STUDENT HANDBOOK

EARLY CHILDHOOD & ELEMENTARY | BROKEN ARROW PUBLIC SCHOOLS

EARLY CHILDHOOD CENTERS

Apen Creek ECC
2700 W. Florence St.
918-505-5290

Creekwood ECC
1351 . Albany St.
918-505-5280

Park Lane ECC
7700 S. Sheby Ln.
918-259-4590

ELEMENTARY SCHOOLS

Arrowhead Elementary
915 W. Norman
918-259-4390

Aspen Creek Elementary
2800 W. Florence
918-259-4410

Country Lane Primary
301 E. Omaha
918-259-4400

Country Lane Intermediate
251 E. Omaha
918-449-5600

Creekwood Elementary
1301 E. Albany St.
918-259-4500

Highland Park Elementary
7200 E. Quincy Pl.
918-505-5930

Leisure Park Elementary
4300 S. Juniper Pl.
918-259-4420

Liberty Elementary
4300 S. 209th E Ave.
918-259-4470

Lynn Wood Elementary
1600 W. Quincy Pl.
918-259-4430

Oak Crest Elementary
405 E. Richmond
918-259-4450

Rhoades Elementary
320 E. Midway
918-259-4440

Rosewood Elementary
4300 E. Gary St.
918-893-6540

Spring Creek Elementary
6801 S. Third St.
918-259-4480

Timber Ridge Elementary
3500 E. Kenosha St.
918-505-5260

Vandever Elementary
2200 S. Lions Ave.
918-259-4490

Wolf Creek Elementary
3000 W. New Orleans
918-259-4510

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.

TABLE OF CONTENTS

Attendance Policy 7
Authority to Order Non-Students to Leave Institution and Appeal Process 5
Bicycles, Rollerblades, Skateboards, Scooters, Shoes with Embedded Roller Skates, Motorized Vehicles of Any Kind 10
Bullying Prevention 10
Bus Regulations for Students 11
Change of Address or Phone Number 8
Checking Out During the School Day 8
Class Parties 9
Confidentiality 5
Curriculum 7
Discipline Philosophy 9
Distribution & Posting of Materials 5
Drugs, Alcohol and Contraband Searches by Canine Detection Policy 10
Early Childhood Centers School Hours 3
Elementary Clubs & Organizations 8
Elementary Dismissal of Students 4
Emergency Discipline 8
General Information 4
Health Services 14
Instructional Calendar 3
Late Work Policy 14
Lost and Found 13
Lunch 9
Make-up Work Policy 13
Media Center/Library 7
Minute of Silence 3
Parental Involvement (Parents' Bill of Rights) 9
Pledge of Allegiance 3
Possession and/or Use of Tobacco Products by Students 11
Possession of Weapons, Alcohol and/or Controlled Substances/Illegal Drugs at School 11
Proficiency Based Promotion 8
Reporting Students Under Influence/Possession of Controlled Substances, Alcoholic Beverages 11
Safety Drills 9
School Internet/Computer Use Policy 16
School Owned Materials 10
Search of Students for Possession of Illegal Substances, Weapons, Related Items 11
Sexual Harassment Policy 10
Special Education 6
Student Code of Conduct 3
Student Dress Code (All Grades) 8
Student Drug Testing 10
Student Records 5
Student Residency 8
Student Surveys 5
Student Suspension/Discipline 10
Student Transfer 8
Study Trips 9
Teacher Qualifications 6
Use of Internet/Technology Device 13
Violations of Public Law While at School 11
Virtual Instruction 7
Visitors 5
Withdrawals from School 9

INSTRUCTIONAL CALENDAR

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

MINUTE OF SILENCE

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

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

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 school wide 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

EARLY CHILDHOOD CENTERS SCHOOL HOURS

Please refer to your child's school site webpage for arrival and pickup times.

ARRIVAL & DISMISSAL PROCESS

During the arrival window, staff will help children out of their vehicle, escort small groups into the building and assist them to their classroom. At the end of the school day, parents will go directly to their child's class to pick them up during the dismissal/pick up time listed above. Specific information on how children will be dropped off and picked up from school, including traffic flow maps and maps of the school are available in the office.

Parents are asked to bring their child's backpack to school so an important bag tag can be fas-tened to their backpack to assist with getting the student to class daily. The bag tag will allow staff to easily identify classroom pod color/hallway, classroom teacher, and mode of transpor-tation (tag #, daycare, etc.)

BREAKFAST & TRANSPORTATION

ECC students may purchase breakfast, and it is served in the classroom from 8 a.m. to 8:25 a.m. Students may bring nutritional breakfast items from home to eat in the classroom as needed. Fast food, beverages such as coffee and soda, and pastries are discouraged.

If transportation home is different than the usual method, please contact the teacher and office no later than 1 p.m. Otherwise, the student will follow the usual procedure for going home.

PREK CLASSROOMS AT ELEMENTARY SITES

Please refer to your child's school site webpage for arrival and pickup times.

Stand alone PreK classes at elementary schools begin at 8:40 a.m. Staff will help children out of their vehicle. They will be escorted to their classroom. Students will be able to purchase breakfast and will be fed either in the cafeteria or classroom. This will be determined by the site.

Pick up time for PreK begins at 2:45 p.m and all students need to be picked up by 3:05 p.m. If transportation home is different than the usual method, please call the school site by 2:15 p.m. Otherwise, the student will follow the usual procedure for going home.

ELEMENTARY SCHOOL HOURS

Students are allowed access to the cafeteria at 8:20 a.m.
For students eating breakfast, school doors will open at 8:20 a.m. every day. Students are required to go directly to an identified area for supervision. Students must report directly to the cafeteria

ELEMENTARY DISMISSAL OF STUDENTS

At the end of the school day, walkers and those students who are picked up by car are encouraged to leave the school grounds as quickly as possible. If the route requires crossing a street, please cross at marked crosswalks and obey teachers, crossing guards or safety patrol. To ensure messages can be provided to students in a timely manner, the site should be notified no later than 2:55 p.m. of any changes regarding a student's dismissal. Students who are picked up at school should be picked up at 3:30 p.m.

If students are not picked up by 4 p.m., the site will call all listed student contacts. If no contact can be reached to pick up the student, BAPD may be called.

Bus transportation is limited to those students who live on designated bus routes. Other students are not eligible for courtesy bus services. Any questions concerning this policy should be referred to the transportation department at 918-259-4550.

Please refer to the following Broken Arrow Public Schools Board of Education Policy links for more information on Student Eligibility for School Transportation Service.

Policy 4060 | www.baschools.org/Policy4060
Policy 4330 | www.baschools.org/Policy4330

GENERAL INFORMATION

1. For health reasons, students will not exchange jackets. Each person is to wear his/her own jacket or coat.

2. For health, safety and maintenance reasons, gum chewing is unacceptable, and students should not have gum at school.

3. Toys, electronic games, radios, cameras and other such items are not to be brought to school unless specific permission is given by the teacher for educational use. Certain technology items, such as e-readers, may be allowed by individual teachers for educational use. The school is not responsible for loss, theft or damage of such items.

4. Parents are required to pick students up from school at the front office while school is in session.

5. Students are requested to wear tennis/gym shoes on days they are to participate in physical education activities. Cleats and open-toed shoes are not allowed..

6. Students may not use cellular phones or smartwatches at school during the school day unless approved by a teacher for instructional use. The school is not responsible for lost, stolen or damaged personal devices. Phones must remain turned off and out of sight during school hours.
   Policy 4295 | www.baschools.org/Policy4295

7. Weapon facsimiles are not permitted at school.

8. Unless an exception is requested and granted by the school administration, students are required to participate in recess as a part of the normal activities associated with the school day.

9. Once notified by school that your child is ill, and needs to go home, we ask that arrangements are made to pick up your child within 45 minutes.

10. To ensure that school personnel are able to contact you we ask that you have your voicemail set up and able to receive messages.

11. 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.

VISITORS

All visitors, including parents and volunteers, must register through SchoolSafeID 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. Parents who schedule an appointment and are accompanied by an administrator may visit their student's classes for a short period of time (approximately 10 minutes) to observe their child. Parents are not there to observe the teachers. Only the principal is authorized to grant approval. The principal shall have the right to restrict or deny visitation to a classroom in order to not unreasonably interfere with the education of children. The visitor regulations pertain to all instructional rooms in the school, including the media center.

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

Each year, parents have the right to "opt-out" of allowing schools to release this information for their student. Please note that while parents and guardians DO have the right to withhold a student's directory information from release, this DOES NOT include the right to be selective in which items from this list are released and which are withheld.

If a parent or guardian would like to proceed in withholding a student's directory information from publication, please complete an opt-out form provided by the site principal.

DISTRIBUTION & POSTING OF MATERIALS

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

Policy 2050 | www.baschools.org/Policy2050

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

Policy 2060 | www.baschools.org/Policy2060

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.

STUDENT SURVEYS

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

SPECIAL EDUCATION

If a student has a condition or disability that significantly interferes with participation in school, the student may require an 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 discuss your concerns 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

TEACHER QUALIFICATIONS

As a parent of a Broken Arrow Public Schools' student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires the district to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

In addition to the information above, parents may request:

- Information on the level of achievement of the parent's child in each of the state academic assessments
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

If you would like to receive any of this information, please contact Broken Arrow Public Schools at 918-259-5700 or 701 S. Main Street, Broken Arrow, OK 74012.

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 the Broken Arrow Virtual Academy. 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

ATTENDANCE POLICY

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.

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

Compulsory Law | www.oscn.net/applications/oscn/deliverdocument.asp?id=90120

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.

MEDIA CENTER/LIBRARY

The media center serves as a support resource for classroom instruction and is arranged to facilitate large and small groups of students. While in the media center, students may use encyclopedias, almanacs, atlases, globes, special reference books, audio-visual material or computer programs assigned by their teacher.

The school district realizes that students are living in the information age. The media center is often described as the "hub" of the school. Teachers and the media specialist at each school work together to plan and present units of study. Children learn to use various media as they gather, organize and present information.

Curriculum and expectations for each grade level and subject area are presented to parents at Back to School night in the fall. The Oklahoma curriculum for elementary students consists of measurable statements concerning what students should know and be able to do. Oklahoma's Academic Standards for each area of the curriculum can be found on the State Department of Education website at ***https://sde.ok.gov***

CURRICULUM

Elementary and ECC school curriculum is appropriate for the developmental levels of students.

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

Policy 3040 | www.baschools.org/Policy3040

CANVAS

Canvas may be utilized on snow days to access curriculum. For more information on canvas visit baschools.org and click "Parent".

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

ELEMENTARY CLUBS & ORGANIZATIONS

For a list of clubs and activities, please find your child's specific school site at ***www.baschools.org*** and click the "Clubs and Activities" tab.

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

Policy 4335 | www.baschools.org/Policy4335

PARENT-TEACHER CONFERENCES

Student Progress will be discussed during conferences. Fall parent-teacher conferences are scheduled for every student during the first trimester. Spring parent-teacher conferences are scheduled during the third nine weeks of school for the spring trimester. Conferences will also be scheduled as needed and by request of the teacher or parent. If further conferences are required, they may be scheduled with the child's teacher.

PROFICIENCY BASED PROMOTION

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

Policy 3130 | www.baschools.org/Policy3130

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

CHANGE OF ADDRESS OR PHONE NUMBER

To help the school handle emergencies, maintain communication and keep records current, please provide the school with two emergency numbers and proper authorization for individuals who are allowed to pick up your child. It is the parent's responsibility to see that the principal's office has accurate emergency contact numbers. If an emergency happens and the contact information is inaccurate, the principal may ask school resource police officers to go to the home or place of business and escort the parent to the school.

Change of Address: When a student's residential address changes, it is the parent/legal guardian's responsibility to submit a completed "Change of Address" form, available at ***www.baschools.org/AddressChange***, and a proof of residence (current utility bill, current lease agreement, signed settlement statement) to the enrollment center, located at 210 N. Main Street.

Please note that even if there are multiple students affected by the change of address, only one change of address form is necessary.

STUDENT TRANSFER

Transfer-Out of District/Student: If you move out of the attendance area, you are required to complete a transfer request available at ***www.baschools.org/TransferRequest***.

Policy 4400 | www.baschools.org/Policy4400

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.

CHECKING OUT DURING THE SCHOOL DAY

Parents must come to the office when taking a student out of school during the school day. Students will not be released from school except to a parent, guardian or person designated by the parent in writing to take the child from school. Parents and others picking up students must show a legal photo ID to check students out of school early. Please note that anytime a child is checked out it can hinder a child's attendance.

LUNCH

The district provides nutritious lunches for students. The lunch period is 40 minutes, which allows for lunch and supervised free play on the playground.

The Early Childhood Centers and solo site Pre-k's serve lunch for 20 minutes in the classroom.

Families are encouraged to fill out the free and reduced lunch form. For more information regarding the program and to access the online application visit the Child Nutrition page on baschools.org.

Parents are welcome to eat lunch at school with their children periodically during the school year. Early Childhood Centers must make arrangements with the teacher for a parent to eat with students for the lunch period.

Parents/guardians are requested to support the district's wellness policy considering nutritional quality when selecting student meals brought from home and/or snacks that may be donated for special school or classroom events.

DELIVERIES TO STUDENTS

No flowers, gifts, balloons, stuffed animals 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. Parents may bring lunch to their student through the main office only. Parents or others may only provide food or drink for their own student.

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

CLASS PARTIES

The two approved class parties each year are the Winter Holiday and Valentine parties. For health and safety considerations, food items served at the parties must be commercially prepared. Other classroom parties are not permitted. Parents may provide commercially prepared birthday treats to the office to be served by the teacher to all of the classroom's students. The teacher will check with the nurse for items students in his/her class are not allowed due to allergies or parental restriction.

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

Policy 4120 | www.baschools.org/Policy4120

SAFETY DRILLS

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

Policy 3170 | www.baschools.org/Policy3170

STUDY TRIPS

Parents will be notified of all trips in which students will be leaving the campus. On school trips that utilize school transportation, students are expected to travel to and from the activity using the transportation provided by the school. Exceptions to this rule require the permission of the school administration. If an exception is granted, students will not be approved to travel to or from a school-sponsored trip with anyone other than the student's parent/guardian.

WITHDRAWALS FROM SCHOOL

Notice should be given to the office at least one day prior to the student's withdrawal in order for records to be prepared. A withdrawal form signed by the parent is required to enroll a student in another school district.

DISCIPLINE PHILOSOPHY

An important aspect of a person's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist students in the development of self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline.

Cooperation between home and school is paramount to the success of students. Positive character traits are encouraged through the use of various character education programs in our schools.

EMERGENCY DISCIPLINE

If behavior of a student results in injury to another child or causes serious disruption to the learning environment at school, emergency discipline measures, including suspension from school, may be required.

STUDENT SUSPENSION/ DISCIPLINE

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

Policy 4380 | www.baschools.org/Policy4380

STUDENT DRESS CODE

(ALL GRADES)

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

Policy 4080 | www.baschools.org/Policy4080

SCHOOL OWNED MATERIALS

Students are required to pay for damage or loss of schoolbooks or other school property. If a student finds a book for which he/she has paid, a refund will be issued.

SEXUAL HARASSMENT POLICY

State and federal law specifically prohibit 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 link for more information on Sexual Harassment.

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

BULLYING PREVENTION

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 Prevention.

Policy 4050 | www.baschools.org/Policy4050

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, SHOES WITH EMBEDDED ROLLER SKATES, MOTORIZED VEHICLES OF ANY KIND

Students riding bicycles should follow safety rules and laws while riding to and from school. Locks are recommended and all bicycles are to be parked in the bicycle racks during the day. Motorized vehicles of any kind are not allowed on the school campus.

Bicycles, roller boards, shoes with embedded roller-skates, skateboards and scooters are not to be ridden on school sidewalks, lawn areas, crosswalks or in the schools. The school is not responsible for stolen bicycles, rollerblades, skateboards or scooters.

STUDENT DRUG TESTING

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

Policy 4310 | www.baschools.org/Policy4310

DRUGS, ALCOHOL & CONTRABAND SEARCHES BY CANINE DETECTION POLICY

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Drugs, Alcohol and Contraband Searches by Canine Detection.

Policy 4100 | www.baschools.org/Policy4100

REPORTING STUDENTS UNDER INFLUENCE/ POSSESSION OF CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Reporting Students under Influence/Possession of Controlled Substances, Alcoholic Beverages.

Policy 4260 | www.baschools.org/Policy4260

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

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Search of Students for Possession of Illegal Substances, Weapons, Related Items.

Policy 4230 | www.baschools.org/Policy4230

POSSESSION AND/OR USE OF TOBACCO PRODUCTS BY STUDENTS

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

Policy 2170 | www.baschools.org/Policy2170

All Broken Arrow Public Schools' properties are tobacco, nicotine and smoke-free.

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

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 at School.

Policy 4230 | www.baschools.org/Policy4230

VIOLATIONS OF PUBLIC LAW WHILE AT SCHOOL

Violations of public law while at school will result in a consultation with school police resource officers to determine a course of action with the child that will assist parents and the child with understanding and remediating unlawful behavior.

In the most grievous situations or upon repeated offenses of school violence by a student, law enforcement may issue a violation of city ordinances.

Please take time to explain to your child the discipline plan of your elementary school and to discuss behavior that is appropriate at school.

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

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

LOST AND FOUND

All sweaters, jackets, coats, hats, gloves and lunch boxes should be labeled with the student's name. Students should check the lost and found for missing articles. Small articles, such as money, watches, rings, etc., are turned into the office. Unclaimed items are given to a charitable organization at the end of each trimester.

MAKE-UP WORK POLICY

Students are required to make up all assigned work due to an absence. Each child is given two school days for each day missed to complete the work. Work not completed within this time frame may be subject to penalty. In the event of an extended illness or absence, make-up work may be picked up at school after the end of a third consecutive absence. Arrangements may be made by calling the school office. Make-up work for absences less than three days will be given to students when they return to school.

LATE WORK POLICY

Students are expected to turn in assignments in a timely manner. With the exception of long-term assignments, school assignments are usually due the next school day. Please check with your child's classroom teacher for policies regarding daily late work.

HEALTH SERVICES

AUTHORIZATION FOR EMERGENCY TREATMENT

Every student must have a completed "Emergency Information/Authorization" form signed by the parents/guardians on file in the health office at the student's school site. Emergency medical services, based on their criteria, will designate where emergency care will be received. This form is an online form that parents/guardians complete during new student enrollment and annually during the "Returning Student/Residency Verification" process.

MEDICATION TAKEN AT SCHOOL

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 homeopathic, vitamin, or herbal products.

Sharing of medication with another person is strictly prohibited. No experimental or investigational drug without proper FDA approval or outdated medication will be administered at school. The student should be informed that it is his/her responsibility to come to the nurse's office when it is time to take the medication. Medications that have expired will not be administered at school.

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

Policy 4190 | www.baschools.org/Policy4190

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

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

Policy 4190 | www.baschools.org/Policy4190

AUTHORIZED ADMINISTRATION AND DOCUMENTATION

Only a certified school nurse and those employees authorized by the principal will be allowed to administer medication. Designated employees must be oriented by the certified school nurse annually. A certified school nurse will be responsible to inform the designated employees of any known special needs or circumstances associated with administration of a medication to a student.

Note: *In accordance with Attorney General Opinion 98-24, licensed nurses may not delegate respiratory care therapy to unlicensed persons.*

Documentation of medication administration by school personnel will include the following:

- Student's name
- Medication name
- Date and time of administration
- Signature or initials with supporting signature of person administering
- Name and relationship of person giving permission (if required)

A certified school nurse will contact a parent or guardian if there is a major concern or question regarding administration of a medication. A certified school nurse's judgment will be used to determine if administration of a particular medication at school is in accordance with the school policies, the health and well-being of the student, and sound medical practice.

ADMINISTRATION OF MEDICATION OVER AN EXTENDED PERIOD

Any prescription or over-the-counter medication to be given to a student for more than 10 days will require a completed "Request for Administration of Medication During the School Day" form to be on file in the nurse's office. If your child requires medication during the school day, please contact or visit your student's school health office to obtain the necessary forms**.** A new form is required each school year. In the event of any medication changes, a new form or note from a physician must be provided.

TRANSPORTATION AND STORAGE OF MEDICATION

Medications should be transported by a parent or guardian, if possible. All medication must be taken directly to the nurse's office. The request for administration of medication at school can then be discussed and any questions or concerns addressed.

Prescription medications should be accompanied by a count slip that has been dated and signed by a parent or guardian. The school nurse or designee will count the medication when it arrives at school. Any discrepancies will be reported to the parent and the principal.

Medications brought to school must be kept in the nurse's office. Prescription medication will be kept in a locked storage compartment. Medication will not be sent home with students. A parent/guardian must pick these medications up from the health office. Any medication left on the last day of school will be disposed of in a non-recoverable manner.

MEDICATION ON ACTIVITY TRIPS

Student medications may not be repackaged and dispensed from the school for activity trips. If a parent/guardian wants a student to receive medication while on an activity trip, the parent/guardian must provide health services personnel with only the amount of medication needed for the field trip in a properly labeled container as described previously in this policy. The parent/guardian must complete the medication administration section of the activity trip permission form.

Health services personnel will ensure the medication is given to the staff member designated by the principal to administer medication on the activity trip. Students may not carry or self-administer medications unless prior arrangements have been made as described below.

STUDENT CARRIED MEDICATION

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

Policy 4190 | www.baschools.org/Policy4190

SELF-ADMINISTERED INHALED MEDICATIONS IN THE ABSENCE OF A CERTIFIED SCHOOL NURSE

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

Policy 4190 | www.baschools.org/Policy4190

INHALED MEDICATIONS ADMINISTERED BY NON-NURSE SCHOOL EMPLOYEES

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

Policy 4190 | www.baschools.org/Policy4190

COMMUNICABLE DISEASES

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

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Pediculosis (Head Lice).

Policy 4220 | www.baschools.org/Policy4220

- **Fever:** Students who have a temperature of 100.4 degrees or more must be picked up from school for the remainder of the day. For most childhood illness, temperatures are lowest in the morning. Students must be fever-free without medication for one full school day 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 one full school day prior to returning to school.
- **Rash:** Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying 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 one full school day 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 from school 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 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.

BODILY FLUIDS AND TOILETING

It is recommended that students be toilet trained prior to entering school.

Should a student have a bowel or bladder accident while at school the following protocol will be followed:

- If the bowel or bladder incident is minor, the student should have an extra set of clothing in their backpack, and the student can change their clothes independently, he/she will be permitted to change in a restroom which affords privacy. The parent/guardian will be notified of the incident.
- If the student requires adult assistance with cleaning and changing their clothes, the parent/guardian will be contacted and permitted to come to school and assist the student. Should it become necessary for school personnel to assist the student, the student will be brought to the school health office and assisted by health office staff and school personnel. Parents will be notified.
- In the event that a student does not have a change of clothes, the parent/guardian will be contacted.

ELEMENTARY GROWTH & DEVELOPMENT EDUCATION

Growth and development education is included in the Broken Arrow curriculum for fourth grade girls and fifth grade boys and girls. Students receive information regarding puberty and associated biological and emotional changes. This information is presented in a factual and tactful manner where students are separated by gender during the presentation. If parents/guardians object to their children's participation in this education, they may notify the school nurse or principal in writing. Parents/guardians will be advised of upcoming growth and development class dates as they are scheduled and will be provided with an opportunity to view the video one week prior to the class.

SCREENINGS

A variety of free health screenings are offered at Broken Arrow Public Schools. These may include vision and hearing screenings. If parents/guardians object to children's participation in any of these screenings, they may notify the school nurse or principal.

VISION SCREENING

The 50th Oklahoma Legislature passed Senate Bill 1795 to stipulate that children entering school should receive adequate vision care. The law stipulates parents/guardians of each student enrolled in kindergarten, first and third grades at a public school must provide proof that their student passed a vision screening exam within the last 12 months. The district can provide this service with parent permission. More information can be found at www.health.state.ok.us or you can contact your child's nurse.

DIABETES

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 the link below to the Oklahoma Department of Education's diabetes information to meet this requirement.

www.baschools.org/page/health-services

SCHOOL INTERNET/COMPUTER USE POLICY

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. Inappropriate or unauthorized usage of school computers and/or the internet will result in disciplinary consequences. The district is pleased to offer student access to the internet through the district's computer network, however, it respects the right of a parent/guardian to deny the use of the internet for his/her child. Therefore, a parent/guardian may deny his/her child's access to the internet at school by notifying the school in writing. A form to deny your child's access to the internet is provided on the next page. Notification in writing to deny your child access to the internet must be made annually for each new school year. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Electronic Communication and Social Media.

Policy 4110 | www.baschools.org/Policy4110

Broken Arrow Public Schools
ELEMENTARY 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:** _____