendesk Customer Agreement ("ZCA"), Subscriber means Customer, Service Order means Order Form, Non-Zendesk Service means Third-Party Products, and Subscription Charges means Charges.

By executing this Order Form, the Agreement becomes legally binding between the parties. The Agreement may be modified by the Special Terms and Notes section in this Order Form. The Subscription Term for any Agents added by Customer mid-term ("Additional Agents") will be coterminous with the then-current Subscription Term. Charges for Additional Agents will be equal to the then-current Subscription Term Charges, unless the parties agree otherwise in writing.

Any discount provided to Customer only applies to the Subscription Term detailed in this Order Form and will not apply to any subsequent Subscription Term, unless otherwise agreed by the parties in writing.

Payments made by credit card or debit card are billed and processed by Zendesk, Inc. for U.S. dollars, and by Zendesk International Ltd (Registration No. 519184) for other currencies. When processed by a third-party payment agent, that agent acts solely on behalf of Zendesk, Inc. which remains the contracting entity providing and delivering the Services and Professional Services.

## SIGNATURES

By signing this Order Form the Customer confirms that it has read it and agrees to its terms.

| | |
|---|---|
| Customer Signature: | Title: |
| Print Name: | Date: |

**Request for Proposal**
**For Elevator Maintenance and Repair Service**
**Bixby Public Schools**

**Issued:**
**Elevator Service and repair District wide 26-27**

**Bixby Public School Contact:**

Gabe Hayes
Executive Director of Operations
918-366-2383
gahayes@bixbyps.org

Adrienne Malone
Director of Maintenance
918-366-2385
amalone@bixbyps.org

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**REPRESENTATIONS AND CERTIFICATIONS**
**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to Bixby Public Schools or the performance of any contract resulting there from;

(2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;

(3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

(4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

(5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

(6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling Bixby Public Schools to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

[signature] Sr. Sales
Signature Title

FEDERAL I.D NUMBER: 36-2357423

COMPANY NAME: Kone Elevator

**REPRESENTATIONS AND CERTIFICATIONS**
**BUSINESS RELATIONSHIP AFFIDAVIT -SECTION 00150**

STATE OF OK

COUNTY OF Tulsa

Gina Lohmeyer, of lawful age, being first duly sworn, on oath says that Brandon Schutz . is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently In effect or which existed within one (1) year prior to the date of this statement with the other party is as follows:

Current provider

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the other or other party to the project is as follows:

current provider

Affiant further states that the names of an persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships hereinabove mentioned exist, the affiliate should do state.)

Brandy Schutz — SR. SALES

Signature — Title

FEDERAL I.D NUMBER: 36-2357423

COMPANY NAME: Kone Elevator

Subscribed and sworn to me this 22nd day of June ,20 26 .

Gina Marie Lohmeyer

Notary Public

My commission expires 08/08/2026 ,

Execute and Include with bid proposal.

GINA MARIE LOHMEYER
COMM. NO. 22010713
NOTARY PUBLIC
EXP. 08/08/2026
STATE OF OKLAHOMA

**REPRESENTATIONS AND CERTIFICATIONS**
**SEX OFFENDERS AFFIDAVIT**
(Contractor Requirement)

STATE OF OK

COUNTY OF Tulsa

It is our understanding that a new state law requires that no person working for my company who is also listed in the **SEX OFFENDERS' REGISTER** will be permitted to work on BIXBY PUBLIC SCHOOL DISTRICT property during the time when regular public school students will be in attendance for any reason. It is our understanding and we agree that it is our duty to investigate to determine if any employee of ours is said Register. It is further our understanding and we agree that we will inquire of the school district as to which hours are those hours when regular public school students attend BIXBY PUBLIC SCHOOL DISTRICT site[s].

It is our undemanding that failure to comply with this affidavit will result in immediate cancellation of our contract with the BIXBY PUBLIC SCHOOL DISTRICT.

Brandy Holt-Kane
Name of Contractor

Subscribed and sworn to before me this 22nd day of June, 2026,

Gina Marie Lohmeyer
Notary Public

08/08/2026
My commission expires:

(This Affidavit is to accompany the contract)

GINA MARIE LOHMEYER
COMM. NO. 22010713
NOTARY PUBLIC
EXP. 08/08/2026
STATE OF OKLAHOMA

**REPRESENTATIONS AND CERTIFICATIONS**
**NON-COLLUSION AFFIDAVIT SECTION 00140**

STATE OF Ok

COUNTY OF Tulsa

Gina Lohmeyer, of lawful age, being first duly sworn ,an oath says that Brandon Schutz . is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the Bidder has not been a party to any collusion among Bidders in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from bidding; or with any Government or School District official or employee or representative as to quantity, quality, or price in the prospective Contract, or any other terms of said prospective Contract; or in any discussions between bidders and any Government or School District Official or employee or representative concerning exchange of money or other thing of value for special consideration in the letting of a Contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the School District or School Board (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Brandon Schutz

Subscribed and sworn to before me this 22nd day of June, 2026.

Gina Marie Lohmeyer
Notary Public

08/08/2026
My commission expires:

GINA MARIE LOHMEYER
COMM. NO. 22010713
NOTARY PUBLIC
EXP: 08/08/2026
STATE OF OKLAHOMA

Execute and include with Bid Proposal

## Introduction and Purpose

The purpose of this proposal is to quote on the scope of work for elevator maintenance and repair work for Bixby Public Schools.

### Evaluation and Basis for Award

a. One Award
One contract award is anticipated under the proposal for the district and the scope of work.

b. Award of Contract
1. The contract will be awarded to the lowest/best proposal for the scope of work requested by Bixby Public Schools. Requirements for candidates to be considered for this scope of work are as follows:

- Proven/Established state and/or nationally recognized company with 3 years of experience.
- Proven minimum of 5 educational or commercial references.
- Proven ability of supplier to meet all other terms, conditions and specifications to support and maintain a clean and healthy environment for staff and students alike.
- Price

2. Bixby Public School reserves the right to reject any or all bids in part or in total for any reason.

c. Unit and Extended Pricing
Bidders shall insert the unit price and extended amount for each line item offered on the provided Bid Sheet. If a line item is offered at "No Cost," enter "No Cost" in the unit price column. Additionally, bidders shall calculate and insert the total price in the space provided on the schedule. Failure of the company to provide prices for all line items listed on the schedule shall be cause for rejection of the entire offer.

**Submittal Checklist**

Proposer is instructed to complete, sign, and return the following documents as a part of their proposal. If they fail to return each of the following items with their proposal, then Bixby may reject the proposal.

Each response will be reviewed to determine if it is complete before evaluation. Any response not containing the information requested will not be considered.

Responses will be evaluated according to the materials and substantiating evidence presented as follows:

Proposer shall submit their quote to the Executive Director of Operations and include the following information:

- Signed and Completed Pricing Sheet
- Representations and Certifications
  - Non Discrimination Statement
  - Business Relationship Affidavit –Section 00150
  - Non Collusion Affidavit
  - Sex Offenders Affidavit

Bixby Public School reserves the right to request documentation in regards to staffing and equipment sufficient to complete scope of work in the proposed bid.

Proposals will be good for **90 days** from the bid opening date.

**Submission of Bids**

Proposals must be received by Bixby on or before the Submittal Deadline and should be delivered to:

Bixby Public Schools
ATT: Mr. Gabe Hayes
109 N. Armstrong
Bixby, Oklahoma 74008

**Submittal Deadline**

Bixby will accept sealed proposals until **9:00 a.m. on June 30 , 2026.**

**Procurement Confidentiality**
Proposers are cautioned that until this proposal is either awarded or cancelled, they may have contact only with the contact person(s) identified in the proposal. Discussions or communications regarding this proposal with any other personnel associated with Bixby Public School are strictly prohibited. Any violation of this restriction may result in the disqualification of the companies from further participation in this procurement, and from award of any contract or subcontract under this proposal.

**Invoicing**
Invoices may be submitted to:

Mr. Gabe Hayes
Bixby Public School
15650 S Mingo
Bixby, Oklahoma 74008

**Insurance**
(a) Required Coverage. The Contractor shall, at all times during the term of this contract and extended terms thereof, provide and maintain the following types of insurance protecting the interests of the Bixby Public School and the Contractor with limits of liability not less than those specified below.

(1) Comprehensive Automobile Liability insurance or its equivalent, **listing Bixby as an additional insured**, covering all owned, hired and non-owned vehicles used in connection with the work performed under this contract with combined single limits for bodily injury and property damage liability of not less than $1,000,000 per occurrence.

(2) Commercial General Liability insurance or its equivalent, **listing Bixby as an additional insured,** providing limits of not less than $1,000,000 for bodily injury and property damage per occurrence with a general aggregate

of $1,000,000 and a products and completed operations aggregate of $1,000,000.

(3) Workers' Compensation Insurance, providing benefits comparable to those provided under the Workers' Compensation Act of the State of Oklahoma or any other State or Federal law or laws applicable to the Contractor's employees performing work under this contract. Employer's Liability Insurance with limits of liability of not less than $500,000 each accident, $500,000 each employee for disease and $500,000 policy limit for disease.

## SCOPE OF WORK

This Scope of Work will describe the requirements for Bixby Public Schools.

Contract Length: July 10, 2025- June 30, 2026

It is understood that the work included under this proposal includes the contractor to furnish all tools, equipment and supplies, and all labor necessary to complete the scope of work.

**The scope of work will include:**

- Providing equipment service and repair on a regular basis as well as annual safety inspections in accordance with all Federal, State and Local codes District wide.
- This includes the examination, lubrication, repair and adjustments of the machinery, including but not limited to: signal fixtures, machines, drives, motors, sheaves, ropes, governors, power units, valves, pumps, jacks, car and hoistway door operating and protection equipment, loadweighers, car frames, platforms, counterweights, and all safety mechanisms
- Full coverage parts repair and replacement

## SPECIAL INSTRUCTIONS

The agreement must include a means by which to notify BPS Operations of each visit and the work that was completed.

# Bid Sheet

**The following price sheet if for the scope of work for Bixby Public Schools for the following facility:**

**Grand Total for the Service Agreement:** $28,039.44/yr.

**Name of Company:** Kone Elevator

**Submitted By:** Brandon Schultz Brandon Schultz
(Sign and Print Name)

**Date:** 6/25/2026

| SITE | MANUFACTUER | MODEL | SERIAL # | LOCATION | INSTALLED | ELEVATOR STATE # | ADDRESS | | PRICING |
|---|---|---|---|---|---|---|---|---|---|
| CE | | | | | | | 201 S. Main St., Bixby, OK 74008 | | NO COST |
| CI | Dover | | EF1534 | Main Entrance | 1995 | | 9401 E. 161st St. S., Bixby, OK 74008 | | $122.98 |
| EE | Schindler | | G0584 | S. Main hall | 2013 | | 11901 East 131st St. S., Bixby, OK 74008 | | $122.98 |
| EI | OTIS | | 53017 | Central area | 2017 | | 11901 East 131st St. S., Bixby, OK 74008 | | $122.98 |
| NE | Schindler | | G0B7505 | NW Wing | 2005 | E30877 | 7101 East 121st St. S., Bixby, OK 74008 | | $122.98 |
| NI | Schidler | | 6069809 | SW Hall | 2006 | | 6941 East 121st St. S., Bixby, OK 74008 | | $122.98 |
| WE | TKE | TAC32H | EEY435 | | 2020 | | 14901 S. Harvard Ave., Bixby, OK 74008 | | $122.98 |
| WI | TKE | | EEY436 | | | | 14901 S. Harvard Ave., Bixby, OK 740( | replaced 4/202( | $122.98 |
| MS N | Schindler | | L9425 | Central area | 2019 | E36737 | 15400 S. Mingo Rd., Bixby, OK 74008 | | $122.98 |
| MS E | TKE | TAC32 | EAZ303 | | 2012 | E33607 | 15400 S. Mingo Rd., Bixby, OK 74008 | | $122.98 |
| 9th N | TKE | TAC32H | ED980 | North Building | 2017 | E36345 | 301 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| 9th S | Thyssen Krupp | TAC32H | EBW844 | Main Entrance | 2014 | E33673 | 301 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| HS Science | Thyssen Krupp | TAC20 | EL4338 | E. Entrance | 2005 | | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| Whitey Ford | Dover | | EG0916 | S. Entrance | 2005 | E30875 | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| Whitey Ford | Schindler | | E3184 | Main Entrance | 2009 | E32407 | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| NHS | OTIS | | 37473 | S. WING | 2024 | E37473 | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| NHS | OTIS | | 37474 | N. WING (Community Roon | 2024 | E37474 | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| Tennis | Thyssen Krupp | | EAG468 | Main Entrance | 2010 | | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| HOTS | Schindler | 330A | E3184 | | 2004 | E32407 | 601 S. Riverview Dr., Bixby, OK 74008 | | $122.98 |
| Admin | Schindler | 3300 | | | 2024 | | 23 S. Riverview, Bixby, OK 74008 | | $122.98 |
| | | | | | | | | | |
| | | | | | | | | | $2,336.62/mo. |
| | Extension of current services including Automobile, commercial liability, and workers compensation Insurance compliance, | | | | | | | | $28,039.44/yr. |
| | Service coverage provides Quarterly visits per elevator, Annual CAT 1 tests included, Regular time callout coverage 8am-4pm M-F. | | | | | | | | |
| | Internationally recognized and proven track record with Bixby PS, Rogers State College, Hillcrest Medical, Ascension St. Johns and Union PS- references provided upon request | | | | | | | | |
| | Any new elevators coming off warranty will be added in 2026-27 at same pricing structure. | | | | | | | | |
| | * Elevator Phone communication lines and monitoring are available through Kone for $70/mo. | | | | | | | | |

# BIXBY PUBLIC SCHOOLS

## Board of Education Certified Personnel Report

Certified Personnel Actions

July 16, 2026

## Volunteer Contract

No volunteer contracts for this Board meeting.

## Temporary Contract

| Employee | Position | Site/Department | Effective Date |
|---|---|---|---|
| Tina Francis | Indian Education Assistant | District | Jul 1, 2026 |
| Marla Freeman | Indian Education Coordinator | District | Jul 1, 2026 |
| Kathy Gilliam | Indian Education Compliance Specialist | District | Jul 1, 2026 |
| Christina Connor | ESY | District | Jun 8, 2026 |

## Adjunct Contract

No volunteer contracts for this Board meeting.

**Submitted to the Board of Education**

July 16, 2026

# New Employee Contract

| Employee | Position | Site/Department | Effective Date |
|---|---|---|---|
| Olivia Adey | Teacher | West Elementary | Aug 12, 2026 |
| Caroline Baumunk | Speech Pathologist | East Elementary | Aug 12, 2026 |
| Aston Campbell | Teacher | West Elementary | Aug 12, 2026 |
| Baylee Daniel | Teacher | North Elementary | Aug 12, 2026 |
| Cassie Fisher | Teacher | Central Intermediate | Aug 12, 2026 |
| Glenda Fitzgerald | Teacher | West Elementary | Aug 12, 2026 |
| Raigan Head | Teacher | Middle School | Aug 12, 2026 |
| Cathy Holmes | Teacher | North Intermediate | Aug 12, 2026 |
| Virginia Ishmael | Teacher | 9th Grade Center | Aug 12, 2026 |
| David Jang | Teacher | High School | Aug 12, 2026 |
| Sheridan Kent | Teacher | East Elementary | Aug 12, 2026 |
| Tonya Lakey | Teacher | East Intermediate | Aug 12, 2026 |
| Jessica Larson | Teacher | Middle School | Aug 12, 2026 |
| Kaci Lemoine | Teacher | East Intermediate | Aug 12, 2026 |
| Mary Leonard | Teacher | East Elementary | Aug 12, 2026 |
| Kaylyn Marr | Teacher | Middle School | Aug 12, 2026 |
| Rachel Maxwell | Teacher | East Elementary | Aug 12, 2026 |
| William McCullough | Teacher | North Intermediate | Aug 12, 2026 |
| Marianna McMillian | Teacher | 9th Grade Center | Aug 12, 2026 |
| Lindsey Meek | Counselor | Central Elem/Inter | Aug 5, 2026 |
| Joojo Mill-Graves | Counselor | High School | Jul 29, 2026 |
| Melody Moore | Teacher | East Elementary | Aug 12, 2026 |
| Beau Orlando | Teacher | 9th Grade Center | Aug 12, 2026 |
| Randall Padek | Teacher | 9th Grade Center | Aug 12, 2026 |
| Amelia Russo | Teacher | East Intermediate | Aug 12, 2026 |
| Alexandra Quigley | Teacher | Central Intermediate | Aug 12, 2026 |
| Sterling Shidler | Teacher | Central Elementary | Aug 12, 2026 |
| Sean Spies | Teacher | 9th Grade Center | Aug 12, 2026 |
| Michael Stick | Teacher | West Intermediate | Aug 12, 2026 |
| Steffany Traylor | Teacher | High School | Aug 12, 2026 |
| Ryan Wilson | Teacher | High School | Aug 12, 2026 |
| Tyler Winter | Teacher | Middle School | Aug 12, 2026 |
| Delaney Wright | Teacher | West Elementary | Aug 12, 2026 |

**Submitted to the Board of Education**
July 16, 2026

## Reassignments

No reassignments for this Board meeting.

## Resignations

| Employee | Position | Site/Department | Effective Date |
|---|---|---|---|
| Megan Robbins | Teacher | High School | May 22, 2026 |
| Alison Beach | Teacher | Central Elementary | May 22, 2026 |
| Madison Evatt | Teacher | East Intermediate | May 22, 2026 |
| Jeremy Griffin | Teacher | High School | May 22, 2026 |
| Allison Duncan | Teacher | East Elementary | May 22, 2026 |
| Elaina Martin | Teacher | Central Elementary | May 22, 2026 |
| Amanda Rutherford | Teacher | Central Elementary | May 22, 2026 |
| Jessica Allen | Teacher | Middle School | May 22, 2026 |

## Terminations

No terminations for this Board meeting.

## Personnel Summary

- New Employment: 34
- Resignations: 8
- Reassignments: 0
- Terminations: 0

**Submitted to the Board of Education**
July 16, 2026

# BIXBY PUBLIC SCHOOLS

## Board of Education Support Personnel Report

Support Personnel Actions

July 16, 2026

## Volunteer Contract

No volunteer contracts for this Board meeting.

## Temporary Contract

| Employee | Position | Site/Department | Effective Date |
|---|---|---|---|
| Thomas Boydstun | Immigrant Camp Driver | District | Jun 1, 2026 |
| Benny Nielsen | Immigrant Camp Driver | District | Jun 1, 2026 |
| Michelle Atkinson | Indian Ed Admin Assistant | District | Jul 1, 2026 |

## Adjunct Contract

No volunteer contracts for this Board meeting.

## New Employee Contract

| Employee | Position | Site/Department | Effective Date |
|---|---|---|---|
| Rosemary Amato | Assistant Manager | Child Nutrition | Aug 10, 2026 |
| Miranda Bly | Paraprofessional | West Elementary | Aug 13, 2026 |

**Submitted to the Board of Education**

July 16, 2026

## New Employee Contract

| | | | |
|---|---|---|---|
| Avery Brown | Paraprofessional | Central Elementary | Aug 13, 2026 |
| Michael Daniel | Virtual Support Coordinator | Learning Center | Aug 13, 2026 |
| Casey Davis | Bus Driver | Transportation | Aug 13, 2026 |
| Lillian Davis | Paraprofessional | East Elementary | Aug 13, 2026 |
| Kayla Gonzalez | Paraprofessional | North Elementary | Aug 13, 2026 |
| Susan Hammond | Recess Aide | East Elementary | Aug 19, 2026 |
| Chris Hanley | HVAC | Maintenance | Jul 14, 2026 |
| Caren Hernandez | Paraprofessional | West Elementary | Aug 13, 2026 |
| Clarke Hess | Bus Driver | Transportation | Aug 13, 2026 |
| Michael Joseph | Paraprofessional | West Intermediate | Aug 13, 2026 |
| Sarah Lacy | Paraprofessional | Central Intermediate | Aug 13, 2026 |
| Christal Melton | Recess Aide | North Elementary | Aug 19, 2026 |
| Tiffany Murra | Paraprofessional | West Intermediate | Aug 13, 2026 |
| Jessica Paterson | Paraprofessional | East Elementary | Aug 13, 2026 |
| Kristy Perry | Child Nutrition Assistant | Child Nutrition | Aug 13, 2026 |
| Meredith Postier | Paraprofessional | Central Intermediate | Aug 13, 2026 |
| Tiffany Schutts | Recess Aide | Central Intermediate | Aug 19, 2026 |
| Madelyn Shamoon | Paraprofessional | Central Elementary | Aug 13, 2026 |
| Jaylee Steinberg | Paraprofessional | West Elementary | Aug 13, 2026 |
| James Tatum | Child Nutrition Assistant | Child Nutrition | Aug 13, 2026 |
| Lillie Rose Tollette | Child Nutrition Assistant | Child Nutrition | Aug 13, 2026 |
| Hannah Villar | Paraprofessional | West Elementary | Aug 13, 2026 |
| Jinxiu Yuan | Paraprofessional | High School | Aug 13, 2026 |
| | | | |

## Reassignments

No reassignments for this Board meeting.

**Submitted to the Board of Education**
July 16, 2026

## Resignations

| Employee | Position | Site/Department | Effective Date |
|---|---|---|---|
| Serrell Harris | Bus Driver | Transportation | May 22, 2026 |
| Peggy Bowles | Child Nutrition Assistant | Child Nutrition | Jul 23, 2026 |
| Kim Burroughs | Recess Aide | North Intermediate | May 22, 2026 |
| Callie Davis | Paraprofessional | East Elementary | May 22, 2026 |
| Stephanie Deon | Bus Driver | Transportation | May 22, 2026 |
| Paige Emberson | Paraprofessional | Central Elementary | May 22, 2026 |
| James Gillispie | Bus Driver | Transportation | May 22, 2026 |
| Teresa Havens | Office Aide | North Intermediate | May 22, 2026 |
| Nick Hulse | Child Nutrition Assistant | Child Nutrition | May 22, 2026 |
| Laura Lopez | Child Nutrition Assistant | Child Nutrition | May 22, 2026 |
| Danielle Obaied | Paraprofessional | North Elementary | May 22, 2026 |
| George Swift | Bus Driver | Transportation | May 22, 2026 |
| Jennifer Villegas | Child Nutrition Assistant | Child Nutrition | May 22, 2026 |
| Greg Witzke | Bus Driver | Transportation | May 22, 2026 |

## Terminations

No terminations for this Board meeting.

## Personnel Summary

- New Employment: 25
- Resignations: 14
- Reassignments: 0
- Terminations: 0

**Submitted to the Board of Education**
July 16, 2026

edpuzzle

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

Quote number
00140721

| | | | |
|---|---|---|---|
| Bill To Name | Bixby | Quote Created | 4/9/2026 |
| Bill To | Administration Building<br>23 South Riverview<br>Bixby, OK 74008 | Quote Expires | 8/28/2026 |
| | | Prepared By | Marcia Flynn |
| | | Email | marcia@edpuzzle.com |

| Product Name | Period | Item Description | Sales Price | Qty | Total Price |
|---|---|---|---|---|---|
| Pro District: Starter Edition | 1 year | Edpuzzle Pro: Starter plan for the district - Support every classroom with unlimited interactive content.<br>• Unlimited Videos, Slides, and Quizzes (+ Docs coming July '26)<br>• Unlimited Screen Recording + download option<br>• Stream via Youtube for Education (safe & ad free)<br>• LMS integration<br>• Teacher Assist AI | $23,289.90 | 1 | $23,289.90 |

| | |
|---|---|
| Subtotal | $23,289.90 |
| Grand Total | $23,289.90 |

## 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.

Building Careers.
Changing Lives.

# PACT LICENSE

This PACT LICENSE ("License") is made as of 07/14/2026 ("Executed Date") for a period 07/14/2026 - 07/13/2027 by and between Home Builders Institute, a District of Columbia nonprofit corporation ("HBI") whose address is:

1201 15th Street NW, Sixth Floor
Washington, D.C. 20005

and

Bixby Public Schools("Licensee") whose address is:
23 S. Riverview
Bixby,OK 74008
This License is made under the following circumstances:

A. HBI operates various programs which are designed to train individuals in various crafts in the construction industry. HBI offers a program to prospective employees in the construction industry ("Students") known as the Pre-Apprenticeship Certificate Training ("PACT Program") in which, among other things, HBI provides an Instructor Guide ("Guide") and a Student Workbook ("Workbook") and access to the Instructor and Student HBI Learning Management System accounts ("LMS"), CTEtechWorks (hbi.litmos.com), and other Instructor Resources to assist in training Students to qualify for the PACT Assessment and issue the PACT Certificate, an industry-recognized credential accepted by the U.S. Department of Labor and sponsored by the National Association of Home Builders issued by HBI ("Assessment") which qualifies Students to obtain employment in the construction industry throughout the United States.

B. Licensee desires to offer the PACT Program to Students in its geographic area which, among other things, requires HBI to train and certify ("PACT Instructor Certification") the instructors ("Instructors") employed by Licensee to offer the PACT Program.

C. HBI has caused the Guide, Workbook and LMS content to be copyrighted and the names and brands utilized by HBI to be trademarked.

D. Subject to the terms of this License, HBI authorizes Licensee to offer the PACT Program and utilize the Guide, Workbook, LMS and Instructor Resources. In addition, HBI (or its designee) will certify Instructors identified in Attachment 1 by Licensee, which are reasonably acceptable to HBI.

E. Licensee agrees to adhere to all federal, state, and local laws and regulations concerning work site and OSHA safety laws and regulations, workers compensation, discrimination in the workplace and all other relevant requirements while using HBI training materials under this License.

NOW, THEREFORE, based upon the covenants, agreements, warranties and representations of this License, HBI and Licensee agree as follows:

1. **License.** HBI hereby grants to Licensee a non-exclusive license, without the right to sublicense or assign, and subject to and in accordance with the terms contained in this License to use the Instructor Guide, Student Workbook, LMS and associated Instructor Resources only by HBI approved Instructors (as set forth below) to train Students. HBI will be available to train two Instructor candidates per licensed school/site to provide the PACT Program ("Technical Assistance").

2. **HBI Fees.** In return for the Technical Assistance, use of the Guide, LMS and Workbook, review of prospective Instructors, and reasonable ongoing assistance from time to time, for the Term of this License, the ability to cause Assessments to be utilized, and Certificates to be issued, Licensee shall pay to HBI a nonrefundable fee in accordance with the amount and schedule provided in the payment terms section of

this agreement (The payment terms hereby incorporated into, and made a part of, this License).

3. **Term.** This License shall be for a term of one (1) year ("Term") between the contract dates specified. Upon mutual agreement of HBI and Licensee, this License may be extended ("Extended Term"). The Extended Term shall be on the same terms and conditions contained in this License except the fee paid by Licensee to HBI for the first one-year Extended Term shall be a fee in accordance with the amount and schedule provided in the payment terms section (The payment terms hereby incorporated into, and made a part of, this License) per site/school which the parties agree prior to the commencement of the Extended Term. Upon mutual agreement of HBI and Licensee, the Term may be extended for additional years after the initial one year of the Extended Term at HBI's prevailing rate for such license extension.

4. **Student Fee.** Licensee may offer the PACT Program during the Term for profit or not for profit. The amount Licensee charges each Student to receive the PACT Program shall receive prior approval by HBI, which approval shall not be unreasonably withheld.

5. **Territory and Costs.** Licensee may only offer the PACT Program to Students directly enrolled with Licensee, or within additional sites/schools noted in license agreement. The PACT Program may only beoffered by Licensee in the Standard Metropolitan Statistical Area in which the principal office of Licensee is located or and/or such other locations noted in the license agreement. Offering of remote programs or other sites/schools is not permitted without the prior written approval of HBI Licensee shall pay all the costs incurred to present the PACT Program including, without limitation, rent, wages of Instructors and cost printed materials.

6. **Tools and Materials.** HBI shall furnish to Licensee a printed Workbook and a printed Guide together with access to the Learning Management System and other online Instructor Resources. During the Term of a current License, Licensee will have access to any new or updated PACT materials at no additional cost. All tools, materials, equipment and supplies necessary to offer the PACT Program, including, without limitation, copies of the Workbook, construction materials and building sites remain the responsibility and cost of Licensee.

7. **Use and Distribution of Materials.** During the Term, Licensee shall be permitted to purchase additional copies and distribute the Guide and associated material solely to HBI approved Instructors, and the Workbook solely to HBI PACT-enrolled Students within the Licensee's direct organization. Licensee shall not offer, provide, or distribute electronic, digital, or computer access (whether on the internet, or any other means) to the Guide, LMS, Workbook, or any other materials provided by HBI (collectively, "HBI Materials") to any third party without prior written request to and approval from HBI. Licensee promotional materials must prominently display the HBI logo and the HBI and PACT trademark(s). Any removal, disguise, or modification of the HBI trademark or HBI copyright notice shall be a violation of this License in addition to applicable law. Licensee shall not provide any HBI Materials to non-approved Instructors or Students, or any unauthorized third parties. Upon termination of this License or upon HBI's request, Licensee shall promptly return all HBI Materials, in accordance with the terms herein.

8. **Student Assessments:** The method for students to earn certification from HBI is managed through the LMS, utilizing a combination of standardized assessments and instructor-led performance-based evaluations. Each individual Core or Trade passed assessment incurs a cost of $50; there is no charge for assessments not passed. PACT License Agreement administrators will receive invoices on a monthly basis for assessments that instructors have evaluated with a passing score. HBI recommends administration staff to discuss the program's assessment budget and needs with instructors prior to completion and evaluation of assessments.

9. **Violation of Copyright.** Licensee shall not copy the Guide or any content in the LMS under any circumstances. Subject to HBI's right to demand return of all HBI Materials, Licensee may keep the Workbook and allow Students to retain the Workbook and related materials for their own personal use.

10. **Co-branding.** Any materials produced by Licensee to promote HBI and/or the PACT Curriculum or Program shall contain the co-branded lockup logo. The co-branded logo shall include the Licensee logo in a horizontal or vertical lockup format with the HBI registered mark logo as shown in the HBI Branding Guidelines. The lockup logo must be used in accordance with the HBI Branding Guidelines. The guideline rules outlined in the HBI Branding Guidelines shall govern the use of the lockup logo, including but not limited to the following:

- The default logo is the full color HBI/PACT logo with the Licensee logo, which shall be used in full color; the default HBI logo shall be illustrated on a white background when available or used as a black or white HBI logo with no distractive background designs;
- the two logos should be optically equal in size;
- when the logos are locked up, they shall be separated by four centimeters vertically or horizontally with the vertical and horizontal pipeline.
- The Licensee must follow the HBI Branding Guidelines for other questions concerning use of the HBI/PACT and Licensee lockup logo. HBI retains the right to inspect any materials produced by Licensee that include the HBI logo, HBI trademark, PACT trademark, or lockup logo and to reject the use of such materials at its discretion. In addition, HBI may use the Licensee name and/or logo for promotional purposes.
- Any variation must be approved in writing by HBI's Marketing & Communications team.

11. **Instructors.** Licensee shall select people which have at least five (5) years construction trade experience to be candidates to be Instructors. Only Licensee employees who have received PACT Instructor Certification from HBI shall be considered Instructors and authorized to have students complete Assessments and issue Certificates. In order to retain PACT Instructor Certification, the PACT Instructor must teach one complete PACT class and certify at least one student during the Contract dates of this agreement. Failure to comply with above provision will result in expiration of PACT Instructor Certification and will require re-certification. Licensee is responsible for notifying HBI in a timely manner of any changes in primary points of contact, accounts payable contacts, Instructors, or other direct employees with access to the LMS. Failure to do so may negatively impact access to LMS. Please refer to appropriate HBI staff for costs and conditions for additional Instructor training.

12. **Books and Records.** Licensee shall give HBI complete access to all records and materials generated by the Licensee in the presentation of the PACT Program, including without limitation, enrollment information and evaluations of Students participating in the PACT Program. The information maintained by Licensee in connection with the PACT Program shall be true and correct. Licensee and Instructors shall follow the curriculum established in the PACT Program, and utilize the LMS to register, evaluate, assess, and certify students as directed by HBI. HBI shall have the right to observe Instructors as they present the PACT Program. Licensee shall, during the Term, maintain PACT Program skill achievement records sufficient to document Student competency along with other records that Licensee uses for documentation of construction training related to the PACT Program. HBI, or its designated agent, shall have the right, during normal business hours during the Term and for a period of three (3) years after the expiration or termination of the Term, to inspect, review, or audit such books and records of Licensee. Licensee shall give HBI access to the presentations of the PACT Program and the books and records produced by Students, Instructors and Licensee in the PACT Program during normal business hours. Licensee shall notify HBI immediately, but, in any event, within 48 hours of receipt of any complaint concerning the actions of any Instructor, the materials or the PACT Program and shall provide all relevant details.

13. **Reporting.** HBI may request additional or supplemental information related to student enrollment, progress, and certifications for information not contained within the LMS. HBI does require Student first and last name but will not require additional personal identifying information, except where permitted by Licensee.

14. **No Solicitation.** HBI and Licensee shall be independent contractors. Licensee shall not employ any person who is, or has been within the preceding year, an employee of HBI. Similarly, HBI shall not employ any person who is, or within the preceding year been, an employee of Licensee. HBI and Licensee shall each maintain separate business operations, books, and records. HBI shall have no right to act on behalf of or bind Licensee in any manner. Licensee shall have no right to act on behalf of or bind HBI in any manner. During the Term, and thereafter, HBI may provide the PACT Program to other persons, organizations, and firms. Neither HBI nor Licensee shall, either directly or indirectly, through any person, entity, or by any other means (i) induce or attempt to induce any employee of the other party to leave the employ of the party or in any way interfere with the relationship between the party and any employee thereof, or (ii) hire any person who was an employee of the other party at any time during the Term or within one (1) year after the end of the Term.

15. **Confidentiality.** Licensee will hold in confidence all documents, records, materials and all other information it receives from HBI in connection with the PACT Program (whether received before or after the date of this License), including the Guide and Workbook, provided, however, Licensee shall be permitted to provide the Workbook to Students in hardcopy only. At the request of HBI, Licensee, except as provided herein, shall return to HBI all copies of nonpublic documents and materials that have been furnished to Licensee, including the Guide and Workbook, ("Confidential Materials"). Confidential Materials shall not be communicated, distributed, or provided to any third party. The obligation of Licensee to treat Confidential Materials in confidence shall not apply to any information which (i) is or becomes available to Licensee from a source other than HBI, (ii) is or becomes available to the public other than as a result of disclosure by Licensee or its agents, or (iii) is required to be disclosed under applicable law or judicial process, but only to the extent it must be disclosed. Notwithstanding the foregoing, in the event that Licensee is required to disclose any Confidential Materials or information by applicable law, judicial process or rule of governmental agency, it is agreed that Licensee shall provide HBI with prior notice of such requirement and HBI may seek an appropriate protective order if it so desires.

16. **Termination.** If either party defaults in the performance of, or compliance with, any term or condition of this License, the other party may terminate this License. The non-defaulting party shall give the defaulting party prompt written notice of any default under this License and termination of this License shall be effective thirty (30) days from the date the non-defaulting party sends such notice, unless, within thirty (30) days of the date notice is sent, the defaulting party has corrected or cured the default or if the non-defaulting party is satisfied that the defaulting party has taken appropriate action likely to affect such correction within a reasonable time, in the sole discretion of the non-defaulting party. The non-defaulting party may, at its option, terminate this License including, without limitation, all the rights hereunder. Upon termination by HBI, Licensee shall remain obligated to pay any and all amounts due hereunder to HBI, including, without limitation, the remaining installments of the Assessment or License Fees, and shall return to HBI all materials in accordance with the terms hereof.

17. **Indemnification.**

A. By HBI. HBI hereby indemnifies and holds Licensee and its directors, officers, employees and agents harmless from and against any and all liabilities, losses, claims, damages, costs and expenses (including court costs and reasonable attorney's fees) incurred by one or more of such parties and arising from HBI's services, duties and obligations hereunder except where such liabilities, losses, claims, damages, costs or expenses are attributable to the act or omission of Licensee or its directors, officers, employees or agents. In all cases, HBI's liability shall be limited to the PACT Program fee paid by Licensee.

B. By Licensee. Licensee hereby indemnifies and holds HBI and its directors, officers, employees and agents harmless from and against any and all liabilities, losses, claims, damages, costs and expenses (including court costs and reasonable attorney's fees) incurred by one or more of such parties and arising from or connected with Licensee's duties and obligations (or violation thereof) hereunder, including, but not limited to, any unauthorized use of the HBI Materials, except where such liabilities, losses, claims, damages, costs or expenses are solely attributable to the negligent act or omission or intentional misconduct of HBI or its directors, officers, employees or agents.

18. **Severability.** Should any provision of this License be determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this License had been executed with the invalid provision eliminated, and it is hereby declared the intention of the parties that they would have executed the other provisions of this License without including therein any such provision which may for any reason be hereafter determined invalid. Whenever possible, each provision of this License shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this License or the application of any such provision to any party or circumstance shall be held to be prohibited by or invalid, illegal, or unenforceable under applicable law in any respect by a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, illegality or unenforceability, without invalidating the remainder of such provision or the remaining provisions of this License. Furthermore, in lieu of such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this License, a legal, valid, and enforceable provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible. Notwithstanding the foregoing, if any such determination materially and adversely affects either party, the parties shall negotiate in good faith to modify this License to the fullest extent permitted by applicable law so as to affect their original intent as closely as possible to the end that the transactions contemplated hereby are fulfilled and consummated to the maximum extent possible.

19. **Assignment.** No party may assign any of its rights under this License, except with the prior written consent of the other party. All assignments of rights are prohibited under this License, whether they are voluntary or involuntary, by change of control, merger, consolidation, dissolution, operation of law, or any other manner. For purposes of this Section:

1. "change of control" refers to a change in control of 50% or more of the party; and
2. "merger" refers to any merger in which a party participates, regardless of whether it is the surviving or disappearing entity.

Any purported assignment of rights or delegation of performance in violation of this License is void.

20. **Governing Law.** This License shall be construed in accordance with and governed by the laws of the District of Columbia without reference to principles of conflict of laws.

21. **Counterparts.** This License may be executed in counterparts, all of which taken together shall constitute one agreement binding on all the parties, notwithstanding that all the parties are not signatories to the original or the same counterpart. The parties shall become bound by this License only when all parties have executed a counterpart of this License.

22. **Expenses.** Each party hereto will pay all costs and expenses incident to its negotiation and preparation of this License and to its performance and compliance with all agreements and conditions contained herein on its part to be performed or complied with, including the fees, expenses and disbursements of its counsel and accountants.

23. **Gender, Plural.** Whenever the context may require, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms. The singular form of nouns, pronouns and verbs shall include the plural and vice versa.

24. **Submission to Jurisdiction and Forum.** The parties hereby agree that any suit, action or proceeding arising out of or related to this License or any of the transactions contemplated hereby or thereby shall be brought exclusively in either the United States District Court for the District of Columbia or an appropriate court of the District of Columbia. The parties hereby irrevocably submit in any suit, action or proceeding arising out of or related to this License or any of the transactions contemplated hereby or thereby to the jurisdiction of the United States District Court for the District of Columbia and the jurisdiction of any court of the District of Columbia. The parties hereto waive any and all objections to jurisdiction and venue in those courts that they may have under the laws of the District of Columbia or the United States. Licensee agrees that in the event of the actual or threatened unauthorized use of the HBI Materials or HBI Trademarks, HBI shall be irreparably harmed and/or threatened with irreparable harm and be entitled to seek injunctive relief without the necessity of posting a bond.

25. **Entire Agreement.** This License shall constitute the entire agreement between the Parties with respect to the limited subject matter specified herein and may not be modified or amended other than by a written instrument executed by both Parties. This License supersedes all prior oral and written communications, agreements, and understandings of the Parties with respect to the limited subject matter of this License.

26. **Third Party Beneficiaries.** None of the provisions of this License shall be for the benefit of or enforceable by any creditors of the parties.

27. **Waivers.** Any term of this License may be waived, or the time for its performance may be extended, by the party or parties entitled to the benefit thereof. Any such waiver shall be validly and sufficiently authorized for the purposes of this License if, as to any party, it is authorized in writing by an authorized representative of such party. The failure of any party hereto to enforce at any time any provision of

this License shall not be construed to be a waiver of such provision, nor in any way to affect the validity of this License or any part hereof or the right of any party thereafter to enforce each and every such provision. No waiver of any breach of this License shall be held to constitute a waiver of any other or subsequent breach.

28. **Captions.** The captions of the paragraphs of this License have been inserted only for the purpose of convenience and such captions are not a part of this License and shall not be deemed in any manner to modify, explain, enlarge, or restrict any of the provisions of this License.

29. **System Requirements.** Instructors and Students must be registered on HBI's LMS to complete course requirements. Please ensure your IT point of contact whitelists the system; for more information, contact lmssupport@hbi.org with subject line: whitelist. For optimal user experience and product performance, please note the LMS system requirements below, which are subject to change in HBI's discretion:

Desktop:

- Broadband Internet connection

Web browser:

- Internet Explorer 8+
- Firefox 2+
- Safari on Mac 1.2+
- Google Chrome (current version)
- Javascript and Cookies enabled

Mobile Devices:

- Apple iOS devices using Safari mobile web browser
- Android devices using Google Chrome mobile web browser

If premium Interplay Learning content is purchased through HBI, note the system requirements and end-user hardware suggested for optimal delivery:

Browser-Based Training Requirements for PC, MAC, and Chromebook:

- 64 bit operating system required-simulations run on most modern 64 bit browsers, including
- Google Chrome, Firefox, and Safari. Microsoft Edge or Internet Explorer are not supported. Apple/Macs work in this mode ONLY.
- 8GB of RAM is recommended, though the simulations may load on a machine with 4GB of RAM. They will not load on a machine with less than 4GB of RAM.
- Most Intel i3, i5, or i7 processors should be sufficient.
- Machines with Pentium, Atom, and Celeron processors are usually not powerful enough for the simulations.
- You should have an internet connection speed of at least 15mbps.

Hardware requirements for Virtual Reality (VR) use (optional):

- GPU: Nvidia GeForce GTX 970, AMD Radeon R9 290 equivalent or better.
- CPU: Intel i5-4590, AMD FX 8350 equivalent or better.
- RAM: 4 GB or more.
- Video Output: HDMI 1.4, DisplayPort 1.2 or newer.
- USB Port: 1x USB 2.0 or better port.
- Operating System: Windows 7 SP1, Windows 8.1 or later, Windows 10.
- HTC Vive, Oculus Rift S HMD or equivalent

30. **Notice.** Any notices or other communications required or permitted under this License shall be sufficiently given if in writing and (i) hand-delivered, including delivery by courier service, (ii) sent by facsimile, (iii) sent by email or similar system, or (iv) sent by certified mail, return receipt requested, postage prepaid, addressed to the recipient at the address stated below, or to such other address as the party may substitute by written notice to the other party during the Term.

Notices and other communications delivered by facsimile must be transmitted by a facsimile machine which produces a dated message completed confirmation. Notices sent by email must be transmitted through a system that produces a delivery receipt. All notices hand-delivered shall be deemed received on the day of delivery. All notices forwarded by mail shall be deemed received on the date two (2) business days immediately following date of deposit in the U.S. mail; provided, however, the return receipt indicating the date upon which the notice is received shall be prima facie evidence that such notice was received on the date of the return receipt. Notices and other communications transmitted by facsimile or email shall be deemed delivered on the day transmitted unless such day is a Saturday, Sunday, or legal holiday in which event it shall be deemed received on the next business day. Addresses may be changed by giving notice of such change in the manner provided herein. Unless and until such written notice is received, the last address given shall be deemed to continue in effect for all purposes.

If the notice is sent by facsimile or email, it must be properly addressed, reflecting the following facsimile phone number or email address, respectively, of the addressee:

**If to HBI:**

| |
|---|
| **HBI** |
| **Attention:** Jeremy Albritton |
| **Fax:** (202) 266-8999 |
| **Email:** ContractManagement@hbi.org |

**If to Licensee:**

| |
|---|
| **Licensee Name:** Bixby Public Schools |
| **Licensee Address:**<br>23 S. Riverview<br>Bixby, OK 74008 |
| **Attention: Name:** Denver Boren |
| **Email:** dboren@bixbyps.org |

**Licensee Accounts Payable and IT Contact**

| |
|---|
| **Accounts Payable Name:** Sherry McIntyre |
| **Accounts Payable Address:**<br>, |

| |
|---|
| **Accounts Payable Phone:** |
| **Accounts Payable Email:** smcintyre@bixbyps.org |
| **IT Contact Name:** Amy Reneau |
| **IT Contact Email:** areneau@bixbyps.org |

31. **Site/School Information.**
Bixby High School

32. **Instructor Contact Information.**

**Instructor(s)**

**Instructor**

| |
|---|
| **Name**: Denver Boren |
| **Email:** dboren@bixbyps.org |

## Payment Terms

The following represents the payment terms identified for this license agreement

| Name | Quantity | Unit Price | Subtotal | Billing Exceptions Applied | Billing Exceptions Amount | School/Site/Instructor | Total Price |
|---|---|---|---|---|---|---|---|
| Instructor Training & Certification | 1 | $900.00 | $900.00 | | $0.00 | | $900.00 |
| Initial License Agreement | 1 | $5,500.00 | $5,500.00 | | $0.00 | | $5,500.00 |
| Site/School | 1 | $2,000.00 | $2,000.00 | | $0.00 | | $2,000.00 |

Subtotal: $8,400.00
Total Discounts: $0.00
**Total Amount Due:** $8,400.00

# LICENSEE:

I am authorized to enter this License on behalf of Licensee and agree to the terms, conditions and payment schedule of this License as listed above.

_____

**Name**: Tonya Morgan
**Title**: Director of Curriculum and Resources

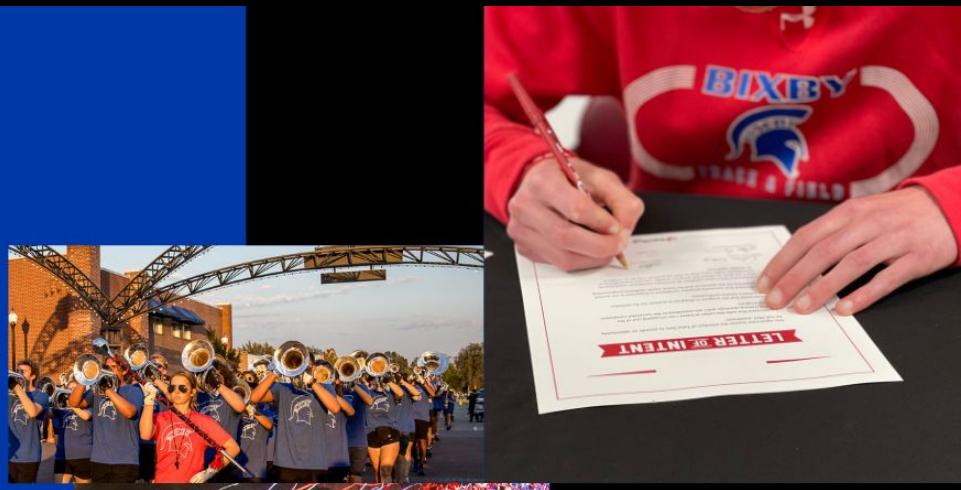
# HBI:

I am authorized to enter this License on behalf of HBI and agree to the terms and conditions of this License.



**Name**: Ed Brady
**Title**: CEO, Home Builders Institute

# Bixby High School Graduation Requirements















# BIXBY PUBLIC SCHOOLS graduation requirements

**Class of 2030 & Beyond**

## Core Unit Requirements for All Pathways

| English | Mathematics | Science | Social Studies | Electives |
|---|---|---|---|---|
| **4 Units**<br>I, II, III, IV, Concurrent enrollment - Comp I/II may also meet up to 2 units | **4 Units: Completed in Grades 8-12**<br>Students must take Algebra I & Geometry or Algebra II plus two additional units | **3 Units**<br>1 unit Biology; 1 unit Physical Science, Chemistry, or AP Physics; 1 additional unit of lab science | **3 Units**<br>½ unit OK History; 1/2 unit Government; 1 unit US History; 1 unit other approved History course | **9 Units**<br>(6) Applicable to Pathway<br>(3) Additional<br>Universally Applicable Electives |

## Universally Applicable Elective Units

### Elective Units Currently Offered

| | | | |
|---|---|---|---|
| Computer Science I<br>Computer Science II<br>Computer Applications - Virtual Only<br>World Languages<br>AP Courses (not already for core unit credit) | Internship I<br>Internship II<br>Service Learning<br>Life Skills<br>Career Planning & Development - Virtual Only | All OSSAA Athletics & Activities -<br>*Offered during BHS School Day*<br>ROTC<br>Ag Program Courses<br>Strategies for Academic Success - Virtual Only | Business Communications<br>Public Speaking (Debate & Rhetoric)<br>Current Issues & Events<br>Leadership<br>Civics & Citizenship - Virtual Only |

## Additional Requirements for All Pathways

| | | | | |
|---|---|---|---|---|
| **Individual Career & Academic Plan (ICAP)**<br>Yearly requirements embedded in Canvas "ICAP" course | **US Naturalization Test**: Given in 9th grade; Students must pass; Additional test opportunities 10th-12th | **CPR:** Instruction completed in 9th Grade | **State Testing:** 11th grade CCRA Science & US History tests; State-provided ACT test | **Personal Financial Literacy**: Must be completed in grades 10-12 OR taken as 1 unit of Mathematics |

**Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete & submit a Free Application for Federal Student Aid (FAFSA) their senior year.**








# BIXBY HIGH SCHOOL PATHWAYS

## Career Clusters

| Business, Marketing, & Management | Agriculture, Food, & Natural Resources | Communication Arts | Human Services | Health Sciences | Industrial, Manufacturing, & Engineering | Energy |
|---|---|---|---|---|---|---|

## Pathways

| Business, Marketing, & Management | Agriculture, Food, & Natural Resources | Communication Arts | Human Services | Health Sciences | Industrial, Manufacturing, & Engineering | Energy |
|---|---|---|---|---|---|---|
| Marketing<br>Finance<br>Business Management & Administration<br>Hospitality & Tourism | Agriculture, Food, & Natural Resources | Arts, A/V Technology, & Communications<br>Information Technology | Human Services<br>Law, Public Safety, Corrections, & Security<br>Government & Public Administration<br>Education & Training | Health Sciences | Manufacturing<br>Transportation, Distribution, & Logistics<br>Science, Technology, Engineering & Mathematics<br>Architecture & Construction | Energy |

## Related Careers & College Majors

| Business, Marketing, & Management | Agriculture, Food, & Natural Resources | Communication Arts | Human Services | Health Sciences | Industrial, Manufacturing, & Engineering | Energy |
|---|---|---|---|---|---|---|
| • Public Relations<br>• Advertising & Promotions Manager<br>• Real Estate Broker<br>• Social Media Marketing<br><br>• Banking Services<br>• Loan Officer<br>• Insurance<br>• Accounting<br>• Payroll Clerk<br><br>• Administrative Assistant<br>• Human Resources<br>• Office Manager<br>• Sales Representative<br><br>• Chef, Baker, Caterer<br>• Restaurant Owner, Manager<br>• Hotel/Resort Manager<br>• Event Planner | • Landscape Architect<br>• Floral Designer<br>• Veterinarian<br>• Welder<br>• Ag Business | • Videographer<br>• Writer<br>• Producer, Director<br>• Journalism<br>• Set Designer<br>• Sound Engineer<br><br>• Computer Engineer<br>• Game Developer<br>• Network Security Analyst<br>• Programmer | • Social Worker<br>• Counselor, Therapist<br>• Esthetician<br>• Hair Stylist<br>• Personal Trainer<br><br>• Court Reporter<br>• Sheriff<br>• Security Guard<br>• Correctional Officer<br>• Police Officer/Detective<br>• Firefighter<br>• Paramedic<br><br>• Legislator<br>• Political Scientist<br>• Reporter & Correspondent<br>• Emergency Management Director<br><br>• Child Care Director, Nanny<br>• Early Education Teacher<br>• High School Teacher<br>• College Faculty, Professor<br>• School Counselor | • Nursing<br>• Ultrasound Technician<br>• Physician<br>• Surgeon<br>• Laboratory Technician<br>• Phlebotomists<br>• Pharmacists | • Chemical Equip. Operator<br>• Wind Turbine Service Tech<br>• Machinist<br>• Installation, Maintenance & Repair Worker<br><br>• Aircraft Engine Specialist<br>• Industrial Equip. Mechanic<br>• Facility Maintenance Manager<br>• Automotive Technician<br><br>• Aerospace Engineer<br>• Biomedical Engineer<br>• Civil Engineer<br>• Mechanical Engineer<br>• Agricultural Engineer<br>• Chemical Engineer<br>• Microbiologist<br>• Geoscientist<br>• Archaeologist<br>• Mathematician<br>• Statistician<br><br>• Architect<br>• Construction Engineer<br>• Contractor<br>• Forklift Operator<br>• Safety Director<br>• HVAC | • Industrial Production<br>• Biofuels Production<br>• Engineering<br>• Technicians<br>• Geothermal Production<br>• Electrical Power-Line Installers & Repairers<br>• Power Plant Operator |

# BIXBY HIGH SCHOOL PATHWAYS - Career, Certification, & Degree Options

## Business, Marketing, & Management

### Marketing

| HS Diploma | Trade School Certification | College Degree |
|---|---|---|
| • Sales Representative<br>• Retail Associate<br>• Customer Service Representative<br>• Social Media Assistant<br>• Brand Ambassador | • Digital Marketing Specialist<br>• Graphic Designer<br>• Marketing Coordinator<br>• Advertising Sales Agent<br>• Market Research Assistant<br>**Tulsa Tech Programs:**<br>• Business Management and Entrepreneurship | • Market Manager<br>• Market Research Analyst<br>• Brand Manager<br>• Director of Advertising<br>• Public Relations Specialist |

### Finance

| HS Diploma | Trade School Certification | College Degree |
|---|---|---|
| • Bank Teller<br>• Billing Clerk<br>• Collections Agent<br>• Payroll Clerk<br>• Loan Processor | • Accounting Technician<br>• Financial Service Representative<br>• Credit Analyst<br>• Insurance Underwriting Asst.<br>• Bookkeeper<br>**Tulsa Tech Programs:**<br>• Accounting | • Financial Analyst<br>• Certified Accountant<br>• Investment Banker<br>• Personal Financial Advisor<br>• Risk Analyst |

### Business Management & Administration

| HS Diploma | Trade School Certification | College Degree |
|---|---|---|
| • Administrative Assistant<br>• Receptionist<br>• Office Clerk<br>• Data Entry Clerk<br>• Office Manager | • Human Resource Assistant<br>• Executive Assistant<br>• Operations Coordinator<br>• Office Supervisor<br>• Project Coordinator<br>**Tulsa Tech Programs:**<br>• Hospitality and Tourism Management<br>• Business Management and Entrepreneurship | • Business Manager<br>• Project Manager<br>• Human Resource Manager<br>• Consultant<br>• Operations Coordinator |

### Hospitality and Tourism

| HS Diploma | Trade School Certification | College Degree |
|---|---|---|
| • Hotel Front Desk Clerk<br>• Restaurant Server<br>• Travel Reservation Agent<br>• Event Setup Crew Member<br>• Concierge | • Chef or Sous Chef<br>• Hotel Supervisor<br>• Event Planner<br>• Travel Agent<br>• Food Service Management | • Hospitality Consultant<br>• Event Coordinator<br>• Guest Relations Specialist<br>• Hotel Manager<br>• Travel and Tourism Director |

# BIXBY HIGH SCHOOL PATHWAYS - Career, Certification, & Degree Options

## Agriculture, Food, & Natural Resources

| | HS Diploma | Trade School Certification | College Degree |
|---|---|---|---|
| **Agriculture, Food, & Natural Resources** | • Farmhand<br>• Groundskeeper<br>• Animal Caretaker<br>• Fish and Wildlife Technician<br>• Pest Control Technician | • Veterinary Technician<br>• Forest Conservationist<br>• Agriculture Technician<br>• Horticulture Specialist<br>• Farm and Ranch Equipment Tech | • Agriculture Scientist<br>• Wildlife Biologist<br>• Environmental Scientist<br>• Agricultural Engineer<br>• Food Scientist |

## Communication and Information Systems

| | HS Diploma | Trade School Certification | College Degree |
|---|---|---|---|
| **Arts, A/V Technology, & Communications** | • Photographer<br>• Audio/Video Equipment Operator Assistant<br>• Stagehand<br>• Animation Assistant<br>• TV Production Assistant | • Graphic Designer<br>• Audio Engineer<br>• Broadcast Technician<br>• Video Editor<br>• Web Design | • Art Director<br>• Public Relations Specialist<br>• Film and Video Producer<br>• Communications Director<br>• Multimedia Artist and Animator |
| | **HS Diploma** | **Trade School Certification** | **College Degree** |
| **Information Technology Pathway** | • Help Desk Technician<br>• Computer Support Specialist<br>• Data Entry Clerk<br>• IT Equipment Installer<br>• Technical Support Representative | • Network Technician<br>• Web Design Developer<br>• Cybersecurity Technician<br>• System Administrator Assistant<br>• Database Technician | • Software Developer<br>• Systems Analyst<br>• Network Architect<br>• Cybersecurity Analyst<br>• Cloud Engineer |

## Health Science

| | HS Diploma | Trade School Certification | College Degree |
|---|---|---|---|
| **Health Science** | • Pharmacy Clerk<br>• Medical Office Receptionist<br>• Medical Records Clerk<br>• Hospital Orderly<br>• Phlebotomy Technician | • Licensed Practical Nurse<br>• Dental Hygienist<br>• Radiologic Technician<br>• Physical Therapist Assistant<br>• Ultrasound Technician | • Registered Nurse<br>• Health Services Manager<br>• Nutritionist<br>• Public Health Educator<br>• Clinical Research Coordinator |

# BIXBY HIGH SCHOOL PATHWAYS - Career, Certification, & Degree Options

## Human Services and Resources

| | HS Diploma | Trade School Certification | College Degree |
|---|---|---|---|
| **Human Services** | • Home Health Aide<br>• Childcare Worker<br>• Personal Care Assistant<br>• Community Outreach Worker<br>• Mental Health Support Aide | • Licensed Practical Nurse<br>• Paralegal<br>• Early Childhood Education Specialist<br>• Social Services Assistant<br>• Substance Abuse Counselor | • Social Worker<br>• Marriage and Family Therapist<br>• Rehabilitation Counselor<br>• Human Resources Supervisor<br>• Vocational Rehabilitation Specialist |
| **Law, Public Safety, Corrections, & Security** | • Correctional Officer<br>• Security Guard<br>• Police Dispatcher<br>• Parking Enforcement Officer<br>• Court Clerk | • Legal Assistant<br>• Criminal Justice Technician<br>• Forensic Science Assistant<br>• Emergency Medical Technician<br>• Private Investigator | • Criminal Investigator<br>• FBI Agent<br>• Forensic Psychologist<br>• Emergency Management Specialist<br>• Corrections Counselor |
| **Government and Public Administration** | • Postal Service Clerk<br>• Administrative Support Assistant<br>• Census Field Worker<br>• Public Works Laborer<br>• Municipal Maintenance Worker | • Urban Planning Technician<br>• Court Reporter<br>• Tax Examiner<br>• Fire Inspector<br>• Records management Specialist | • City Planner<br>• Public Policy Analyst<br>• Foreign Service Officer<br>• Human Resource Manager<br>• Budget Analyst |
| **Education & Training** | • Teacher's Aide<br>• Library Assistant<br>• After-School Program Assistant<br>• School Office Clerk<br>• School Bus Monitor | • Library Technician<br>• Early Childhood Education Specialist<br>• Child Development Associate<br>• Training and Development Assistant<br>• Educational Interpreter | • Elementary School Teacher<br>• Instructional Coordinator<br>• Special Education Teacher<br>• Education Consultant<br>• College Admissions Counselor |

# BIXBY HIGH SCHOOL PATHWAYS - Career, Certification, & Degree Options

## Industrial, Manufacturing & Engineering Systems

| | HS Diploma | Trade School Certification | College Degree |
|---|---|---|---|
| **Manufacturing Pathway** | • Maintenance Technician<br>• Machine Operator<br>• Packaging Technician<br>• CAD Drafter (entry-level)<br>• Service Technician<br>• Forklift Operator | • Electrician<br>• Welder<br>• Electrical Line Technician<br>• HVAC/R Technician<br>• Manufacturing Engineering Technician | • Mechanical Engineer<br>• Mechatronics Engineering<br>• Electrical Engineer<br>• Aerospace Engineer<br>• Supply Chain Management |
| **Transportation, Distribution, & Logistics** | • Delivery Driver<br>• Airport Ground Crew<br>• Forklift Operator<br>• Freight Broker<br>• Cargo Handler | • Commercial Truck Driver<br>• Automotive Technician<br>• Aircraft Maintenance Technician<br>• Heavy Equipment Technology<br>• Rail Signal Technician | • Logistics Analyst<br>• Traffic Engineer<br>• Industrial Engineer<br>• Logistics<br>• Supply Chain Management |
| **Science, Technology, Engineering & Math** | • Laboratory Assistant<br>• Surveying Aide<br>• Entry Level CAD Operator<br>• Manufacturing Production Worker<br>• Wind Turbine Technician | • Mechanical Engineering Technician<br>• Computer Support Specialist<br>• Environmental Science Technician<br>• Land Surveyor<br>• Network Maintenance Technician | • Engineer (Mechanical, Electrical, Civil)<br>• Biologist<br>• Data Scientist<br>• Software Engineer<br>• Cybersecurity Analyst |
| **Architecture and Construction** | • Construction Laborer<br>• Carpenter Assistant<br>• Commercial Painter<br>• Drywall Installer<br>• Heavy Equipment Operator | • Drafting Technician<br>• Electrician<br>• Plumber<br>• HVAC Technician<br>• Welder | • Architect<br>• Civil Engineer<br>• Construction Manager<br>• Urban Planner<br>• Landscape Architect |

# BIXBY HIGH SCHOOL PATHWAYS - Career, Certification, & Degree Options

| Energy | | | |
|---|---|---|---|
| | **HS Diploma** | **Trade School Certification** | **College Degree** |
| **Energy** | • Farmhand<br>• Groundskeeper<br>• Animal Caretaker<br>• Fish and Wildlife Technician<br>• Pest Control Technician | • Veterinary Technician<br>• Forest Conservationist<br>• Agriculture Technician<br>• Horticulture Specialist<br>• Farm and Ranch Equipment Tech | • Agriculture Scientist<br>• Wildlife Biologist<br>• Environmental Scientist<br>• Agricultural Engineer<br>• Food Scientist |

# Marketing

## Career Cluster: Business, Marketing and Management

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

- FACS Basics
- Interpersonal Studies
- Yearbook
- Marketing Fundamentals
- Fashion Design I and II
- Intro to Business - Virtual Only

- Graphic Design & Desktop Publishing
- Multimedia & Image Mgmt. Techniques
- AP 2D Art
- Digital Media Production/Broadcasting
- Financial Math - Virtual Only

- Digital Media Production/ Advanced
- Entrepreneurship
- Buying and Merchandising
- Employment Essentials
- Creative Writing

- Fundamentals of Web Design
- Any additional core unit applicable to pathway: Econ, Sociology
- Concurrent/Tech courses applicable to pathway

**Career-Related Work-based Learning Activities:**

- Project-based Learning through Technology Center Program
- Job Shadow, Internship, or Apprenticeship within Related Career Field

**Related Careers & College Majors:**

- Public Relations
- Advertising and Promotions Manager
- Real Estate Broker
- Social Media Marketing

Return to Pathways

# Finance

## Career Cluster: Business, Marketing and Management

**Plan of Study Template**

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

- FACS Basics
- Consumer Math
- Financial Math - Virtual Only
- Marketing
- Current Events
- Intro to Business - Virtual Only
- Any additional core unit applicable to pathway
  - Economics, Statistics, all additional math courses
- Concurrent/Tech courses applicable to pathway

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Banking Services<br>• Loan Officer<br>• Insurance | • Accounting<br>• Payroll Clerk |

Return to Pathways

# Business Management & Administration

## Career Cluster: Business, Marketing and Management

**Plan of Study Template**

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances****

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | | |
|---|---|---|---|
| • FACS Basics<br>• Consumer Math<br>• Buying & Merchandising | • Current Issues<br>• Marketing Fundamentals<br>• Financial Math - Virtual Only | • Entrepreneurship<br>• Employment Essentials<br>• Intro to Business - Virtual Only | • Any additional core unit applicable to pathway<br>• Economics<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Administrative Assistant<br>• Human Resources | • Office Manager<br>• Sales Representative |

Return to Pathways

# Hospitality and Tourism

## Career Cluster: Business, Marketing and Management

**Plan of Study Template**

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances****

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | | |
|---|---|---|---|
| • Intro to FACS<br>• Food and Nutrition<br>• Fashion Design I and II<br>• All Business Dept. Courses | • Music Immersive Experience<br>• Competitive Acting<br>• Wellness<br>• Consumer Math | • Digital Media Production/Broadcasting<br>• Digital Media Production/ Advanced<br>• Creative Writing | • Intro to Business - Virtual Only<br>• Financial Math - Virtual Only<br>• Any additional core unit applicable to pathway<br>• Economics, Sociology, Environmental Science<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Chef, Baker, Caterer<br>• Restaurant Owner, Manager | • Hotel/Resort Manager<br>• Event Planner |

Return to Pathways

# Agriculture, Food, & Natural Resources

## Career Cluster: Agriculture, Food, & Natural Resources

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • Agriculture Dept. classes<br>• Intro to Agriscience<br>• Intro to Animal Science<br>• Equine Science<br>• Small Animal Care | • Intro to Horticulture<br>• Agriculture Communications<br>• Ag Power & Technology<br>• Intro to Natural Resource and Environmental Science | • Any additional core unit applicable to pathway<br>• Economics, Human Geography, Any additional Science course, Calculus, Statistics, Algebraic Methods<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Landscape Architect<br>• Floral Designer<br>• Veterinarian | • Welder<br>• Ag Business |

Return to Pathways

# Arts, A/V Technology, & Communications

## Career Cluster: Communication and Information Systems

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances****

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | | |
|---|---|---|---|
| • Creative Writing<br>• All Journalism Dept Courses | • All Computer Science Dept. Courses | • All Fine Arts Dept. Courses | • Any additional core unit applicable to pathway<br>• Sociology<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Videographer<br>• Writer<br>• Producer, Director | • Journalism<br>• Set Designer<br>• Sound Engineer |

Return to Pathways

# Information Technology Pathway

## Career Cluster: Communication and Information Systems

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | |
|---|---|
| • All Computer Science Dept Courses | • Any additional core unit applicable to pathway<br>• Calculus, Algebraic Methods<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Computer Engineer<br>• Game Developer | • Network Security Analyst<br>• Programmer |

Return to Pathways

# Human Services

## Career Cluster: Human Services and Resources

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • All FACS Dept Courses<br>• All Fine Arts Dept. Courses | • Employment Essentials<br>• Marketing Fundamentals | • Any additional core unit applicable to pathway<br>• Anatomy, AP Biology, Consumer Math<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Social Worker<br>• Counselor, Therapist<br>• Esthetician | • Hair Stylist<br>• Personal Trainer |

Return to Pathways

# Law, Public Safety, Corrections, & Security

## Career Cluster: Human Services and Resources

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • All Physical Education Dept. Courses<br>• Marketing Fundamentals | • Interpersonal Studies<br>• Employment Essentials | • Any additional core unit applicable to pathway<br>• Asian Studies, Military History, Holocaust Studies, Sociology, Forensic Science<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Court Reporter<br>• Sheriff<br>• Security Guard<br>• Correctional Officer | • Police Officer/Detective<br>• Firefighter<br>• Paramedic |

Return to Pathways

# Government and Public Administration

## Career Cluster: Human Services and Resources

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| | • Debate and Rhetoric | • Any additional core unit applicable to pathway<br>• Asian History, Military History, Holocaust Studies, Economics, Human Geography, Sociology<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Legislator<br>• Political Scientist | • Reporter & Correspondent<br>• Emergency Management Director |

Return to Pathways

# Education & Training

## Career Cluster: Human Services and Resources

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | | |
|---|---|---|---|
| • FACS Basics<br>• Peer Mentoring Internship<br>• Creative Writing | • Human Growth and Development<br>• All Physical Education Dept. Courses | • Interpersonal Studies<br>• All Fine Arts Dept. Courses<br>• Exceptional Child | • Any additional core unit applicable to pathway<br>• Sociology, Asian History, Military History, Holocaust Studies<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Child Care Director, Nanny<br>• Early Education Teacher<br>• High School Teacher | • College Faculty, Professor<br>• School Counselor |

Return to Pathways

# Health Sciences Pathway

## Career Cluster: Health Science

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Anatomy & Physiology or Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |
| ***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances*** | | | | |

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

- All Physical Education Dept. Courses
- Wellness
- Health Science Concepts - Virtual Only

- Any additional core unit applicable to pathway
- Economics, AP Biology, Forensic Science, Chemistry, Biomedical Science, Human Body Systems
- Concurrent/Tech courses applicable to pathway

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship in Related Career Field | • Nursing<br>• Ultrasound Technician<br>• Physician (general, surgeon, etc.) | • Laboratory Technician<br>• Phlebotomists<br>• Pharmacist |

Return to Pathways

# Manufacturing Pathway

## Career Cluster: Industrial, Manufacturing & Engineering Systems

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | | |
|---|---|---|---|
| • Intro to Agriscience<br>• Fundamentals of Technology<br>• Advanced Fundamentals of Technology | • Employment Essentials<br>• Ag Power<br>• Intro to Natural Resources and Env. Sci | • Computer Science Essentials<br>• Computer Science Principles | • Any additional core unit applicable to pathway<br>• Economics, Earth and Space Science, Environmental Science, Chemistry, Physics, Calculus, Algebraic Methods<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Chemical Equipment Operator<br>• Wind Turbine Service Technician | • Machinist<br>• Installation, Maintenance and Repair Worker |

Return to Pathways

# Transportation, Distribution, & Logistics

## Career Cluster: Industrial, Manufacturing & Engineering Systems

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

- Aviation Technology
- Drone Technology
- Employment Essentials
- Graphic Design
- Intro to Natural Resources and Env. Sci
- Fundamentals of Technology

- Advanced Fundamentals of Technology
- Computer Science Essentials
- Computer Science Principles
- Digital Media Production/Broadcasting
- Digital Media Production/ Advanced

- Any additional core unit applicable to pathway
- Economics, Sociology, Human Geography, Environmental Science, Earth and Space Science, Chemistry, Calculus, Algebraic Methods
- Concurrent/Tech courses applicable to pathway

**Career-Related Work-based Learning Activities:**

- Project-based Learning through Technology Center Program
- Job Shadow, Internship, or Apprenticeship within Related Career Field

**Related Careers & College Majors:**

- Aircraft Engine Specialist
- Industrial Equipment Mechanics
- Facility Maintenance Manager
- Automotive Technician

Return to Pathways

# Science, Technology, Engineering & Math

## Career Cluster: Industrial, Manufacturing & Engineering Systems

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • Pre-Engineering<br>• All Computer Science Dept. Courses | • Spartan Charge I<br>• Spartan Charge II<br>• All Journalism Dept. Courses | • Any additional core unit applicable to pathway<br>• Economics, all additional math courses, all additional science courses<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Aerospace Engineer<br>• Biomedical Engineer<br>• Civil Engineer<br>• Mechanical Engineer<br>• Agricultural Engineer | • Microbiologist<br>• Geoscientist<br>• Archaeologist<br>• Mathematician<br>• Statistician<br>• Chemical Engineer |

Return to Pathways

# Architecture and Construction

## Career Cluster: Industrial, Manufacturing & Engineering Systems

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • Intro to Engineering Design<br>• Principles of Engineering<br>• Construction I | • All Visual Arts Courses<br>• Current Events<br>• Graphic Design | • Any additional core unit applicable to pathway<br>• Human Geography, Environmental Science, Physics, Calculus, Algebraic Methods<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Architect<br>• Construction Engineer<br>• Contractor | • Forklift Operator<br>• Safety Director<br>• HVAC |

Return to Pathways

# Energy

## Career Cluster: Energy

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I/Math Unit | Geometry/Math Unit | Algebra II/Math Unit | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |

***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances***

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • Intro to Agriscience<br>• Fundamentals of Technology<br>• Advanced Fundamentals of Technology<br>• Employment Essentials | • Ag Power<br>• Intro to Natural Resources and Env. Sci<br>• Computer Science Essentials<br>• Computer Science Principles | • Any additional core unit applicable to pathway<br>• Economics, Earth and Space Science, Environmental Science, Chemistry, Physics, Calculus, Algebraic Methods<br>• Concurrent/Tech courses applicable to pathway |

| Career-Related Work-based Learning Activities: | Related Careers & College Majors: | |
|---|---|---|
| • Project-based Learning through Technology Center Program<br>• Job Shadow, Internship, or Apprenticeship within Related Career Field | • Architect<br>• Construction Engineer<br>• Contractor | • Forklift Operator<br>• Safety Director<br>• HVAC |

Return to Pathways

# Explore

## Career Cluster: General Studies

Plan of Study Template

| Core Courses | Freshman Year | Sophomore Year | Junior Year | Senior Year |
|---|---|---|---|---|
| **(4) English Language Arts Units** | English I | English II | English III | English IV |
| **(4) Mathematics Units** | Algebra I OR Applied Algebra I | Geometry OR Applied Geometry | Algebra II OR Applied Algebra II (pending) | Additional Math Unit |
| **(3) Science Units** | Biology I | Physical Science, Chemistry, or Physics | Lab Science Unit | Additional Lab Science Unit or Elective |
| **(3) Social Studies Units** | ½ Unit OK History<br>½ Unit S Government | World History or other Social Studies Unit | US History | Additional Social Studies or Elective |
| ***Honors, AP, and Concurrent Courses are available in place of on-level core courses in many instances*** | | | | |

**(9) Additional Elective Units = (6) Elective Units Applicable to Pathway + (3) Additional Elective Units of Choice**

View Universally Applicable Elective Units

| | | |
|---|---|---|
| • Sociology<br>• Psychology<br>• Computer Applications | • All Physical Education Dept. Courses<br>• All FACS Dept Courses | • Concurrent/Tech courses applicable to pathway |

Return to Pathways

# 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, 2026, or three days before the school year begins, whichever is later and will terminate May 25, 2027, 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 2026-2027 school year, the financing of the two City officers will be as follows:

| | | |
|---|---|---|
| School District | 82% | $ 194,330.16 |
| City | 18% | $ 42,657.84 |
| Total | 100% | $ 236,988.00 |

    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<br>Chief of Police<br>City of Bixby, Oklahoma | Date |
| Todd Blish<br>Acting 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<br>Superintendent<br>Bixby Public Schools | Date |
| President, Board of Education<br>Bixby Public Schools | Date |

**Attest:**

| | |
|---|---|
| Clerk, Board of Education<br>Bixby Public Schools | Date |

# 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:**

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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 2026-2027 school year, the financing of the two City officers will be as follows:

| | | |
|---|---|---|
| School District | 50% | $ 103,145.00 |
| City | 50% | $ 103,145.00 |
| Total | 100% | $ 206,290.00 |

    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.
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**"CITY"**
**THE CITY OF BIXBY, OKLAHOMA**

| | |
|---|---|
| Todd Blish<br>Chief of Police<br>City of Bixby, Oklahoma | Date |
| Todd Blish<br>Acting 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<br>Superintendent<br>Bixby Public Schools | Date |
| President, Board of Education<br>Bixby Public Schools | Date |

**Attest:**

| | |
|---|---|
| Clerk, Board of Education<br>Bixby Public Schools | Date |

# Fundraisers 2026-27

## Elementary Sites

| Central Elementary | Principal/Director: | Amber Flowers |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Abby Keeton | CE Art |
| Reviewed: No Changes | Cindy Maguire | CE Hospitality |
| Reviewed: Changes Made | Amy Hall | CE Media Center |
| Reviewed: Changes Made | Amber Flowers/Megan Hill | CE Misc |
| Reviewed: No Changes | Rebecca Jones | CE Music |
| Reviewed: No Changes | Jamie Copenhaver | CE PE |
| Reviewed: Changes Made | Foust/Flowers/Hill | CE PTO |
| Reviewed: Changes Made | Madison Engles | CE Yearbook |

| North Elementary | Principal/Director: | Rachel Chinsethagid |
|---|---|---|
| Principal/Director Approval | Not Yet Reviewed | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: No Changes | Caroline Nichols/Rachel | NE Hospitality |
| Reviewed: Changes Made | Megan Tusia | NE Media Center |
| Reviewed: Changes Made | Rachel Chinsethagid | NE Misc |
| Reviewed: Changes Made | Erica Lee/Rachel | NE PTO |
| Reviewed: Changes Made | Crystal Barton/Rachel | NE Yearbook |

| East Elementary | Principal/Director: | Ryann Watson |
|---|---|---|
| Principal/Director Approval | Not Yet Reviewed | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Ryann Watson/Traci | EE Hospitality |
| Reviewed: Changes Made | Laura Roush | EE Media Center |
| Not Yet Reviewed | Ryann Watson | EE Misc |
| Reviewed: Changes Made | Acacia Strube and | EE PTO |
| Reviewed: Changes Made | Traci Arnold | EE Yearbook |
| Not Yet Reviewed | Julie Karalis | EE Art |

| West Elementary | Principal/Director: | Libby McNamara |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Libby McNamara | WE Hospitality |
| Reviewed: Changes Made | Libby McNamara | WE Misc |
| Reviewed: Changes Made | Andrea Hoffman/Libby | WE PTO |
| Reviewed: Changes Made | Becky Dukes/Libby | WE Art |
| Reviewed: Changes Made | Kelli Zeigler | WE Yearbook |
| Reviewed: Changes Made | Megan Kesterson | WE Music |
| Reviewed: Changes Made | Lance Beck | WE PE |

## Intermediate Sites

| Central Intermediate | Principal/Director: | Ashley Bayouth |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Connor Kirtley | CI Art |
| Reviewed: No Changes | Kim Kirk/Shelly Seabolt | CI Hospitality |
| Reviewed: No Changes | Paula Clayton | CI Media Center |
| Reviewed: Changes Made | Ashley Bayouth | CI Misc |
| Reviewed: No Changes | SW Winrich | CI Music |
| Reviewed: No Changes | Sheila Beltran | CI PTO |
| Reviewed: No Changes | Kaylee Knott | CI Stuco |
| Reviewed: Changes Made | Paula Clayton | CI Yearbook |

| North Intermediate | Principal/Director: | Libby VanDolah |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Kelly Zilmer | NI Accelerated Reader |
| Reviewed: No Changes | Libby VanDolah | NI Hospitality |
| Reviewed: Changes Made | Kelly Zilmer | NI Media Center |
| Reviewed: Changes Made | Libby VanDolah | NI Misc |
| Reviewed: No Changes | Libby VanDolah | NI PTO |
| Reviewed: No Changes | Libby VanDolah | NI Stuco |
| Reviewed: No Changes | Libby VanDolah | NI Yearbook |

| East Intermediate | Principal/Director: | Lesa Moore |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Amelia Russo | EI Art |
| Reviewed: Changes Made | Melissa McDonald | EI Honor Society |
| Reviewed: Changes Made | Kimberly Skidmore | EI Hospitality |
| Reviewed: Changes Made | Kimberly Skidmore | EI Miscellaneous |
| Reviewed: Changes Made | Cassidi Scheer | EI PTO |
| Reviewed: Changes Made | Chloe Steuart | EI Stuco |
| Reviewed: Changes Made | Rachel Dodson | EI Vocal Music |
| Reviewed: Changes Made | Kim Moore | EI Yearbook |

| West Intermediate | Principal/Director: | Lauren Lawson |
|---|---|---|
| Principal/Director Approval | Not Yet Reviewed | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Holly Levasseur/ Lauren | WI Hospitality |
| Reviewed: Changes Made | Holly Levasseur/Lauren | West Media Center |
| Not Yet Reviewed | Lauren Lawson | WI Misc |
| Not Yet Reviewed | Katy Fulda/Lauren | WI PTO |
| Reviewed: Changes Made | Leanne Pyles | WI Student Council |
| Reviewed: No Changes | Holly Levasseur/Lauren | WI Yearbook |
| Not Yet Reviewed | | WI Robotics Team |

## Secondary Sites

| Middle School | Principal/Director: | Rowland Vernon |
|---|---|---|
| Principal/Director Approval | Not Yet Reviewed | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Kara Minton | MS Art |
| Reviewed: No Changes | Toni Ross | MS Drama |
| Not Yet Reviewed | Zachary Hopkins | MS ESports |
| Reviewed: Changes Made | Chelsea Cook | MS FCCLA |
| Not Yet Reviewed | Kary Wideman | MS Media Center |
| Not Yet Reviewed | Rowland Vernon | MS Misc |
| Reviewed: Changes Made | Addy Fletcher & | MS NJHS |
| Reviewed: Changes Made | Charbrice Evans | MS Drone Program |
| Reviewed: Changes Made | Miranda Felton | MS Leadership |
| Not Yet Reviewed | Charbrice Evans | MS Steam |
| Reviewed: Changes Made | Meredith James and | MS Student Council |
| Not Yet Reviewed | Sarah Nelson | MS Spartan Store |
| Not Yet Reviewed | Brenna Reynaga | MS Yearbook |

| 9th Grade Center | Principal/Director: | Curtis Whiteley |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: Changes Made | Jaime Lee | 9GC Hospitality |
| Reviewed: Changes Made | Jesse Sutmiller | 9GC Media Center |
| Reviewed: Changes Made | Curtis Whiteley | 9GC Misc |
| Reviewed: Changes Made | Jaime Lee | HS Freshman class |

| High School | Principal/Director: | Kyle Smith |
|---|---|---|
| Principal/Director Approval | Not Yet Reviewed | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: No Changes | Julie Jankowski | Art Honor Society |
| Not Yet Reviewed | | HS Academic Team |
| Not Yet Reviewed | Mike Shaw | HS Armory |
| Reviewed: No Changes | Julie Jankowski | HS Art |
| Not Yet Reviewed | Counseling | HS Be Well |
| Reviewed: No Changes | Lori Heard/Heather | HS BPA |
| Reviewed: Changes Made | Michael Cox | HS Clay Target & Archery Club |
| Reviewed: Changes Made | Michael Shaw | HS DECA |
| Not Yet Reviewed | Matthew Strait | HS ESports |
| Not Yet Reviewed | Rebecca Halbmier | HS FCA |
| Not Yet Reviewed | Megan Delay | HS FCCLA |
| Reviewed: No Changes | Dea Nettles | HS FFA |
| Reviewed: No Changes | Dea Nettles | HS FFA Booster |
| Reviewed: No Changes | DeWayne Patterson | HS Gradfest |
| Not Yet Reviewed | No sponsor | HS History Club |
| Reviewed: No Changes | Lori Heard | HS Hospitality |
| Not Yet Reviewed | No sponsor | HS Indian Heritage Club |
| Not Yet Reviewed | Becky Schofield | HS Interact |
| Reviewed: Changes Made | Tiffiny Yang | HS JOI Club |
| Not Yet Reviewed | | HS Journalism |
| Not Yet Reviewed | Becky Schofield | HS Junior Class |
| Reviewed: Changes Made | Kimberly O'Brien | HS Media Center |
| Reviewed: No Changes | Kyle Smith | HS Misc |
| Not Yet Reviewed | French / Tinney | HS MJROTC |
| Not Yet Reviewed | French / Tinney | HS MJROTC Booster |
| Not Yet Reviewed | Tory Kraus | HS NHS |
| Reviewed: No Changes | Patterson / Smith | HS PTO |
| Not Yet Reviewed | No sponsor | HS Robotics |
| Reviewed: Changes Made | DeWayne Patterson | HS Secondary Student Activities |
| Reviewed: No Changes | Rodgers and Delay | HS Senior Class |
| Not Yet Reviewed | Fournier | HS Sophomore Class |
| Reviewed: Changes Made | DeWayne Patterson | HS Student Council |
| Not Yet Reviewed | Aude Storey | HS World Language & Cultures |
| Not Yet Reviewed | Cassidy Floyd | HS Yearbook |

## Departments

| Fine Arts | Principal/Director: | Jeremy Parker |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: No Changes | Jeremy Parker | Fine Arts |
| Reviewed: No Changes | Jeremy Parker | HS Band Booster |
| Reviewed: No Changes | Jeremy Parker | HS Band Student Acct |
| Reviewed: No Changes | Wyatt Freeman | HS Drama |
| Reviewed: No Changes | Jeremy Parker | HS Musical |
| Reviewed: No Changes | Jace Caldwell | HS Vocal |
| Reviewed: Changes Made | Jeremy Parker | HS/MS Band |
| Reviewed: No Changes | Jace Caldwell | HS/MS Vocal |

| Athletics | Principal/Director: | Kate Creekmore |
|---|---|---|
| Principal/Director Approval | Not Yet Reviewed | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: No Changes | Kate Creekmore | All Sports |
| Reviewed: Changes Made | Stephen Moss | Athletic Training |
| Reviewed: No Changes | Kate Creekmore | Athletic Director |
| Reviewed: No Changes | Dean Wilson | Baseball |
| Reviewed: No Changes | Dean Wilson | Baseball Booster |
| Reviewed: No Changes | Mike Wernli | Basketball Boosters |
| Reviewed: Changes Made | Jordan Nagel | Basketball Boys |
| Reviewed: Changes Made | Rylie Littlejohn | Basketball Girls |
| Reviewed: Changes Made | Alaina Wright | Cheer |
| Reviewed: No Changes | Alaina Wright | Cheer Boosters |
| Reviewed: No Changes | Alaina Wright | Cheer Boosters MS |
| Reviewed: No Changes | Brock Hime | Cross Country |
| Reviewed: No Changes | Brock Hime | Cross Country Booster |
| Reviewed: No Changes | Victoria Meadows | Dance |
| Reviewed: Changes Made | Victoria Meadows | Dance Booster |
| Reviewed: Changes Made | Brittany Robison | Fast Pitch Softball |
| Reviewed: Changes Made | Loren Montgomery | Football |
| Reviewed: No Changes | Jordan Perceful | Golf Booster |
| Reviewed: No Changes | Dillon Dobbins | Golf-Boys |
| Reviewed: No Changes | Jordan Perceful | Golf-Girls |
| Reviewed: No Changes | Kate Creekmore | Hall of Fame |
| Reviewed: No Changes | Kate Creekmore | Misc: All Sports |
| Reviewed: No Changes | Doug Nold | OSSAA |
| Reviewed: No Changes | Brittany Robison | Slow Pitch Softball |
| Reviewed: No Changes | Connor Whitham | Soccer Booster |
| Reviewed: Changes Made | Connor Whitham | Soccer-Boys |
| Reviewed: Changes Made | Michael Daniel | Soccer-Girls |
| Reviewed: Changes Made | Dakota Moran | Strength & Conditioning |
| Reviewed: No Changes | David Zimmerman | Swim Boosters |
| Reviewed: Changes Made | David Zimmerman | Swimming |
| Reviewed: Changes Made | Doug Hennigan | Tennis |
| Reviewed: Changes Made | Doug Hennigan | Tennis Booster |
| Reviewed: No Changes | Madison Eckert | Track Boosters |
| Reviewed: No Changes | Doug Behrens | Track- Boys |
| Reviewed: No Changes | Madison Eckert | Track-Girls |
| Reviewed: Changes Made | Derek Serowski | Volleyball |
| Reviewed: Changes Made | Derek Serowski | Volleyball Booster |
| Reviewed: No Changes | Ray Blake | Wrestling Booster |
| Reviewed: No Changes | Ray Blake | Wrestling Boys |
| Reviewed: No Changes | Jenna Burkert | Wrestling Girls |
| Reviewed: Changes Made | Meagan Rodgers | Legion |
| Reviewed: No Changes | Ethan Roe | Creative Team-Athletics |
| Reviewed: No Changes | Wes Richardson | Athletics Media |

## District

| Miscellaneous | Principal/Director: | District Office |
|---|---|---|
| Principal/Director Approval | Approved | |
| Status: | Sponsor Name: | Activity Acct Name: |
| Reviewed: No Changes | Supt/Treasurer | Admin Misc |
| Reviewed: No Changes | CN - Helen Hurst | Banquet Account |
| Reviewed: No Changes | HR - Daniel Deitz | BEA |
| Reviewed: No Changes | HR - Deitz | BEBAFA |
| Reviewed: No Changes | BEEF | BEEF Piano: Misc |
| Reviewed: No Changes | Wes Coleman | BLC: Hospitality |
| Reviewed: No Changes | Wes Coleman | BLC: Misc |
| Reviewed: No Changes | CN - Helen Hurst | Child Nutrition: Misc |
| Reviewed: No Changes | | Clearing Account |
| Reviewed: No Changes | Jessica Jernegan | Community Ed |
| Reviewed: No Changes | Supt/Jernegan/Events | Interest |
| Reviewed: No Changes | Sped Director | Special Services |
| Reviewed: No Changes | Michelle Bowdle | SPED: On Job Training |
| Reviewed: No Changes | Jon Aven | Transportation: Misc |

# Certified Staff Handbook




# 2026-27

# 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**
- **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** | Daniel Deitz | Director of Human Resources | ddeitz@bixbyps.org | 918-366-2200 |
| **Elem/Int Student Issues** | Dr. Brenda Shaw | Asst. Superintendent | bshaw@bixbyps.org | 918-366-2200 |
| **Secondary Student Issues** | Dr. Amy Hudson | Asst. Superintendent | ahudson@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.

## SPARTANS ARE



- Innovative
- Persistent
- Collaborative
- Resilient
- Creative
- Inquisitive

## MISSION



**Ignite the Potential of Every Student**

## VISION



**Bixby Public Schools:**

**A place where all students believe in their ability to learn, excel, and own their future**

## MOTTO



**Learn Well. Live with Honor.**

# STRATEGIC GOALS 2026-2030

*Bixby Public Schools will...*




**Safe Facilities & Sound Operations**

Design, maintain, and upgrade our facilities to meet the highest standards of safety, preparedness, and access control to ensure all students, staff, and visitors are protected in a secure and resilient environment.

**Healthy & Welcoming Culture**

Focus on overall stakeholder wellness, achieving a high level of effective employee retention, strong indicators of student inclusion and well-being, and high rates of participation in school events and organizations.

**Vibrant Teaching & Learning**

Create equitable, innovative environments where teaching and learning thrive. Through rigorous and diverse experiences, collaborative practices, and consistent, high-quality instruction, students will take ownership of their learning and graduate as motivated, well-rounded leaders prepared for real-world success.

**Exemplary Teachers & Staff**

Sustain a highly qualified workforce by offering competitive compensation, manageable class sizes, and meaningful mentorship. Through data-informed recruitment, employee feedback, and intentional retention strategies, the district will maintain one of the highest employee retention rates in the state .

**Family & Community Engagement**

Strengthen family and community engagement by building meaningful partnerships that foster shared ownership in learning. Through transparent communication, inclusive opportunities, and responsive feedback, the district will ensure families and community members feel informed, valued, and connected.

Explore the Plan: bixbyps.info/sp

View the Data Dashboard: bixbyps.info/data

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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

## Audio/Video Recording In Schools

Students and teachers have an expectation of privacy in their conversations at school, and Bixby Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations. See **BOE Policy 3141: Audio/Video Recording in Schools**

## 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.

## Child Abuse Reporting

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.

**BOE Policy 2124: Procedures For Documenting And Reporting Child Abuse, Neglect And Exploitation: Reporting And Investigation**

**BOE Policy 2125: Child Abuse Report Form**

**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.

## 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.

## Classroom Library Inventory Requirements

Certified staff members who maintain a classroom library of independent reading books (excluding district-adopted textbooks or core curricular resources) are required to maintain an accurate, up-to-date digital inventory of all titles. To streamline this process, teachers must utilize the district-provided digital scanning platform to log their classroom collections. This inventory must be updated annually to ensure regulatory compliance, transparency, and accessibility for the school community.

## Communication

School personnel MUST include parent/guardian in electronic communications with students UNLESS such communication is on a school approved platform AND related to school and academic communications.

The approved communication platforms include: Google Classroom, Google Suite, Canvas, BPS School email Thrillshare/Apptegy, SportsYou, WrestlingIQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride360/MyRideK12, Peachjar and Clever.

## 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 school 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 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 Grades PK-6**

*** Grades 7-12: Report Cards are available on Canvas and printed upon request to school office****

| | |
|---|---|
| End of 9 Weeks: Oct 16 | Progress Reports Distributed by 11/05/26 |
| End of Semester 1: Dec 18 | Report Cards Distributed on 1/14/27 |
| End of 9 Weeks: Mar 5 | Progress Reports Distributed 3/11/27 |
| End of Semester 2: May 25 | Report Cards Available On-line on 5/26/27 |

## 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.

## Jury Duty and Court Appearance

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.

## Parental and Maternity Leave

In accordance with SB 1121, school employees may have six (6) weeks of paid maternity leave. See **BOE Policy 4128: Parental and Maternity Leave**

- 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.
- 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 the absence management 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

**Bixby Public Schools maintains Board Policy 2173 in compliance with the Family Educational Rights and Privacy Act (FERPA). This policy covers the following:**

- Notification of Rights under FERPA for Elementary and Secondary Schools
- Notice for Directory Information
- Data Privacy & Student Records

# 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

## 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.

## 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 the 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




# 2026-27

# 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**
- **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** | Daniel Deitz | Director of Human Resources | ddeitz@bixbyps.org | 918-366-2200 |
| **Elem/Int Student Issues** | Dr. Brenda Shaw | Asst. Superintendent | bshaw@bixbyps.org | 918-366-2200 |
| **Secondary Student Issues** | Dr. Amy Hudson | Asst. Superintendent | ahudson@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.

## SPARTANS ARE



- Innovative
- Persistent
- Collaborative
- Resilient
- Creative
- Inquisitive

## MISSION



**Ignite the Potential of Every Student**

## VISION



**Bixby Public Schools:**

**A place where all students believe in their ability to learn, excel, and own their future**

## MOTTO



**Learn Well. Live with Honor.**

# STRATEGIC GOALS 2026-2030

PREVAILING CULTURE OF INNOVATION

### Bixby Public Schools will...

**Safe Facilities & Sound Operations**

Design, maintain, and upgrade our facilities to meet the highest standards of safety, preparedness, and access control to ensure all students, staff, and visitors are protected in a secure and resilient environment.

**Healthy & Welcoming Culture**

Focus on overall stakeholder wellness, achieving a high level of effective employee retention, strong indicators of student inclusion and well-being, and high rates of participation in school events and organizations.

**Vibrant Teaching & Learning**

Create equitable, innovative environments where teaching and learning thrive. Through rigorous and diverse experiences, collaborative practices, and consistent, high-quality instruction, students will take ownership of their learning and graduate as motivated, well-rounded leaders prepared for real-world success.

**Exemplary Teachers & Staff**

Sustain a highly qualified workforce by offering competitive compensation, manageable class sizes, and meaningful mentorship. Through data-informed recruitment, employee feedback, and intentional retention strategies, the district will maintain one of the highest employee retention rates in the state .

**Family & Community Engagement**

Strengthen family and community engagement by building meaningful partnerships that foster shared ownership in learning. Through transparent communication, inclusive opportunities, and responsive feedback, the district will ensure families and community members feel informed, valued, and connected.

Explore the Plan: bixbyps.info/sp

View the Data Dashboard: bixbyps.info/data

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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 (90%+) 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. If an employee does not qualify for FMLA leave, they may qualify for Medical leave. Please contact the Human Resources Department for more information.

## 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.

## AUDIO/VIDEO RECORDING IN SCHOOLS

Students and teachers have an expectation of privacy in their conversations at school, and Bixby Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations. See **BOE Policy 3141: Audio/Video Recording in Schools**

## 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.

## CHILD ABUSE REPORTING

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.

**BOE Policy 2124: Procedures For Documenting And Reporting Child Abuse, Neglect And Exploitation: Reporting And Investigation**

**BOE Policy 2125: Child Abuse Report Form**

**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.

## 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.

## COMMUNICATION

School personnel MUST include parent/guardian in electronic communications with students UNLESS such communication is on a school approved platform AND related to school and academic communications.

The approved communication platforms include: Google Classroom, Google Suite, Canvas, BPS School email Thrillshare/Apptegy, SportsYou, WrestlingIQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride360/MyRideK12, Peachjar and Clever.

## 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**

All support employees will be granted up to three (5) days bereavement leave in the event of the death of a family member. Leave may be extended to five (7) 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 cumulative.

**JURY DUTY AND COURT APPEARANCE**

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 Superintendent designee 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.

## FERPA

**Bixby Public Schools maintains Board Policy 2173 in compliance with the Family Educational Rights and Privacy Act (FERPA). This policy covers the following:**

- Notification of Rights under FERPA for Elementary and Secondary Schools
- Notice for Directory Information
- Data Privacy & Student Records

## 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.

Report, Investigation, and Sanctions

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 (including travel time) 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




# 2026-27

# 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**
- **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** | Daniel Deitz | Director of Human Resources | ddeitz@bixbyps.org | 918-366-2200 |
| **Elem/Int Student Issues** | Dr. Brenda Shaw | Asst. Superintendent | bshaw@bixbyps.org | 918-366-2200 |
| **Secondary Student Issues** | Dr. Amy Hudson | Asst. Superintendent | ahudson@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.

## SPARTANS ARE



- Innovative
- Persistent
- Collaborative
- Resilient
- Creative
- Inquisitive

## MISSION



**Ignite the Potential of Every Student**

## VISION



**Bixby Public Schools:**

**A place where all students believe in their ability to learn, excel, and own their future**

## MOTTO



**Learn Well. Live with Honor.**

# STRATEGIC GOALS 2026-2030

## Bixby Public Schools will...

**Safe Facilities & Sound Operations**

Design, maintain, and upgrade our facilities to meet the highest standards of safety, preparedness, and access control to ensure all students, staff, and visitors are protected in a secure and resilient environment.

**Healthy & Welcoming Culture**

Focus on overall stakeholder wellness, achieving a high level of effective employee retention, strong indicators of student inclusion and well-being, and high rates of participation in school events and organizations.

**Vibrant Teaching & Learning**

Create equitable, innovative environments where teaching and learning thrive. Through rigorous and diverse experiences, collaborative practices, and consistent, high-quality instruction, students will take ownership of their learning and graduate as motivated, well-rounded leaders prepared for real-world success.

**Exemplary Teachers & Staff**

Sustain a highly qualified workforce by offering competitive compensation, manageable class sizes, and meaningful mentorship. Through data-informed recruitment, employee feedback, and intentional retention strategies, the district will maintain one of the highest employee retention rates in the state .

**Family & Community Engagement**

Strengthen family and community engagement by building meaningful partnerships that foster shared ownership in learning. Through transparent communication, inclusive opportunities, and responsive feedback, the district will ensure families and community members feel informed, valued, and connected.

PREVAILING CULTURE OF INNOVATION

Explore the Plan: bixbyps.info/sp

View the Data Dashboard: bixbyps.info/data

# 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.**

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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**.

## AUDIO/VIDEO RECORDING IN SCHOOLS

Students and teachers have an expectation of privacy in their conversations at school, and Bixby Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations. See **BOE Policy 3141: Audio/Video Recording in Schools**.

## BACKPACKS

Students are encouraged to have a backpack to bring their school items back and forth to school. Backpacks 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 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**

## 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/SCHOOL TELEPHONE USE

- Students must adhere to the **BOE Policy 2156: Wireless Telecommunication Devices** "bell to bell" procedures.
- 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.

## 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. I know we've had discussions about access for parents so this section probably needs to be revised.

## 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" Meets standards/skills

- "3" Approaching standards/skills
- "2" Beginning to understand 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" Meets standards/skills
- "3" Approaching standards/skills
- "2" Beginning to understand standards/skills
- "1" Area of concern

**First Through Sixth Grade Student Success Skills**
Each month, teachers will evaluate students' demonstration of the following Student Success Skills: Respect, Responsibility, and Engagement. These indicators reflect the habits and behaviors that support learning and contribute to a positive classroom environment. Student Success Skills are reported separately from academic achievement and do not impact academic proficiency scores. Student Success Skills are evaluated using developmentally appropriate expectations that reflect the student's grade level and age. Ratings are based on students' overall demonstration of these skills throughout the month rather than on a single event or incident.
Performance will be reported using the following frequency indicators:

- Regularly: The student consistently demonstrates this success skill in the classroom.
- Occasionally: The student demonstrates this success skill at times but not consistently.
- Seldom: The student rarely demonstrates this success skill in the classroom.

## 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<br>Oct 16 | Progress Reports Distributed by 11/05/26 |
| End of Semester 1<br>Dec 18 | Report Cards Distributed on 1/14/27 |
| End of 9 Weeks<br>Mar 5 | Progress Reports Distributed 3/11/27 |
| End of Semester 2<br>May 25 | Report Cards Available On-line on 5/26/27 |

## 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 Elementary Title I Compact**
d. **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.

## 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**.

## 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 action will be taken. In order to see a detailed outline of possible infractions and potential interventions, please see **Student Discipline Rubric**. For further information regarding conduct and behavior, see **BOE Policy 2158: Student Discipline**.

## 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

## ACCIDENT 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**. A student/ parent may purchase voluntary accident coverage through any insurance company. The district maintains a partnership with Student Assurance Services, Inc. Visit **bixbyps.info/accidentinsurance** for details.

## 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 6$^{th}$ 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

Non-prescription meds must have:
- Student Name
- Contain directions

Name and Strength of medication
Name of physician or dentist
Date and name of pharmacy

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.

## 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.**

## TOILETING

It is recommended that all students be toilet trained by the time they begin school. During the daily school routine, students are reminded to go to the restroom often; however, it is normal for young students to have accidents from time to time. It is highly recommended that young students have a change of clothes in their backpacks at all times. Should a student have an accident while at school, the following protocol will be followed:

- Parents/guardians will be notified and asked to bring a fresh set of clothes if needed.
- Students who are able to change themselves independently will do so provided there is an extra set of clothing in their backpack.
- School personnel will assist the student if needed.

## 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 maintains Board Policy 2173 in compliance with the Family Educational Rights and Privacy Act (FERPA). This policy covers the following:**

- Notification of Rights under FERPA for Elementary and Secondary Schools
- Notice for Directory Information
- Data Privacy & Student Records

# 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

LEARN WELL

BIXBY

Home of the Spartans

LIVE WITH HONOR

# 2026-27

# 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**
- **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** | Daniel Deitz | Director of Human Resources | ddeitz@bixbyps.org | 918-366-2200 |
| **Elem/Int Student Issues** | Dr. Brenda Shaw | Asst. Superintendent | bshaw@bixbyps.org | 918-366-2200 |
| **Secondary Student Issues** | Dr. Amy Hudson | Asst. Superintendent | ahudson@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.

## SPARTANS ARE



- Innovative
- Persistent
- Collaborative
- Resilient
- Creative
- Inquisitive

## MISSION



**Ignite the Potential of Every Student**

## VISION



**Bixby Public Schools:**

**A place where all students believe in their ability to learn, excel, and own their future**

## MOTTO



**Learn Well. Live with Honor.**

# STRATEGIC GOALS 2026-2030

PREVAILING CULTURE OF INNOVATION

### Bixby Public Schools will...

**Safe Facilities & Sound Operations**

Design, maintain, and upgrade our facilities to meet the highest standards of safety, preparedness, and access control to ensure all students, staff, and visitors are protected in a secure and resilient environment.

**Healthy & Welcoming Culture**

Focus on overall stakeholder wellness, achieving a high level of effective employee retention, strong indicators of student inclusion and well-being, and high rates of participation in school events and organizations.

**Vibrant Teaching & Learning**

Create equitable, innovative environments where teaching and learning thrive. Through rigorous and diverse experiences, collaborative practices, and consistent, high-quality instruction, students will take ownership of their learning and graduate as motivated, well-rounded leaders prepared for real-world success.

**Exemplary Teachers & Staff**

Sustain a highly qualified workforce by offering competitive compensation, manageable class sizes, and meaningful mentorship. Through data-informed recruitment, employee feedback, and intentional retention strategies, the district will maintain one of the highest employee retention rates in the state .

**Family & Community Engagement**

Strengthen family and community engagement by building meaningful partnerships that foster shared ownership in learning. Through transparent communication, inclusive opportunities, and responsive feedback, the district will ensure families and community members feel informed, valued, and connected.

Explore the Plan: bixbyps.info/sp

View the Data Dashboard: bixbyps.info/data

# 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](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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# 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 students 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 BPS Withdrawal Form should be completed by parent or guardian unless the student is 18 or older. All school-issued items (books, IPAD, activity uniform, etc.) must be returned and all fees and/or invoices must be paid in full.

# DAILY OPERATIONS

## INCLEMENT WEATHER – SCHOOL CANCELLATIONS

On days when school is canceled 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

## ATTENDANCE POLICY

**BOE Policy 2105: Student Attendance**

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

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 obtain no more than 10 absences per semester in grades pre-kindergarten through twelve, to receive credit for any course in which the student is enrolled.

Students exceeding 10 absences per semester will receive "No Grade" (NG) as their final grade. Parents may appeal the attendance NG by submitting a form provided by the principal or designee at least 2 weeks prior to the end of the semester. **The "NG" is calculated in the grade point as an "F."**

### Chargeable Absences

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

- **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.

**Non-Chargeable Absences:**

Non-chargeable absences will NOT count against the student's attendance requirement. These absences are coded as:

- **School activities** (**SA**) Up to 10, or 15 with a signed waiver, 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 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 OSSAA.
- **Qualifying Event** (**NC**)**:** This code will be given when a student is absent from school for an OSSAA, NASSP, OBA or other school approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state qualifying events.
- **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.

## PROCEDURE FOR TRUANCIES

Truancy is defined as any undocumented absence. In any case of truancy, parents will be informed as soon as contact can be made. Schools shall implement appropriate intervention which may include but is not limited to parent conferences, detention, revocation of parking privileges, or assignment to IHP (In-House-Placement).

## 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.

## 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, during, 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 must adhere to all related safety procedures as defined by the school site. Failure to follow these procedures may result in loss of privileges.

## 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.

## LOCKERS

**Locker Assignment and Security:** Lockers are school property assigned to students during enrollment week through the main office at the middle school and can be requested in the attendance office of the high school. Once assigned, students may not change lockers without explicit approval from the front office. Students are fully responsible for providing their own combination lock and keeping their locker securely locked at all times when not in use. Additionally, students must provide the Attendance Office with their lock combination or a spare key. To help prevent loss, all personal items should be clearly labeled with the student's name.

**No Expectation of Privacy:** Students shall have no reasonable expectation of privacy regarding the contents of their locker, desk, or any other area within school facilities. Because lockers remain under the control of the school, administrators and school officials reserve the right to open, examine, and search any locker at any time. No prior warning, permission, or specific reason is required for school personnel to conduct these inspections.

**Liability and Locker Maintenance:** The school assumes no responsibility or financial liability for items that are lost, stolen, or damaged inside lockers or left in the hallways. Students are advised to use sound judgment and avoid keeping items of significant value in their lockers. Furthermore, students are responsible for the proper care and upkeep of their assigned space. Writing on or in lockers is prohibited, as is the use of stickers, contact paper, or posters that cannot be easily removed or that leave behind a sticky residue. Under no circumstances are opened beverages permitted inside any student locker.

## 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

Items that may cause a distraction to the learning environment are strictly 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 be delivered at school.**

## PERSONAL WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education at school or during educational activities. Students are prohibited from utilizing personal wireless devices while on campus from "bell to bell." See **BOE Policy 2156: Wireless Telecommunication Devices**

## AUDIO/VIDEO RECORDING IN SCHOOLS

Students and teachers have an expectation of privacy in their conversations at school, and Bixby Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations. See **BOE Policy 3141: Audio/Video Recording in Schools**

## 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 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.

## ##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 will be permitted to use school telephones when necessary.

## 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.

## 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**.

## SEMESTER TEST EXEMPTION PROCEDURES

To promote academic accountability and encourage regular school attendance, the following policy outlines the criteria for semester test exemptions for students:

**To qualify for a second semester test exemption, a student must:**

- Have no more than 10 absences over the entire school year. This means that exceeding 10 absences in even one class disqualifies the student from exemptions in all classes.
- Students must have a grade of C or higher in all classes to qualify for exemptions. Students with any grade lower than a C will be required to take all of their semester tests.
- Only school activity absences (e.g., field trips, sports, academic competitions) are not counted toward the 10-day limit.
- All other absences — including verified and documented absences (e.g., illness with doctor's notes, funerals, etc.) — will count against the 10-day limit.
- Students suspended from school will lose their semester test exemption privilege and will be required to take their semester tests.

- Even if exempt from semester tests, students will still be required to complete end-of-year projects as assigned and can take subject specific semester tests to raise their grade by contacting the teacher.
- All students are required to take their first semester tests.
- Semester test exemption policy does not apply to students taking virtual classes.

**Semester Test Week Attendance:**

- Students who are exempt from semester tests will not be required to attend school on the final two days of the academic year when semester tests are administered.
- These two days will not count toward the student's 10-day absence limit.

## 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 8$^{th}$ 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 | Weight | 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 action will be taken. In order to see a detailed outline of possible infractions and potential interventions, please see **Student Discipline Rubric**. 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

## ACCIDENT 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**. A student/ parent may purchase voluntary accident coverage through any insurance company. The district maintains a partnership with Student Assurance Services, Inc. Visit **bixbyps.info/accidentinsurance** for details.

## 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**.

## 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/CLUBS/EXTRA-CURRICULAR ACTIVITIES

## STUDENT CLUBS AND ORGANIZATIONS SPONSORS

The Bixby Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. Clubs or organizations will be created and maintained in compliance with the district's established procedures. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's website.
**See BOE Policy 2170: Clubs And Organizations Sponsors**.

## 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 maintains Board Policy 2173 in compliance with the Family Educational Rights and Privacy Act (FERPA). This policy covers the following:**

- Notification of Rights under FERPA for Elementary and Secondary Schools
- Notice for Directory Information
- Data Privacy & Student Records

# FORMS

## STUDENT ACTIVITY OPT-OUT FORM

### BIXBY PUBLIC SCHOOLS

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

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

TO: PRINCIPAL _____ SITE: _____

NAME OF STUDENT: _____ GRADE: _____

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

_____

_____

_____

_____

_____ _____

Parent/Guardian Signature Date

# Spartan Athletics Student/Parent Handbook




# 2026-27

# 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**
- **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** | Daniel Deitz | Director of Human Resources | ddeitz@bixbyps.org | 918-366-2200 |
| **Elem/IntStudent Issues** | Dr. Brenda Shaw | Asst. Superintendent | bshaw@bixbyps.org | 918-366-2200 |
| **Secondary Student Issues** | Dr. Amy Hudson | Asst. Superintendent | ahudson@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.

## SPARTANS ARE



- Innovative
- Persistent
- Collaborative
- Resilient
- Creative
- Inquisitive

## MISSION



**Ignite the Potential of Every Student**

## VISION



**Bixby Public Schools:**

**A place where all students believe in their ability to learn, excel, and own their future**

## MOTTO



**Learn Well. Live with Honor.**

# STRATEGIC GOALS 2026-2030

PREVAILING CULTURE OF INNOVATION

### Bixby Public Schools will...

**Safe Facilities & Sound Operations**

Design, maintain, and upgrade our facilities to meet the highest standards of safety, preparedness, and access control to ensure all students, staff, and visitors are protected in a secure and resilient environment.

**Healthy & Welcoming Culture**

Focus on overall stakeholder wellness, achieving a high level of effective employee retention, strong indicators of student inclusion and well-being, and high rates of participation in school events and organizations.

**Vibrant Teaching & Learning**

Create equitable, innovative environments where teaching and learning thrive. Through rigorous and diverse experiences, collaborative practices, and consistent, high-quality instruction, students will take ownership of their learning and graduate as motivated, well-rounded leaders prepared for real-world success.

**Exemplary Teachers & Staff**

Sustain a highly qualified workforce by offering competitive compensation, manageable class sizes, and meaningful mentorship. Through data-informed recruitment, employee feedback, and intentional retention strategies, the district will maintain one of the highest employee retention rates in the state .

**Family & Community Engagement**

Strengthen family and community engagement by building meaningful partnerships that foster shared ownership in learning. Through transparent communication, inclusive opportunities, and responsive feedback, the district will ensure families and community members feel informed, valued, and connected.

Explore the Plan: bixbyps.info/sp

View the Data Dashboard: bixbyps.info/data

# 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
Pom
Football (8-12)
Softball Fast-Pitch
Volleyball
Golf
Tennis

**WINTER**
Basketball
Cheer
Pom
Swimming
Wrestling

**SPRING**
Baseball**
Cheer- STUNT
Golf
Soccer
Softball Slow-Pitch**
Tennis
Track
Pom

**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

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**. A student/ parent may purchase voluntary accident coverage through any insurance company. The district maintains a partnership with Student Assurance Services, Inc. Visit **bixbyps.info/accidentinsurance** for details.or details.

# 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 will contact parents if there is a serious concern involving your student-athlete, including broken bones, the need for stitches, dislocations, possible unconsciousness, and signs of a concussion. For more common injuries such as ankle sprains, shin splints, and overuse injuries, it will be your athlete's responsibility to relay that information. Feel free to call for any questions or concerns. Athletic trainers will communicate injuries to the strength and conditioning staff and their coaches. Injured athletes should attend morning treatments and work in conjunction with S&C to modify. 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.

## AUDIO/VIDEO RECORDING IN SCHOOLS

Students and teachers have an expectation of privacy in their conversations at school, and Bixby Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations. See **BOE Policy 3141: Audio/Video Recording in Schools**

## 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 who 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 or late arrivals to 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. Athletes cannot be on campus at or in an athletic facility without a coach present.

- **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.

# FERPA

**Bixby Public Schools maintains Board Policy 2173 in compliance with the Family Educational Rights and Privacy Act (FERPA). This policy covers the following:**

- Notification of Rights under FERPA for Elementary and Secondary Schools
- Notice for Directory Information
- Data Privacy & Student Records

# 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.

## NIL

According to OSSAA Guidelines student-athletes may earn compensation from Name, Image and Likeness (NIL) opportunities, provided that none of the following are used in connection with any NIL agreement or service. *See OSSAA website for the most updated guidelines*

- School logos
- School-issued uniforms
- School facilities
- School awards or honors
- OSSAA awards or honors
- School Name or School Mascot
- Spirit wear that identifies the school

## 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 is that 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.
- 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
  - Bixby Athlete Code of Conduct 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.
- Bixby Athletics pre-participation physical evaluation annually.
- Additional screening using an electrocardiogram and/or an echocardiogram can be scheduled through your family physician.

# 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% or~~ obtain no more than 10 absences per semester 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.

Attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

**ABSENCES**

An excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district may require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
    a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,
c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Any student who exceeds the 5-day limit for unexcused absences in a semester may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: 70 O.S. §10-105, §10-106, § 3-145.8, 38 O.S. §37<br>• Adoption Date: November 13, 2000<br>• Revision Date: August 11, 2008<br>• Revision Date: August 2, 2011<br>• Revision Date: August 12, 2013<br>• Revision Date: August 13, 2020<br>• Revision Date: August 8, 2024<br>• Revision Date: July 16, 2026 |

| BOE POLICY | 2119: ~~ACCIDENT~~ STUDENT INSURANCE: ~~STUDENTS~~ |
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It is the policy of the Bixby Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children and ~~A packet will be available for each student during the first week of classes.~~ ~~The purchase of such insurance~~ is entirely within the discretion of parents. The public school may not legally pay insurance premiums or medical bills for students. ~~however, students playing nine through twelve football must provide evidence of insurance coverage~~.

In making accident or injury insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Date: November 13, 2000<br>• Revision Date: July 16, 2026 |

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| BOE POLICY | 2124: PROCEDURES FOR DOCUMENTING AND REPORTING CHILD ABUSE, NEGLECT AND EXPLOITATION |
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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, sexual abuse, sexual battery 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 or designee will contact local law enforcement to report and staff the situation. 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~~ younger 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.

School administrators are required to notify law enforcement within 24 hours of learning that a school employee has allegedly abused a student. Law enforcement, which includes School Resource Officers who are contracted with both Bixby Public Schools and the Bixby Police Department, must be notified prior to any formal questioning or school-led investigation. School administrators must also notify law enforcement immediately if a school employee is inappropriately texting or emailing with a student on a private platform without parental involvement. School resource officers are required to report the circumstances as well as any actions taken related to the incident.

Child abuse and neglect that must be reported to DHS and local law enforcement can includes, but are 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 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/sexual battery; 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 school employee 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 school employee 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 school administrator or superintendent 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 felony. Any school administrator or superintendent 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 felony. Punishment for any school administrator or superintendent not reporting or interfering with reporting carries a minimum of two (2) years imprisonment; a fine of a minimum of $20,000; and community service as determined by the court.

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.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Revised September 2007<br>• Revised December 12, 2011<br>• Revised April 10, 2017<br>• Revised October 12, 2017<br>• Revised August 9, 2018<br>• Revised October 11, 2018<br>• Revised August 13, 2020<br>• Revised July 17, 2025<br>• Revised August 14, 2025<br>• Revised July 16, 2026 |

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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. 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.
B. 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;
C. 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;
D. 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;
E. 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;
F. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices as well as the placement of all electronic devices during the school day.
G. 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.

<u>EMPLOYEES</u>

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.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: 70 O.S. §24-101.1, et seq., 70 O.S. §24-102<br>• Adoption Date: November 13, 2000<br>• Revision Date: July 9, 2001<br>• Revision Date: July 17, 2006<br>• Revision Date: August 12, 2013<br>• Revision Date: July 14, 2022<br>• Revision Date: August 10, 2023<br>• Revision Date: June 10, 2024<br>• Revision Date: July 17, 2025<br>• Revision Date: July 16, 2026 |

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# BOE POLICY | 2158: STUDENT DISCIPLINE/CONDUCT

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

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

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

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

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

**100 Level (Minors)**

- Classroom Disruption
- Incidental Minor Physical Contact
- Inappropriate Behavior or Gestures
- Obscene Language
- Academic Dishonesty/ Cheating
- Violation of School Rules/Policies
- Skipping/Cutting Class
- Possession, Without Authorization, of a Wireless Telecommunication Device
- Parking Violations
- Inappropriate Attire / Dress Code Violations
- Refusing to Work in Class

**200 Level**

- Disruption of the Educational Process or Operation of the School
- Threatening Behavior
- Harassment or Bullying
- Obscene Language to Staff
- Repeated Academic Dishonesty/Cheating
- Consistent Violation of 100 Level Offenses
- Truancy
- Gambling
- Vandalism
- Inappropriate Access/Behavior in Restroom
- Use or Possession of Tobacco/Nicotine Products
- Possession or Distribution of Obscene Materials
- Willful Disobedience of a School Directive
- Failure to Attend Detention or Disciplinary Assignment

**300 Level**

- Disorderly Conduct
- Assault and/or Battery
- Harassment or Bullying Based on Racial, Religious, Ethnic, Sexual, Gender, or Disability-Related Epithets
- Sexual Misconduct
- Fighting
- Possession of Alcohol/Illegal Drugs and/or Paraphernalia
- Purchasing or Selling Prescription/Non-Prescription Medicine
- Theft or Possession of Stolen Property
- Extortion
- Forgery, Fraud, or Embezzlement
- Gang-Related Activity
- Possession or Distribution of a Caustic Substance
- Conduct That Threatens or Jeopardizes Safety

- Simple Possession of a Dangerous Weapon or Related Instrumentalities
- False Reports or False Calls

**400 Level**

- Conduct Requiring Police Intervention or Posing Imminent Danger to Students/Staff
- Aggravated Assault/Battery Causing Injury
- Attempting to Incite Imminent Violence Through Telephonic/Computerized/Electronic Messages
- Arson
- Major Fighting/Riot Activity
- Selling/Distributing Alcohol/Illegal Substances
- Serious Threats of Violence or Terroristic Threats
- Possession, Threat, or Use of a Dangerous Weapon or Related Instrumentalities

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

Student Conduct

The Bixby Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The Board also believes that reasonable standards of conduct should be established and that adherence to those standards be insisted upon.

Options for discipline may include but not limited to:

Instructor or Administrator Intervention

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, ~~requirement of corrective action~~ ~~by~~ interventions provided to the student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a weekday, before or after school, or on a Saturday, as deemed appropriate.

In-School Intervention

In-school intervention is an optional correctional measure that may be used by the school when deemed appropriate by a site administrator. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives and there shall be no grade penalty. In-school intervention is not considered by law to be out-of-school suspension and therefore is non-appealable.

Out-Of-School Placement

Out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards. Out of School Suspension Students may be suspended out of school pursuant to the District's policy regarding student suspension.

**School Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, bullying and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission or the education of any student.

The Board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's plan to address it.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: 10 O.S. § 7115 70 O.S. § 24-100.4<br>• Cross-reference: Policy 2158 Ordinary Force/Corporal Punishment, Policy 2159 Detention, Policy 2160 Suspension of Student, Policy 2162 Student Discipline, Out-of-School Actions, Policy 2142 Student Conduct, Policy 2152 Search of Students, Policy 2154 Inspection of Student Lockers<br>• Adoption Date: November 13, 2000<br>• Revision Date: September 13, 2004<br>• Revision Date: August 8, 2005<br>• Revision Date: August 11, 2008<br>• Revision Date: August 2, 2011<br>• Revision Date: October 10, 2011<br>• Revision Date: August 13, 2020<br>• Revision Date: July 14, 2022<br>• Revision Date: July 16, 2026 |

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# BOE POLICY | 2172: MEMORIAL POLICY

The District recognizes the far-reaching impact a student's or staff member's death may have on other students, staff, families and the community. Accordingly, the district believes that remembrance of a student or staff member whose life ended during his/her years in the School District should be consistent and equitable from case to case, and considerate of the grief process of family, friends, and coworkers, and in accordance with Board policy.

The purpose of this policy is to assist staff, students, and families affected by a death by providing guidelines for decision-making regarding memorialization activities occurring in school and at all affiliated sports and activities within Bixby Public Schools as well as during use of district facilities.

**DEATH OF A STUDENT OR STAFF MEMBER**

The District establishes the following protocol in respect for the needs of individuals experiencing grief due to the death of a student or staff member.

1. The District's crisis response plan will be followed.
2. Grieving students will be excused from class to speak with appropriate staff members and counselors.
3. Students wishing to attend the funeral service may do so with parental permission. These students will be excused from class but may be required to make up any missing assignments. Special arrangements will be made for siblings or relatives of the deceased student or staff member.
4. Funeral services will not be held in District facilities. Memorial services may be held with approval by the building principal or Superintendent, but the service cannot be held during the school day and should not disrupt school events.
5. Memorial gifts such as benches, trees, etc. and memorial fundraisers organized in school must have the consent of the superintendent or designee, along with school administration and any other consent as required by District policies and/or procedures. The District's established processes and procedures for fundraisers should be followed. Students and staff may be given direction as to what is appropriate as a memorial. Suggested activities to honor the deceased could include a blood drive, partnering with local nonprofit organizations and related activities, or establishing a scholarship. As a courtesy, the family of the deceased student or staff member should also provide consent before engaging in the activity.
6. If staff members wish to attend a funeral service for a student or staff member, they need to coordinate their absence with their immediate supervisor. If they are absent for a half-day or less, the absence will not be charged as personal leave, sick leave, or vacation. If they are absent more than a half-day, the absence will be treated as one day of personal leave, sick leave, or vacation.
7. In a situation where informal events or gatherings such as candlelight vigils, which are not school-sponsored, occur on District grounds, it is ~~requested~~ required that the school administration be notified. Such events must be held outside of scheduled school activities and/or events.
8. School marquees will not be used to post messages about the deceased student or staff member.
9. The graduation ceremony is reserved for the celebration of scholastic achievement and the anticipation of future opportunities available to all of the graduates of the District. Upon request, the school administration will work together with the family of a deceased student to award an honorary certificate that recognizes the student's attendance at Bixby Public Schools. A member of the family will be invited to accept the certificate outside of the graduation ceremony. Likewise, the same procedure will be utilized to recognize a deceased student during any sports or senior activities.

**MEMORIALS ON FACILITIES AND GROUNDS**

District facilities are designed to support learning; therefore, changes to facilities that interfere with that purpose or detract from the District's educational mission are not allowed. This includes but is not limited to affixing banners or posters with pictures of a deceased student to any structure or facility on school grounds. ~~Therefore,~~ ~~in~~ In accordance with the professional recommendations of the National Association of School Psychologists, memorials on school property will not be permitted.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adopted: March 14, 2024<br>• Revision Date: July 16, 2026 |

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| BOE POLICY | 2173: RIGHTS UNDER FERPA: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT |
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The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records.

They are as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.
    a. Parents/guardians 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 principal will make arrangements for access and notify the parent/guardian 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/guardian or eligible student believes are inaccurate, misleading or in violation of student privacy rights.
    a. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or otherwise in violation of student privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student privacy rights.
    b. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian 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/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    a. One (1) exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    b. 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 District discloses education records without consent to officials of another District in which a student seeks or intends to enroll. Disclosures may also be made related to some judicial orders or lawfully issued subpoenas.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-800-USA-LEARN (1-800-872-5327)

**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.

**Data Privacy and Student Record Protection**

To ensure compliance with federal privacy laws and protect student confidentiality, district employees must adhere to the following directives when utilizing Artificial Intelligence (AI) platforms:

- Prohibition on Personally Identifiable Information: Employees are strictly prohibited from entering student identifiers, confidential data, or any Personally Identifiable Information (PII) into public, commercial, or third-party AI platforms (e.g., ChatGPT).
- FERPA Compliance: Because public AI platforms do not meet the data security standards required by the Family Educational Rights and Privacy Act (FERPA), they are not approved for handling student records.
- Approved Instructional Use: While these AI tools may be utilized by staff as instructional resources for lesson planning, brainstorming, or content creation, their use must be entirely restricted to non-confidential, non-student-specific data.

**FERPA Records Requests**

Requests made for FERPA records should be made following the same procedures as completing an Open Records request. Fees will apply for FERPA requests based on the time needed for inspection, copying, or mechanical reproduction of requested records.

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) at $.25 per page
- Data Collection Document Conversion at $100 per hour
- Video and/or audio files at $10 per copy

Costs associated with the reproduction of public records shall be paid by, or on behalf of the requester, 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.

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 requester will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

Search fees will be charged as follows:

- Time of non-administrative personnel at $20 per hour.
- Time of administrative personnel at $40 per hour.

Time will be calculated on quarter-hour increments. If a computer query or programming is required, it will be at the rate of $100 per hour.

FERPA Records Request 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
- 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

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adopted: April 10, 2025<br>• Revision Date: July 16, 2026 |

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# BOE POLICY 3103: SCHOOL VOLUNTEERS

The Bixby Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program. The utilization of qualified lay resident citizens and non-residents who can make a contribution on a voluntary basis to the educational, cultural, character-building, or recreational programs of this school system is encouraged. The Board approves a volunteer program subject to appropriate rules, safeguards, and regulations.

Appropriate procedures and machinery shall be established and maintained for the investigation of qualifications and character of volunteers.

When deemed advisable, appropriate recognition and commendation for the valuable services of lay volunteers may be made upon an individual or group basis.

The primary purpose of the school volunteer program shall be to free the teachers from tasks that could be accomplished by others in order for the teachers to spend more time teaching. Examples of activities that can be performed by volunteers are:

1. Making bulletin boards
2. Clerical tasks, such as filing, typing, etc.
3. Telling stories to children
4. Listening to children read
5. Conducting flash card drills
6. Drilling spelling words
7. Assisting the school nurse with visual and hearing screening
8. Reinforcing math facts
9. Gathering resource material
10. Making props and sets for plays
11. Teaching a foreign language
12. Tutoring
13. Anything else as deemed necessary by the cooperating teacher
14. Other activities too numerous to mention.

**Volunteers are encouraged to help in all classrooms as needed. Realizing that conflicts may arise, a specific volunteer's placement will be left to the discretion of the principal.**

Volunteers will not be subjected to a dress code, as such, but will be expected to dress appropriately and be neat and clean in appearance. No shorts (except in physical education classes) or shirts with inappropriate slogans will be permitted.

Volunteers will not grade papers.

Volunteers will not be asked to perform playground or lunchroom duties **without a school employee present.**

Volunteers are expected to be professional in their roles and to be positive about their jobs and the school system. A friendly, courteous relationship is expected between teachers and volunteers.

Problems will be dealt with if and when they arise by the volunteer coordinator, teacher, and volunteer. If the situation cannot be resolved at this level, a building administrator will be asked to evaluate the situation.
All information to which the volunteer has access in the classroom, office, or school is confidential.

For security reasons, volunteers must sign the volunteer registration book in the office and wear a volunteer badge when they arrive at school.

Volunteers must seek the aid of school personnel in case of discipline problems.

Volunteers may not administer medication or give medical treatment to students. However, those who volunteer for a position, such as school nurse or health clerk, that could require medically assessing, medically treating or medicating a student or staff member must hold current credentials of LPN status or greater, complete the state medication administration test for schools and be approved by administration.

Volunteers should not promote commercial products, religious beliefs, political parties or candidates while at school.

Volunteers are expected to follow all school district policy and procedures as outlined in the site handbook.

Volunteers are expected to be dependable and arrive on time or notify the cooperating teacher/staff member when it is necessary to be absent or late. In the event of a last minute emergency, the school office should be contacted.

Volunteers should record the number of hours at the school site.

Volunteers should notify the teacher and site volunteer coordinator if a volunteer assignment must be discontinued.

Volunteers should avoid expressing differences of opinion or dissatisfaction in the presence of students.

The district reserves the right to conduct a background check on any and all volunteers.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Date: November 13, 2000<br>• Revision Date: August 13, 2001<br>• Revision Date: July 14, 2003<br>• Revision Date: July 16, 2026 |

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# BOE POLICY 3108A: STAFF USE OF ELECTRONIC OR DIGITAL COMMUNICATIONS

Bixby Public Schools recognizes the value and benefit of using electronic media to communicate digitally with students, families, and fellow employees to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy, or the law of the state of Oklahoma.

The district recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families, or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or on these networks/sites, including mandatory reporting required by policy, state, and federal laws. Consequences for misuse of social media are addressed in BPS school board policy #3108 (Internet and other computer Networks Acceptable Use and Internet Safety Policy.)

If a public communication would impair the employee's ability to amicably work with Bixby Public Schools colleagues, negatively affect the employee's professional reputation and effectiveness as an employee with colleagues, students, parents, or patrons, or damage the reputation of Bixby Public Schools or any affiliated organization, the action is inappropriate and a violation of this policy.

1. Definitions:
    a. “Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.
    b. “Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, microblogs, video or phone sharing and social bookmarking, and
    c. “Comment” means a response to a commenter's article or social media content.

2. Employee Use of Social Media:
    The district’s employees are expected to serve as ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employees as representatives of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers, and communities on any social media:

    a. Bixby Schools supports an employee’s personal rights to freedom of speech, expression, and association, including the use of electronic devices and social networks.
    b. Employees shall not engage in personal use of social media during contract hours unless the online activity has been assigned to an employee and/or is related to an employee’s work assignment. Use of an employee’s personal social media account to discuss school business with parents and students is prohibited.
    c. An employee’s use of social media and postings, displays, or communications on any social media

network must comply with all state and federal laws and applicable district policies.

d. BPS employees are personally responsible for all comments/information they publish online.
e. Bixby Public Schools' employees should be aware that persons classified as "friends" or who can access a personal social networking site may be able to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.
f. Externally communicating confidential or privileged information related to Bixby Public Schools, its employees, or students not intended for public dissemination is prohibited and may be grounds for disciplinary action. BPS employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-workers' consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.
g. Employees may not act or purport to act as a spokesperson for the district or post comments as a district representative except as authorized by the superintendent or the superintendent's designee. BPS employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district. District-supported social media may not make reference to any political candidates or issues of a political nature. Employees running for any office may not use contract time to campaign.
h. Respect and professionalism should be maintained in all communications - by word, image, or other means.
i. The district logo may not be used on any social media network without permission from the Superintendent or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.
j. As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:
    i. Obscene sexual content or links to obscene sexual content;
    ii. Abusive behavior and bullying language or tone
    iii. Conduct or encouragement of illegal activity; and
    iv. Disclosure of any information required to be maintained as confidential by law, regulation or internal policy.
k. School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any such communication unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian.
l. The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.
m. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow the automatic inclusion of parents or guardians in communications with students.
n. School employees reported to have engaged in corroborated electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds no misconduct occurred, the school employee shall be reinstated, and the incident is noted in the personnel file.

o. Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of dismissal from employment, for failure to exercise good judgment in online conduct. Incidents will be reported in compliance with district policy and state law.

p. Direct communications to students must take place via BPS Board Approved Platforms and in compliance with district policy and state law.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | ● REFERENCE: 74 O.S. § 840-8.1 70 O.S. § 6-401.<br>● Adoption Date: August 2018<br>● Revision Date: August 13, 2020.<br>● Revision Date: June 26, 2024<br>● Revision Date: July 16, 2026 |

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# BOE POLICY | 3114: SCHOOL AND CLASSROOM VISITATION

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.

**PARENT VISITATION**

Bixby Public Schools encourages parents to visit their child's school; to be involved in their child's school, to discuss their child's school progress, attitude, aptitude, and conduct with school personnel; to assist in efforts designed to improve the school and services to their child; and to offer suggestions regarding the conditions needing attention or improvement. It is the position of Bixby Public Schools that the services provided by the school can only be maximized when parents assume the role of partner with the school.

1. Parent visitors are approved at the Bixby Public Schools, upon review by and with the approval of, the school principal.
2. Examples of parent visitors to schools that are routinely approved:
    a. Parent visiting with their own student at lunch time and eating with their own student.
    b. Parent visitation to their student's classroom.
    c. Parent meeting/conference with school personnel.
    d. Parent/Relatives/Others Visitation to School Events & Assemblies During the School Day
    e. Parent volunteers in classrooms as temporary aides.
    f. Parent volunteers in classrooms as temporary substitutes.
    g. Parent volunteers in the WatchDog program.
    h. Parent volunteers working with activity groups and booster clubs.
    i. Parent volunteers with the school and state testing programs.
    j. Parent volunteers assisting with clerical, maintenance, and service duties on a temporary basis.
    k. Parent volunteers as coaches and assistants in the activity and athletic programs.
3. Parents and others who volunteer at the school and/or in classrooms may be required to complete the district's volunteer training program and subject to a background check.
4. The parent visitor shall check in at the school's main office upon arrival at the school with a valid driver's license with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.
    a. The check in and out procedure may be modified by the school principal as needed in order to operate the school efficiently and effectively. For example, the principal may not require visitors to check in at the main office for a special assembly in the gym or auditorium where visitors are invited to attend and observe.

**NON-SCHOOL THERAPY, COUNSELING, AND OTHER VISITATION**

The District receives frequent requests from persons and entities outside the district to provide ~~non-educational~~

services to students during school hours and on school property. The district discourages such requests as visits cause students to miss instructional time and disrupt the classroom environment. When a request is made to visit a student at school for purposes of therapy, counseling, and other by persons and entities not employed by or contracted for such services for Bixby Public Schools, the following procedures shall be observed:

1. Requests by social workers, psychologists, therapists, psychiatrists, counselors, and the like must make application for the visitation in writing to the school principal.
2. If the visitation is a result of a court order, the court-clerk stamped court order shall be included with the written visitation request.
3. The school personnel receiving the request shall refer the request to the school principal.
4. The school principal shall review the nature and reason for the request and include in the review an analysis of using school time for the visit. The assumption of the school principal shall be that the best time for such visitation is outside school hours and not on school property. However, the review shall include an analysis of the reasons for the request for the visitation during school time and why the person or entity making the request justifies the incursion on instructional time and the need for the visitation during school hours and on school property.
5. If the principal determines that circumstances warrant that the visitation cannot feasibly or best be provided outside of the school hours and/or off school property, the principal will establish appropriate visitation protocols.
    a. Minimum Protocols for Visitation
        i. The student's parent/guardian shall request and approve the visitation (unless applicable state or federal law or regulation – such as a DHS investigation involving the parent/guardian – stipulates that the parent/guardian not be contacted about the visitation). The parent/guardian's permission for the visitation shall be in writing and requires the completion of the State of Oklahoma's Standard Form Consent for the Release of Confidential Information.
        ii. The principal shall review the proposed schedule of visitation and determine its appropriateness related to the student's school schedule and academic needs.
            1. The visitation is subject to availability of space.
            2. The visitation shall be no more than 45 minutes unless a longer period of time is approved by the site principal and should be approved only in emergency situations. Recurring visitations shall not take place more than once per five-day school week.
            3. If the visitation is to occur in the classroom the visitation shall be no more than 15 minutes and is limited to one session. No further classroom visitation will be approved. Classroom visitation shall require the presence of the principal or designee and prior notice shall be provided the teacher of the classroom. No interaction with students in the classroom is allowed.
        iii. The visitor may have access only to the specific student requested and approved, including access to student information specifically approved for release to the visitor.
        iv. The visitor shall check in at the school's main office upon arrival at the school with a valid driver's license and entity identification (if applicable) with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.
6. The visitor must date and sign this policy indicating it has been received, read, and understood by the visitor. If the visitor is not familiar with or does not know the requirements of student confidentiality as required by

FERPA, IDEA, the Oklahoma Open Records Act, the visitor shall inform school personnel and information will be provided the visitor.

**SCHOOL AND CLASSROOM VISITATION BY OTHERS**

The district also permits others with a legitimate reason to visit, participate in, and observe our schools and classrooms. Visitors in this category are subject to approval by the Superintendent or designee. Examples of such visitors include:

1. Visiting Educators,
2. Accreditation Officers
3. State Department of Education Officials
4. Visiting Elected and Other Public Officials
5. Higher Education Instructors and Officials
6. Student Teachers, Teacher Interns, and Students in Education Courses from Colleges and Universities.
7. Student Testing and Survey Officials
8. Law Enforcement, Fire Department, and Safety Officers

All visitors to schools in this category are subject to the requirements of Bixby Public Schools volunteers training and background check. Determination of the need for volunteer training and/or background check shall be made by the superintendent or designee. All non-school employee visitors to Bixby Public School sites shall check in at the school's main office upon arrival at the school with a valid driver's license and/or entity identification (if applicable) with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.

**MISCELLANEOUS**

1. Parent Visitation to His/Her Student's Classroom:
    a. Visitation to classrooms shall not occur without prior notice to the classroom teacher.
    b. Visitation to classrooms may occur according to three categories:
        i. Category I: A parent/guardian may visit a classroom as a volunteer according to our volunteer regulations and with principal approval.
        ii. Category II: A parent/guardian may visit a classroom to observe his/her child in class for a brief period of time. The parent/guardian w
        iii. iii. Category III: Other visitations to the classroom are restricted and may require prior authorization from the parent or other entity. Specific authorization is required from the principal or designee prior to visitation. Parameters of the visitation shall be established by the principal or designee.
2. Parent Visitation to His/Her Student at Lunch:
    a. A parent/guardian may request to visit his/her student during lunch and eat lunch with his/her child.
    b. The request will be denied if adequate space on the given day is not available in the school lunch dining room.
    c. If approved and adequate space is not available at the time of the visitation at lunch, the parent/guardian shall give up his/her seat in the dining room for a student.
    d. Requests may be limited to no more than one per school week.

3. Visitor Compliance with FERPA, Oklahoma's Open Records Act, and Other Student Confidentiality Laws and Regulations:
    a. Those who request and are approved to visit our schools and/or classrooms must agree in writing that they will comply with FERPA, the Oklahoma Open Records Act, and all other federal, state, and local student confidentiality laws and regulations. In general, the visitor shall agree in writing that any student information or record of which they may become aware, either directly or indirectly or with or without the school's permission, shall not be shared or otherwise provided or made public unless such is specifically authorized by the student's parent/guardian, the school, a court of competent jurisdiction, and/or federal and state law. The release of confidential student information and personal likeness by visitors granted visitation is strictly prohibited under this policy unless specific and written permission is given.
4. Special Education Classroom Visitation: To protect the identity of disabled students from unnecessary disclosure, the Bixby Board of Education has adopted the following visitation policy for its special education classes and related service programs.
    a. At each annual IEP team meeting the school district will make available this policy to the parents or guardians of all students identified as disabled under the Individuals with Disabilities Education Act.
    b. During the school year, the parents or guardians of students attending the district's special education and related service programs may ask to observe or visit their children at school. The administration will schedule such visits according to the rules stipulated in this policy without additional notice to the parents or guardians of other students.
    c. During the school year, interns, student teachers, consultants, physicians, and other persons engaged for educational purposes by the district or by a student's parent or guardian may need to observe a classroom or student in a special education class or related service program. The administration will schedule such observations according to the rules stipulated in this policy without additional notice to the parents or guardians of other students in that class or program. This policy does not affect the school district's obligation to obtain the permission of a parent or guardian prior to an individual evaluation of his or her child.
    d. During the school year, other persons may seek to observe a special education class or related service program ~~for non-educational purposes~~. The administration will not schedule such an observation until the parents or guardians of the students in that class or program are notified and their permission for the observation is requested.
5. Recording in Classrooms: Any and all types of audio and video recording, digitally or other, is strictly prohibited. No recording of classrooms, school buildings, students, teachers, other employees, and/or activities of the school is authorized without the specific approval of the superintendent or designee. BPS athletic and activity events produced for public consumption and public admission (for a fee or otherwise) are exceptions to this policy and may be recorded for personal use only with personal recording devices. The audio and/or video recording made by the visitor shall not be released, played, or uploaded on the internet for public consumption without the specific and written permission by the superintendent or designee.
6. Minister/Youth Minister Visitation During Lunch
    a. Requests from ministers and youth ministers to visit students during lunch are considered by the principal on an individual basis.
    b. Visitation approval shall be predicated by the approval of the specific student with whom the visitation is requested and by the approval of the specific student's parent/guardian.
    c. Visitation by ministers/youth ministers may be restricted to no more than one day per week during

the lunch period.

d. The principal or designee shall have the authority to suspend visitation during school activities due to inadequate space for visitors of students during lunch or other reasons related to the operation of the school.

7. Disruption to the Educational Environment and Operation of School/School Activity
   a. Visitors to school property shall not cause, contribute to, or become a disruption to the educational environment or the operation of the school and/or school activity.
   b. The superintendent, principal, or designee has the authority to determine if a disruption to the educational environment and/or operation of the school or activity has occurred.
   c. The superintendent, principal, or designee has the authority to order the removal of an individual from school property for causing, contributing to, or becoming a disruption to the educational environment or the operation of the school and/or school activity.
   d. It is the expectation of BPS that a visitor leave school property immediately if directed to do so.
8. All visitors in all categories may require an escort by the principal or designee.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Date: November 13, 2000;<br>• Revision Date: January 15, 2015<br>• Revision Date: July 16, 2026 |

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# 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~~ students 13 to 20 years of age who are 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~~ students be made aware of the opportunity to participate in concurrent enrollment.

Qualified ~~junior and senior~~ students ~~who are regularly enrolled,~~ who meet the standards set forth by the Oklahoma State Regents for Higher Education, and who are able to meet the ~~Bixby High School~~ state graduation requirements may be authorized to take courses for college credit while completing high school requirements for graduation. These guidelines for concurrent enrollment have been approved by the Bixby Board of Education, and are in accordance with existing policies of the Oklahoma State Board of Education and the Oklahoma Regents for Higher Education which affects the participation of ~~junior and senior~~ qualifying students in concurrent enrollment.

A high school counselor and/or the principal or designee must approve a student's application and enrollment in college courses.

Qualified ~~juniors and seniors~~ students may concurrently enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. Each high school course is counted as three (3) credit hours and college course credit hours will be determined by the college or university guidelines. Students may use one of the approved hours as a travel period, with no more than one travel period allowed per day

Concurrently enrolled students who elect to withdraw from a college course prior to completion of that course will be immediately enrolled in a high school course that meets state and district requirements.

Concurrently enrolled students are responsible for their own transportation to and from college courses and for the tuition and other expenses involved in concurrent enrollment.

Concurrent enrollment courses may be counted as core or elective high school credit for graduation requirements in addition to college credit, assuming that the student is enrolled at both institutions at the same time. To qualify for high school credit, a student must present to the Bixby High School registrar, immediately upon completion of the college course, an official transcript from the college or university where the course was successfully completed. All concurrent enrollment courses (with the exception of PE and Health courses, seminar courses, and any course less than 3 credit hours) will count for all full units of credit which is equivalent to a full-year high school course and will receive one additional grade point calculated GPA. College courses taken as concurrent enrollment are listed on the high school transcript and will be calculated in the student's high school grade point average.

Students who ~~are enrolled in the eleventh or twelfth grade and~~ qualify for concurrent enrollment in accordance with the district's policy may enroll in a maximum of nine semester credit hours during the summer session at a college or university prior to the junior or senior year of high school.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | ● REFERENCE: 70 O.S. §628.13<br>● Adoption Date: November 13, 2000<br>● Revision Date: July 14, 2003<br>● Revision Date: July 18, 2019<br>● Revision Date: August 13, 2020<br>● Revision Date: July 16, 2026 |
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# 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/Canvas within two school days of the assignment being assigned. The PowerTeacher/Canvas 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 shall record grades to consistently reflect the student's academic progress.

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

**Pre-Kindergarten through ~~Fifth~~ Sixth 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 Oklahoma Academic Standards. The evaluation key is listed below:

- "4" ~~Exceeds standards/skills~~ Meets standards/skills
- "3" ~~Meets standards/skills~~ Approaching standards/skills
- "2" ~~Progressing toward standards/skills~~ Beginning to understand standards/skills
- "1" Area of concern
- N/A: Not evaluated at this time

**First through~~Fifth~~ 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

~~**Sixth Grades**~~

- ~~A - 90 to 100%~~
- ~~B - 80 to 89 %~~
- ~~C - 70 to 79 %~~
- ~~D - 60 to 69 %~~
- ~~F - 59% and below~~

**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. Nine weeks and the eighteen weeks semester grades reports will be provided to all students. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the teacher.

Assessment of student learning should be meaningful, relevant, and an authentic reflection of a student's progress toward mastery of learning standards. Grades are an ongoing evaluation of whether the students are successfully using the BPS Learner Attributes.~~skills that highlight attributes such as problem-solving, being a critical thinker, being creative, owning their own learning, pursuing learning with an insatiable curiosity, and utilizing skills that lead to being a global citizen~~.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | ● Adoption Date: November 13, 2000<br>● Revision Date: July 8, 2002<br>● Revision Date: September 12, 2005<br>● Revision Date: June 14, 2010<br>● Revision Date: June 10, 2012<br>● Revision Date: July 15, 2021<br>● Revision Date: August 12, 2021<br>● Revision Date: July 14, 2022<br>● Revision Date: August 8, 2024<br>● Revision Date: July 16, 2026 |

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# BOE POLICY | 3122: PROFICIENCY BASED PROMOTION

Proficiency based promotion provides the opportunity for students to move forward in their educational endeavors by subject, course, and/or grade level based upon mastery of the state standards, not upon time spent in classes, completion of assignments, or other prerequisites. The student who can successfully be moved ahead upon proficiency based promotion guidelines can demonstrate content knowledge, skills and the application of those skills and concepts. Parental involvement is integral in the proficiency based promotion as is consideration of the student's social, emotional, and intellectual needs.

The purpose of proficiency-based promotion is to provide appropriately accelerated learning opportunities for students who have demonstrated mastery of grade-level expectations while ensuring that academic, social, emotional, and developmental readiness are considered in all placement decisions.

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
    a. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
    b. Students shall have the opportunity to demonstrate proficiency in the core areas twice each 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:
        i. Social Studies
        ii. Language Arts
        iii. The Arts
        iv. Languages
        v. Mathematics
        vi. Science
    c. 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. For students in grades K–6 requesting grade-level advancement, comparable performance shall be demonstrated by earning a proficiency score of 4 (Meets Standard) on each district-identified end-of-year priority standard for the grade level the student is requesting to advance beyond.
    d. In accordance with 70 O.S. § 1-114, students who do not meet the statutory age requirements for enrollment in kindergarten or first grade are not eligible for Proficiency-Based Promotion into those grade levels.
    e. Qualifying students are those who are legally enrolled in the local school district.
    f. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.
    g. Students will be allowed to take proficiency assessments in multiple subject areas. If testing duration becomes a consideration, additional testing dates may be selected.
    h. Students not demonstrating proficiency will be allowed to try again during the next assessment period. No student will be permitted to retest in the same subject area within a 90-day period.
    i. Exceptions to standard assessment may be approved for those students with disabling conditions.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be

given the opportunity to advance to the next level of study in the appropriate curriculum area.

a. The school will confer with parents in making such promotion/acceleration decisions. ~~Such factors as social and mental~~ Academic and emotional growth should be considered.
b. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.
c. Failure to demonstrate proficiency will not be noted on the transcript.
d. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area. ~~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.~~
e. If a student in grades K-8 successfully demonstrates proficiency, a team meeting will be held to discuss test results and ~~grade skipping~~ appropriate placement and grade-level advancement.
f. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma. Credit will be noted as "credit by exam" (CBE) with no grade assigned. Students earning credit through proficiency assessment remain responsible for meeting all state and district graduation requirements, including required units of study and any additional graduation requirements adopted by the Board of Education.
g. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the ~~state standards~~ Oklahoma Academic Standards in the same way that curriculum and instruction are focused on the state standards. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:
   a. Individualized instruction;
   b. Correspondence courses:
   c. Independent study;
   d. Concurrent enrollment;
   e. Cross-grade grouping:
   f. Cluster grouping;
   g. Grade/course advancement;
   h. Individualized education programs.

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. ~~State standards~~ Oklahoma Academic Standards and type of assessment or evaluation for each core curriculum area will be made available upon request.

6. Testing days each school year will be the first week in May and the second week in August. Parents and students must complete the application to demonstrate proficiency form in person at the proper building site. Applications must be completed no later than one week prior to the test date.

# BOE POLICY 3127: GRADUATION REQUIREMENTS

I. The Bixby Board of Education recognizes that a prescribed course of study in certain specific subject areas has proven to be beneficçial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 or more units of credits in the subject areas listed below shall be obtained by the student to be eligible for graduation.

II. In order to graduate Bixby Public Schools with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. Option 1: College Preparatory/Work Ready Curriculum for High School Graduation (Minimum Requirements) (Title 70 O.S. § 11-103.6)

A. 4 Units English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

B. 3 Units Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements; (Grades 9-12)

C. 3 Units Laboratory Science one unit must be a Life Science meeting the standards for Biology I, One unit must be a Physical Science meeting the standards for Physical Science, Chemistry or Physics and One unit must be from the domains of Physical Science, Life Science or Earth and Space Science with content and rigor above Biology I or Physical Science.

D. 3 Units History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

E. 2 Units of the same Foreign or non-English language, or 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

F. 1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements; and

G. 1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

H. A Total of 6 Units of Electives are required.

I. In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act, and Cardiopulmonary Resuscitation (CPR) Training as set forth in the Dustin Rhodes and Lindsay Steed CPR training Act. (HB1378).

III. Option 2: Core Curriculum for High School Graduation (Minimum Requirements) (Title 70 O.S. § 11-103.6 and State Board of Education Regulations)

A. 4 Units or Sets of Competencies Language Arts 1 Grammar and Composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

B. 3 Units or Sets of Competencies Mathematics 1 Algebra I or Algebra I taught in a contextual

methodology, and 2 which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance*, Intermediate Algebra*, contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the Bixby board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

C. 3 Units or Sets of Competencies Science 1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the Bixby board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

D. 3 Units or Sets of Competencies Social Studies 1 United States History, 1/2 to 1 United States Government, 1/2 Oklahoma History, and 1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

E. 2 Units or Sets of Competencies The Arts which may include, but are not limited to courses in Visual Arts and General Music.

F. A Total of 8 Units of Electives are required.

G. In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act

IV. Elective credit may consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six hours of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

V. To meet the graduation requirements, credits may include courses taken by concurrent enrollment, Advanced Placement, internet/web-based instruction, correspondence, or courses bearing different titles. Such options shall be controlled by local, state, and federal policies and procedures and may be subject to the prior approval of the high school principal. Bixby Public Schools encourages students to complete two units or sets of competencies of foreign languages while enrolled in high school.

VI. Credit may be given for the above-referenced courses when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Courses completed in the seventh or eighth grade for high school credit

shall NOT figure in a student's high school (grade 9 – 12) grade point average.

VII. No student will be allowed to receive credit for high school graduation more than once for completion of the same course or sets of competencies to satisfy core curriculum requirements. All of the above-referenced courses may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student in the "College Preparatory/Work Ready Curriculum" and "Core Curriculum" areas of study.

VIII. The following regulations shall also apply:

A. Students who need more than one unit for graduation shall not be permitted to participate in the high school graduation/commencement exercises.

B. At least two units of the last three units completed for graduation shall be completed in attendance at Bixby High School in order to receive a graduation diploma from Bixby High School.

C. The Bixby Board of Education has the authority to set local requirements for graduation above those of the State Board of Education.

D. A unit of work earned by a student in any summer school accredited by the Oklahoma State Department of Education in Oklahoma may be accepted at the option of Bixby Public Schools as resident credit.

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

F. A student's GPA is a cumulative grade point average from grades 9-12.

IX. GLOSSARY OF TERMS

A. Sets of competencies are the skills and competencies specified in the State Standards, or other skills and competencies adopted by the State Board of Education.

B. Contextual methodology means academic content and skills taught by utilizing real-world problems and projects in such a way that helps students understand the application of knowledge.

X. Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level.

A. 4 units of English to include Grammar, Composition, Literature, or any English course;

B. 4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

C. 3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

D. 3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

E. 6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which

may include but are not limited to any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

F. 3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student.

**Transfer Grades-Transcripts from Outside of the United States**

Provide an official transcript and/or record of prior education from the student's home school and an English translation of the same documents. Courses will be interpreted to Oklahoma equivalency courses/credits and used to determine course sequencing. Transcripts from outside of the United States (except for accredited international schools or Department of Defense schools) will not receive a letter grade. A "P" for passing will be assigned to designate that credit was earned and GPA points are not awarded. Credit is awarded based on review by school staff. The records must reflect courses taken and grades/credits earned.

The Bixby Board of Education recognizes that a prescribed course of study in specific subject areas assists students in becoming productive citizens and preparing for advanced study. Therefore, it is the policy of the Board of Education that a minimum of 23 units of credit in the designated secondary subject areas must be obtained by a student to be eligible for graduation.

The district shall provide sufficient course offerings to allow all students to meet the graduation requirements set forth by current state law and the State Department of Education requirements.

## Section I: Standard College- and Career-Ready Diploma Framework

Beginning with students entering the eighth grade in the 2025-26 school year, all students shall be enrolled in the standard college-ready and career-ready diploma framework.

To graduate with the Standard Diploma, students must complete a minimum of twenty three (23) units of sets of competencies at the secondary level, which must be approved for college admission requirements and include the following:

- **English (4 units):** Must include Grammar, Composition, Literature, and Advanced Placement (AP) Seminar, or any English course approved for college admission requirements.
- **Mathematics (4 units):** Must be completed in the eighth through twelfth grades. Two of these units must include Algebra I and either Algebra II or Geometry. The remaining two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, approved college dual-credit courses, a locally approved math-based application course, or an approved full-time postsecondary career and technology program that teaches math content with a real-world application. *Note:*

Full-time postsecondary career and technology programs utilizing real-world math applications shall strictly exclude courses categorized as Arts, A/V Technology and Communications, Education and Training, Hospitality andTourism, or Human Services (including but not limited to Barbering, Cosmetology, Culinary Arts, Esthetician, Event Management, Horticulture, or Hospitality Management).

- **Laboratory Science (3 units):** Approved for college admission requirement, including one unit meeting the standards for Biology I; one unit of physical science meeting the standards for Physical Science, Chemistry, or Physics; and one unit from the domains of physical science, life science, or earth and space science, an approved science-based application course, or any science course with content and rigor above Biology I or Physical Science.
  *Note:* Full-time postsecondary career and technology programs utilizing real-world science applications shall strictly exclude courses categorized as Arts, A/V Technology and Communications, Education and Training, Hospitality and Tourism, or Human Services (including but not limited to Barbering, Cosmetology, Culinary Arts, Esthetician, Event Management, or Hospitality Management).
- **History and Citizenship Skills (3 units):** Must include one unit of American History, one-half (½) unit of Oklahoma History, one-half (½) unit of United States Government, and one unit selected from History, Government, Geography, Economics, Civics, or non-Western culture.
- **Pathway Units (6 units):** Approved at the discretion of the Board of Education, aligning with each student's Individual Career and Academic Plan (ICAP). These units may include, but are not limited to, additional core academic units, world languages, indigenous languages spoken in North American, computer technology, Junior Reserve Officers' Training Corps (JROTC), internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, Advanced Placement courses, music, art, drama, speech, dance, or media arts.
- **Personal Financial Literacy (1/2) unit):** Must be completed explicitly in the tenth, eleventh, or twelfth grades as set forth in Section III of this policy.
- **Elective Courses (3 units):** Locally approved by the school district school Board of Education.
- **College Admission Alignment:** At least two additional units or sets of competencies from the categories above must be approved for college admission by the State Regents of Higher Education at the time the student is enrolled in the eighth grade or anytime thereafter prior to graduation.

## Section II: Legacy Diploma Pathways (Phasing Out)

Students who were enrolled in grades eight through twelve during the 2024-25 school year may also optionally elect to complete this framework with the approval of a parent or legal guardian and subject to school guidance. The previous "College Preparatory/Work Ready" (formerly Option 1) and "Core Curriculum" (formerly Option 2) graduation tracks are strictly legacy pathways. These pathways are unavailable to any student who was not enrolled in an accredited public high school prior to the 2025-26 school year and who has not already commenced on one of these tracking options.

**Sunset Mandate:** In compliance with state law, these degree pathways will completely terminate in the 2029-2030 school year. The district shall distribute official notice developed by the State Department of Education to notify parents and legal guardians of this pathway termination.

### Legacy Track A: College Preparatory/Work Ready Curriculum

- **English:** 4 units (Grammar, Composition, Literature, AP Seminar, or approved college admission courses)
- **Mathematics**: 3 units (Grades 9-12, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or higher)

- **Laboratory Science**: 3 units ( 1 Life Science/Biology I standards, 1 Physical Science/Chemistry/Physics standards, and 1 higher-level domain unit)
- **History and Citizenship Skills:** 3 units (1 American History, ½ Oklahoma History, ½ U.S. Government, 1 approved elective unit)
- **Foreign Language or Computer Technology**: 2 units of the same world language, and indigenous language spoken in North America, or 1 units of computer technology approved for college admission (excluding keyboarding or typing)
- **Additional Unit**: 1 unit selected from the core subjects above or approved career and technology/concurrent courses
- **Fine Arts or Speech:** 1 unit of Fine Arts (music, art drama) or Speech
- **Electives:** 6 units

### Legacy Track B: Core Curriculum

- **Language Arts:** 4 units (1 Grammar and Composition, 3 equal or higher-level literature/advanced courses)
- **Mathematics:** 3 units (1 Algebra I or contextual Algebra I, and 2 equal or higher-level courses including approved contextual math, Tech Center courses, or STEM block courses in grades 10 - 12).
- **Science:** 3 units (1 Biology ! or contextual Biology I, and 2 equal or higher level life, physical, earth science, Tech Center courses, or qualified agricultural education courses)
- **Social Studies:** 3 units (1 U.S. History, ½ to 1 U.S. Government, ½ Oklahoma History, and ½ to 1 approved elective history unit)
- **The Arts:** 1 unit (Visual Arts, General Music, or other approved arts)
- **Computer Education or World Language:** 1 unit of computer technology (excluding keyboarding/typing) OR 1 unit of a world language, non-English language, or indigenous language spoken in North America
- **Electives:** 8 units

## Section III: Specialty Curricular and Accountability Mandates

### 1. Personal Financial Literacy Passport

All students regardless of their graduation pathway, must fulfill the requirements for a Personal Financial Literacy passport to graduate.

- **Grade Restrictions**: The required one-half (½) unit or set of competencies in personal financial literacy must be satisfactorily completed during the **tenth, eleventh, or twelfth grade.** This may be fulfilled through a separate standalone course, instruction integrated or embedded within other courses, or an Advanced Placement (AP) course whose content substantially addresses the required concepts.
- **Transfer Provisions:**
    - For students transferring into the district from out of state *after the tenth grade,* the district shall assess the student's personal financial literacy knowledge. If the student has successfully completed equivalent instruction or demonstrates satisfactory knowledge via a district-developed or state-approved assessment, they may be exempted from the requirement.
    - For students transferring into the district from out of state *during or after their junior year,* the district may grant an overall exception to the personal financial literacy passport requirement.

### 2. CPR Training

Students must complete Cardiopulmonary Resuscitation (CPR) training as set forth in the Dustin Rhodes and Lindsay Steed CPR Training Act prior to graduation.

### 3. United States Naturalization Test

All students entering the ninth grade in the 2021-22 school year and later must pass the United States naturalization test with a score of at least 60 out of 100 questions to graduate. The test shall be offered at least once per school year starting in the eighth grade. Students may retake the exam as often as desired until passing. Students with disabilities evaluated via the Oklahoma Alternative Assessment Program (OAAP) are exempt from the testing requirement.

## Section IV: Locally Approved Courses & Nonstandard Course Waivers

The district shall utilize a rigid, formalized process for establishing math-based or science-based application courses to fulfill core requirements.

- **Board Approval & State Submission:** Any course locally approved by the Board of Education that does not fully align with a single set of Oklahoma Academic Standards must be submitted to the State Department of Education's Accreditation Office via a formal **Nonstandard Course Waiver**.
- **Annual Deadline:** For any new or modified locally approved course, the Nonstandard Course Waiver must be approved by a local board vote and submitted to the state no later than **March 1 annually** preceding the school year it is to be offered.
- **Waiver Requirements:** The waiver submission must include the course name, specific description, learning objectives, a comprehensive course syllabus, and a detailed crosswalk mapping the syllabus to the appropriate Oklahoma Academic Standards. Approved course frameworks will be uploaded and publicly displayed on the State Department of Education website.

## Section V: Transcripts, Transfer Credits, and Special Waivers

### 1. International Transcripts

Transcripts from outside the United States (excepting accredited international schools or Department of Defense schools) will undergo administrative review to translate courses into Oklahoma equivalency credits. These international courses will not receive a letter grade or GPA weight; instead a "P" for 'passing' will be assigned to designate credit earned.

### 2. Out-of-Grade Course Credit

Credit may be granted for high school courses completed in the seventh or eighth grade provided the instructor is certified or authorized by law to teach the subject for high school credit, and secondary-level rigor is fully maintained. Coursework completed prior to the ninth grade shall not be calculated into the student's cumulative high school grade point average (GPA), which consists strictly of grades 9 - 12.

### 3. AI-Free Military Family Oklahoma History Waiver

In compliance with the 70 O.S. § 11-103.6f, the Board of Education may waive the Oklahoma History graduation requirement for transitioning children of military families who have completed a similar state history course elsewhere. Alternatively, the board may waive the requirement if the student demonstrates high-level competency by completing a localized project or writing a research paper.

**AI Prohibition Clause:** Any project of paper submitted by a student to satisfy this Oklahoma History competency waiver must be created entirely by the student **without the assistance of artificial intelligence.**

## Section VI: General Operations and Daily Enrollment

- **Daily Period Enrollment Requirements:** To maintain state accreditation, all students in grades nine through twelve must enroll in a minimum of **six periods per day** (or the institutional equivalent in block scheduling or alternative scheduling structures). This daily schedule must consist of instruction in rigorous academic courses, concurrent enrollment, apprenticeships, or rigorous vocational courses.
- **Commencement Participation:** Students who require more than one full unit of credit to fulfill local and state graduation requirements at the end of their senior year shall not be permitted to participate in high school graduation/commencement exercises.
- **Residency Requirement:** To receive a high school diploma from Bixby High School, at least two units of the final three units of coursework completed for graduation must be taken in physical or approved resident attendance at Bixby High School.
- **Duplication of Credit:** No student will be permitted to receive credit toward high school graduation requirements more than once for completing the identical course or set of competencies.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: 70 O.S. 2011, § 1210.523; 70 O.S. 11-103.2c; 70 O.S. 11-103.6; 70 O.S. § 11-103.6f<br>• Revised August 13, 2020<br>• Revised July 15, 2021<br>• Revised July 14, 2022<br>• Revised August 8, 2024<br>• Revised July 16, 2026 |

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# BOE POLICY | 3133: STRONG READERS ACT TESTING AND PROCEDURES

## I. PROGRAM PURPOSE AND GENERAL CORE INSTRUCTION.

A. The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress.

B. All teachers of reading in the public schools in this state in kindergarten through third grade shall provide systematic and explicit instruction in the five elements of reading, which are phonological awareness, decoding, fluency, vocabulary, and comprehension, using high quality instructional materials grounded in the science of reading, selected from a list of approved materials maintained by the State Board of Education.

C. The district shall integrate social studies, science, and other required subject matter standards into the daily instruction of reading, writing, and mathematics to provide a cohesive, well-rounded educational foundation.

D. The school district is prohibited from using the three-cueing system model of teaching students to read. "Three-cueing system" means any model of teaching students to read based on meaning, structure, syntax, and visual cues, which may also be known as meaning, structure, and visual (MSV), balanced literacy, or whole language.

## II. UNIVERSAL SCREENING & DYSLEXIA REQUIREMENTS

Students enrolled in kindergarten, first, second, and third grades (exemptions listed below) shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for the acquisition and monitoring of reading skills including, but not limited to, phonological awareness, sound-symbol recognition, alphabet knowledge, rapid naming skills, decoding and encoding skills, oral reading accuracy, and fluency, vocabulary, and comprehension. Any student who is assessed and found not to be reading at the appropriate grade level targets shall be provided a reading intervention plan designed to enable the student to acquire the appropriate grade level of reading skills. Throughout the year progress monitoring shall continue, and students will continue to receive appropriate instruction and interventions based on data. Year-end reading skills shall be measured to determine reading success.

Students Exempt from Screening Requirements-

1. Students who participate in the Oklahoma Alternate Assessment Program (OAAP) and ~~is~~ are taught using alternate methods
2. Students whose primary expressive and receptive communication is sign language
3. Students whose primary form of written or read text is Braille
4. Students whose primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program

Any student enrolled in kindergarten, first, second, or third grade who is assessed through the Strong Readers Act pursuant to Section 1210.508C of Title 70 of the Oklahoma Statutes and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia.

## III. MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) INTERVENTIONS

A. The identification, instruction, and intervention required under the Strong Readers Act shall be implemented within a multi-tiered system of supports (MTSS) framework that emphasizes strong core literacy instruction for all students and provides increasing levels of instructional intensity based on student need and demonstrated response to instruction.

B. The ~~reading~~ intervention plan for each student identified with a deficiency in reading shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports provided in addition to core Tier 1 reading instruction. The plan shall identify the needed intensity of instruction to remedy the student's specific reading deficiency as quickly as possible.

C. Reading intervention shall not be provided solely by digital technology. Reading intervention shall include a majority of direct instruction from a teacher or specialist trained in the science of reading.

D. The reading intervention services required by this subsection shall not occur during math instruction.

E. ~~After a student has demonstrated proficiency through a screening instrument, the district shall provide notification to the parent or legal guardian of the student that he or she has satisfied the requirements of the Strong Readers Act~~. The reading intervention plan shall continue until the student is determined to be meeting grade-level targets in reading based on the screening instrument administered. After a student has demonstrated proficiency, the district shall provide written notification to the parent or legal guardian that he or she has satisfied the requirements of the Act, and the district shall continue to monitor the student in the next successive grade level to ensure he or she maintains proficiency.

F. The Student Reading Proficiency Team shall be composed of:

1. The parent or legal guardian of the student;
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year;
3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student;
4. A certified reading specialist or interventionist, certified personnel with an early literacy micro-credential, or an individual with advanced training or specialization in literacy instruction, if one is available; and
5. The principal, vice principal, or designate.

G. Operational Mechanics and Meeting Frameworks

1. The Student Reading Proficiency Team (SRPT) shall convene to establish and approve the initial Student Literacy Intervention Plan (SLIP) no later than thirty (30) days from the close of the district's screening window. This initial collaboration may occur via an in-person meeting, a telephonic or video conference, via a secure digital collaboration and electronic signature packet, or through a physical collaboration packet delivered to the parent or legal guardian for review, signature, and return to the school.
2. Following the initial approval of the SLIP, physical or synchronous meetings of the full SRPT are not required.

3. For instructional sites housing grade configurations that do not contain the subsequent grade level (e.g., Grades PK–3 sites), the requirement to include a next-grade-level teacher may be fulfilled via electronic review and digital sign-off by an assigned teacher from the receiving intermediate site, or through a qualified building-level literacy specialist, interventionist, or instructional coach appointed as a designee by the building principal.

IV. WRITTEN NOTIFICATION TO PARENTS & MONTHLY UPDATES

~~The parent of any K-3rd Grade student found to have a reading deficiency, is not reading at the appropriate grade level and has been provided a reading intervention plan shall be notified in writing of the following:~~ Following the close of the district's screening window, the parent or legal guardian of any kindergarten through third-grade student identified with a reading deficiency shall be provided with the student's individual reading intervention plan and notified in writing no later than thirty (30) days from the close of that window.

~~1. The student has been identified as having a substantial deficiency in reading;~~
~~2. A description of the current services that are provided to the student;~~
~~3. A description of the proposed intensive intervention services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;~~
~~4. The student promoted to the fourth grade shall receive supplemental intensive intervention services.~~
~~5. Strategies for parents to use in helping their child succeed in reading proficiency~~
~~6. The grade-level performance scores of the student,~~

A. The initial written notification packet must include the following student-specific data and support strategies:

1. Direct notification that the student has been identified as having a substantial deficiency in reading.
2. The specific grade-level performance scores and diagnostic data of the student.
3. A clear description of the specific literacy skill deficits identified in the child.
4. A description of the current literacy services and the proposed intensive reading intervention services, materials, and supports designed to remediate the identified deficiency.
5. Aligned, evidence-based strategies for parents or legal guardians to use at home to help their child succeed in reading proficiency.

B. Beginning with the 2027–2028 school year, the initial notification packet must also outline the following future academic pathways, promotional metrics, and retention rules:

1. If the child's reading deficiency is not remediated by the end of third grade, the child shall not be promoted to fourth grade unless a specific good-cause exemption is legally met.
2. While the statewide English Language Arts assessment is the initial determinant for promotion, students may demonstrate sufficient reading skills via an approved alternative reading assessment option to earn promotion to fourth grade.
3. A student who is promoted to the fourth grade via a good-cause exemption shall continue to receive supplemental intensive Tier 2 or Tier 3 intervention services (unless they meet the definition of a student with the most significant cognitive disabilities).

C. Following the delivery of the initial reading intervention plan, communication with the home transitions to a monthly cycle:

- The parent or legal guardian shall be informed in writing of the student's ongoing progress toward grade-level reading benchmarks at least every thirty (30) days throughout the school year and provided with updated strategies to assist at home.

V. EARLY TRANSITIONAL PLACEMENT FRAMEWORKS (GRADES 1 & 2)

Beginning with the 2027–2028 school year, if a first- or second-grade student has demonstrated a significant need for reading intervention and is not meeting state grade-level targets by the end of the academic year, the district shall implement one of the following academic pathways:

A. Upon recommendation of the Student Reading Proficiency Team (SRPT), the district shall utilize one of two operational placements:

1. Promote the student to the next traditional grade level while providing mandatory, targeted Tier 2 or Tier 3 transitional intervention instruction during regular pull-out sessions throughout the year; or
2. Place the student in a specialized, stand-alone transitional classroom designed to bridge core literacy gaps.

B. Voluntary Grade Retention (Parental Option)

- A first- or second-grade student who fails to meet core literacy targets may be subject to voluntary grade retention within their current grade level, provided the district obtains the explicit written consent of the student's parent or legal guardian.

VI. REQUIRED SUMMER LITERACY REINFORCEMENT

Beginning with the 2027–2028 school year, for any first- or second-grade student subject to the transitional pathways outlined in Section V above, the district must provide the family with approved academic recovery options, which include:

1. Access to a district-offered summer tutoring program; or
2. Enrollment in an intensive summer reading academy consisting of a minimum of seventy (70) instructional hours grounded in the science of reading.

VII. SECOND GRADE EARLY STATE ASSESSMENT ADMINISTRATION

Beginning with the 2027–2028 school year, the district shall administer the statewide third-grade English Language Arts assessment to students in the second grade. This assessment will be provided by the State Department of Education.

1. School districts shall provide prior written notification to parents and legal guardians of second-grade students who will be administered the English language arts assessment, and the notification shall include information on how a parent or legal guardian may provide written notice to opt his or her student out of the

assessment administration.

2. Second-grade students who score at the proficient level or above on the assessment shall be exempt from the third-grade retention requirements.
3. A second-grade student's performance on the assessment shall not be counted against him or her in classroom grading. School districts shall use student performance data on the assessment to inform intervention decisions.

VIII. THIRD GRADE PROMOTION AND RETENTION REQUIREMENTS

A. Beginning with the 2027-2028 school year, third-grade students shall demonstrate sufficient reading skills for promotion to fourth grade. Students shall be provided the following options to demonstrate sufficient reading skills for promotion to fourth grade:

1. Scoring above the below basic level on the third-grade statewide English Language Arts assessment, or
2. Earning an acceptable score on an alternative standardized reading assessment as recommended by the Commission for Educational Quality and Accountability and approved by the State Board of Education.

B. Beginning with the 2027-2028 school year, if the third-grade student cannot demonstrate sufficient reading skills on one of the two options and does not qualify for a good-cause exemption, the student shall be retained in the third grade for the next school year. Screening instruments shall not be used for promotion purposes. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

C. Beginning with the 2027-2028 school year, Transfer and Re-entry Provisions:

1. If a third-grade student subject to retention transfers into this school district, the requirements to retain the student in third grade shall not be altered by the receiving school.
2. Students that are withdrawn from public school to bypass third-grade retention requirements shall be subject to screening upon return to the public school system to determine appropriate grade level upon re-entry.

D. Beginning with the 2027-2028 school year, students retained shall be provided Tier 2 or Tier 3 reading interventions delivered by a teacher with appropriate training and demonstrated competency in evidence-based reading intervention to remedy the student's specific reading deficiency. The district shall conduct a review of student reading intervention plans for all students retained in third grade to address additional supports needed, ensuring they receive:

1. Tier 2 or Tier 3 reading intervention services and supports;
2. One of the following intervention supports: before-, during-, or after-school supplemental research-based reading intervention delivered by a teacher or tutor with specialized reading training, or summer academy programs; and
3. A "Read at Home" plan as created by the State Department of Education outlined in a parental notification,

including participation in parent workshops or regular parent-guided home reading activities.

IX. LIMITED THIRD-GRADE GOOD-CAUSE EXEMPTIONS

Beginning with the 2027-2028 school year, the school district board of education may only exempt students from mandatory third-grade retention for good cause. Good-cause exemptions shall be limited to the following:

1. Students with disabilities whose individualized education program (IEP) indicates that participation in the statewide student assessment system is not appropriate, consistent with state law;
2. Students identified as English language learners who have had less than two (2) consecutive school years of instruction in an English-learner program;
3. Students with disabilities who participate in the statewide English Language Arts assessment and who have an IEP that reflects that the student has received reading intervention for more than two (2) school years but still demonstrates a reading deficiency, or who was previously retained for one (1) year in kindergarten, first, second, or third grade; and
4. Students who have received reading intervention services for two (2) or more years but still demonstrate a reading deficiency, and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. No student shall be retained twice in third grade.

Exemption Request Process:

1. Documentation shall be submitted from the student's teacher to the school principal indicating that the promotion of the student is appropriate. Such documentation shall consist only of the good-cause exemption being requested and the existing reading intervention plan or IEP;
2. The school principal shall review and discuss the recommendation with the teacher. If the principal determines the student meets a good-cause exemption, the principal shall make the recommendation in writing to the superintendent. The school district superintendent shall accept or reject the principal's recommendation in writing; and
3. The parents or legal guardians of a third-grade student eligible for a good-cause exemption may choose that the student be retained for one (1) year even if the superintendent accepts a recommendation for promotion.

X. SITE-LEVEL STAFFING AND COOPERATIVE STATE SUPPORT

1. School districts shall have a minimum of one reading specialist, interventionist, or teacher with an early literacy micro-credential for each public elementary school.

2. If the district is prioritized for state literacy coach support and interventions based on assessment data, it shall grant assigned literacy coaches a supportive, nonevaluative capacity role. If the district already employs local instructional coaches, those coaches must participate in a State Department-led coaching improvement community. If the school district declines to accept mandated assistance from a state literacy coach, the district shall not be eligible to receive funds pursuant to Section 1210.508D of this title.

## XI. SCHOOL DISTRICT REPORTING REQUIREMENTS

The School District's Board of Education shall annually publish on the school website, and report ~~in writing~~ electronically to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education by September 1 of each year the following information on the prior school year:

A. The policies and procedures adopted by the school district board of education to implement the ~~Strong Readers Act~~ provisions of this section including expenditures related to implementing, the number of staff implementing, and the average daily classroom time devoted to implementation.

B. ~~by~~ By grade, the number and percentage of all students in kindergarten through third grade who did not meet grade-level targets,

C. ~~by~~ By grade, the number and percentage of all students in kindergarten through third grade who have been enrolled in the district for fewer than two (2) years,

D. By grade, the number and percentage of all students in kindergarten through third grade who were retained.

E. ~~by~~ By grade, the number and percentage of students in kindergarten through third grade who demonstrated grade-level proficiency based on a screening instrument

F. ~~by~~ By grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA) and who demonstrated grade-level proficiency based on a screening instrument administered or an alternative assessment prescribed by the student's IEP.

G. Beginning with the 2027-2028 school year, the number and percentage of all students in third grade who demonstrated sufficient reading skills for promotion to the next grade on the alternative reading assessment.

H. Beginning with the 2027-2028 school year, the number and percentage of students in third grade who were promoted to fourth grade for good cause and the applicable good-cause exemption specified.

I. Beginning with the 2027-2028 school year, the performance of fourth-grade students on the statewide English Language Arts assessment who were promoted with a good-cause exemption in the previous school year.

J. If a school district fails to report screening instrument data to the State Department of Education and the Office of Educational Quality and Accountability as required by this subsection, such district shall not be eligible to receive funds pursuant to Section 1210.508D of this title.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • 70 O.S. § 1210.508A through J (Oklahoma Strong Readers Act)<br>• Oklahoma Senate Bill 1778 (2026 Revisions)<br>• Adoption Date: October 11, 2011;<br>• Revision Date: April 14, 2014;<br>• Revision Date September 12, 2016<br>• Revision Date: July 18, 2019<br>• Revision Date: October 13, 2022<br>• Revision Date: August 8, 2024<br>• Revision Date: July 9, 2026 |

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# BOE POLICY 3141: AUDIO/VIDEO RECORDING IN SCHOOLS

Students and teachers have an expectation of privacy in their conversations at school, and Bixby Public Schools will take actions to protect those privacy rights. Students and parents are strictly prohibited from recording or listening to conversations. If any Bixby School District official becomes aware of any such situation, it will be reported. If a student is found to have such a recording or listening device on his or her person, it will be considered as grounds for disciplinary action.

In addition, it is the policy of Bixby Public Schools not to audio or video record meetings between parents and school personnel when confidential information is discussed unless permission is given by all parties.

Parents who wish to make audio or video recordings of meetings between themselves and school personnel in which confidential information is discussed must provide written notice to the school principal of their intent to record the meeting at least one school day prior to the meeting. This is to ensure that the school can maintain educational records as required by Federal statutes. Exceptions to the notice requirement may be considered by the school principal when recording is necessary for the parent to understand the meeting or otherwise implement any Federal right to which they are entitled.

GPS tracking devices are becoming readily available for parents to purchase and place on their children. The District has seen an increase in GPS trackers being worn by students during school hours. Bixby Public Schools recognizes the valid safety concerns and the peace that these devices can give to parents/guardians, however, most, if not all of these devices now contain a "listen in" function. Because of the privacy concerns and violation of confidentiality laws that arise with the "listen in" function enabled, the District has established these rules for the use of such devices:

1. Prior to the use of a GPS tracking device, a parent/guardian must complete a written request. The request must provide the name of the manufacturer of the device and a copy of any instructions or directions that came with the device.
2. A written request must be made for each school year that the parent/guardian is requesting permission for use of the GPS tracker and submitted to the principal of the school site where the student attends (or will attend) school.
3. If there is a "listen in" function, it must be disabled during school hours, during any school transportation, and during any scheduled school events. Parents must provide written assurance to the school administration that the feature will be disabled during school hours, during any school transportation, and during any scheduled school events. Proof that the device's listen in feature is disabled may be required by site administration at any time.
4. Any student who wears a GPS tracking device to school without prior approval from the school administration, will be subject to the same procedures outlined in the District's wireless device policy.

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| **Reference(s)** | • REFERENCE: 70 O.S. §51-24A.13 |
| **Adoption Date** | • Accreditation Standard 210:1-3-8 |
| **Revision History** | • Adoption Date: July 16, 2026 |

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| BOE POLICY | 4123: CERTIFIED PERSONAL LEAVE |
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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 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) to five (5) accumulated days per school year, and shall be without deduction. Requests for personal leave shall be made in ~~writing, on the appropriate form~~ the BPS absence management system, at the earliest possible time with the goal of providing at least three (3) days advanced notice when possible. If not possible, then within the day after returning to work. Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year, the day preceding or following a scheduled school holiday/break, or on the days scheduled for parent-teacher conferences. Personal day leave forms will be routed through the principal to a designated administrator who will approve/ disapprove the personal leave request and return to the building principal. Such notice will include a signed statement that the personal leave was not for:

1. Seeking other employment
2. Participating in political or social activities
3. Performing service for compensation
4. Inclement weather

For unused personal days each school year, certified staff may choose one of the following options:

1. The staff member shall be compensated for the unused portion of the three days of personal leave on an annual basis at the rate approved by the Board; or
2. The staff member shall roll the unused portion of the three days of personal leave to his/her accumulated sick leave, not to exceed 12 combined accumulated days per year as aligned to state statute 70 O.S. § 6-104.
3. 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. Those staff members who are allotted less than three (3) days of personal leave per school year may roll one (1) day of unused personal leave to the next school year.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Dated: November 12, 2000<br>• Revision Date: July 14, 2003<br>• Revision Date: September 12, 2005<br>• Revision Date: November 11, 2013<br>• Revision Date: October 10, 2016<br>• Revision Date: November 14, 2016<br>• Revision Date: August 13, 2020<br>• Revision Date: November 10, 2022<br>• Revision Date: July 16, 2026 |

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| BOE POLICY | 4127: LEAVE: JURY DUTY - ALL PERSONNEL |
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The Bixby Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees are required to submit a copy of their court summons, subpoena, or other official documentation verifying their required appearance to their site administrator or direct supervisor as soon as possible upon receipt.

Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitutes shall not be deducted from the salary of an employee performing jury duty. However, when the employee has been reimbursed by the court for jury duty, the warrant will be endorsed and delivered to the clerk of the Board of Education. ~~The employee's expenses may be reimbursed if accompanied by receipts and vouchers. Expenses include round trip mileage from the employee's school to the courthouse, parking fees, and the cost of meals in excess of what would have been spent at the employee's school.~~

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: 70 O.S. §6-104, Negotiated Agreement<br>• Adoption Date: November 13, 2000<br>• Revision dates: July 16, 2026 |

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| BOE POLICY | 4129: BEREAVEMENT LEAVE |
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It is the policy of the Bixby Board of Education to provide certified and support staff with bereavement leave. A certified or support staff member may be absent without loss of pay for ~~three (3) days~~ five days ( 5) days, for the death of a family member, including but not limited to, a failed fertility treatment, surrogacy loss, or miscarriage. Leave may be extended to ~~five days~~ seven days when travel distance becomes a factor. Such leave must be approved by the principal or supervisor, and the Superintendent or designee.

One day of paid absence may be charged to bereavement leave to attend a funeral, with documentation of funeral attendance. In the event additional time is needed, up to a maximum of ten (10) days of accumulated sick leave may be taken.

Bereavement leave is not cumulative.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: Board Minutes dated August 2, 1982, Negotiated Agreement, Support Personnel Handbook<br>• CROSS-REFERENCE: Policy 4122 Sick Leave: Certified Personnel<br>• Adoption Date: November 13, 2000<br>• Revision Date: September 13, 2004<br>• Revision Date: August 8, 2024<br>• Revision Date: July 16, 2026 |

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# 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 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 a written and standardized evaluation instrument developed for the Board. The Board has adopted the Tulsa Teacher and Leader (TLE) model. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall be evaluated at least twice each year. One evaluation shall occur on or before November 10, and another on or before March 15, each year. Career teachers shall be evaluated once each year, on or before April 30, unless circumstances require additional evaluations or teacher exemption is utilized. All formal classroom evaluations shall be conducted by designated building-level principals or assistant principals using the Tulsa Model Evaluation System.

For purposes of teacher evaluation, a teacher who has attained career teacher status in another Oklahoma school district may be granted career teacher status in Bixby Public Schools upon approval of the Board of Education, in accordance with Oklahoma law. A teacher granted career teacher status by the Board shall be evaluated as a career teacher under this policy.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

If a conflict exists between the teacher evaluation procedures contained in the negotiated agreement and the teacher evaluation procedures of the Tulsa (TLE) System, the evaluation procedures set forth in the Tulsa (TLE) System shall prevail.

Following appropriate observations, the administrator and teacher shall hold a post-evaluation conference at a mutually agreed upon time for the purpose of discussing, executing, and clarifying the written evaluation report and recommendations. At this time, a duplicate copy will be given to the teacher that is dated and signed by both teacher and evaluator. Within two (2) weeks after the evaluation, the teacher evaluated may submit a written response which shall be attached to the evaluation and will become part of the record.

If an administrator believes a teacher is doing ineffective and/or unsatisfactory work, the reasons will be set forth in specific written terms and specific ways in which the teacher is to improve will be identified. The administrator will make positive efforts to assist the teacher in successfully completing a Personal Development Plan (PDP) and will establish a reasonable time for improvement not to exceed 60 (sixty) contract days.

The evaluation report, response, and Personal Development Plan (PDP) if one is developed, will be filed in the teacher's

personnel file at the building site and shall be accessible to the teacher. Not more than one file shall be kept at the building site. A file will be maintained at the central administrative office. Evaluation forms shall be removed from the personnel file after three (3) years if requested by the teacher. If discharge of a teacher (including denial of career placement or demotion) is to be considered because of inadequacies observed in the teacher's job performance, such actions must minimally be preceded by:

a. Observations of the teacher's ineffective and/or unsatisfactory performance by the building principal through the evaluation process described elsewhere in this agreement.
b. Clear written direction that the teacher must improve and consequences of failure to do so.
c. Adequate opportunity for the teacher to make improvements.
d. Intensive assistance from administrators and school district resources to help the teacher improve.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Date: November 13, 2000<br>• Revised: December 12, 201<br>• Revised July 15, 2021<br>• Revised July 9th, 2026 |

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| BOE POLICY | 4174: SUPPORT EMERGENCY LEAVE |
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The Bixby Board of Education shall provide not more than one (1) day each year, with pay, for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave shall not be utilized for personal illness unless all other personal illness benefits have been exhausted.

Emergency leave may apply to the following categories:

1. Funerals of persons other than family;
2. A mandatory court appearance;
3. Unusual and unforeseen circumstances within the immediate family.

All full-time personnel shall have the right to use emergency leave for less than a full day.

Requests for emergency leave should be made in advance when possible. If an advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that the leave was not used for personal entertainment, recreation, travel, vacation, gainful employment, seeking other employment, participating in political or social activities, or inclement weather.

Emergency leave will be granted at the discretion of the principal.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Created: July 16th, 2026 |

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## BOE POLICY | 6117: BIDS AND QUOTATIONS

No expenditure involving an amount greater than $500.00 shall be made except in accordance with the provisions of a written contract or purchase order, ~~and no contract involving an expenditure of more than $25,000.00 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder.~~ This does not prohibit the district from erecting a building or making improvements on a forced account basis.

~~Public construction contracts less than $50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids.~~ Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. The dollar thresholds for school district public construction contracts shall be governed as follows:

1. Contracts less the $25,000.00: If a public construction contract for minor maintenance or minor repair work is less than $25,000, a contract may be negotiated with a qualified contractor. Work may be commenced in accordance with the purchasing policies of the school district.
2. Contracts from $25,000.00 to less than $50,000.00: Public constructions contracts equal to or greater than Twenty-five Thousand Dollars ($25,000.00) and less than Fifty Thousand Dollars ($50,000.00) shall be let and awarded to the lowest responsible qualified contractor by receipt of written bides or awarded on the basis of competitive quotes to the lowest responsible qualified contractor.
3. Contracts from $50,000.00 to less than $100,000.00: Construction contracts equal to or greater than Fifty Thousand Dollars ($50,000.00) but less than One Hundred Thousand Dollars ($100,000.00) shall be let and awarded to the lowest responsible bidder by receipt of written bids.
4. Contracts exceeding $100,000.00: Unless otherwise provided by law, all public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars ($50,000.00) shall be let and awarded to the lowest responsible bidder by open competitive bidding after solicitation for sealed bids, in accordance with the Public Competitive Bidding Act.

No work shall be commenced on any construction contract until a written contract is executed and proof of insurance has been provided by the contractor to the school district~~'s business office~~.

The term "forced account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of ~~$50,000~~ statutory limits shall be split into partial contracts ~~involving sums below $50,000~~ for the purpose of avoiding the requirements of the Public Competitive Bidding Act or competitive quote protocols.

All bids or quotes, both successful and unsuccessful, and all contracts and required bonds shall be placed on file and maintained by the school district for a period of five (5) years from the date of opening bids or quotes or for a period of three (3) years from the date of the cmoopletion of the contract, whichever is longer, and shall be open to public inspection and shall be matters of public record.

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • REFERENCE: 70 O.S. §5-123, 70 O.S. §5-135, 61 O.S. §102, §103, §107, §112, §131<br>• Adoption Date: November 13, 2000<br>• Revision Date: August 14, 2006<br>• Revisions Date: September 10, 2020<br>• Revision Date: July 16, 2026 |
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# BOE POLICY | 2152: BIXBY SCHOOL DISTRICT USE OF METAL DETECTORS

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

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

The purpose of this policy is to deter students and others from bringing weapons into school buildings and other District facilities and to establish a procedure for the use of metal detectors pursuant to this policy. The District strictly prohibits the possession of weapons brought to school in violation of District policies, procedures and the Student Discipline Code. Metal detectors may be utilized in any of the District's schools or facilities. This includes the use of metal detectors at school-sponsored athletic events involving both students and the general public.

Procedures

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

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

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

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

All students/persons entering a school building or other District facility are subject to metal detector scanning; ~~however, the person operating the metal detector may limit the use by a random formula. For example: if the lines become too long, the operator may decide to scan every second or third person.~~ Metal detectors may also be used in classrooms or other building areas. The use of a metal detector to scan a particular student/person may also be based on individualized reasonable suspicion. "Individualized reasonable suspicion" means a belief that a particular student/person is in possession of a weapon ~~and in violation of District policies and the Student Discipline Code~~ based on specific objective facts and reasonable inferences drawn from those facts in light of experience. "Individualized reasonable suspicion," among other things, may be based upon observance of behavior indicating weapon possession or a report of weapon possession provided by reliable and credible sources.

All students/persons entering a school or other District facility may be required to pass through a metal detector or be

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

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

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

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| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Date: September 13, 2004<br>• Revision Date: July 16, 2026 |

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# 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 timeframe allowed by law. 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 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. Pre-K and Kindergarten capacity is set at 18 students per class to plan for late summer enrollment and in-District growth. For grades ~~PK~~ 1 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: 650 students /grade
- Grade 9: 625 students/grade
- Grade 10: 600 students/grade
- Grade 11: 600 students/grade
- Grade 12: 600 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.

Revocation of Transfers:

Oklahoma law has determined the basis for a revocation of a transfer for a general education student to have four considerations:

1. Any student who develops a "history of absences," the transfer may be revoked. A history of absences is defined by Oklahoma law as ten absences within a semester that are not due to illness or are not excused.
2. Any student who has been disciplined for the following:
    a. violation of a school regulation resulting in out of school suspension,
    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. Any student who moves outside of district boundaries.
4. The student of any employee who is no longer an employee of the district.

Any one of these considerations could result in a revocation of a student's transfer at the end of the school year.

| | |
|---|---|
| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • **Open Transfers**:<br>• LEGAL REFERENCE: 70 O.S. Section 8-114.<br>• 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<br>• Family Education Rights and Privacy Act; Atty. Gen. Op. No. 87-134, April 1, 1988<br>• Section Adoption Date: November 13, 2000<br>• 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<br>• **Transfers for Special Education Students**<br>• LEGAL REFERENCE: 70 O.S. Section 8-114.<br>• 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<br>• Family Education Rights and Privacy Act; Atty. Gen. Op. No. 87-134, April 1, 1988<br>• Section Adoption Date: November 13, 2000<br>• 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<br>• **Intra-District Transfers:**<br>• LEGAL REFERENCE: 70 O.S. Section 8-114.<br>• Adoption Date: June 26, 2024<br>• Revision Date: August 8, 2024<br>• Policy Compilation and Revision Date: April 10, 2025<br>• Revision Date: July 17, 2025<br>• Revision Date: July 16, 2026 |

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| BOE POLICY | 6103: ANNUAL BUDGET - FUND BALANCE |
|---|---|

In order to meet the district's financial obligations ~~and provide a contingency for emergencies or unexpected expenditures~~, the Board of Education establishes an acceptable range for the general fund ~~year-end fund~~ ending balance. ~~Based on an analysis of the district's cash flow and the need for a contingency, the targeted minimum annual fund balance for the general fund is 6% of annual revenue with a maximum fund balance of 8%. For purposes of this policy, the term annual revenue refers to the total amount of annual general fund collections, excluding the previous year's fund balance, as of June 30.~~

The ending fund balance policy for Bixby Public Schools is intended to provide guidance during the preparation and execution of the annual budget. It ensures that sufficient reserves are maintained for negative economic conditions, rising costs, or unforeseen expenditures. A healthy Fund Balance facilitates the district's ability to maintain financial stability and positive cash flow during the first six months of each fiscal year until property tax revenue and state aid payments are received. A carryover ending fund balance shall be set at a minimum of 8% and a maximum of what is allowed by state statutes.

The annual fund balance for all other funds will be based on an analysis of cash flow requirements, the need for a contingency, and any legal or program requirements as may be established by state law or regulations.

| | |
|---|---|
| **Reference(s)**<br>**Adoption Date**<br>**Revision History** | • Adoption Date: June 11, 2001<br>• Revision Date: July 16, 2026 |

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PowerSchool

Sales Quote - This is Not An Invoice

**PowerSchool Group LLC**
150 Parkshore Dr.
Folsom CA 95630

**Quote #:** Q-852951-1

| | | | |
|---|---|---|---|
| Prepared By: | Austin Zande | Customer Contact: | Amy Reneau |
| Customer Name: | Bixby Independent School District 4 | Title: | Director of Technology |
| | | Address: | 109 N. Armstrong |
| Contract Term: | 12 Months | City: | Bixby |
| Billing Frequency: | Annually | | |
| Start Date: | July 1, 2026 | State/Province: | Oklahoma |
| End Date: | June 30, 2027 | Zip Code: | 74008 |
| Payment Terms: | Net 30 | Phone # | 9183662370 |
| Pricing Vehicle: | | Pricing Vehicle Contract #: | |

## Contract Term : July 1, 2026 to June 30, 2027

### Quote Summary

| License and Subscription Period(s) | License and Subscription | Total |
|---|---|---|
| Subscription Period 1: July 1, 2026 to June 30, 2027 | USD 155,178.51 | USD 155,178.51 |
| Total Contract : July 1, 2026 to June 30, 2027 | USD 155,178.51 | USD 155,178.51 |

### License and Subscription Fees

Subscription Period 1 License and Subscription Fees

| Product Description | Quantity | Unit | Price |
|---|---|---|---|
| TalentEd Records - Professional | 7,731.00 | Students | USD 20,623.35 |
| PowerSchool Enrollment Registration | 7,731.00 | Students | USD 36,732.57 |
| PowerSchool Enrollment Additional Language - Spanish | 1.00 | Each | USD 1,549.65 |
| PS SIS 100 GB Extra Storage For PS Doc Attach Annual Sub | 1.00 | Each | USD 343.47 |
| PowerSchool SIS Hosting SSL Certificate | 1.00 | Each | USD 601.81 |
| PowerSchool SIS Hosting | 7,731.00 | Students | USD 34,873.81 |
| PowerSchool SIS Maintenance and Support | 7,731.00 | Students | USD 60,453.85 |
| | **Subscription Period 1 License and Subscription Fees TOTAL:** | | USD 155,178.51 |
| | Total License and Subscription Fees : | | **USD 155,178.51** |

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

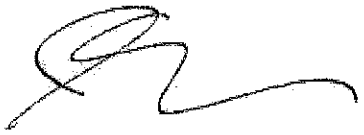
All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

If Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_2024

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term of this quote, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

| | |
|---|---|
| POWERSCHOOL GROUP LLC | Bixby Independent School District 4 |
| Signature:  | Signature: |
| Printed Name: Jon Scrimshaw | Printed Name: |
| Title: Chief Accounting Officer | Title: |
| Date: 18-MAY-2026 | Date: |

PO Number: _____

# Bixby Public Schools - Renewal - 7_1_2026 - 6_30_2027

**Bixby Public Schools**
109 N. Armstrong
Bixby, Oklahoma, 74008
United States

Quote Created: 05-15-2026
Quote Expires: 06-30-2026

**Amy Reneau**
Director of Technology
areneau@bixbyps.org
(918)366-2370

Quote created by:
Jimmy Castleberry
Customer Success Manager
jcastleberry@leveldata.com

Amount Due Now

| Name | SKU | Billing Frequency | Start Date | End Date | Notes | Qty | List Price | Net Price |
|---|---|---|---|---|---|---|---|---|
| RealTime Validation | PCC009 | Annual | 07-01-2026 | 06-30-2027 | | 1 | $12,636 | $12,636 |
| Compliance Reporting | PSV006 | Annual | 07-01-2026 | 07-02-2026 | Amy Reneau cancelled service on 3/27/26 | 1 | 0 | 0 |
| | | | | | | | **Total Net Price** | **$12,636** |

Cancelled Products

| Name | SKU | Billing Frequency | Start Date | End Date | Qty | List Price | Net Price |
|---|---|---|---|---|---|---|---|
| Compliance Reporting | PSV006 | Annual | 07-01-2026 | 07-02-2026 | 1 | 0 | 0 |
| | | | | | | Total List Price | $0 |
| | | | | | | **Total Net Price** | **$0** |

To process this order, please submit a signed quote and a corresponding Purchase Order (if needed) to your Account Executive. If submitting a Purchase Order, please reference Quote Q-18090. Once a signed quote or Purchase Order is received, Level Data will immediately invoice for payment.

Applicable sales tax will be added at the time of invoicing when necessary.

Approval of this quotation of services constitutes agreement with our Terms of Service and Privacy Policy.

| Bixby Public Schools Signature Information | |
|---|---|
| Name | |
| Title | |
| Signature | |
| Date | |

# Instructure.

# Invoice

6330 South 3000 East, Ste 700
Salt Lake City UT 84121
ar@instructure.com

| Date | Invoice # |
|---|---|
| 01-Jun-2026 | INV672807 |

**Bill To**

Accounts Payable
Bixby Public Schools
109 N Armstrong St
Bixby OK 74008

**To ensure proper payment application, please follow remit instructions below and include the invoice number.**

**Remit ACH/Wire:**
**Bank of America, N.A.**
**Account: 501014797798**
**Routing ACH/EFT: 122400724**
**Routing Domestic Wires: 026009593**
**International Swift: BOFAUS3N**

**Remit Check:**
**Instructure, Inc.**
**PO Box 7410958**
**Chicago, IL 60674-0958**

| Terms | Due Date | Ordered by | End Customer | PO # | Quote # |
|---|---|---|---|---|---|
| Net 30 | 01-Jul-2026 | Lydia Wilson | Bixby Public Schools | 10000 | Q-537111 |

| Description | Start Date | End Date | Quantity | Rate | Amount |
|---|---|---|---|---|---|
| Canvas LMS Cloud Subscription | 7/1/2026 | 6/30/2027 | 4,631 | $9.08 | $42,049.48 |
| Eligibility Dashboard - Maintenance, Hosting, and Support | 7/1/2026 | 6/30/2027 | 1 | $13,975.00 | $13,975.00 |

| | |
|---|---|
| Subtotal | $56,024.48 USD |
| Total Tax | $0.00 USD |
| Total | $56,024.48 USD |
| Amount Paid | $0.00 USD |
| Amount Due | $56,024.48 USD |



If you have any questions regarding this invoice, please contact Accounts Receivable ar@instructure.com

# Instructure.

# Invoice

6330 South 3000 East, Ste 700
Salt Lake City UT 84121
ar@instructure.com

| Date | Invoice # |
|---|---|
| 19-Jul-2026 | **INV686166** |

**Bill To**

Bixby Public Schools
23 S. Riverview
Bixby OK 74008

**To ensure proper payment application, please follow remit instructions below and include the invoice number.**

**Remit ACH/Wire:**
**Bank of America, N.A.**
**Account: 501014797798**
**Routing ACH/EFT: 122400724**
**Routing Domestic Wires: 026009593**
**International Swift: BOFAUS3N**

**Remit Check:**
**Instructure, Inc.**
**PO Box 7410958**
**Chicago, IL 60674-0958**

| Terms | Due Date | Ordered by | End Customer | PO # | Quote # |
|---|---|---|---|---|---|
| Net 30 | 18-Aug-2026 | Mike Anthony | Bixby Public Schools | 1105 | Q-472616 |

| Description | Start Date | End Date | Quantity | Rate | Amount |
|---|---|---|---|---|---|
| Transcript Services | 8/18/2026 | 8/17/2027 | 1 | $8,824.20 | $8,824.20 |

| | |
|---|---|
| Subtotal | $8,824.20 USD |
| Total Tax | $0.00 USD |
| Total | $8,824.20 USD |
| Amount Paid | $0.00 USD |
| Amount Due | $8,824.20 USD |



If you have any questions regarding this invoice, please contact Accounts Receivable ar@instructure.com

# MEMORANDUM OF UNDERSTANDING FOR PROFESSIONAL SERVICES

This Memorandum of Understanding for Professional Services ("Agreement") is entered into by and between **Novaras Institute of Applied Practice LLC**, an Oklahoma limited liability company ("Novaras" or "Contractor"), and **Bixby Public Schools**, an Oklahoma public school district ("District").

## 1. Parties and Purpose

The purpose of this Agreement is to establish a professional services relationship through which Novaras will provide school psychological, behavioral, consultative, and related professional services to support the District during the 2026 to 2027 academic year.

## 2. Term

This Agreement shall begin on **August 10, 2026**, and shall remain in effect through **May 28, 2027**, unless extended, renewed, or terminated in accordance with this Agreement.

## 3. Designated Professional

Services under this Agreement shall be provided by **Anthony "Tyler" Owens, NCSP, BCBA, LBA**, acting on behalf of Novaras.

Novaras shall not substitute another professional to provide services under this Agreement without prior written agreement from the District.

## 4. Scope of Services

Novaras may provide services requested by the District and accepted by Contractor, including:

a) initial evaluations and reevaluations;
b) Review of Existing Data processes;
c) records review;
d) direct assessment, observation, scoring, interpretation, and report writing;
e) participation in multidisciplinary evaluation and eligibility processes;
f) Functional Behavior Assessments;
g) Behavior Intervention Plans;
h) fidelity and implementation observations;
i) consultation regarding academic, behavioral, and student support needs;
j) staff consultation and targeted professional support; and

k) other mutually agreed school psychological or behavioral services within Contractor's professional competence and credentials.

Services shall be performed consistent with applicable federal law, Oklahoma law, District procedures, and professional standards.

# 5. Professional Role

Contractor may participate in District evaluation, eligibility, intervention, consultation, and other student support processes as appropriate to accepted assignments and consistent with applicable law, District procedures, and Contractor's professional qualifications.

The District retains institutional responsibility for obligations assigned by law to the local educational agency, including required notices, procedural safeguards, timelines, team processes, and final District decisions.

Contractor shall promptly communicate known concerns that may materially affect completion of accepted assignments.

# 6. Anticipated Service Frequency

The Parties anticipate that services will generally average approximately **two to three Full-Service Days per week** during periods in which District schools are in regular operation.

Based on anticipated District needs and the academic calendar, the Parties currently estimate approximately **ninety-four service days** during the Agreement term. This estimate is for planning and budgeting purposes only and does not establish a guaranteed minimum or contractual maximum.

Actual service days shall be determined through monthly scheduling based on District needs and Contractor availability.

# 7. Monthly Scheduling

Contractor and the District's designated administrator or service coordinator shall generally coordinate during the preceding month to establish anticipated Full-Service Days and Half-Service Days for the upcoming month.

Scheduling may consider known evaluation timelines, meetings, student needs, District priorities, school calendar considerations, and Contractor availability.

Once mutually agreed upon, those dates shall serve as the anticipated service schedule for the upcoming month. Scheduled dates may be modified by mutual agreement.

A brief monthly scheduling discussion may be conducted virtually and shall not be separately billed when it does not exceed thirty minutes. If the discussion expands into substantive consultation, evaluation planning, records review, or other professional services, the Parties may mutually agree to treat the additional time as billable service.

# 8. Service Rates and Definitions

A **Full-Service Day** consists of professional service availability from **8:30 a.m. to 4:30 p.m.** and shall be billed at **$350.00**.

A **Morning Half-Service Day** consists of professional service availability from **8:30 a.m. to 12:30 p.m.** and shall be billed at **$175.00**.

An **Afternoon Half-Service Day** consists of professional service availability from **12:30 p.m. to 4:30 p.m.** and shall be billed at **$175.00**.

A Full-Service Day or Half-Service Day includes reasonable meal and personal breaks. Billable activities may include direct assessment, observation, consultation, meetings, scoring, report writing, documentation, records review, intervention planning, travel between District sites, and other services within the scope of this Agreement.

# 9. Additional Meeting Services

At the District's request and subject to Contractor's availability and express agreement, Contractor may participate in District related meetings occurring outside a scheduled Full-Service Day or Half-Service Day.

Additional Meeting Services shall be billed at **$10.00 per fifteen-minute unit**, subject to a minimum charge of **one hour, or $40.00**, per accepted meeting occurrence.

After the one-hour minimum, additional meeting time shall be billed in fifteen minute units.

Additional Meeting Services require mutual agreement and are subject to Contractor availability. Meetings occurring during a scheduled Full-Service Day or Half-Service Day are included within the applicable service day rate and shall not be separately billed.

# 10. Service Locations and Remote Work

Services may be provided at District schools, District administrative locations, other District approved locations, or remotely when appropriate.

Remote work may include virtual meetings, records review, report writing, scoring, interpretation, consultation, documentation, planning, and other work that does not require physical presence.

When emergency circumstances, weather conditions, school closures, or other operational needs affect in person work, Contractor may provide remote services when authorized by the District and appropriate to the assigned work.

# 11. Closures and Schedule Changes

Scheduled services affected by weather closures, emergency closures, or other unforeseen disruptions may be rescheduled, modified, converted to appropriate remote work, or canceled by mutual agreement.

If no services are performed, no service fee shall be charged.

When remote work is authorized and appropriate, such work may be performed consistent with District practices and the nature of the assigned services.

# 12. District Responsibilities

The District shall reasonably support Contractor's performance of accepted services by:

a) identifying a designated administrator or service coordinator;
b) providing timely access to records, students, staff, and educational environments necessary for accepted assignments;
c) providing access to District systems required for documentation and service delivery;
d) providing District owned assessment materials, test protocols, scoring platforms, rating scales, forms, manuals, and related assessment resources necessary for assigned evaluations;
e) communicating relevant timelines, procedures, and documentation expectations;
f) supporting reasonable scheduling of observations and meetings;
g) providing workspace when on site, subject to availability; and
h) maintaining responsibility for District obligations under applicable law and policy.

# 13. Contractor Responsibilities

Novaras shall:

a) provide accepted services in a professional and timely manner;
b) maintain applicable credentials required for accepted services;
c) perform services within Contractor's professional competence;
d) comply with applicable ethical and legal requirements;
e) follow reasonable District procedures applicable to contractors and student services;
f) maintain confidentiality of student and District information;
g) promptly communicate known barriers affecting completion of accepted assignments; and
h) maintain professional liability insurance reasonably appropriate to the services provided.

Assignment of a matter does not, by itself, constitute Contractor acceptance of responsibility for completion within a particular timeline unless Contractor has received sufficient information regarding the assignment and has accepted the assignment.

# 14. Records, Confidentiality, and FERPA

Official student specific documentation created for District use in connection with services under this Agreement shall be treated as District records and maintained in accordance with applicable law and District procedures.

Such documentation may include evaluation reports, Review of Existing Data documentation, eligibility documentation, Functional Behavior Assessments, Behavior Intervention Plans, student specific recommendations, meeting documentation, documents provided to parents or guardians, documents provided to District staff, and documentation entered into District systems.

Contractor may maintain personal working notes solely as permitted by applicable law. Nothing in this Agreement shall classify a record as a personal working note or exclude a record from the student's education record where applicable law requires otherwise.

The Parties shall comply with applicable confidentiality and student privacy requirements, including FERPA, IDEA confidentiality requirements, Oklahoma law, and relevant District procedures.

Contractor shall access student information only for legitimate professional purposes related to services under this Agreement and shall use reasonable safeguards to protect confidential information.

# 15. Assessment Materials and Protocols

District shall provide the standardized test materials, protocols, forms, scoring access, rating scales, manuals, digital assessment resources, and other assessment materials necessary for assigned evaluations.

Assessment materials shall be handled consistent with applicable law, publisher requirements, professional standards, and District procedures.

Nothing in this Agreement requires either Party to reproduce, disclose, or distribute copyrighted, restricted, or secure assessment content contrary to applicable requirements.

# 16. Intellectual Property and Professional Materials

Novaras retains ownership of preexisting and independently developed training materials, templates, frameworks, tools, handouts, professional resources, and related intellectual property.

Materials provided to the District may be used, copied, and adapted by the District for its internal educational and operational purposes.

Unless otherwise agreed in writing, Novaras materials may not be sold or commercially distributed outside the District.

Student specific documents and official District records created under this Agreement shall remain available for District use and shall be governed by the records provisions of this Agreement.

# 17. Independent Contractor Relationship

Novaras is an independent contractor and not an employee of the District.

Nothing in this Agreement creates an employment relationship, partnership, joint venture, or entitlement to District employee benefits.

Novaras shall be responsible for its own taxes, insurance, business expenses, and other obligations associated with independent contractor status.

# 18. Insurance and Responsibility

Novaras shall maintain professional liability insurance reasonably appropriate to the services provided and shall provide evidence of coverage upon reasonable request.

Each Party remains responsible for its own acts and omissions to the extent provided by applicable law.

Nothing in this Agreement waives or expands any immunity, defense, limitation of liability, or statutory protection available under Oklahoma law.

# 19. Invoicing and Payment

Novaras shall submit invoices monthly by email no later than the **fifth calendar day of the month following the month in which services were performed**.

Each invoice shall cover services performed during the preceding calendar month and may identify service dates, Full-Service Days, Half-Service Days, Additional Meeting Services, applicable rates, and the total amount due.

Payment shall be due no later than the **twentieth calendar day of the month in which the invoice is submitted**, provided the invoice was timely submitted.

Payment may be made by ACH or mailed check.

If payment will be delayed, the District shall promptly notify Novaras of the anticipated payment date. Any interest or late charges shall be governed by applicable law unless otherwise agreed in writing.

# 20. Expenses and Travel

Unless otherwise agreed in writing, the service rates established under this Agreement include Contractor's ordinary travel to and from District locations and travel between District sites during scheduled service periods.

Contractor shall not separately bill mileage or ordinary local travel expenses unless the Parties mutually agree otherwise in writing.

The District shall not be responsible for extraordinary expenses, specialized materials, unusual travel, or third party costs unless approved in advance.

# 21. Termination and Transition

Either Party may terminate this Agreement without cause by providing at least **thirty calendar days' written notice** to the other Party.

Either Party may terminate this Agreement for material breach if the breach is not cured within a reasonable period after written notice, when cure is reasonably possible.

Either Party may terminate immediately when continued performance would be unlawful, would present a substantial safety risk, or would be materially inconsistent with required professional credentials or obligations.

Upon expiration or termination, the Parties shall reasonably cooperate regarding active evaluations, pending reports, scheduled meetings, and other time sensitive student matters.

Novaras shall be compensated for all services performed through the effective date of termination.

# 22. Notices and Amendments

Formal notices under this Agreement shall be provided in writing by email, personal delivery, certified mail, or another method that reasonably documents delivery.

Notices to Novaras shall be directed to:

**Novaras Institute of Applied Practice LLC**
Attn: Tyler Owens
tyler@novaras.org

7606 S 88th E Ave
Tulsa, OK 74133

Notices to the District shall be directed to:

**Bixby Public Schools**
Attn: [Name or Title]
[Address]
[Email Address]

This Agreement may be amended only by mutual written agreement of the Parties.

Routine scheduling decisions, service day changes, accepted additional service requests, and ordinary operational communications do not require a formal amendment.

## 23. General Provisions

This Agreement shall be governed by the laws of the State of Oklahoma.

If any provision is determined to be invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

This Agreement represents the Parties' understanding regarding the services described herein and supersedes prior oral discussions or informal understandings concerning the same subject matter.

Each person signing this Agreement represents that they are authorized to execute it on behalf of the Party identified.

This Agreement may be executed in counterparts and by electronic signature.

# Signatures

## Novaras Institute of Applied Practice LLC

Printed Name: **Tyler Owens**

Signature: _____

Title: _____

Date: _____

## Bixby Public Schools

Printed Name: _____

Signature: _____

Title: _____

Date: _____

# Live Streaming Agreement
# 2026-2027 School Year

This Live Streaming Broadcasting Agreement (hereinafter referred to as the "Agreement") is entered into by and between Metro Radio Group, LLC dba Krefsports.tv (hereinafter referred to as "KREF") and Bixby Public Schools (hereinafter referred to as "BPS"). The term of this Agreement shall commence on July 1, 2026, and shall expire on June 30, 2027.

KREF is a locally owned AM/FM radio station located in Norman, Oklahoma. KREF desires to provide broadcasting in internet live streaming formats for BPS sporting events covering various sports, both male and female, during the term of this Agreement.

BPS desires to grant to KREF the exclusive broadcast rights to provide coverage for BPS sporting events for various sports, both male and female, during the term of this Agreement under the terms and provisions hereinafter provided.

NOW, THEREFORE, the parties stipulate and agree to the following terms and conditions relating to the broadcasting rights granted by BPS:

1. BPS hereby grants exclusive broadcast rights to KREF for all sporting events of Bixby High School.

2. KREF agrees to broadcast in internet live streaming format the Bixby High School sporting events for various sports, both male and female, during the term of this agreement

3. The sporting events to be broadcast by KREF include: all football games, at least ten basketball games, and various other sporting events including: softball, volleyball, wrestling, baseball and soccer. KREF reserves the right, due to viewer demand, and BPS agrees to allow KREF to broadcast more games at its discretion, which games may be at home or on the road. If acceptable to coaches, KREF will also do coaches shows each semester for each sport.

4. KREF agrees to share forty percent (40%) of the net profit with BPS for the benefit of the BPS athletic programs in the form of a donation within thirty days following the end of the school year. The BPS net profit shall be determined based upon the advertising income derived from the BPS broadcasts less all equipment costs, sales costs, production costs, broadcast costs, and streaming costs to provide such high school broadcasts.

5. KREF agrees to initially purchase and provide all equipment necessary to broadcast all events.

6. KREF agrees to contract and pay for the camera operators and announcers for each broadcast.

7. KREF will provide and maintain the server necessary to provide a live stream broadcast.

8. BPS agrees to provide a suitable location for the KREF broadcasting equipment and KREF personnel to broadcast events. BPS is responsible for payment of the utilities and internet used in connection with providing the broadcast.

9. This Agreement may be renewed in one-year terms by mutual consent of the parties upon agreement to the terms and conditions set forth or mutually agreed upon.

10. Should any KREF employee, agent, or contractor engage in any behavior that would constitute a moral turpitude problem, the contract may be immediately terminated by BPS.

11. This document constitutes the entire agreement and supersedes any previously written or verbal agreements.

Bixby Public Schools

Name: _____

Title: _____

Date: _____

Signature: _____

Metro Radio Group, LLC (dba Krefsports.tv)

Name: _____

Title: _____

Date: _____

Signature: _____

BIXBY Public Schools

**LEARN WELL.** **LIVE WITH HONOR.**

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Date: June 4, 2026

Subject: Student Lunch Prices

The USDA required 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 2026-2027. Bixby Public Schools will have to raise their student meal prices .10 for Lunch meals.

| | |
|---|---|
| Lunch PreK-6 | $3.10 |
| 7-8 | $3.35 |
| High School | $3.55 |

Docusign Envelope ID: 47E0A09C-1B1F-8934-83A2-4C25F60DE840

# Heartland

Heartland Payment Systems
dba Heartland School Solutions
PO Box 936565
Atlanta, GA 31193-6565

***THIS IS A QUOTATION*** *for Annual Support/Subscription Services Renewal. Please sign and provide a purchase order number, or respond with changes needed by 08/28/2026. If your establishment does not require purchase orders, please sign as agreement and return to us; invoices will be forthcoming.*

Annual Support/Subscription Renewal 2026/2027

**Bill To:**

Bixby Public Schools
23 S. Riverview Drive
Accounts Payable
Bixby OK 74008-4705

Mike Anthony
manthony@bixbyps.org
(918) 366-2336

If address information is incorrect, please make corrections above.

| Customer # | Contract # | Location (if applicable) | Terms | Invoice Date |
|---|---|---|---|---|
| 2492907-013487 | HSS_00000431 | Bixby OK | Net 30 | 07/31/2026 |

| Coverage Start Date | Coverage End Date | Product Code | Item Description | Quantity | Annual Unit Price | Extended Price |
|---|---|---|---|---|---|---|
| 08/01/2026 | 07/31/2027 | HSS1080 | SUB: Mosaic Cloud Front of the House | 8 | $ 1,066.00 | $ 8,528.00 |
| 08/01/2026 | 07/31/2027 | HSS1471A | SUB: Data Privacy & Security Fee | 1 | $ 435.00 | $ 435.00 |
| 08/01/2026 | 07/31/2027 | HSS0655 | SUB: Discount | 1 | $ -1,200.00 | $ -1,200.00 |
| 08/01/2026 | 07/31/2027 | HSS1081C | SUB: Mosaic Multi Site Back of the House Enterprise | 12 | $ 1,260.00 | $ 15,120.00 |
| 08/01/2026 | 07/31/2027 | HSS1084 | SUB: Discount Mosaic Cloud Back of the House | 11 | $ -300.00 | $ -3,300.00 |

Docusign Envelope ID: 47E0A09C-1B1F-8934-83A2-4C25F60DE840

| Coverage Start Date | Coverage End Date | Product Code | Item Description | Quantity | Annual Unit Price | Extended Price |
|---|---|---|---|---|---|---|

| Renewal Quotation Total: | $ | 19,583.00 |
|---|---|---|

Does your district require a PO? Yes

If you require a PO to be referenced on your invoice, please provide the PO# 9

First Name: Last Name:

Email:

Date:

AUTO - CHLOR

PRODUCTS



# KITCHEN CHEMICALS

## Bundle Program
## $300.00 per school/per service

**Program includes:**
**Machine Detergent, Rinse Additive, Machine Sanitizer, Pot and Pan Detergent, Sanitizer, Disinfectant, Pre-Soak, All Purpose Cleaner, Floor Cleaner, Degreaser, Vegetable Wash, Oven Cleaner, Enzyme Drain Treatment, De-limer, Stainless Steel Cleaner, Hand Soap, Freezer Cleaner, Laundry Detergent, and Laundry Bleach**

**Spray Bottles/Triggers, and Test Strips are included at *NO CHARGE***

## Attachment A: Non-Collusion Statement FORM

Below you will find the "Non-Collusion Statement" required by Oklahoma Law. You must sign, date, and notarize this statement before your proposal can be considered.

**STATE OF** Oklahoma

**COUNTY OF** Tulsa

**Person below of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any official or employee of Bixby School District No. I-004; Tulsa County, Oklahoma, as to quantity, quality, or price in the prospective contract, or in any other terms of said prospective contract; or in any discussions between bidders and any official or employee of the above-named school district concerning exchange of money or other thing of value for special consideration in the letting of a contract.**

SIGNATURE: C. Bl

TYPED/PRINTED SIGNATURE: CHRIS BROOKS

TITLE: BRANCH MANAGER

COMPANY: AUTO-CHLOR SERVICES, LLC

DATE: 05.01.2026

Subscribed and sworn to before me this 1st day of May 2026

Vanessa A Kessler

Notary Public (or Clerk or Judge)

VANESSA A KESSLER
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES FEB. 22, 2028
COMMISSION # 24002537

## Attachment B: NON-KICKBACK AFFIDAVIT FORM

STATE OF OKLAHOMA )
) SS
COUNTY OF Tulsa )

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that
this contract (purchase order) is true and correct. Affiant further states that the (work, services, or materials) will be
(Completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant
further states that he or she has made no payment, directly or indirectly, to any elected official, officer, or employee of the
SFA or technology center SFA, of money or any other thing of value to obtain or procure the contract or purchase order.

CHRIS BROOKS
(Contractor, Supplier, Engineer, or Architect)

AUTO-CHLOR SERVICES, LLC
Vendor/Company Name

Attested to before me this 1st day of May, 2026.

Vanessa A Kessler
Notary Public (or Clerk or Judge)

My Commission Expires: February 22, 2028

VANESSA A KESSLER
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES FEB. 22, 2028
COMMISSION # 24002537

**Attachment C: CERTIFICATION REGARDING DEBARMENT/SUSPENSION Form**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION—LOWER-TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, Title 2 CFR, §180, as adopted and modified by USDA regulation at 2 CFR §417, Responsibilities of Participants Regarding Transactions.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON FOLLOWING PAGE.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

AUTO-CHLOR SERVICES, LLC

ORGANIZATION/VENDOR NAME

CHRIS BROOKS BRANCH MANAGER

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE

Bixby Public Schools/Helen Hurst/Director of Child Nutrition Services

(Name of Institution/SFA Official/Title of SFA Official)

SIGNATURE DATE

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT/SUSPENSION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, and ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which the transaction originated.

6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith that certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

P-58 Oklahoma State Department of Education Procurement Section, July 2017

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any persons who fails to file the required certification shall be subject to a civil penalty of not less than 510,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

AUTO-CHLOR SERVICES, LLC
Name of Company

14422 E MARSHALL ST.
Address of Company

TULSA, OK 74116
City State Zip Code

CHRIS BROOKS
Name of Submitting Official

BRANCH MANAGER
Title of Submitting Official

Signature

05.01.2026

Date

# EQUAL OPPORTUNITY EMPLOYMENT ACT COMPLIANCE

Responding Party must make the following certification:

CERTIFICATE

I/We hereby certify that

AUTO-CHLOR SERVICES, LLC, 14422 E. MARSHALL ST., TULSA, OK 74116 (918) 437-1777

Company Name Address Phone Number

Is an equal opportunity employer as defined in Title VII of the Civil Rights Act of 1964 and the provisions of the Civil Rights Act of 1991.

Upon request, we will show proof that our employment practices do meet in every aspect the requirements of Title VII of the Civil Rights Act of 1964 and the provisions of the Civil Rights Act of 1991.

CHRIS BROOKS (Owner or Officer of Firm)

MANAGER (Title) 05.01.2026 (Date)

# IMPORT PRODUCTS/BUY AMERICAN ACT

The 1998 reauthorization of the National School Lunch Act requires school districts participating in the National School Meals Programs in the contiguous 48 states of the United States to buy food products produced in the United States (domestic) when using Federal Funds. Therefore, if there is a domestic and non-domestic product available, you must propose and supply domestic products. You may supply non domestic products only when domestic products are unavailable. As defined in this legislation, a domestic food commodity is an agricultural commodity that is produced in the United States. A domestic food product is processed in the United States using substantially domestic agricultural commodities. Substantially means that over 51 percent of the finished product come from American produced products. Implementing Federal Regulations are 7 CFR 210.21 and 220.16 published on September 20, 1999. You may be required to provide certification of domestic origin and content. You must certify that the majority of products you propose to supply meet the Federal Requirement in the "Buy American Acts" and stipulate which specific products are unavailable domestically. Exceptions to this rule are pineapple, mandarin oranges, olives, tuna fish, tea, spices and coffee. Products not in compliance with this section shall be in violation of the Federal "Buy American" policy. This purchasing requirement does not apply in instances when:

a) The District/Cooperative has unusual or ethnic food preferences which can only be met through purchases of products not produced in the United States
b) The product is not produced in the U.S. in sufficient and reasonable quantities of a satisfactory quality
c) The cost of the US product is significantly higher than foreign products.

## CERTIFICATE

I/We hereby certify that

AUTO-CHLOR SERVICES, LLC., 14422 E. MARSHALL ST., TULSA, OK 74116 (918) 437-1777
Company Name Address Phone Number

Will abide with the Buy American Act and supply domestic products to Edmond Public Schools, except in the authorized exceptions listed above.

List Non-Domestic Products proposed to be Provided:

| PRODUCT | COUNTRY OF ORIGIN |
|---|---|
| | |
| | |
| | |
| | |

GOOGLE @ BPS

**Sherry McIntyre <smcintyre@bixbyps.org>**

# Surplus

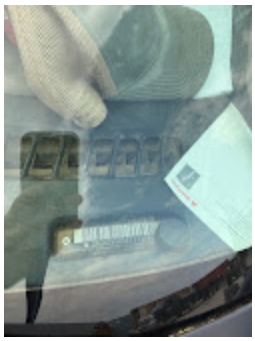
1 message

**Adrienne Malone** <amalone@bixbyps.org> Thu, Jul 9, 2026 at 2:50 PM
To: Sherry McIntyre <smcintyre@bixbyps.org>

We need to surplus the old street sweeper and this van.

Thank you,
Adrienne Malone
BPS Maintenance

**3 attachments**



**IMG_4248.jpeg**
2630K



**IMG_4256.jpeg**
2061K



**IMG_4255.jpeg**
7232K

| ITEM | QTY |
|---|---|
| Chromebook/ipad/trinity 3 sleeves | 98 |
| Sharp/In Focus TVs | 11 |
| Computers Intel | 69 |
| Computers DakTek | 61 |
| Computers Optiplex | 6 |
| Computer Cords | 258 |
| Apple Keyboards | 6 |
| Apple mouse | 6 |
| Lenovo Laptops | 11 |
| HP Laptops | 12 |
| Laptops Acer | 15 |
| Samsung Laptops | 2 |
| Laptop chargers | 24 |
| Aruba AP | 16 |
| Monitors | 3 |
| Printers | 2 |
| Phones | 2 |
| Chromebook Parts | 100 |
| Chromebook Cords | 100 |
| Wall controller | 1 |
| HDMI Converters | 1 |
| Eaton Power Supply | 1 |
| Headsets for Phones | 200 |
| Apple iPads | 45 |