STUDENT HANDBOOK

SECONDARY | BROKEN ARROW PUBLIC SCHOOLS

MIDDLE SCHOOL FACILITIES

Centennial Middle School
225 E. Omaha
918-259-4340

Childers Middle School
301 E. Tuscon
918-259-4350

Oliver Middle School
3100 W. New Orleans
918-259-4590

Oneta Ridge
6800 E. Quincy Place
918-259-4360

Sequoyah Middle School
2701 S. Elm Place
918-259-4370

Sequoyah 8th Grade Academy
2713 S. Elm Place
918-505-5000

HIGH SCHOOL FACILITIES

Broken Arrow High School
1901 E. Albany St.
918-259-4700

Early College Academy
Northeastern State University
Broken Arrow
3100 E. New Orleans St.
918-449-6000

Freshman Academy
301 W. New Orleans
918-259-4330

BA Options Academy
412 S. 9th St.
918-259-4600

Vanguard Academy
of Broken Arrow
3000 E. Albany St.
918-259-4320

Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: ▪ For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Deputy Superintendent should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; ▪ For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Executive Director of Special Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; ▪ For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Associate Superintendent should be contacted at 918-259-7722 or at 701 South Main Street, Broken Arrow, OK 74012; ▪ For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, the Chief Operating Officer should be contacted at 918-259-5728 or at 701 South Main Street, Broken Arrow, OK 74012; ▪ For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Chief Human Resources Officer should be contacted at 918-259-7724 or at 701 South Main Street, Broken Arrow, OK 74012. ▪ Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is: Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Telephone: (816) 268-0550; TTY: (877) 521-2172; Facsimile: (816) 823-1404; Email: OCR.KansasCity@ed.gov.

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FRESHMAN ACADEMY & HIGH SCHOOL INFORMATION

ADMINISTRATION

For a current list of adminisrators, please visit the following wepages:

Broken Arrow Freshman Academy
www.baschools.org/FreshmanAcademy

Broken Arrow High School
www.baschools.org/BAHS

DAILY ANNOUNCEMENTS

Announcements are presented over the intercom each day and in a weekly electronic newscast to students. A link to announcements is also available on the school website. It is the responsibility of the students to familiarize themselves with the information presented.

DELIVERIES TO STUDENTS

No flowers, gifts or perishables for students will be accepted during the school day from vendors or others; this includes, but is not limited to, food delivery from food-delivery vendors. Students who order food to be delivered to any 9th-12th grade campus are subject to disciplinary action. Parents may deliver lunch to their child through the main office only. Parents or others may provide food or drink to their child only.

TEST EXEMPTION PROTOCOL

Semester tests are administered on the last two days of the fall and spring semesters. Seniors will have the opportunity to be exempt from all of their semester tests for the spring semester. The conditions for Senior students to claim the exemptions for the spring semester are:

- **'C' or higher** for the classes in which the student claims exemptions
- If student wishes to raise grade by taking a semester test, the attempt may only raise their grade

Additionally, students who take an Advanced Placement (AP) exam for a class that they are enrolled in will also be exempt from the spring semester test offered in the class that coincides with that AP exam.

Any additional information regarding semester test exemptions will be communicated by site administration at the beginning of the school year.

2026-2027 BAHS Semester Exemptions

BA OPTIONS ACADEMY INFORMATION

ADMINISTRATION

Please visit the BA Options Academy webpage at ***www.baschools.org*** for a current list of administrators.

INTAKE OF STUDENTS

Students at the Academy are referred by the counseling staff at Broken Arrow Freshman Academy and Broken Arrow High School. Students are placed based on their academic needs. These placements reflect students who are deficient in credits deeming them academically at risk.

Administrators, counselors, teachers, parents or students can initiate BA Options Academy referrals. Once a referral is made, an application packet is completed and forwarded to the BA Options Academy where the staff determines who will be placed. Discussion of individual needs and reasons for placement is documented in each student's file. Placements are determined based on available space as well as which applicants have the highest need. Careful consideration is made to the student's schedule and class accommodations in order to develop a plan unique to each student's individual needs to meet graduation requirements.

ACADEMIC ACHIEVEMENT

Time is built into each day to enrich and enhance an BA Options Academy student's educational experience. Counseling is an essential component to the success of at-risk students. Students participate in individual counseling through the school counselor, advisory groups or group counseling. Students have access to the school counselor at any time during the school day. Information addressed in counseling sessions involves career planning, transcript analysis, plans of study, mentoring, peer tutoring, college information, standardized testing, military information, goal setting, health issues, attendance discussions and referrals for mental health issues. It may also include drug intervention or anger management as deemed appropriate.

CLASS FORMAT

For more information about class format, please contact the Academy at 918-259-4600.

BA VIRTUAL ACADEMY INFORMATION

ADMINISTRATION

Please visit the BA Virtual Academy webpage at ***www.baschools.org*** for a current list of administrators.

INTAKE OF STUDENTS

Full-time and part-time virtual courses are offered to Broken Arrow students in grades 9-12. There are no prerequisites to attend Virtual Academy, however, students/families must complete an application prior to admittance. Applications can be found in the counseling offices at Broken Arrow High School, Broken Arrow Freshman Academy and Broken Arrow Academy.

CLASS FORMAT

All courses required for high school graduation and college readiness are offered at Broken Arrow Virtual Academy as well as opportunities to participate in Tulsa Tech, concurrent enrollment and many other programs offered to Broken Arrow High School students.

While courses are given through an online format, students must physically attend the Broken Arrow Virtual Academy school site for exams and academic support if needed. Attendance requirements will vary by student and are based on academic need.

For more information, please call the Virtual School office at 918-505-5270 or contact your current school counselor.

EARLY COLLEGE ACADEMY INFORMATION

ADMINISTRATION

Please visit the Early College High School webpage at ***www.baschools.org*** for a current list of administrators.

EARLY COLLEGE ACADEMY

Incoming freshmen and sophomores can participate in a program called Early College Academy. This program allows students to take high school level courses on the Northeastern State University-Broken Arrow campus while simultaneously equipping them to successfully undertake college coursework upon completion of 10th grade.

Data from the National Student Clearinghouse Research Center shows that time in a postsecondary classroom during high school can lead to more college-going behavior. It also supports the "Power of 15," an initiative based on studies indicating that students who leave high school with 15 college credits are more likely to attend college and stay there longer. This program also saves parents money for college and increases first-generation college attendees.

Additional student benefits of Early College Academy include peer/study groups, a smaller learning environment, ease of college enrollment, easier transition after high school, increase in college grades and more focused support for college entrance scores. All courses will be taught by Broken Arrow teachers. Students in athletics and fine arts are able to participate and still meet necessary requirements.

EARLY COLLEGE ACADEMY TEST EXEMPTION PROTOCOL

Due to the nature of Early College Academy as a collegiate preparatory program, ECA does not offer exemption from semester finals in an effort to prepare students for college rigor.

DAILY ANNOUNCEMENTS

Announcements are shared via Canvas as needed. Students also have access to the weekly electronic newscast available to Broken Arrow High School students. It is the responsibility of the students to familiarize themselves with the information presented.

VANGUARD ACADEMY INFORMATION

ADMINISTRATION

Please visit the Vanguard Academy webpage at ***www.baschools.org*** for a current list of administrators.

DELIVERIES TO STUDENTS

No flowers, gifts or perishables for students will be accepted during the school day from vendors or others; this includes, but is not limited to, food delivery from food-delivery vendors. Students who order food to be delivered to the Vanguard Academy are subject to disciplinary action. Parents may deliver lunch to their student through the main office only. Parents or others may not provide food or drink to a student that is not theirs.

ADVISORY

Advisory is an instructional hour embedded inside each school day that takes place during the first block of instructional time each day. Each student will be assigned to a teacher-of-record and are expected to report to their assigned Advisory each day.

- Provide personal connection to people and the campus.
- Provide students with academic assistance.
- Facilitate an Individualized Career Academic Plan (ICAP).

Please note: Advisory is a required instructional time where students are expected to complete weekly assignments.

GENERAL INFORMATION

MINUTE OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Minute of Silence" law. The "Minute of Silence" law Senate Bill 815 states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray or engage in other silent activity that does not interfere, distract or impede other students in the exercise of their individual choice.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Minute of Silence.

Policy 3120 | www.baschools.org/Policy3120

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

The Pledge will be scheduled as a schoolwide activity. As a matter of etiquette and policy, students have three options to consider while the Pledge is given:

Stand and salute the flag;

Stand and refrain from saluting the flag; or

Remain seated.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on School Ceremonies and Patriotic Exercises.

Policy 3190 | www.baschools.org/Policy3190

INSTRUCTIONAL CALENDAR

To view the instructional calendar, please visit
www.baschools.org/InstructionalCalendar

STUDENT CODE OF CONDUCT

Broken Arrow Public Schools Board of Education adopts the following policy regarding student behavior and code of conduct. This code is adopted in keeping with the district mission of providing all members of the school community an environment that assures intellectual, social, physical and character development appropriate for citizenship in an ever-changing world. The expectations herein are specified to insist that a safe learning climate is maintained for the student body and that each student is assisted in developing responsibility and self-control.

Each student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Being respectful to other students, school staff and visitors.
- Doing one's best in lessons and extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community
- Following all school rules.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on the Student Code of Conduct.

Policy 4320 | www.baschools.org/Policy4320

ATTENDANCE

Parents should contact the school to report their child will be absent for the day. Failure to do so within 2 days will result in the absence being recorded as a truant. For an absence to be recorded as a "doctor's note," the school must receive the documentation within 2 days from the date of the absence. Attendance is required for distance learning days. For specific guidance check with the school site.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on the Attendance Policy.

Policy 4030 | www.baschools.org/Policy4030

DISTANCE LEARNING ATTENDANCE & GRADING

(THESE WOULD ONLY OCCUR IN THE EVENT OF AN EMERGENCY)

Attendance is required for distance learning days. For students in grades 6-12, attendance is collected by completing the Google attendance form or by completion of assignments. For elementary students in Pre-K through 5, attendance is collected through either parent response to the teacher email sent on the morning of distance learning days or through completing tasks.

After distance learning days, students will have until the end of the third instructional day to complete and submit their completed work. If a student cannot access the internet, their work should be turned in at the end of the third instructional day following distance learning days, and their absence will be removed.

Student work will be graded in a timely manner. For specific guidance check with your child's school site.

ACTIVITY ABSENCES POLICY AND APPEALS FOR EXCEPTIONS TO POLICY

All school organizations sponsoring student activities that require absences from class must be approved by the principal. Each student is allowed a maximum of 10 school-sponsored activity absences (activity codes E, F and O) per class per year (Board of Education Policy 4350 and Oklahoma Schools Standards for Accreditation 210:35-17-2.) A student who has 10 activity related absences cannot represent the school in any activity or be absent from school without prior approval from the principal.

An appeal to exceed the 10 activity absences rule must be addressed in writing by the student or his/her parent(s) to the principal five school days prior to the activity absence. The student shall be notified in writing by the principal whether or not his/her additional activity absence is approved or denied within three school days following notification of the appeal.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on the Student Participation In Activities-Secondary Schools Policy.

Policy 4350 | www.baschools.org/Policy4350

TARDINESS TO CLASS

A student is tardy if he/she is not in class when it officially starts per daily schedule. A student who is more than 10 minutes late (tardy) for class will receive truancy for that class. Disciplinary consequences can be given for excessive tardiness as determined by site administration.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Attendance Policy.

Policy 4030 | www.baschools.org/Policy4030

BELL SCHEDULE

Please visit your student's school site webpage at ***www.baschools.org*** for the daily bell schedule.

TRUANCY

A student is identified as truant when he/she is absent and neither the parents nor school officials know of the student's whereabouts. Students can also be truant due to a parent failing to report their child's absence within 2 days. A student who is truant will be disciplined according to school disciplinary policy and procedures.

Broken Arrow High School students may not leave campus unless he/she has an early dismissal or is enrolled in a 9-12 program requiring or allowing off-campus travel. However, sophomores, juniors and seniors are able to take advantage of an off-campus lunch during their scheduled lunch period.

A student who leaves campus without permission will be charged with a truancy. Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If it is necessary to leave the room, a hall pass must be issued by the teacher. If it is necessary for the student to leave school, he/she will be instructed to go to the attendance office and check out. If a student leaves the classroom without permission, it may result in a truancy for that hour. In this event, appropriate discipline will be administered.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Attendance Policy.

Policy 4030 | www.baschools.org/Policy4030

GRADING POLICY

The letter grades A, B, C, D and F shall be used to indicate the achievement of secondary school students in all instructional areas. The letter grade used shall indicate the following degree of achievement:

100-90% A; Superior Quality of Work

- 89-80% B; Good Quality of Work
- 9-70% C; Satisfactory Quality of Work
- 9-60% D; Below Quality of Work Expected
- Below 60% F; Unsatisfactory Work (Failing)
    - **NC No Credit** - not used in calculating GPA
    - **WF** - Administrative approved withdrawal from class, figured as an "F" in calculating GPA

If a student receives an "F" for a course, he/she has the option of enrolling in a credit recovery class. If the student passes the credit recovery class, the original grade of an "F" will be changed to NC on the transcript and will not average into the cumulative GPA.

If a student passes a course but wishes to retake the class in an effort to earn a higher grade, they may do so during summer school by paying the summer school fee. The new grade will replace the lower grade. This can not be used as credit recovery.

In addition, the Board of Education has approved a weighted grading policy. For ranking purposes, pre-advanced placement, concurrent enrollment and an advanced placement grade of A, B, or C will receive weighted credit. The grade points appearing on the transcript will be figured on a 4.0 basis and a weighted basis, reflected in GPA and class ranking. Students should expect two graded assignments per week, per subject.

If a student is absent on the day of the semester test and neglects to make up the test within the specified amount of time, a zero will be recorded for the test grade, and the semester grade will be calculated with the semester test assessed at a value no less than 10 percent and no greater than 20 percent. A student must be in attendance for a minimum of 90 percent during any grading period in order to receive a passing grade.

All grades are final at the close of a semester unless an extension of time is granted by the principal. If a student is granted time for makeup work or exams, the student's current grade at the close of the semester without the makeup work or exams shall be entered into the record. If and when the student completes the makeup work or exams within the specified and approved time period, the grade change, if needed, shall be approved by the principal. All grades are final 10 school/business days after the end of the semester unless an exception is approved by the principal.

Policy 4030 | www.baschools.org/Policy4030

GRADUATION REQUIREMENTS

Broken Arrow High School is a four year high school. The first year is taught at the Freshman Academy and the last three years are taught at Broken Arrow High School.

Students who need more than 1 unit (2 credits) for graduation shall NOT be permitted to participate in graduation exercises. This includes the current courses in which the student is enrolled. BAHS ineligibility report on the first Thursday of May will be used to determine if a student is currently passing all required courses, assessments and state requirements to meet the graduation ceremony participation requirements of 1 unit (2 credits) remaining.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Promotion and Graduation Requirements.

Policy 3140 | www.baschools.org/Policy3140

CLUBS & ORGANIZATIONS

Information regarding student clubs and organizations can be found at each of the schools webpages at ***baschools.org***.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Organizations, Groups and Clubs Policy.

Policy 4335 | www.baschools.org/Policy4335

DUAL ENROLLMENT

(FORMERLY KNOWN AS CONCURRENT ENROLLMENT)

Dual enrollment permits qualified students to take courses for college credit while completing high school requirements for graduation. These guidelines have been approved by the Broken Arrow Board of Education. Qualified students may take college credit courses during their junior and senior year. Students must have a signed statement from the high school principal or designee stating they are eligible to satisfy requirements for graduation from high school and curricular requirements for college admission. For more information, please meet with your high school counselor to discuss eligibility for dual enrollment and to arrange a possible

schedule.If student withdraws from concurrent enrollment they must contact the High School within 24 hours.
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Concurrent Enrollment Guidelines for Junior and Senior Students Policy.

Policy 3030 | www.baschools.org/Policy3030

DISTRIBUTION & POSTING OF MATERIALS

Posting or distributing written or photographic materials on campus is prohibited without prior approval from the building principal. Violation of this policy may result in disciplinary action for the student(s) involved. Material posted on campus without approval will be removed immediately and those responsible for the posting or distribution are subject to disciplinary action.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Distribution by Students of Written Materials in School Facilities Policy.

Policy 2050 | www.baschools.org/Policy2050

DRESS CODE

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Dress Code.

Policy 4080 | www.baschools.org/Policy4080

RELIGIOUS & HEALTH ACCOMMODATION

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Dress Code.

Policy 4080 | www.baschools.org/Policy4080

ENFORCEMENT OF DRESS CODE

Provisions of the dress code are applicable to the school day and to school-related activities. The building principal or other designated school officials may authorize an exception or modification of a provision of the dress code for a specific school-related activity on a single-event basis. The principal or other designated school official is delegated the authority to determine the proper action to be taken in issues related to the dress code.

GRADUATION DRESS EXPECTATIONS

Dress attire (khaki pants, slacks, collared shirts, skirts, dresses):

- Denim of any kind is not permitted.
- Shorts of any length or style are not permitted.
- Comfortable dress shoes (preferably dark in color), are expected (e.g. Leather or leather-type shoes and sandals).
- Casual shoes such as Flip-flops, Crocs or slides are not permitted.
- Any graduation dress expectation question or concern must be addressed prior to the day of graduation. A site administrator will provide you with guidance and approval.
- Special circumstances such as ethnic heritage, Native American and/or religious regalia must be approved by the principal.

School-approved cap and gown must be worn. No accessories may be added to your cap or gown except the approved honor stoles and medallions approved by administration.

FORMAL WEAR POLICY

Students who participate in the various school sponsored dances and formal events for grades 9-12 are subject to the following school dress code. While the school appreciates the changing nature of clothing designs and fads there remains a standard of appropriateness for students in terms of how they dress for school functions. The following dress code explains what is appropriate and inappropriate as dress for school dances, prom and royalty events.

Students who do not follow the appropriate dress code will be considered in violation which may result in denial of admission to the dance and or prom and will prohibit students from participating in royalty activities and may result in further disciplinary action. Students may bring a picture of the clothing to school for approval prior to the event.

- Clothing which has “see through” material or exposes undergarments in the areas from the knees to the upper chest is not acceptable, opaque material may be placed in these areas to prevent exposure. See through fabric is acceptable for the arms, legs below the knee, neck and collar bone area.
- Two piece dresses are acceptable as long as there is minimal exposure of the torso while

standing still and moving.

- Strapless dresses are acceptable.
- Backless dresses are acceptable as long as they do not go below the lumbar spine.
- Skirts must extend two (2) inches beyond the longest finger on the hand with the shoulders in a relaxed position.
- Prom is considered a formal event and formal wear is required. Formal wear may be a dress, party gown, suit, tuxedo, or a blazer and slacks.
- Dressy Shorts and skirts which meet dress code are acceptable.

GUIDANCE & COUNSELING SERVICES

The counselors help students with academic, personal and developmental concerns. Careful consideration is given to selection of courses, enrollment and testing as well as college, technical and career plans. The district partners with community mental health agencies to provide embedded therapy and support services. If you are interested in this for your student, please discuss it with your student's school counselor to obtain a referral. For 24 hour support, contact the 988 Suicide and Crisis Lifeline.

SCHEDULE CORRECTIONS

The master schedule of classes will be created according to the students' request during spring enrollment. Once a student has a schedule, adjustments will be made only on a limited basis. Schedules may be adjusted if any of the following qualifications are met and space is available:

1. Incomplete schedules or course placement errors
2. Student who does not meet prerequisites, improper sequencing of classes or does not have teacher approval
3. Acceptance to a special program (co-op, work experience, Tulsa Tech, etc.)
4. Taking a more challenging course, with no reversal at a later date

Schedules *will not* be adjusted for the following conditions:

1. Preference for a different teacher
2. Preference for a different period, lunch period or to be with friends in class
3. Change of mind about taking the course, failure or fear of failure, or poor grades
4. Difficulty keeping up with work or adjusting a schedule because a student has a job

SCHOLASTIC ELIGIBILITY

SEMESTER GRADES

To be counted for graduation, students must receive a passing grade in any five subjects for which they were enrolled during the last semester they attended 15 or more days. If a student does not meet the minimum scholastic standard, he/she is not be eligible to participate in the first six weeks of the next 18-week grading period they attend. Students who do not meet the above minimum scholastic standards may regain eligibility by achieving passing grades in all subjects for which they are enrolled at the end of a six-week period.

STUDENT ELIGIBILITY DURING A SEMESTER

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects that he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, 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 to participate during the next one-week eligibility period. The ineligibility period will begin on Monday and end on Sunday. Grades will be the cumulative grade for the semester at the time of the grade check.

Broken Arrow Public Schools will adhere strictly to the OSSAA policy for participation in events that are competitive events (score, placement or rating given) or where competition between two or more participants are present. When spirit and performance-based groups (band, color guard, orchestra, choir, dance team, cheerleaders, etc.) participate as spirit leaders at athletic events, eligibility rules will also apply.

Any student currently ineligible cannot miss school for a performance, trip or rehearsal. This applies not only to OSSAA sanctioned events but also to all performances, trips or rehearsals. No refunds of money will be allowed for a student who misses a trip, performance or rehearsal due to the fact that he/she is ineligible. Students may perform in evening performances occurring outside of the school day at the director's discretion. Students cannot be penalized with a lowered grade due to their eligibility status. An alternative assignment can be assigned.

STUDENT ID GUIDELINES: 6-12

1. Students are required to wear a visible, color-coded school-issued ID in a lanyard around neck while attending school and school-related functions. This may include field trips, dances, games, and other school-sponsored activities. The ID is to be used only by the student to whom it is issued.

2. Failure to wear your ID can result in disciplinary consequences and non admittancefor school functions.

3. Student IDs may be required to check out materials from the media center, to acquire internet access, to purchase lunch or to leave campus.

4. Student IDs are the property of the school, like textbooks, and should not be altered in any way. They are not to be covered with pins, stickers, pictures or other objects. Partial, damaged or defaced student IDs are not acceptable.

5. Students are required to show and/or forfeit their ID to any district staff member who requests it. The failure to do so on the part of the student may result in suspension from school.

6. Lost or damaged ID cards must be replaced at a cost to the student of $5. Replacement lanyard and pouch can be purchased for an additional fee.

Policy 4320 | www.baschools.org/Policy4320

STUDENT/STAFF COMMUNICATION

Oklahoma House Bill 3958 requires school personnel engaging in electronic or digital communication with an individual student to include the student's parent or guardian in the electronic or digital communication, unless the communication is on a school-approved platform and related to school and academics.

Policy 5285 | www.baschools.org/Policy5285

www.baschools.org/page/oklahoma-house-bill-3958

STUDENT PARKING

The following shall be the minimum requirements for consideration of application for all student parking:

1. Possession of a valid Oklahoma driver's license
2. Evidence of valid auto insurance
3. Proof of current insurance registration
4. Current car tag
5. Payment of a reasonable fee
6. Parent/guardian agreement to parking and automobile search regulations as evidenced by signatures on the registration form

Parking on campus is a privilege that can be revoked if abused. Students must ensure vehicles driven onto or parked on school property do not contain contraband.

- A student must have a valid parking decal properly displayed before parking on school property. Proper placement is located on the lower left corner of the driver's side window. These parking permits may be obtained from the student's designated administrative office at a reasonable cost. Lost or stolen permits must be replaced by the student.

Unsafe operation of a vehicle on campus, speeding, improper parking or failure to obey posted signs on campus may result in disciplinary consequences, including a ticket with a monetary fine, suspension from driving and/or parking on school property, or any other consequence deemed appropriate by administration.

- Repeated violations of parking or driving regulations will result in the removal (towing) of the vehicle from school property at the student/owner's expense.
- Parking spaces will be available for motorcycles and bicycles. Motorcycles are subject to the same registration procedures as automobiles.
- Students are not to park cars in residential, business, faculty areas or any other designated locations within the vicinity of campus.
- Students who drive or park vehicles on school property, regardless of who owns title to the vehicle, have a responsibility to ensure the vehicledoes not contain contraband not permitted at school, including controlled substances, illegal drugs, alcohol or weapons.

- An offense is committed if the student fails to inspect, find and remove contraband from the vehicle before the vehicle is driven onto school property or parked at school. Because of this duty of inspection, a student will have no defense to the presence of contraband in a vehicle driven onto or parked at school by the student because the student claims he/she was not aware that others placed contraband in the vehicle.

- The privilege of driving onto the school or parking at the school may be withdrawn for refusal to open a vehicle, to abide by the above rules or to drive recklessly in the lot.

- The school is not responsible for vehicles or their contents.

- A 5 mph speed limit will be enforced in all lots and a 15 mph speed limit on all access roads to the parking lots.

- Passing on access roads is prohibited.

- Students may park in any lot other than the areas restricted by posted signs. Handicapped parking spaces are provided in Lots A, B, C and F. A student may obtain a handicapped parking space permit in their designated administrative office.

In an effort to protect students and their property in the parking lots of Broken Arrow High School, the following guidelines will be in effect:

1. After the start of each school day, all access gates to the parking lots will be locked except for Lot A, east and west gates.

2. All parking lots are "off limits" during class hours or without an authorized early dismissal, pass or scheduled student release. Students are to leave their vehicles immediately after parking correctly. ***Under no circumstances will students be allowed to sit in vehicles.***

Violations of these regulations may result in the vehicle receiving a wheel locking device and/or assigned disciplinary action.. If a student's vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student or parent/guardian.

VISITORS

All visitors, including parents and volunteers, must register through the visitor management system kiosk with a valid driver's license and a reason for their visit. The principal has the authority to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Visitors to School.

Policy 2200 | www.baschools.org/Policy2200

AUTHORITY TO ORDER NON-STUDENTS TO LEAVE INSTITUTION AND APPEAL PROCESS

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Authority to Order Non-Students to Leave Institution.

Policy 2010 | www.baschools.org/Policy2010

STUDENT RECORDS

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA).

Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Broken Arrow Public Schools Education Service Center at 701 S. Main Street, 918-259-5700.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Records.

Policy 4360 | www.baschools.org/Policy4360

STUDENT RESIDENCY

The Broken Arrow School District is established for the purpose of serving the educational interests of resident students. This policy is established to define the meaning of "legal residence for school purposes" in accordance with state law. The Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of 5 and 21, they are entitled to attend school free of charge in the district of residence.

Policy 4180 | www.baschools.org/Policy4180

TRANSFER - INTRADISTRICT / STUDENT

It is the goal of Broken Arrow Public Schools to deliver a high-quality educational experience for all students who reside in the district school attendance zones by providing the necessary staff, educational programs and facilities to achieve this goal. It is also the intent of Broken Arrow Public Schools to allow non-resident children of district employees to attend school in the district pursuant to this policy. Open and emergency transfer applications for non-resident children of district employees will be considered on an annual basis. Transfers for other non-resident students will be considered in accordance with state law.

Policy 4400 | www.baschools.org/Policy4400

PARENTAL INVOLVEMENT

(PARENTS' BILL OF RIGHTS)

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the Oklahoma 2014 Parents' Bill of Rights.

Policy 3260 | www.baschools.org/Policy3260

STUDENT SURVEY

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act for 1994. With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

- Make such materials available for inspections by parents upon request.
- Students will not be required to participate in a survey, analysis or evaluation that reveals private information.

Policy 4240 | www.baschools.org/Policy4240

Parents who believe their rights have been violated may file a complaint with:

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

CONFIDENTIALITY

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from student cumulative records. The records are maintained in a secure manner, preventing unauthorized access.

SPECIAL EDUCATION

If a student has a condition or disability that significantly interferes with participation in school then the student may require a school accommodation plan in order to be successful. Broken Arrow Public Schools provides special education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the principal to initiate a referral for eligibility determination.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Educational Services for Students under Section 504 and Title II of the Americans with Disabilities Act.

Policy 3060 | www.baschools.org/Policy3060

CHILD FIND

Child Find involves the identification of students in need of special education due to an established or suspected disability defined by IDEA/Public Law. Child Find efforts include all individuals age 3-21 not enrolled in school, as well as those who attend public and private schools, head start programs, state institutions and other child care or treatment facilities. Children not of school age must reside in the boundaries of Broken Arrow Public Schools to be included in the child find efforts conducted by the school district.

Broken Arrow Public Schools maintains a comprehensive screening and multidisciplinary referral, evaluation and eligibility process for the identification of children with suspected disabilities. Evaluation to determine eligibility for special education is available to the parent/guardian at no cost. Information regarding evaluation procedures may be requested by contacting the district's special services department at 918-259-5700 or 701 S. Main St., Broken Arrow, Okla.

As mandated by the Oklahoma State Department of Education, Broken Arrow Public Schools is required to fully inform parents that personally identifiable information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but is not limited to parent concerns, developmental, adaptive behavior, socio-cultural, health/

medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational and information gained through observations in the classroom or other environments. It is the responsibility of the Broken Arrow Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA). A copy of Parent Rights is provided at the time parent consent is obtained for evaluation.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Records.

Policy 4360 | www.baschools.org/Policy4360

STUDENT DISCIPLINE

This policy applies to students while at school, at a school-sponsored activity, in transit to a school-sponsored activity or on a school vehicle. For the purposes of this policy, "school" includes all school district property, the entire school campus, parking lots, athletic fields, district vehicles, vacant district property and district buildings. "School" also includes off-district property when the student is on the property for the purpose of participating in a school or district-sponsored event or is participating in an event in which the student is representing the district. "School" covers all transportation, lodging and meal locations, event sites and all other locations where a student is participating in or attending a district or school-sponsored event. "School Activity" includes attendance at or participation in any district or school-sponsored activity, function, or any other event that a school or district-sponsored team or district students are participating as representatives of the district, regardless of whether the event is on or off district property.

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process or effectiveness of the school may result in disciplinary action. For example, discipline will be enforced for inappropriate conduct occurring off school property that is a continuation of plans or threats made on school property.

Students are prohibited from engaging in the following conduct, activities and behaviors. Discipline for violating the prohibitions may include in-school disciplinary consequences, alternative program placements, other disciplinary options or out-of-school suspension.

Policy 4320 | www.baschools.org/Policy4320

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
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 / transmitting or causing or allowing to be broadcast / transmitted whether publishing, distributing physically or electronically via pamphlet, telephonic, computerized, or electronic message.
5. Academic misconduct, which is any action or attempted action that may result in creating an unfair academic advantage for oneself or others or an unfair academic advantage or disadvantage for any other member or membersof the academic community. This includes, but is not limited to, a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts,gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage. Students are responsible for contacting faculty or administrators when they are unsure of what is expected of them from an academic behavior standpoint.
6. Conduct that threatens or jeopardizes the safety of others.
7. Disruption of the educational process or operation of the school.
8. Extortion.
9. Failure to attend assigned detention, school or other disciplinary assignment without approval.
10. Failure to comply with state immunization requirements.
11. Failure to return property belonging to the school or others.
12. False reports or false calls that adversely affect school operations, regardless of where the report or call is made and to whom the report or call is submitted.
13. Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
14. Forgery, fraud, or embezzlement.
15. Gambling.
16. Gang related activity or actions
17. Harassment, bullying, and intimidation, including gestures, written or verbal expression, electronic communication or physical acts.
18. Hazing or unapproved initiations in connection with any school activity.
19. Immorality.
20. Inappropriate gestures, private or public behavior.

21. Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
22. Indecent exposure.
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
24. Obscene, vulgar, profane and/or lewd acts, language or gestures.
25. Non-accidental physical harm inflicted upon another.
26. Possession, control over, or use of a caustic substance.
27. Possession or control over or use of lighters or matches or other instruments that can burn objects.
28. Possession or use of a wireless telecommunication device without proper authorization. Board of Education Policy "Use of Wireless Telecommunication Devices by Student(s)" offers additional guidance for students and parents concerning wireless telecommunication devices and is made available for students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
29. Possession or control over, distribution, or viewing of obscene, vulgar, lewd, or profane materials, including electronic possession, distribution, or viewing (e.g. "sexting").
30. Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.). This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.
31. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
32. Use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another. Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 35, 36, and 37 for students and parents and is made available to parents and students in each school's student/parent handbook and via the internet at ***www.baschools.org***.
33. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, products that mimic tobacco such as herbal snuff, e-cigarettes, personal vaporizers, electronic nicotine delivery systems or similar devices, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product, including any vapor product. For the purposes of this policy, the term "vapor product" shall have the same meaning as provided in the Prevention of Youth Access to Tobacco Act.
34. Sexual harassment of individuals including, but not limited to, students, school employees, volunteers. Board of Education Policy "Sexual Harassment" offers additional guidance related to sexual harassment for students and parents and is made available to students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
35. Threatening behavior including but not limited to gestures, written or verbal expression, electronic communication or physical acts.
36. Truancy.
37. Theft, possession, distribution, or use of missing / stolen property from a student, a school employee, or the District.
38. Unacceptable attire. Board of Education Policy "Student Dress Code" offers additional guidance related to the student dress code for students and parents and is made available to students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
39. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a

current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.

40. Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not a controlled dangerous substance, an illegal drug, or an illicit drug.
41. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances. Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 46, 47, and 48 for students and parents and is made available to parents and students in each school's student/parent handbook and via the internet at ***www.baschools.org***.
42. Using racial, ethnic, sexual, gender or disability-related epithets.
43. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school's student/parent handbook.
44. Vandalism and/or willful damage to school property.
45. Willful disobedience of a directive of any school official.
46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) at any time or personal computers while on school grounds in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law.
47. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test.
48. School bus or transportation misconduct, engaging in unsafe or distracting actions such as: placing any part of one's body out of a window (bus moving or stationary); in seated blocking the aisle; pushing while loading/unloading or while bus is approaching; transporting unauthorized items; excessive noise; improper street crossing during loading and unloading; and any actions listed in the student code of conduct.

VIOLENT OFFENSE DIRECTED TOWARD A CLASSROOM TEACHER

Students suspended for a violent offense directed toward a classroom teacher shall not return to the teacher's classroom without the teacher's prior approval. Whether or not an offense is considered a violent offense under this stipulation shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Pursuant to changes in state law, be aware that any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee (which may include the Suspension Review Committee) may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the Board of Education pursuant to a timely appeal.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Code of Conduct.

Policy 4320 | www.baschools.org/Policy4320

SEXUAL HARASSMENT

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in Broken Arrow Public Schools.

Please refer to the following Broken Arrow Public Schools Board of Education Policy links for more information on Sexual Harassment School Policy.

Policy 5300 | www.baschools.org/Policy5300
Policy 5400 Title IX | www.baschools.org/Policy5400

BULLYING, HARASSMENT, INTIMIDATION AND THREATENING BEHAVIOR

Bullying, harassment, intimidation and threatening behavior includes, but is not limited to, any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property or place another student in reasonable fear of harm to the student's person/property. Broken Arrow Public Schools strives to ensure a safe environment for every student and staff member. If you have witnessed or received a report of a bullying situation, please provide information to our administrators so the district can take appropriate action. All information provided will be confidential, and if you wish, you have the right to submit this report anonymously at ***www.baschools.org/StopBullying***

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Bullying, Harassment, Intimidation and Threatening Behavior Policy.

Policy 4050 | www.baschools.org/Policy4050

BUS REGULATIONS FOR STUDENTS

"Broken Arrow Public Schools Transportation provides safe and timely service for students to and from school. It is required that our students do their part in ensuring safe transportation by following the bus regulations below. Failure to comply could result in transportation privileges being revoked. Transportation is not a right, but a privilege."

All bus regulations are to be followed by all Broken Arrow Public Schools students while on any of the district school buses (route and activity trips).

1. Ridership

- **BOE Policy 4330: Student Eligibility for School Transportation Service:** Riding a school bus is a privilege for legally-enrolled students who reside one and one-half (1.5) miles or more by commonly traveled road from the school to which assigned by attendance zone.Students who are authorized riders should be assigned to bus loading stops located within seven-tenths of a mile distance from their normal residence. For operational purposes, the transportation department reserves the right to assign and/or move student bus stops as needed. Students are to board buses and depart from buses only at home, at a designated bus stop, or the school where they are in attendance. The board of education may provide transportation to students living outside the boundaries and routes established for the district by the State Board of Education.
- **Bus Stops:** Students are expected to utilize the nearest designated bus stop closest to the home.
- **Courtesy Transportation:** No courtesy transportation will be provided (overnight stays, birthday parties, sporting events, etc.)
- **Bus Stop Distance:** Students are required to walk up to seven-tenths of a mile to their designated bus stop.
- **Alternate Transportation:** Students must have prior approval to get on or off at a different location or connect with a different bus. Alternate transportation requests may take up to 72 hours for approval. A request may be made online at baschools.org. The link is on the Transportation page.

2. At the Bus Stop (Etiquette & Arrival)

- **Be Early:** Students must be at their designated stop 5 minutes before the scheduled pickup time. If the bus is more than 5 minutes late, contact Transportation.
- **Missed Bus:** Due to scheduling, we are unable to come back to a bus stop and pick up students who missed their scheduled pick up time.
- **Neighborly Conduct:** Students are guests at the bus stop. Be courteous, do not litter, and never trespass on or play around a neighbor's property.
- **Stay Safe:** Remain within the designated bus stop area and stay off the roadway at all times.
- **Orderly Waiting:** Stand in a single-file line. No horseplay, chasing, or tag is permitted.
- **Harassment:** Bullying or harassing other students is strictly prohibited. (Students who violate these regulations can be suspended without prior warning).
- **Weather Preparedness:** Dress appropriately for current weather conditions.

3. Boarding & Exiting the Bus

- **The 10-Foot Rule:** Stand at least 10 feet away from the road. Never approach the bus until it has come to a complete stop and the driver signals you to board.
- **Visibility:** Always enter and leave the bus in view of the driver.

- **Crossing:** If you must cross the road, go at least 10 feet in front of the bus. Wait for the driver's signal to ensure traffic has stopped. Never cross behind the bus.
- **Authorized Stops:** Students may only board or exit at their assigned stop unless prior authorization is received from the Transportation Department.

4. Conduct While on the Bus

- **Student Behavior:** The same behavior expected in the classroom is required on the bus. The school bus is an extension of the classroom.
  - No disrespect, defiant conduct, or obscene language or gestures directed toward the driver or others will be tolerated.
  - No fighting, bullying or harassing of other students or driver.
  - **(Students who violate these regulations can be suspended without prior warning)**
- **Driver Authority:** The driver is in full charge. Students must obey the driver and the rules at all times.
- **Student Identification:** When requested by the driver, students must immediately and correctly identify themselves.
- **Seating:** Students must sit where directed (up to 3 per seat). Remain properly seated (back-to-back, seat-to-seat) facing forward. Do not block aisles or emergency exits. Driver has the authority to assign seats permanently or temporarily.
- **Aisles:** The aisle must be kept clear so the driver may have a clear visual out the back door. Personal belongings, such as books, instruments, projects, must be held in the student's lap. Large items which cannot be held in the student's lap, will not be permitted on the bus.
- **Throwing Objects:** Absolutely no throwing of any objects in or out of the bus (water bottles, bags, paper balls, water, pencils, etc.). Throwing objects on or off a school bus is strictly prohibited. School bus rules generally emphasize maintaining a safe and orderly environment, and throwing objects can create hazards and disrupt the bus's operation. Students and parents may be held responsible for any damage caused by throwing objects. (Students who violate this regulation can be suspended without prior warning)
- **Weapons:** Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc. (Students who violate this regulation can be suspended without prior warning).
- **Noise & Electronics:** Maintain classroom-level behavior. No excessive noise, shouting, or vulgar language. Cell phones and electronics must not disturb others.
- **Cell Phones:** Students are responsible for their cell phones. They should not become a distraction and headphones or ear buds should be utilized. Students should at no time take pictures or videos of any other students or district employees while on the school bus. At no time will any obscene photos, videos or language be taken, shared, used or displayed on Broken Arrow school buses. (Students who violate these regulations can be suspended without prior warning)
- **Spraying of Aerosols:** Spraying of any aerosol is prohibited due to safety and health concerns. Aerosols can consist of perfume, cologne, deodorant, but not limited to hand sanitizer sprays. (Students caught spraying aerosols can be suspended without prior warning)
- **Prohibited Items:** No tobacco, vaping products, alcohol, or illegal substances. No animals or hazardous items are permitted.
- **Food & Drink:** No eating or drinking (gum, candy, pastries, etc.). One bottle of water is permitted.
- **Windows:** Never extend any body part or throw objects out of the windows.

5. Accountability & Maintenance

- **Vandalism:** Students must be Students/parents will be held financially responsible for damage, repair fees can reach $100 per seat. Misconduct leads to immediate suspension of riding privileges. (Students who violate this regulation can be suspended without prior warning until fees have been paid in full)
- **Lost Items:** Students are responsible for their personal items. The school district is not responsible for any items left on the school bus. Parents may call the Transportation Department at 918-259-4550 to inquire about any items recovered.
- **Stolen Items:** Theft, possession, distribution, or use of missing / stolen property from a student, a school employee, or the District may result in disciplinary action, up to and including a bus suspension without prior warning and/or legal consequences.

- **Attendance:** If a student does not ride for five consecutive days, service will be paused until the Transportation Dispatcher is notified.
- **Integrity:** Malicious or false reporting against staff or other students is a serious violation.

Parents/Guardians: Any non-student, who is not a school employee, may not enter a school vehicle unless the driver of the vehicle asks them to do so or during a vehicle emergency needing police, fire or ambulance support. Any individual who violates this regulation will be subject to any applicable school board policy without further warnings.

Policy 4330 | www.baschools.org/Policy4330

POSSESSION OF WEAPONS, ALCOHOL AND/OR CONTROLLED SUBSTANCES/ ILLEGAL DRUGS IN SCHOOL

Suspension or out-of-school suspension means the removal of a student from the regular environment:

- For firearm-related offenses: for a period of not less than one calendar year: and
- For all other offenses: for the remainder of the current semester and the entire following semester

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Possession of Weapons, Alcohol and/or Controlled Substances/Illegal Drugs.

Policy 4230 | www.baschools.org/Policy4230

SEARCH OF STUDENTS FOR POSSESSION OF ILLEGAL SUBSTANCES, WEAPONS, RELATED ITEMS

School personnel have access to school lockers, desks and other school property in order to properly supervise the welfare of students and staff. Authorization is given for school lockers, desks and other areas of school facilities to be opened and examined by appropriate school officials at any time. No reason shall be necessary for such searches.

The Broken Arrow Board of Education believes that in order to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol or contraband on school property.

Such searches will target lockers, vehicles, school desks or any other area of possible concealment on school grounds, or inside school buildings. Students, staff members and other persons on school property will not be the subject of animal searches.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Search and Seizure.

Policy 4280 | www.baschools.org/Policy4280

STUDENT ALCOHOL AND DRUG USE TESTING

The Board of Education does not tolerate students who use, possess, distribute, purchase, sell or are under the influence 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. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Alcohol and Drug Use Testing Policy.

Policy 4310 | www.baschools.org/Policy4310

PROTECTIVE ORDERS/ RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file.

STUDENT SUSPENSION/ DISCIPLINE

"Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period of at least one day to a calendar year, depending on the severity of the offense and the discretion of school administration.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Suspension/Discipline Policy

Policy 4380 | www.baschools.org/Policy4380

SUSPENSION REQUIREMENTS

1. A suspension shall be "long-term" or "short-term." A "long-term suspension" is one that exceeds 10 school days while a "short-term suspension" is 10 or fewer school days.
2. A suspension shall not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm.
3. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
4. A student may be able to terminate suspension earlier if the student performs a prescribed remedial act or acts.
5. A student may be placed on an Emergency Suspension (short-term) for safety reasons and to allow site administrators time to investigate the violation. The site administrator has three (3) school days to conduct their investigation and to communicate with parents. At which time, the Emergency Suspension can be increased or decreased upon the final conclusion of the investigation. Since it is considered a short-term suspension, 10 days or less, an Emergency Suspension falls under the short-term suspension policy. Any Emergency Suspension extended past 10 days will fall under the long-term policy. Students who miss any academic work during this time period will be given an opportunity to complete any missed assignments.

DISCIPLINARY ALTERNATIVES

The following are many of the disciplinary measures utilized for violations of school rules and/or inappropriate behavior. Participation in extracurricular activities while in school disciplinary actions or other correctional measures is at the sole discretion of the site administrator.

Policy 4380 | www.baschools.org/Policy4380

Detention - (Non-Appealable)

Long-term Placement - (LTP) An LTP suspension is an opportunity for students to serve on campus in lieu of an out-of-school suspension. The opportunity to utilize LTP is based on the discretion of the administration and the violation committed by the student.

In-School Placement - (ISP) (Non-Appealable) Many school behavioral problems can be eliminated by effectively intervening before suspension becomes necessary. Parents will be notified of this placement.

School Service - (Non-Appealable) The school service program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The student's designated assistant principal will have the authority to make this recommendation. The number of hours for a student to perform and the nature of the service will also be established by the Administration.

Saturday Detention - (Non-Appealable) Saturday detention is a type of disciplinary action used for minor infractions of school rules and procedures. Saturday school may also be used in conjunction with an alternative placement for educational services. Saturday detention will be offered Saturdays during a specified and identified time period. Students must be on time. Those tardy to Saturday detention will not be admitted. There will be one scheduled break. Transportation to and from Saturday detention is the responsibility of the student and parent.

Removal from Class - Student loses credit

Disorderly Conduct Citation - Students may be issued a disorderly conduct citation by the Broken Arrow Police Department for behavior deemed to be disorderly conduct occurring at school or during a school-sponsored event.

Broken Arrow Virtual Academy - Broken Arrow Virtual Academy may provide services for students who are subject to long-term disciplinary change of placements. Placements in the online program are subject to administrative approval and are made in lieu of a long-term suspension. Placement may be in lieu of suspensions greater than 10 school days. Site administrators will refer the student to Broken Arrow Virtual School, and Broken Arrow Virtual School administrators will process the referral and communicate with the student and parents about program specifics and expectations. Not all students are eligible for this program. Students in the online program in lieu of suspension are prohibited from participating in or at school-sponsored activities during the placement.

STUDENTS SUSPENDED FROM SUMMER SCHOOL FOR SERIOUS INFRACTIONS

Any student suspended from school for serious infractions may be subject to that same suspension being upheld at summer school in Broken Arrow. Likewise, any student suspended from summer school for serious infractions may be subject to that same suspension being upheld at any Broken Arrow school site. Serious infractions will include, but are not limited to, weapons, threats, violence, drug situations, alcohol and profanity. A suspension of the current semester and the succeeding semester cannot be met by summer school.

SPECIAL EDUCATION SUSPENSION/ DISCIPLINE

Student discipline, suspension and due process for students with disabilities, as defined by the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with "The Policies and Procedures Manual for Special Education in Oklahoma" published by the Oklahoma State Department of Education. Federal law, Oklahoma law or regulations pertaining to students with disabilities shall take precedence over Broken Arrow Public Schools' Board of Education policies. Broken Arrow Public Schools Board policy and regulations will be followed where Federal and Oklahoma law permit, are silent or do not directly address issues dealing with students with disabilities.

SUSPENSION EDUCATION PLAN

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Suspension/Discipline Policy.

Policy 4380 | www.baschools.org/Policy4380

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY ACTION

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Suspension/Discipline Policy.

Policy 4380 | www.baschools.org/Policy4380

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending a properly submitted appeal, the student may attend school under the "in-school" restrictions the principal deems proper. The student shall remain out of school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, property or would substantially interfere with school operations.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Suspension/Discipline Policy.

Policy 4380 | www.baschools.org/Policy4380

RIGHT OF APPEAL: SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS OF 10 OR FEWER SCHOOL DAYS

A student suspended for a period of 10 or fewer school days, following an informal pre-suspension conference with the principal or designee, may appeal the suspension to a Suspension Review Committee composed of administrators and/or teachers. The student and parent shall be informed by the principal of this right, the time requirements for submitting an appeal and the method of submitting an appeal.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Suspension/Discipline Policy.

Policy 4380 | www.baschools.org/Policy4380

TOBACCO ON DISTRICT PROPERTY

The use (or possession by minors under age 21) of tobacco and tobacco products, including but not limited to e-cigarettes or similar devices, are prohibited at all of the district's facilities and on its property 24 hours per day, 7 days a week.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Tobacco on School District Property Policy.

Policy 2170 | www.baschools.org/Policy2170

HEALTH SERVICES

DIABETES INFORMATION

The Oklahoma Legislature has enacted HB 3737 codified as Section 1210.196 of Title 70 of the Oklahoma Statutes. This law requires the State Department of education, in coordination with other appropriate entities, to develop informational materials for parents/guardians of students upon enrollment and before entry into sixth grade. These materials must be made available through the Department's website. BAPS is providing this link to the Oklahoma Department of education's diabetes information to meet this requirement.

www.baschools.org/page/health-services

AIDS EDUCATION PROGRAM

Students in grades 6-12 will receive AIDS (Acquired Immune Deficiency Syndrome) prevention education in accordance with Oklahoma law. If parents/guardians object to their children's participation in this class, please notify the school principal.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on AIDS Education Program Policy.

Policy 3000 | www.baschools.org/Policy3000

MEDICATION TAKEN AT SCHOOL

Secondary sites have either a nurse or a health aide on duty. All medications are to be taken to the nurse to be dispensed. Administration of medications at school is discouraged. The term medication is used to describe all prescription and non-prescription substances, including over-the-counter items such as vitamins, herbs and nutritional supplements, or homeo-pathic, vitamin, herbal products. Students and parents are encouraged to use a dosing schedule that requires medication to be taken at home, if possible.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School Policy.

Policy 4190 | www.baschools.org/Policy4190

MENINGITIS INFORMATION

Below is important information for parents about meningococcal disease and meningococcal vaccines as provided by the Oklahoma State Department of Education and Oklahoma State Department of Health. It is provided to parents of students in grades 6-12 in conjunction and compliance with SB 1467. Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitidis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococcemia, a serious infection of the blood.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, those without a spleen and those traveling to parts of the world where the disease is more common. The disease is spread by droplets in the air and direct contact with someone who is infected.

Vaccines can prevent many types of meningococcal disease, but not all types. 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 student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at ***www.nmaus.org***. You can also find info at ***www.baschools.org/page/meningitis-information.***

ELECTRONIC DEVICES

www.baschools.org/disconnecttoreconnect

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication that utilizes a computer, phone or other digital/electronic device.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Electronic Devices Policy.

Policy 4295 | www.baschools.org/Policy4295

CANVAS

Canvas is the learning management system that Broken Arrow Public Schools uses. This web tool allows students and parents to follow instructors and coursework. Students are able to submit assignments, take exams, view calendars, view grades and much more.

HOW TO ACCESS:

Web - ***baps.instructure.com***

App - Search Canvas Student in your app store

Sign in with your district username and password.

CHROMEBOOKS

GENERAL CARE

Students with damaged or malfunctioning Chromebooks may take them to the ChromeDesk and borrow a device while theirs is being repaired or replaced. A student must have purchased insurance on their device to receive a loaner device or prepaid for the repair.

- Do not place food or drink near the device.
- Insert cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the district.
- Do not place heavy objects on the device.
- Always carry the device with care. The screen should not be opened when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen, including a backpack.
- Do not deface or remove any district labeling.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids on the screen.
- Students are encouraged to have their Chromebook in a case, but it is not required or provided by the district.

GUIDELINES FOR APPROPRIATE USE

Failure to use district devices, networks or other resources responsibly may result in disciplinary action.

Students will: Use the Chromebook and other district technology resources for academic purposes only.

- Use Web 2.0 tools as an extension of the classroom while at home.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following "General Care" guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the ChromeDesk.
- Charge the device at home and have it ready to use every day, every class period.
- Keep the sound muted or use headphones/earbuds when the noise might disturb others. Students are allowed to set up their home computers with the Google Cloud Print solution.
- Students are allowed to set up their home computers with the Google Cloud Print solution.

Students will NOT:

- Remove any identifying stickers/labels placed in or on the device by the district.
- Allow other people to use their assigned device.
- View, use or copy passwords, data or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any district-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the district.
- Attempt to override, bypass or otherwise change the internet filtering software, Google management or other network configurations.
- Reset or wipe their device.

SIGN IN TO CHROMEBOOK BY FOLLOWING THE STEPS BELOW:

1. Open your Chromebook
2. Click "new user"
3. Sign in to Google with your email and password
   a. **Example:** 19student@baschools.org; Password is your student ID number

USE OF INTERNET / TECHNOLOGY DEVICES

The district recognizes the educational and safety benefits of the utilization of electronic and/or digital communication devices during the school day. Students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication that can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. While using school devices, internet access or software, students and parents need to be aware that there is no legitimate expectation of privacy. Students can be denied access and/or use of school devices/software if they participate in prohibited activities.

Policy 4295 | www.baschools.org/Policy4295

VIRTUAL INSTRUCTION

It is the goal of Broken Arrow Public Schools to provide students multiple opportunities to obtain their education. Students who reside in Broken Arrow Public Schools boundaries are eligible to participate in Virtual programs offered by the district. For more information about enrollment, admission, standards of behavior and course assessments/ credits, please refer to the following links:

Virtual Academy | www.baschools.org/virtualacademy
Policy 3100 | www.baschools.org/Policy3100

IMPORTANT INFORMATION ABOUT TEACHER WISH LIST DONATIONS

Parents, guardians and patrons who choose to support teachers through Amazon Wish List fulfillments are always appreciated, but should note that items purchased via Amazon Wishlists become the property of the teacher. As such, the items will follow the teacher to any new assignments within the district, and will be the property of the teacher should they leave the district for any reason.

Broken Arrow Public Schools
SECONDARY EDUCATION
701 S Main St. | Broken Arrow, OK 74012

PARENT/GUARDIAN FORM TO DENY CHILD'S ACCESS TO INTERNET AT SCHOOL

I, _____ , am aware that my parents have not given me permission to use the internet, and it is my responsibility to abide by that decision.

Student ID #: _____

Student Signature: _____ **Date:** _____

I, _____ , do not give permission for my child to use the internet.

Parent/Guardian Signature: _____ **Date:** _____