

**Broken Arrow Public Schools  
2009-2010**



**Elementary School  
Student-Parent Handbook**

## **Where Excellence Is A Tradition**

### **Broken Arrow Board of Education**

Terry Stover  
Sharon Whelpley  
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Cheryl Kelly  
Shari Wilkins

Dr. Gary Gerber  
**Superintendent of Schools**

### **Broken Arrow Public Schools**

Education Service Center  
701 South Main Street  
Broken Arrow, OK 74012  
(918) 259-4300  
[www.baschools.org](http://www.baschools.org)

## **Notice of Non-Discrimination**

Broken Arrow Public Schools (BAPS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people at BAPS have been designated to handle inquiries regarding the non-discrimination policies: The Executive Director of Human Resources should be contacted for all non-student and/or employment related issues at 918-259-4300 or at 701 South Main Street, Broken Arrow, OK 74012; The Executive Director of Administrative Services should be contacted for all student issues except those related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-4301 or at 601 South Main Street, Broken Arrow, OK 74012; and the Compliance Support Coordinator should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-4540 or at 601 South Main Street, Broken Arrow, OK 74012. Inquiries concerning non-discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Rights.

## Elementary Schools

### **Arrow Springs Elementary**

101 W. Twin Oaks St.  
Principal: Karla Dyess  
Phone: 259-4380

### **Arrowhead Elementary**

915 W. Norman  
Principal: Janice Blankenship  
Phone: 259-4390

### **Country Lane Elementary**

301 E. Omaha  
Principal: Jamie Milligan  
Phone: 259-4400

### **Indian Springs Elementary**

8800 S. Fawnwood Ct  
Principal: Larry Smith  
Phone: 259-4410

### **Leisure Park Elementary**

4300 S. Juniper Pl.  
Principal: Ron Rieff  
Phone: 259-4420

### **Liberty Elementary**

4300 S. 209th E. Ave.  
Principal: Karyne Gates  
Phone: 259-4470

### **Lynn Wood Elementary**

1600 W. Quincy  
Principal: Barbara Jones  
Phone: 259-4430

### **Oak Crest Elementary**

405 E. Richmond  
Principal: Heather Adams  
Phone: 259-4450

### **Park Lane Elementary**

7700 S. Shelby Lane  
Principal: Jean Brassfield  
Phone: 259-4460

### **Rhoades Elementary**

320 E. Midway  
Principal: Sherri Kindley  
Phone: 259-4440

### **Spring Creek Elementary**

6801 S. Third St.  
Principal: Dorothy Pickney  
Phone: 259-4480

### **Vandever Elementary**

2200 S. Lions Ave.  
Principal: Vicki Beckwith  
Phone: 259-4490

### **Westwood Elementary**

1712 N. 18th St.  
Principal: Terry Carner  
Phone: 259-4500

### **Wolf Creek Elementary**

3000 W. New Orleans  
Principal: Ron Beckwith  
Phone: 259-4510

### **Country Lane 4<sup>th</sup> and 5<sup>th</sup> Grade Center**

251 E. Omaha  
Principal: Sue Katterhenry  
Phone: 449-5600

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### **The American's Creed**

*I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union one and inseparable; established upon those principals of freedom, equality, justice, and humanity for which American Patriots sacrificed their lives and fortunes.*

*I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.*

William Tyler Page

### **Broken Arrow Public Schools Mission**

To provide all members of the school community an environment that assures intellectual, social, physical, and character development appropriate for citizenship in an ever-changing world.

### **Civic Values**

The Board of Education recognizes that there exists a set of common civic values that bind citizens and the nation in all of its diversity into a unified community. Additionally, these common civic values must be transmitted to the young people of America in order for our free democratic republic to continue to serve its people. The Broken Arrow Public School system acknowledges its role in this task of transmitting civic values to our community youth. But, this task cannot be accomplished without the involvement of every student, the assistance of every parent, community agency, religious organization and citizen. Therefore, please join us by reflecting on what these civic values mean and have discussions about our common civic values in every appropriate setting.

### **Civic Values Identified**

Respect for self and others Caring for family and friends Acceptance of people of different races The value of hard work	Strive for improvement in all of life's endeavors Courage of conviction and actions Working for the common good
Citizenship Responsibility Self-Discipline Trust Patriotism Compassion Honesty	Promptness Democracy in a Republic Justice Self-Esteem Leadership Resourcefulness Courtesy

### **Behavioral Standards**

The Board of Education recognizes that students maintain rights of citizenship while in the Broken Arrow Schools. Those who enjoy the rights and privileges of a free public education must also accept the responsibilities that inclusion in a school community demands. The presence of a safe and orderly school environment is closely linked in school research to the accomplishment of high academic achievement in students. The establishment of a safe and orderly school environment requires that a clear standard of behavior be established. This standard then permits adults to teach clear and unequivocal lessons to students regarding responsibility and self-control. It also gives students a clear expectation of their limits in the school and community setting. The behavioral standards listed below are the basis for the Broken Arrow Public Schools disciplinary code.

The Board of Education encourages all adults and students to become familiar with the behavioral standards and to discuss the importance of such standards in school and community life.

### **Clear Behavioral Standards**

<p>No Violence          No disrespect physically or verbally.          No drugs          No bullying          No conduct which jeopardizes the safety of others.          Take responsibility          No profanity          No threats          Be attentive to the best of your ability          Don't interfere with the right of others to learn.          The rights of the individual do not supersede the health and safety rights of others.          Students are responsible for their participation.</p>	<p>Respect rights and property of others and respect yourself.          Moderation and pride in dress and appearance.          Use self-control at all times.          Strive for responsible ethical use of resources.          Conduct yourself with pride and moderation so that your behavior reflects favorably of your parents, school and community.          Rules are designed to promote a safe and orderly school environment. Adherence to rules is a life skill.</p>
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**Resolution of Support For School  
Administrators' Enforcement of  
Regulations Related To Student Safety**

BE IT THEREFORE RESOLVED that the Broken Arrow Board of Education and the Superintendent of Broken Arrow Public Schools, Independent School District No. 3 of Tulsa County, Oklahoma, do hereby state unqualified support for the efforts of School Site Principals, Assistant Principals, Faculty, and Staff in their enforcement of the 'No Tolerance Policy' against threats and weapons.

FURTHER, let it be known that the site personnel are hereby commended for their visible and active concern for the safety of students in Broken Arrow and for their actions to ensure the well being of all children.

In view of recent national developments, site staff of Broken Arrow has responded in an exemplary manner to maintain a safe, secure environment, protect students, and involve the community in a united effort toward the purpose of safe schools.

Both parents and teachers want the best possible education for our children. Here are some ways you can help the school do a better job:

1. See that your child arrives at school promptly and attends on a regular basis.
2. Provide your child with proper nutrition, sufficient rest and adequate personal hygiene.
3. Support the school in its efforts to maintain proper discipline.
4. Be aware of what your child is learning in school.
5. Let us know if your child has any problems outside of school that might affect his or her schoolwork.
6. If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher can often give you the information you want. If needed, the principal, superintendent, or other administrators are available, too.

**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.

1. Stand and recite the Pledge,
2. Stand and remain quiet while the Pledge is given, or
3. Remain seated and quiet while the Pledge is given.

**Moment of Silence**

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment 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.

The Board of Education therefore, directs that schools observe approximately one minute of silence daily so that each student may exercise his or her individual choice to reflect, pray, or engage in other silent activity that does not interfere, distract, or impede other students in the exercise of their individual choice.

The Moment of Silence will be observed each morning as a part of school announcements. The school principal will provide guidance to teaching staff and students as necessary to assure they have knowledge of the law and the appropriate options for observing the moment of silence. A script for announcing the moment of silence will be provided to students or staff participating in the daily announcements.

### **Elementary School Day**

8:55 - 3:40 p.m.

Arrival Time: Morning 8:30 - 8:55 a.m. (all)

### **Country Lane 4th-5th Grade Center School Day**

8:25am - 3:10pm

Students may arrive no earlier than 8:00am

### **Four-Year-Old Program**

Morning	8:55 – 11:30 a.m.
Afternoon	1:00 – 3:35 p.m.
Arrival Time: Morning	8:40 – 8:55 a.m. (all)
Afternoon	12:45 – 1:00 p.m.

Students are encouraged to not arrive to school before 8:40 a.m. However, supervision will be available at 8:30 a.m. Under most circumstances, students arriving to school prior to 8:40 a.m. will wait outside the school under the supervision of school personnel. On inclement weather days, the school doors will open at 8:30 a.m. Students are required to go directly to an identified area for supervision. Classes begin at 8:55 a.m.

Students eating breakfast at school are allowed access to the cafeteria at 8:30 a.m. Students must report directly to the cafeteria.

### **Visitors**

All visitors, including parents and volunteers, must register with school officials and state their purpose for the visit. The principal or designee will have the prerogative 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, accompanied by an administrator, may visit their student's classes for a short period of time for 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

### **Student Information**

#### **Access to Student Records**

The Board of Education assures the following rights of parents and students as stipulated in the Family Educational Rights and Privacy Act (FERPA):

1. The right to inspect and review the student's educational record.

2. The right to request the amendment of educational records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
3. The right of consent to disclose educational records, except where consent is not required.
4. The right to file complaints with the U.S. Department of Education. The district will provide the name, address, and phone number where alleged violations of FERPA can be directed.
5. The right to obtain a copy of the student records policy of the school district.

### **Open Records Act Statement**

The Open Records Act provides for the release of directory information on students and employees of the school to all persons who request it. The school district remains diligent in its effort to protect the confidentiality of students and personnel whenever possible. We must follow the law.

As provided for in the Open Records Act, the Broken Arrow School District has designated the following information as directory information:

- \* Student Name
- \* Address
- \* Telephone Number
- \* Date and place of birth
- \* Major Field of Study
- \* Dates of attendance, degrees, and awards received
- \* Participation in officially recognized sports and activities
- \* Weight and height of members of athletic teams
- \* Most recent previous educational institution attended

As the parent or guardian, you have the right to refuse to permit your student's information to be released. Please be aware that if you contact the school and ask that your student's information be kept private, the school will not be able to use the name of your child in such releases as:

- Honor Roll
- Sports Stories
- Television Reports
- Student Award Listings
- School Directories
- Scholarship Announcements
- Scholarship Services
- Recruiting Services
- Activity Stories
- District Publications
- TV shows
- Web Pages

This list is not inclusive. Many releases of student information may occur daily at each school as a result of awards, honors, or work in a program or class.

If you do not object to your student being included in such items as noted above, you are not required to take any action. However, if there is a reason that information about your student should never be released, please inform us in writing.

Questions regarding the district policy, FERPA, and the Open Records Act may be directed to the Principal or the Communications Division at the Education Service Center, 701 S. Main St. 259-4300.

### **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, which prevents unauthorized access.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive* notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Broken Arrow Public Schools has developed this policy regarding these rights, as well as practices to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Broken Arrow Public Schools will directly notify parents of this policy at the start of each school year through the Student-Parent Handbook. Broken Arrow Public Schools will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*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. 20202-5901

### **Teacher Qualifications**

As a parent of a student at Broken Arrow Public Schools, 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 us to give you this information in a timely manner if you ask for it. 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; and

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 259-4300 or 701 S. Main Street, Broken Arrow, OK 74012. Upon receipt of such request, the following process will be used to provide the information: The Communications Department will make the information available in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

### **Credenciales Profesionales De Los Maestros**

Como padre de un estudiante de las escuelas públicas de Broken Arrow, usted tiene el derecho de saber cuales son las credenciales profesionales de los maestros que enseñan a su hijo. La ley federal permite que usted solicite cierta información acerca de los maestros de su hijo/a y requiere que facilitemos esa información en forma pronta. Para ser más específicos, usted tiene el derecho de solicitar la información siguiente acerca de los maestros de su hijo/a: Si el maestro ha cumplido los requisitos necesarios y si ha sido titulado para enseñar en los niveles y las materias que esta enseñando.

Si el maestro esta enseñando bajo una circunstancia de emergencia o circunstancia provisional por la cual las normas para ser titulado no aplican.

Grados universitarios del maestro u otros títulos que ha recibido, cuales son esos títulos o grados.

Si el niño/a recibe servicios proporcionados por paraprofesionales y, si es así, cuales son sus títulos. Además de la información mencionada arriba, los padres pueden solicitar:

Información del nivel de rendimiento escolar del niño/a en cada una de las evaluaciones académicas estatales; y

Avisar al padre oportunamente que han asignado a su niño/a, o que tiene un maestro que no es titulado y que le ha estado enseñando por cuatro o más semanas consecutivas.

Si desea recibir esta información, por favor póngase en contacto con las escuelas públicas de Broken Arrow al 259-4300 o 701 S. Main Street, Broken Arrow, OK 74012. Al recibir su solicitud, el proceso siguiente será usado para proveer la información: El Departamento de Operaciones proveerá la información que es obtenible en manera comprensible y uniforme y, hasta cierto punto viable, en lenguaje que los padres pueden entender.

### **Attendance Policy**

The purpose of this policy is to provide for uniformity of student attendance recording and the penalty assessment for absenteeism within the Broken Arrow School District.

A student may not be absent more than nine (9) days during a semester in order to receive an academic credit, provided all other requirements are met to earn credit for each class. The intent of this policy is to clarify that students may not miss more than nine (9) days in a semester without meeting the following criteria:

1. Illness substantiated by a doctor's statement. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.
2. School activities. (Per State Regulations).
3. Suspension, including days covered by an Alternative Education Program for Suspended Students (APEP).
4. Any absence deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition (in writing within five (5) days following the student's return to school) the building principal to request a waiver of penalty.
5. At a parent's request, a student's absence from school on a recognized religious holiday.

#### Elementary Absences:

A.M. attendance: Students must be present two hours between 8:55 and noon to be counted present during the first half of the day. Kindergarten students must be present two hours between 8:55 a.m. and 11:25 a.m.

P.M. attendance: Students must be present two hours between noon and 3:40 p.m. to be counted present during the last half of the day. Kindergarten students must be present two hours between 1:00 p.m. and 3:40 p.m.

Parents should contact the school to report that their child will be absent for the day. Failure to do so within five (5) school days will result in the absence being recorded as a truant.

Absences without valid excuse: If a student has been absent for four (4) or more days or PARTS of days within a four-week period, without valid excuse, the parent/guardian of this student is in violation of the Oklahoma Compulsory Education Law.

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have two school days to make up the work missed, unless granted additional time by the teacher. During the period of make up time allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the make up time has expired.

Any examination or assignment announced during the student's presence in class or which is regularly scheduled (e.g. semester test), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, the student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test shall be administered to him or her one day following his or her return to class.

Any exceptions to the policy concerning administering tests shall be limited to those exceptions made by the building principal.

Definition of Truant: A student is identified as truant when he or she is absent and neither the parents nor school officials know of the student's whereabouts, or due to the failure of the parents/legal guardian to report their child's absence within five (5) school days.

A student who is truant will be disciplined according to school disciplinary policy and procedures.

Definition of Tardy: A student is tardy if not in class when the tardy bell rings.

Source: New Policy, Board of Education approved April 16, 2001; revised by Board of Education April 6, 2009.

### **Assessing Student Progress**

Reports will be sent to parents of students working below ability. Those reports are sent after the fifth week of each reporting period for students in grades 3-5 and whenever necessary for some students.

The Four Year Old Checklist is issued at the end of the first semester the end of the 3rd 9 Weeks, and at the end of the school year. Checklists (K-2) and Reports to Parents (3-5) are issued each nine weeks. All assessments are sent home with the students except the final report, which is mailed.

Parent-Teacher Conferences are scheduled for every student at the end of the first nine weeks of school for the Fall semester. Spring Parent-Teacher Conferences are scheduled just prior to Spring Break. Conferences will also be scheduled as needed and by request of teacher or parent. If further conferences are required, they may be scheduled with the child's teacher.

### **Bicycles, Rollerboards, 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 to be ridden to Elementary Schools.

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

### **Change of Address or Telephone 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.

### **Checking Out of School 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 picture ID to check the students out of school early.

### **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 should be commercially prepared. One day each month is designated as Birthday Cake Day in the cafeteria. Pre-packaged cupcakes are provided by the Cafeteria and served at lunch to all children having birthdays that month. Classroom parties are not permitted. Parents may provide commercially prepared birthday treats to the office to be served at the end of the day 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, parental restriction, or other prior to serving the treats to his/her students.

### **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.

### **Conduct of Students**

The Broken Arrow School District seeks the most positive learning experience for your child. Staff members work with parents and students to establish positive school climate, which is most conducive to learning. Students are expected to behave at school in a manner which contributes to learning rather than detracts from it. The school discipline plan is based upon policies and procedures developed by school staff and the Board of Education.

#### **All students are expected to:**

- Refrain from violating other individuals both physically and verbally. (Violations of this rule should be reported to a teacher or the school office.)
- Respect each other's personal property.
- Turn in all items "found" to the school office.
- Complete work assignments.
- Follow directions of the classroom teacher, school principal, and other school staff.
- Practice self-control in the classroom, in other parts of the school and on school grounds.
- Use textbooks, equipment and supplies in the manner intended.
- Use appropriate language.

Students who fail to comply with these expectations may receive disciplinary action.

#### **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 Code of Conduct**

The Board of Education of the Broken Arrow School District adopts the following policy regarding student behavior and code of conduct.

## **General Expectations**

The Board of Education recognizes that students maintain rights of citizenship while in attendance at Broken Arrow Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school policies, rules and regulations. This code of conduct is adopted in keeping with the district mission, "To provide 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.

### **I. Student Code of Conduct**

Each Broken Arrow Public Schools 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.

### **II. Access to Student Conduct Policy and School's Student/Parent Handbook**

Access to this policy is available via the school's student/parent handbook and the internet at the District's website, [www.baschools.org](http://www.baschools.org). Students are provided a copy of the school's student/parent handbook to take home at the beginning of each school year. Each school's administration and/or staff reviews the contents of the school's student/parent handbook with the students at the beginning of each school year.

### **III. Expectations of Parents**

Parents are expected to support the code of conduct by reading the school's student/parent handbook and discussing the expressed expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.

### **IV. Safe School Committee and Annual Review**

The Safe School Committee, in collaboration with the staff, shall review the student/parent handbook, this policy, and site discipline plan annually. This policy and the review process are designed to promote good behavior and the continual development of a student conduct code that promotes good student behavior. A recommendation will be made to the principal regarding suggested changes. The school will devote time each year to discussing the Code of Conduct, student/parent handbooks, and disciplinary procedures with students.

### **V. Scope of Policy**

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 present while 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 event, or any other event in which a school or district sponsored team or district students are participating as representatives of the district, regardless of whether the event is on district property or off district property.

#### **VI. Conduct Outside the School Day or Off School 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 as provided in this policy. 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.

#### **VII. Prohibited Student Conduct, Activities, and Behaviors**

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 and/or out-of-school long-term and/or short-term suspension.

1. Arson.
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
4. Cheating.
5. Conduct that threatens or jeopardizes the safety of others.
6. Cutting class or sleeping, eating or refusing to work in class.
7. Disruption of the educational process or operation of the school.
8. Extortion.
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
10. Failure to comply with state immunization requirements.
11. Failure to return to school 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.
15. Gambling.

16. Hazing or unapproved initiations in connection with any school activity.
17. Immorality.
18. Inappropriate behavior or gestures.
19. Inappropriate public behavior.
20. Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
21. Indecent exposure.
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
23. Obscene, vulgar, profane, and/or lewd language or gestures.
24. Physical or verbal abuse.
25. Plagiarism.
26. Non-accidental physical harm inflicted upon another.
27. Possession, control over, or use of a caustic substance.
28. Possession or control over or use of lighters or matches or other instruments that can burn objects.
29. 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](http://www.baschools.org).
30. Possession or control over obscene, vulgar, lewd, or profane material.
31. 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.).
32. 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.
33. 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 31, 32, and 33 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](http://www.baschools.org).
34. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco in any form.

35. Profane, vulgar, and/or lewd acts.
36. 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](http://www.baschools.org).

37. Theft or possession of stolen property.
38. Threatening behavior (whether involving gestures, written or verbal expression, electronic communication or physical acts).
39. Truancy.
40. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school.
41. 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](http://www.baschools.org).

42. 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.
43. 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 in fact a controlled dangerous substance, an illegal drug, or an illicit drug.
44. 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 42, 43, and 44 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](http://www.baschools.org).
45. Using racial, ethnic, sexual, gender or disability-related epithets.
46. Vandalism.

47. 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.
48. Willful damage to school property.
49. Willful disobedience of a directive of any school official.
50. Bullying, harassment, intimidation and threatening behavior.

### **BULLYING, HARASSMENT, INTIMIDATION AND THREATENING BEHAVIOR DEFINED**

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, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

### **VIII. 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.

Source: Broken Arrow Board of Education Policy Replacement Adopted November 4, 1996; Revised November 3, 1997, revised October 19, 1998, Policy Title Replaced and Revised Policy adopted November 1, 1999, Revised July 22, 2002, Revised September 16, 2002; Revised May 14, 2007, Revised April 6, 2009.

### **Harassment, Intimidation, Bullying and Threatening Behavior by Students**

The *School Bullying Prevention Act* and District policy prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District.

"Harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

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

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

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

### **Student Drug Testing Policy**

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

#### **1. Statement of Purpose and Intent**

1.1 The safety of students and employees of the School District is of paramount concern to the School Board.

1.2 Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

1.3 The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

1.4 The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This Policy will not infringe on those rights.

1.5 Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

1.6 This Policy will apply to all students of the School District.

1.7 Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school.

## **2. Definitions**

2.1 "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

2.2 "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

2.3 "Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

2.4 "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

2.5 "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

2.6 "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

2.7 "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

a. Observable phenomena, such as:

(1) the physical symptoms or manifestations of being under the influence of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or

(2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;

b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources;

c. Evidence that a student has tampered with an alcohol or drug test;

d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

## **3. Procedure for Alcohol or Illegal Chemical Substance Testing**

3.1 Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The

professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory or school employees at a school site or site designated by the district or the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

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

3.2 If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3.3 If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

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

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

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

#### **4. Student Alcohol and Drug Use Tests - When Required**

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

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

#### **5. Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance**

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

#### **6. Persons Authorized to Order Alcohol or Drug Testing**

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

6.1 The Superintendent of Schools;

6.2 Any employee designated for such purposes by the Superintendent or the School Board.

#### **7. Out-of-School Suspension Due Process Procedures**

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

#### **8. Circulation of Policy**

This policy shall be given broad circulation to all students of the School District which shall include prominent posting at various places in the School District.

#### **Student Suspension/Discipline Policy**

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper practices designed for the fair and consistent treatment of students. This policy was created to provide such practices.

#### **I. Suspension Defined**

"Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period for at least one calendar year for offenses involving firearms and for the remainder of the current semester and all of the succeeding semester for all other offenses. All references to "parent" in this policy refer to a student's parent, legal guardian, or the person having legal custody of the student.

## **II. Alternative In-School Placements**

Alternative in-school placements, alternative program placement, Alternative Placement Educational Program (APEP), Detention, Intervention Program, Student Alternative Center (SAC), and similar disciplinary options or other correctional measures, such as those identified in Section III below, are not "suspensions" and do not require or involve the due process procedures established by this policy.

## **III. Process Applicable to All Out-of-School Suspensions**

Before a decision to suspend is imposed, alternative in-school placements shall be considered. In-school placements include, but are not limited to, the following. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions which may be used as an alternative to out-of-school suspension or in conjunction with an out-of-school suspension.

- Assigned seat, study carrel or other appropriate restriction
- Assignment to Saturday detention
- Attendance Contract
- Behavior Contract
- Conflict resolution training
- Counseling in social skills
- Detention before or after school
- Loss of driving and/or parking privilege
- Parent/student/teacher and/or principal conference
- Participation in anger control training
- Participation in a stop-smoking group
- Participation in substance abuse counseling
- Phone call to parent
- Placement in an alternative education program
- Placement in the in-school intervention program
- Practice of an appropriate verbal response or behavior
- Removal from a specific class for one or several days
- Restating the rule and requiring a commitment to comply
- Restitution for damaged or destroyed personal or school property
- School or community service after school or on evenings or weekends
- Temporary removal from class
- Time out in a defined area
- Written report about the incident
- Use of problem-solving teams that include counselors or school psychologists
- Mentoring relationships with school staff or community volunteers
- Specific training regarding methods of reducing misbehavior including harassment, intimidation, bullying and threatening behavior

## **IV. 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 or regulation and Oklahoma law or regulation pertaining to

students with disabilities shall take precedence over Broken Arrow Public Schools Board Policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, Broken Arrow Public Schools Board Policy and regulations will be followed.

#### **V. Pre-Suspension Informal Conference with Student**

1. When a student is believed to have committed an offense for which suspension may be imposed, the principal or designee shall conduct an informal conference with the student.
2. The principal shall inform the student of the policy, rule or regulation the student is charged with or suspected of having violated, the evidence supporting the charges, and the conduct reported to be in violation of the policy, rule, or regulation.
3. The principal or designee will give the student the opportunity to respond to the charges, the evidence presented by the principal or designee in support of the charges, and allow the student the opportunity to provide his/her own information and admit or deny the charges.
4. If the principal or designee concludes the student committed the offense and suspension is appropriate, the principal or designee shall inform the student of the length of the suspension. In deciding whether to impose a suspension and determining the length of a suspension, a principal or designee may consider the following: seriousness of the offense, the student's attitude, the student's disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision.
5. The principal or designee shall inform the parent of the suspension and that alternative in-school placement or other available disciplinary options were considered. Students may not be dismissed on suspension before the end of the school day without advance notice to the parent. However, students may be removed from school on suspension without notice to the parent in cases where the student poses an immediate threat to the safety and welfare of the student, other students, staff and/or property. In such cases, local law enforcement and/or child protection services shall be contacted for assistance with the student.
6. Records and Reports: The principal or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the alternative in-school disciplinary alternatives that were considered. The principal or designee shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.
7. Notification to Parents: The principal or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

#### **VI. Immediate Out-of-School Suspension without a Pre-Suspension Conference**

A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of the students, employees, or District property, or a continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from school.

#### **VII. Suspension Requirements**

1. A suspension shall be "long-term" or "short-term." A "long-term suspension" is one which exceeds ten (10) school days while a "short-term suspension" is ten (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. Suspensions involving firearms are governed by Board of Education Policy Possession of weapons, alcohol, and/or controlled substances/illegal drugs in school. This Board of Education Policy is available to students and parents in the school's student/parent handbook and via the internet at [www.baschools.org](http://www.baschools.org).
3. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
4. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

### **VIII. Suspension Education Plan**

**Suspensions of Five (5) School Days or Less:** Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

- A. A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.
- B. The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.
- C. The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.

**Suspensions in Excess of Five (5) School Days:** Suspensions in excess of five school (5) days shall include a Suspension Education Plan ("Plan") which describes a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal or designee with the assistance of other school employees as warranted.

A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or 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 provided by Board of Education Policy Possession of weapons, alcohol, and/or controlled substances/illegal drugs in school.

The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.

**The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.**

### **IX. Attendance at School Pending Appeal Hearing**

Pending a properly submitted appeal, the student may attend school under whatever "in-school" restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

### **X. Student Privileges While Under Out-Of-School Suspension or Under Other Disciplinary Action**

Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee determines to impose alternative measures,

in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school-sponsored games/events, school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/ graduation is an extracurricular activity.

#### **XI. Right of Appeal: Short-Term Out-of-School Suspensions of Ten (10) or Fewer School Days**

A student suspended for a period of ten (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.

#### **XII. Method of Appeal of Short-Term Suspension**

1. Short-term suspensions may be appealed to a Suspension Review Committee. An appeal to the Suspension Review Committee must be requested in writing to and received by the school principal, Superintendent or designee within forty-eight (48) hours (excluding weekends and holidays) after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
2. The suspension decision will become final and nonappealable if a request for appeal to the Suspension Review Committee is not timely submitted.
3. Upon receipt of the request for an appeal, the Superintendent or designee shall confirm the suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Superintendent or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.

#### **XIII. Procedures for Short-Term Suspension Appeal**

1. The Superintendent or designee shall appoint a Suspension Review Committee to hear the appeal. The Suspension Review Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to another school site and an administrator not assigned to the suspended student's school, who will designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Suspension Review Committee. Substitute teachers will be provided for the teachers selected for an appeal hearing, if needed.
2. The Superintendent or designee shall schedule the Suspension Review Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The District shall have the option to schedule the Suspension Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request. The student and parent will be notified in writing or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Suspension Review Committee hearing.

3. The Suspension Review Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.
4. Evidence supplied by witnesses shall be submitted to the Suspension Review Committee in writing only. For evidence supplied by student witnesses, the Suspension Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Suspension Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
5. The Suspension Review Committee meeting is closed to the public.
6. Legal counsel is permitted.
7. At the conclusion of the presentation of the evidence, the Suspension Review Committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student, if that issue was appealed. The Suspension Review Committee shall also determine the reasonableness and length of the out-of-school suspension, if that issue was appealed. The Suspension Review Committee's decision shall be in writing and mailed or delivered to the parent, the principal, and the Superintendent or designee. The Suspension Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested.
8. The Suspension Review Committee's final decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.
9. The decision of the Suspension Review Committee shall be final and nonappealable.
10. The hearing will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.

**XIV. Right of Appeal: Long-Term Out-of-School Suspensions for More than Ten (10) School Days**

A parent or the student may appeal the suspension decision for out-of-school suspensions in excess of ten (10) school days first to a District Review Committee and then to the Board of Education.

**XV. Method of Appeal of Long-Term Suspension**

1. An appeal must be presented in writing to and received by the school principal, Superintendent or designee within forty-eight (48) hours (excluding weekends and holidays) after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
2. If no appeal request is received within the forty-eight (48) hour period, the suspension decision will be final and nonappealable.

**XVI. Procedures for Long-Term Suspension Appeal**

1. The Superintendent or designee will schedule a District Review Committee to hear the appeal and appoint one to three administrator(s), one to three teachers, and the Superintendent or designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. Teachers shall be selected from a pool of volunteers and rotated, and administrators will be assigned to appeal hearings on a rotating basis. The Superintendent or designee may serve as the chairperson for all appeals to the District Review Committee. Substitute teachers will be provided for the teacher(s) selected for an appeal hearing, if needed.

2. The chair of the District Review Committee shall notify in writing the student, parents, and school principal of the date, time, and place of the appeal hearing.
3. The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
4. The Suspension Review Committee meeting is closed to the public.
5. Legal counsel is permitted.
6. The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall have the option to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.
7. At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.
8. Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
9. At the conclusion of the hearing the chairperson and District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The hearing chair shall mail or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board of Education as provided by this policy.
10. The District Review Committee's final decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.

#### **XVII. Method of Appeal of Long-Term Suspension to the Board of Education**

1. An appeal of the decision of the District Review Committee to the Board of Education must be submitted in writing to and received by the Superintendent or designee within forty-eight (48) hours (excluding weekends and holidays) after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
2. If no appeal is received within the forty-eight (48) hour period, the decision of the District Review Committee will be final and nonappealable.

#### **XVIII. Procedures for Long-Term Suspension Appeal to the Board of Education**

##### ***Hearing the Appeal:***

1. The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and nonappealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.

3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

***Student Out-of-School Suspension Appeal Hearing Procedure Before the Board of Education:***

1. The Board President or the appointed Hearing Officer should:
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
  - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President or Hearing Officer should advise the parents/child:
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
  - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board with respect to rendering a decision.

### **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, which is appropriate at school.

### **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. Students who are picked up at school by a parent or other should be picked up at the time of school dismissal (3:40 p.m.).

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 Office of Transportation Services, Phone 259-4550.

**If transportation home is different than the usual method, please send a note to the teacher of the change. Otherwise, the student will follow the usual procedure for going home.**

### **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, including electronic games, radios, MP3 players, CD Players, cameras, play equipment and other play items, are not to be brought to school unless specific permission is given by the teacher for special occasions.
4. Parents are required to pick students up from school at the front office between the hours of 8:30 a.m. – 3:40 p.m.
5. Students are requested to wear tennis/gym shoes on days they are to participate in physical education activities. Cleats are not allowed.
6. Students may not use cellular phones or pagers at school during the school day.
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.

### **Authority to Order Non-Students to Leave Institution Policy**

- A. The Superintendent or anyone designated by the Superintendent to maintain order in the district shall have the authority and power to direct any person to leave district property who is not a student, officer or employee thereof, and who:
  1. Interferes with the peaceful conduct of activities on district property;
  2. Commits an act which interferes with the peaceful conduct of activities on district property;
  3. Enters district property for the purpose of committing an act which may interfere with the peaceful conduct of activities on district property.
- B. For the purposes of this policy, district property includes all school district property; the entire school campus, parking lots, athletic fields, district vehicles, vacant district property, and district buildings. District property

also includes off-district property used for school or district-sponsored events. District property covers all transportation, lodging and meal locations, event sites, and all other locations where students or employees are present while participating in or attending a district or school sponsored event.

- C. For the purpose of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the district; or direct interference with administration, maintenance or security of property belonging to the district.
- D. Any person to whom this policy applies, who fails to leave district property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent may be charged with a misdemeanor.

### **Appeal Process**

After receiving a directive to leave district property under this policy, the person issued the directive may request reconsideration through the following process:

The person may request review of the initial decision by letter to the Superintendent or Superintendent’s designee. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave district property, the directive will be final and non-appealable.

The request for an appeal shall set forth in writing the reasons that the directive to leave district property should be reversed. The employee directing a person to leave district property shall be entitled to respond to the appeal in writing. The Superintendent or Superintendent’s designee shall appoint a review committee of not less than three school district employees who shall be certified administrators. The review committee will be given copies of the written statements. After review of the written statements by the committee, the Superintendent or Superintendent’s designee will issue a statement notifying the individual as to whether the committee decides to uphold or modify the directive to leave school property. The decision of the review committee shall be communicated in writing and will be mailed by Certified U.S. Mail, Return Receipt Requested to the person appealing within (5) calendar days of the review. The decision of the review committee shall be the final decision of Broken Arrow Public Schools and non-appealable.

The Superintendent or person who issues the verbal directive to leave district property will give the person to whom the directive is issued a copy of this policy as soon as possible. During the appeal process, the person given the directive to leave district property must remain off school property unless the Superintendent or Superintendent’s designee, in writing, instructs that the directive is to be stayed pending the appeal process.

Source: Broken Arrow Board of Education Policy Adoption, February 25, 2008

### **Use of Wireless Communication Devices by Student(s) Policy**

The use of any wireless communication device is expressly prohibited while on school premises, or while in transit under the authority of the school, or while attending any function sponsored by or authorized by the school except as provided below. This includes, but is not limited to, the following devices:

- Wireless/cell phones
- Pagers (one way and two way)
- Blackberry® and similar mobile messaging devices
- Any device utilizing Infrared, Bluetooth®, or other technologies enabling communication between two or more devices.

The possession of such devices is prohibited unless specifically provided in the following policy:

### Possession and Use of Wireless Communication Devices

1. Wireless Communication Devices are defined as mobile/cell/wireless telephones, one or two-way pagers, Blackberry and similar such hybrid communication devices, or any other such device that enables any communication between two devices. This includes cameras on wireless communications devices.
2. A student may possess a wireless communication device while on school premises under the following conditions:
  - a. Students are prohibited from using the device during the school day.
  - b. The device must remain turned off at all times and unable to receive or send any communications during the school day. This includes and specifically prohibits text-messaging or any type of "instant messaging."
3. Misuse of the device may result in appropriate administrative disciplinary measures including confiscation of the device and/or suspension from school.
4. A student may possess a wireless communication device at a function sponsored by the school that occurs outside the hours of the normal school day. Use of the device for incoming/outgoing communications is not permitted in the presence of the performing individual group during the school-sponsored function. The device may be used only away from the performance or in the outer lobby before or after the school function begins or concludes. Misuse of the device during a school-sponsored function may result in appropriate administrative disciplinary measures including confiscation of the device and/or suspension from school.
5. School personnel shall have the authority to detain and search, or authorize the search (according to established policy concerning student searches) of any student when the student is on school premises, or while in transit to or from school on a school vehicle, or while attending any function sponsored or authorized by the school, upon reasonable suspicion that the student is misusing a wireless communication device. School personnel searching or authorizing the search of a student (according to established policy concerning student searches) suspected of misusing a wireless communication device shall have the authority to remove the device from the student's possession.
6. The misuse of a wireless communication device in an attempt to "cheat" or otherwise share information regarding coursework or testing may result in appropriate administrative disciplinary measures including suspension from school.
7. The misuse of a wireless communication device in a manner that inhibits, disrupts or interferes in a classroom, school activity or event may result in suspension from school.
8. The school district and its employees are not responsible for lost, stolen, and/or damaged communication devices or other personal property of a student.
9. The principal shall have the authority to revoke the privilege of having a wireless communication device on campus for violations of this policy.
10. In the event of misuse, a school official may confiscate the wireless device and return the device to a parent or other adult parental representative.

Possession and Use of Laptop Computers, Handheld Computers, PDA-type Devices (Personal Digital Assistant) and Graphing Calculators Broken Arrow Public Schools embraces computing technology and values the availability of technology to its students in ways which enhance the learning environment. However, since these devices may be misused by students in a way that is detrimental to the learning environment, the following policy applies:

### Laptop/Handheld Computers

1. Laptop and handheld computers are not allowed at school during the school day unless written permission is granted on a student-specific basis by the school administration.
2. Laptop computers with wireless communications capability may not be used to communicate with another computer or wireless communication device.
3. Abuse of the policy may result in the seizure of the device by school administrators and return to the parent or authorized parental representative.
4. The school district and its employees are not responsible for lost, stolen, and/or damaged communication devices or other personal property of a student.

### Personal Digital Assistants and Graphing Calculators

1. Personal Digital Assistants (PDA's) are to be utilized for legitimate student organizational purposes only (time management, information storage, contact management, etc).
2. Students are expressly prohibited from using any wireless communications capability of a PDA device or Graphing Calculator (infrared or Bluetooth®). This includes the "beaming" of any information at any time.
3. Abuse of the policy may result in the seizure of the device by school administrators and return to the parent or authorized parental representative.
4. The misuse of a PDA-type device or graphing calculator in an attempt to "cheat" or otherwise share information regarding coursework or testing may result in suspension from school.
5. The misuse of a wireless PDA-type device or graphing calculator in a manner that inhibits, disrupts or interferes in a classroom, school activity or event may result in suspension from school.
6. The school district and its employees are not responsible for lost, stolen, and/or damaged communication devices or other personal property of a student.

Authority: Oklahoma Statutes, Title 70, Section 24-101.1. Broken Arrow Board of Education Policy Adoption, August 7, 1989, amended September 2, 1997, amended September 17, 2001, amended November 18, 2002; revised April 11, 2005, revised by Broken Arrow Board of Education April 6, 2009.

### **Lost and Found**

All sweaters, jackets, coats, hats, gloves and lunch boxes should be labeled with student names. 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 semester.**

### **Lunch**

Broken Arrow Schools provide nutritious and delicious lunches prepared for the students. The lunch period is forty minutes, which allows for lunch and for supervised, free play on the playground.

Students may purchase meals one day at a time, may prepay for several days or bring their lunches. Prepaid lunch may be purchased before school in the cafeteria every morning. A free lunch or reduced price lunch application form will be made available to students.

Parents are welcome to eat lunch at school with their children periodically during the school year.

**Students are not allowed to charge their lunches beginning two-weeks prior to the end of each semester.**

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

### **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, make-up work may be picked up at school AFTER the end of 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 after 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 submit a completed H-14 (Broken Arrow Public Schools Emergency Information/Authorization Form) signed by the parents/guardians, and on file the first week of school. These emergency forms will be kept on file in the health office. All emergency treatment will be given at the nearest medical facility unless otherwise designated.

#### **Medication Taken at School Policy**

Administration of medications at school is discouraged. Students and parents are encouraged to use a dosing schedule that requires medication to be taken at home if possible. However, if medications must be taken at school, the following policies and procedures will be followed. Medications will be administered only if in compliance with medication policies.

#### **General Information**

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.

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 Health Room when it is time to take the medication.

Medications that have expired will not be administered at school.

#### **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 keeping with the school policies, health and well-being of the student, and sound medical practice.

### **Prescription Medication**

Prescription medication may be administered only upon written authorization from a parent or legal guardian. Prescription medication must be in a pharmacy container and properly labeled by a pharmacist or licensed physician. The label must contain the following:

- Name of student
- Time(s) to be administered
- Current date
- Physician's name
- Name of medication
- Pharmacy name and phone number
- Dosage

Requests to administer medication in a manner other than what appears on the label will not be honored without written instructions from the prescribing physician.

### **Non-Prescription Medication**

Non-prescription medication may be administered only upon written authorization from a parent or legal guardian. The medication must be in the original container with the proper company label containing the medication name and directions for administration. Requests to administer non-prescription medications in a manner other than that specified on the label or requests to administer such items as vitamins, herbs, and nutritional supplements will require written instructions from a licensed physician.

### **Administration of School Supplied Non-Prescription Medication**

Completion of the H-14 (Broken Arrow Public Schools Emergency Information/Authorization to Administer Non-Prescription Medications form) is required at the beginning of each school year. It allows authorized school employees to administer non-prescription medications in accordance with school policy. Students in Grades Pre-K to 5 require additional verbal approval by a parent or guardian on the same day prior to the administration of medication. Parents of students in grades 6-12 may request same-day approval prior to the administration of medication. Verbal authorization will NOT be accepted without a current H-14 on file.

### **Administration of Medication Over an Extended Period**

Any medication to be given to a student for more than ten days or to be kept at school to be used on an "as needed" basis will require a completed "Request for Administration of Medication During the School Day" form to be on file in the Health Room. A new form is required each school year. In the event of a change in dosage amount or time of administration, a new form must be completed.

### **Transportation and Storage of Medication**

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

Prescription medication should be accompanied by a count slip which 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 Health Room. Prescription medication must be kept in a locked storage compartment.

### **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 BAPS 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.

BAPS Health Services personnel will ensure that 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**

Oklahoma law and Broken Arrow Public Schools policies allow certain school employees to administer medications as long as specific guidelines are followed. Oklahoma law does not address physician approved student carried and self administered medication. When physicians and parents request that medication be student carried and self administered, this policy will be followed.

1. Carrying medication or self administration of medication without specific prior permission is strictly prohibited.
2. Only those medications that are considered to be life-sustaining such as inhalers or epi-pens may be carried by students in grades Pre-K to 8.
3. DEA Schedule II medications **MAY NOT** be student carried and self administered under any circumstance. These controlled substances must be administered by designated school personnel.
4. No experimental or investigational drug without proper FDA approval or outdated medication will be self administered at school.
5. Student carried medications must meet the labeling requirements previously described in this policy.
6. A completed "Permission for Student to Carry and Self Administer Medication" or an "Inhaled Medications Administration" form must be on file in the Health Room for any medication carried by a student in grades Pre-K to 8 or for any medication carried more than ten days by a student in grades 9-12. A new form is required each school year. In the event of a change in dosage amount or time of administration, a new form must be completed.

**Note:** *If a "Permission for Student to Carry and Self Administer Medication" form is completed, a "Request for Administration of Medication During the School Day" is NOT needed.*

- A Certified School Nurse may grant permission for students in grades 9-12 to carry a daily dose of non-prescription medications and/or prescription medications that are taken ten days or less upon written authorization of a parent or guardian. Requests to self administer such items as vitamins, herbs, and nutritional supplements will require written instructions from a licensed physician.
- It is the responsibility of the prescribing physician and/or the parent or guardian to educate the student regarding all aspects of self-administration and custody of medications.
- Any student who carries an approved medication is responsible for safe guarding that medication. Employees of Broken Arrow Public Schools will not be responsible for monitoring administration, effects, custody, disposal, or any other aspect of student carried medications. These responsibilities rest with the student and parent or guardian.
- The school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by any student.
- Permission to carry medication may be withdrawn for failure to comply with any aspect of this policy.

### **Self -Administered Inhaled Medications in the Absence of a Certified School Nurse**

- It is the responsibility of the prescribing physician and the parent/guardian to have educated the student regarding all aspects of self-administration of medications.

- Medications may not be self-administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When ordered by a physician and requested by a parent/guardian, non-nurse employees will provide access to inhaled medications for the purpose of self-administration upon request of the student.
- Non-nurse employees of Broken Arrow Public Schools will not be responsible for assessment or determination of the student's condition prior to or after self-administration of a medication.
- Students will be allowed to self-medicate as requested by the physician and parent/guardian in the absence of a school nurse.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- A parent/guardian will be notified as soon as possible when a student self-medicates due to unavailability of a school nurse.
- The parent/guardian will determine if the student is able to resume school activities.

### **Inhaled Medications Administered by Non-nurse School Employees**

- It is the responsibility of the parent/guardian to instruct designated school employees regarding all aspects of the student's inhaled medications.
- Medications may not be administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When requested by a parent/guardian, non-nurse employees will administer inhaled medications upon request of the student.
- Non-nurse employees of Broken Arrow Public Schools will not be responsible for assessment or determination of the student's condition prior to or after administration of a medication.
- The student may do peak flow readings if requested by the parent/guardian or physician.
- A parent/guardian will be notified as soon as possible when a student receives medication from a non-nurse employee due to unavailability of the school nurse.
- The parent/guardian will determine if the student is able to resume school activities.

Source: Board of Education policy adoption, April 4, 1983; amended August 6, 1984, revised June 2, 1997, revised April 2, 2001, Revised August 4, 2003, Revised March 10, 2008

### **Communicable Diseases**

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

Head Lice: Students who have head lice or nits (eggs) must be picked up from school for the remainder of the day. In order to return to school, students must be free of live bugs and nits and be checked in through the health office. Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of nits.

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 that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

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

Fever: Students who have a temperature of 100 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 24 hours prior to returning to school.

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

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up 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 that they are not contagious.

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

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at [www.vaccinesafety.edu/cc-mening.htm](http://www.vaccinesafety.edu/cc-mening.htm)

National Network for Immunization Information at [www.immunizationinfo.org/](http://www.immunizationinfo.org/)

### **Elementary Growth and Development Education**

Fifth grade Growth and Development Education is included in the Broken Arrow curriculum. Students receive information regarding puberty and its associated biological and emotional changes. This information is presented in a factual, tactful, manner and 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.

### **Screenings**

A variety of free health screenings are offered in Broken Arrow Schools. These may include vision, hearing, and scoliosis 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. Beginning with the 2007-08 school year, the law stipulates the following:

1. The parent or guardian of each student enrolled in a kindergarten at a public school shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year.
2. The parent or guardian of each student enrolled in first or third grade at a public school shall provide within thirty (30) days of the beginning of the school year certification to school personnel that the student passed a vision screening within the previous twelve (12) months.
3. The vision screenings are stipulated in the law to be different and distinct from a comprehensive eye exam and are not equivalent to a comprehensive eye exam.
4. A registry of qualified providers for the vision screening is available at the Oklahoma State Department of Health's website: <http://www.health.state.ok.us/>
5. Standards for the vision screenings are established by the State Department of Health.
6. If the student fails the screening, the law stipulates that the parent or guardian should receive from the qualified screener a recommendation for the student to undergo a comprehensive eye examination performed by an ophthalmologist or optometrist.
7. No student will be prohibited from attending school for the failure of the report's results to be provided to the school.

### **Possession and/or Use of Tobacco Products by Students**

Use and possession of tobacco products in any form by students of Broken Arrow Public Schools is prohibited during such times they are under the supervision of school staff, while on a school campus during the school day,

while participating in a school activity, or while in transit by school transportation or under school supervision from school or from any school function authorized by the school district.

The principal shall have authority to administer appropriate disciplinary measures to a student when there is an infraction of this policy. Disciplinary measures shall be sufficiently strict and consistent to ensure effective control.

Use and/or possession of tobacco products in any form shall be included in the acts, which may result in the suspension of a pupil from school.

## **All Broken Arrow Public School Property Is a Smoke-Free Environment**

### **Possession of Illegal Substances, Weapons, And Related Items**

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, electronic paging devices, or missing or stolen property may be suspended, in accordance with appropriate school regulations.

Students shall not have reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. 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 and no reason shall be necessary for this search.

The school principal may search a student with reasonable suspicion that the student may be in possession of weapons, illegal drugs or stolen property.

Any student suspended for possession of a dangerous weapon or replica shall not be eligible for transfer to another Broken Arrow school. A student who has been suspended for this reason in another school district shall not be accepted as a transfer to Broken Arrow.

These regulations apply to activities at the school, school-sponsored activities, and the school bus. Board of Education Policies and the controlling District policies for weapons and drugs, can be accessed on the BAPS website at [www.baschools.org](http://www.baschools.org)

### **Proficiency Based Promotion**

Proficiency Based Promotion awards credit for students' knowledge in the core curriculum areas, i.e., social studies, language arts, reading, mathematics, and science through an assessment process. All students in Grades 1-5 are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary students may advance on one or more levels in core curriculum areas. Elementary students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

The assessment covers an extensive amount of material in a comprehensive manner. Our experience has been that students who have outstanding knowledge and superior academic performance are those who may be successful in completing the assessment process at the 90% level.

Students who take the test but do not demonstrate proficiency will be allowed to try again during the next assessment period. Guidelines, application procedures and forms are available at each school and in the Instructional Services Office. Deadlines to apply for testing are April 1 and July 15 for students currently enrolled and two weeks prior to the first day of school for students new to our school system.

## Safety Drills

A minimum of four (4) fire drills, two (2) tornado drills and three (3) lock down drills shall be conducted during the year. The following schedule shall be observed:

1. At least one fire drill during the first two weeks of each nine-week period.
2. One tornado drill during the first two weeks of each semester.
3. Lock down drills will be conducted three times per year.
4. Smoke and fume drills conducted by the BAFD may count as a fire drill.

## 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 has paid, a refund will be made.

## Student Dress Code (All Grades)

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior, which is conducive to the learning environment. The building administrator shall have the authority to determine the appropriateness of any attire not specified below. In making such determination, the administrator shall consider whether the clothing, hairstyle, and/or accessory presents a safety hazard, is revealing, or disrupts the teaching and/or learning or has a factual and substantial history of creating such disruption. The following dress code for all students is established:

### Attire

1. **Skirts and Dresses:** The skirt or dress must extend two (2) inches beyond the longest finger on the hand with the shoulders in a relaxed position and shall not be revealing, disruptive, or distract from the educational process. Skirt openings (slits) must not expose the upper leg, higher than the 2 inch-beyond-the-longest-finger-rule stated above.
2. **Tops:** Any shirt, blouse or sweater may be worn with the following conditions:
  - a. "See-through" shirts or blouses may not be worn.
  - b. Shirts and blouses must be properly buttoned and cannot expose the midriff when arms are raised from the side. Tank top style sleeveless dresses, shirts, or blouses that expose undergarments are not permitted.
  - c. Any article of clothing which exposes the back or midriff may not be worn. Tank tops and muscle shirts may be worn, but not as primary garments.
  - d. Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments.
3. **Pants:** Pants, jeans, or slacks of styles, which are neat and clean, are acceptable.
  - a. Pants that drag on the floor are not acceptable for school wear. Pants which are frayed or have holes are prohibited when the frayed material or hole(s) are in the area as described by the "finger tip rule" in item number 4 below. This area begins with the top of the waist band of properly worn pants (including shorts and skirts) to the tip of the longest finger on the student's hand. Pants that have been permanently patched in order to cover the area(s) with holes or frayed material are acceptable. Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of school or safety risk to the student or others is prohibited.
  - b. Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments which meet the provisions of the dress code.
  - c. Loose fitting nylon warm-up and wind suits are acceptable for school wear.

- d. Sagging is not acceptable.
  - e. Pants may not ride low exposing the torso or back or undergarments.
  - f. Pajama style pants are not appropriate for school wear.
4. **Shorts:** Shorts, which are properly hemmed and of appropriate length are acceptable for school wear. Form-fitting, stretch material may not be worn as a primary outer garment. Shorts must extend to the tip of the longest finger on the hand with the shoulders in a relaxed position. Shorts with a slit on the sides are not acceptable for school wear.
  5. **Shoes:** All styles of street shoes are acceptable for school wear. Shoes with metal taps must not be worn at school. Shoes with embedded roller-skates are not permitted at school.
    - a. Please note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury.
    - b. Certain types of shoes may be required for certain school activities.
  6. **Accessories:** Examples of accessories which are not acceptable include the following:
    - a. Headbands, arm bands, leg bands.
    - b. Hats, hoods and caps when worn in the building.
    - c. Gang symbols. As part of an effort to curb the presence and influence of gangs in schools, the wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with gang or other secret society is prohibited.
    - d. Body piercing that is disruptive or distract from the educational process.
    - e. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
    - f. Safety pins or other sharp or distracting objects may not be worn on a student's clothing.
  1. **Insignias, Monograms or Patches:** Lettering or any type of sew-on patch, decal, insignia, etc., which is suggestive, vulgar or refers to alcohol, tobacco or drugs is not acceptable.
  2. **Make-Up:** Facial or other body decorations that are disruptive to or distract from the educational process, or violate the Discipline Code (i.e., obscene, vulgar, profane, lewd, or sexually suggestive words or gestures; words or depictions that sponsor or promote items not permitted on school property, etc.) are not acceptable.
  3. **Hair:** Hair must be clean and neatly groomed.

**Activity Group Uniforms:** Members of selected performing activity groups may wear appropriate uniforms on a school day when an official school activity is scheduled in which the performing group is participating. Costumes and performance outfits are not permitted to be worn at school. Activity group uniforms that meet the requirements of the dress code may be worn during the school day when specific authorization is given by the building principal.

**Enforcement of Dress Code:** Provisions of the dress code are applicable to the school day and to school-related activities. Exception or modification of a provision of the dress code may be authorized by the building principal or designee for a specific school-related activity on a single-event basis. The principal, or other designated school official of each school, is delegated the authority to determine the proper action to be taken in issues related to the dress code.

**Formal Wear Policy:** Formal wear policy for Broken Arrow Intermediate and Senior High Schools is defined in their Student Handbooks and is Board of Education Policy.

**Religious and Health Accommodation:** If a legitimate religious belief or health need of a student conflicts with the dress code, reasonable accommodation shall be considered by the building administrator. The administrator

shall, for example, keep in mind that the ban against the wearing of hats, hoods, and caps serves the purposes of showing respect for authority, removing obstructions in the line of sight between students and teachers, and denying a place to conceal contraband or cheat sheets. A head scarf worn for religious or health reasons would not show disrespect toward authority, would not any more obstruct the line of vision between students and teachers because the scarf compresses hair more than hair worn without a scarf, and a head scarf tight against the head would not reasonably be a place to conceal contraband or cheat sheets because the scarf is pressed against the head and would reveal these items. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health condition shall notify the school principal in writing of the requested accommodation and factual basis for the request.

### **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, a student 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 that records can be prepared. A withdrawal form signed by the parent is required to enroll a student in another Broken Arrow school.

### **Curriculum**

Elementary school curriculum is appropriate for the developmental levels of students. The curriculum includes an integrated reading and writing program. Children learn to read as they experience excellent children's literature and phonemic awareness training. They are encouraged to use developmental writing skills as they respond to the literature. Children use the writing process and have the opportunity to publish their work in various class and school projects. The school has a reading incentive program to encourage recreational reading and involve parents in their child's learning.

The elementary math curriculum begins with a manipulative math program in kindergarten and first grade. Hands-on manipulative activities are used to introduce new concepts throughout the elementary grades and students soon progress to the abstract mathematical language. Calculators and computers are used to enhance the math program in areas of computational skills and higher level thinking skills.

### **Pretests, Posttests, and Benchmark Exams**

The District uses several pretests, posttests, and benchmark exams to monitor and evaluate the learning progress of our students. Students are not graded on pretests. Students receive grades for their performance on benchmark and posttests according to the table below. Pretests are given at the beginning of the school year. Posttests are given at the end of the school year. Benchmark exams are given at specified time periods during the school year. This testing program is currently used in three subjects, Mathematics, Science, and Language Arts. The following table provides information about District testing.

<b>Subject</b>	<b>District Testing</b>	<b>Counts for a Grade</b>
Mathematics	<u>Pretest</u> in 3rd, 4th, 5th Grades	No
Language Arts	<u>Pretest</u> in 3rd, 4th, 5th Grades	No
Science	<u>Pretest</u> in 3rd, 4th, 5th Grades	No
Mathematics	<u>Benchmark</u> Test in 3rd, 4th, 5th Grades at the end of the 1st, 2nd, and 3rd Nine-Week Period	Yes
Language Arts	<u>Benchmark</u> Test in 3rd, 4th, 5th Grades at the end of the 1st, 2nd, and 3rd Nine-Week Period	Yes

Science	<u>Benchmark</u> Test in 5th Grade at the end of the 1st, 2nd, and 3rd Nine-Week Period	Yes
Science	<u>Benchmark</u> Test in 3rd and 4th Grades at the end of the 1st Semester	Yes
Mathematics	<u>Posttest</u> in 3rd, 4th, 5th Grades at the end of the school year	Yes
Language Arts	<u>Posttest</u> in 3rd, 4th, 5th Grades at the end of the school year	Yes
Science	<u>Posttest</u> in 3rd, 4th, 5th Grades at the end of the school year	Yes

Elementary science includes hands-on experiments. The scope and sequence of curriculum includes life, Earth, and physical sciences as well as a health strand. Special events and projects are planned for children to become involved in ecology and conservation efforts.

In social studies, students explore history, geography, political, and social science with increasing time being spent on these areas in upper elementary grades. Children will often be involved in research and group projects as they develop the knowledge and attitudes necessary to be citizens in our democracy.

Activities within the curriculum help the children develop self-confidence, have pride in their work, and work cooperatively with others. Children are helped to develop social skills, resistance to peer pressure, and wise decision-making through many activities in the basic curriculum and with special activities and programs.

Health units are taught in physical education and in the regular classroom as a part of the science program. During fifth grade, the school nurses and/or other qualified instructors make separate presentations to boys and girls about growth and development at this age. The students take a booklet home and parents are encouraged to discuss this information.

Our students have regular physical education and physical fitness activities. Visual arts and music education may be supplemented by school-sponsored study trips.

### **Media Center**

Media Center: 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, they 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. Students make regular use of computers to learn various aspects of the curriculum.

Curriculum and expectations for each grade level and subject area are presented to parents at grade meetings 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 Priority Academic Student Skills (PASS) for each area of the curriculum can be located on the State Department of Education website at: <http://www.sde.state.ok.us>

### **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.

The Broken Arrow Public Schools provide 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.

### **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, 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 at no cost to the parent/guardian. Information regarding evaluation procedures may be requested by contacting The Broken Arrow Public Schools – Special Services Department at 601 South Main, Broken Arrow, Oklahoma. Phone contact is available at 918-259-4540.

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. The FERPA rights may be accessed on the Broken Arrow Public Schools web sight at [www.baschools.org](http://www.baschools.org) under the Special Education tab.

### **Sexual Harassment Policy**

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Broken Arrow School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment.

"Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.

"Student" means any person who is enrolled in any school or program of the School District.

In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.

All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, executive director of human resources, principal or assistant principal. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

The superintendent, assistant superintendent, executive director of human resources, principal and assistant principal, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible;

- a. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
- b. take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
- c. keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
- d. conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
- e. based on the facts as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided, however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential

nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Further information and formal complaint procedures are available upon request to the school principal and can be found for viewing at the BAPS website at [www.baschools.org](http://www.baschools.org) in the Student Services section.

### **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. We are pleased to offer students access to the district computer network for the internet. However, BAPS 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 below. Notification in writing to deny your child access to the internet must be made annually for each new school year.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Broken Arrow Public Schools support and respect each family's right to decide whether or not to apply for access. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility. Each user of the district computer networks is responsible for his/her behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the district's policies, rules, and regulations.

As outlined in the Broken Arrow Public Schools Internet Acceptable Use Policy, the following are not permitted. This list of prohibitions is not meant to be exhaustive.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking, or insulting others

**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 I.D. #: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I, \_\_\_\_\_, do not give permission for my son/daughter to use the Internet.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**Elementary Student Handbook Confirmation**

I have received the Broken Arrow Public School's Elementary Student-Parent Handbook. I have reviewed the handbook with my child.

I understand that I may ask school personnel for clarification of policies and procedures.

I understand the consequences outlined in the "Conduct of Students" section.

I understand my child should not arrive on school grounds prior to 8:30 a.m. and should be picked up at 3:40 p.m. but no later than 4:00 p.m.

I understand that the school schedules supervision for students prior to the start of school beginning at 8:30 a.m. and after school ending at 4:00 p.m.

I understand the importance of keeping the school aware of updated phone numbers, family addresses, updated names, and the like so that the school may have accurate contact and emergency information for my child.

I understand that good attendance at school is important to my child's success at school. Later arrivals and early releases should be avoided when possible. The Broken Arrow Public School District enforces the attendance regulations outlined in this handbook.

Student: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please review the handbook with your child and return this signed form to your child's teacher within 10 days.**

# Notes

**BROKEN ARROW PUBLIC SCHOOLS**  
**2009-2010 INSTRUCTIONAL CALENDAR**

BOE Approved: 3/10/08

09 JULY 09						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 4 - Independence Day

09 AUGUST 09						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 7-11 - Professional Days

August 12 - First Day of School

09 SEPTEMBER 09						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7 - Labor Day

September 18- Professional Day

09 OCTOBER 09						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 13-14 Parent-Teacher Conf.

October 15-16 - Fall Break

09 NOVEMBER 09						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 25-27 -Thanksgiving Break

November 30- Professional Day

09 DECEMBER 09						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 18 - First Semester End

Dec. 21 - Jan 1 - Winter Break

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

Jan. 4 - Begin Second Semester

Jan. 18 - Martin Luther King, Jr. Day

10 FEBRUARY 10						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb. 15 - Presidents' Day

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

March 11-12 - Parent-Teacher Conf.

March 15-19 - Spring Break

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

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

May 21 - Tentative Last Day of School

May 31-Memorial Day

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

School Not in Session

6 Weeks Summary		9 Weeks Summary		Semester Summary		Professional Days	
1st 6 Weeks	29	4th 6 Weeks	30	1st Semester	85	Aug 7-11	3
2nd 6 Weeks	28	5th 6 Weeks	30	2nd Semester	90	Sept. 18	1
3rd 6 Weeks	28	6th 6 Weeks	30	<b>Total</b>	175	Nov 30	1
<b>Emergency Days Built In Calendar:</b>	3	4th 9 Weeks	45	<b>Calendar Total</b>	180	<b>Total</b>	5

**BROKEN ARROW SCHOOLS**

BOE Approved: 3/10/08

**2009-2010 ITEMIZED SCHOOL CALENDAR**

DATE	EVENT	PROFESSIONAL DAYS	HOLIDAYS	INSTRUCTIONAL DAYS
August 5-6	New Teachers In-Service			
August 7-11	All Teachers Professional Development	3		
August 12	<b>FIRST DAY OF SCHOOL</b>			
September 7	Labor Day Holiday		1	
September 18	Professional Day	1		
September 23	<i>End of 1st Six-Week Period</i>			29
October 6-8	Explore Exam for 8th Grade Students			
October 7	PLAN Exam for 10th Grade Students			
October 13	<b>End of First 9 Weeks</b>			43
October 14	PSAT Exam for Sophomores & Juniors			
October 13-14	Parent-Teacher Conferences - All Schools	<b>No School For All Students on 10/14/09</b>		
October 15-16	FALL BREAK		2	
November 4	<i>End of 2nd Six-Week Period</i>			28
November 25-27	Thanksgiving Holidays		3	
November 30	Professional Day	1	3	
December 18	<i>End of 3rd Six-Week Period</i>			28
December 18	<b>End of Second 9 Weeks</b>			42
December 18	<b>CLOSE OF FIRST SEMESTER</b>	5	9	85
Dec. 21 - Jan. 1	<b>WINTER BREAK</b>		10	
January 4	<b>Begin Second Semester</b>			
January 18	Martin Luther King, Jr. Day		1	
February 15	President's Day		1	
February 16	<i>End of 4th 6 Weeks</i>			30
February 24	Statewide Writing Tests Grades 5 and 8			
March 9	<b>End of 3rd 9 Weeks</b>			45
March 11-12	Parent-Teacher Conferences	<b>No School For All Students on 3/12/10</b>		
March 15-19	<b>SPRING BREAK</b>		5	
April 6	<i>End of 5th Six-Week Period</i>			30
April 12-30	Statewide Elem & MS OCCCT Exams		<b>District test window may vary</b>	
April 20-21	Statewide English II and English III Writing Test			
April 19-May 14	Secondary EOI Exams		<b>District test window may vary</b>	
May 3-14	College Board AP Exams			
TBA	<b>Senior High Graduation</b>			
May 21	<b>TENTATIVE LAST DAY OF SCHOOL</b>			
May 21	<i>End of 6th Six-Week Period</i>			30
May 21	<b>End of 4th 9 Weeks</b>			45
May 21	<b>CLOSE OF SECOND SEMESTER</b>	0	17	90
	<b>PROFESSIONAL AND HOLIDAYS</b>	5	26	
<b>TOTAL DAYS</b>	* 183	<b>TOTAL DAYS TAUGHT</b>		* 178
<b>* Includes three inclement weather/emergency days. Unused inclement weather/emergency days from the calendar at the end of the school year.</b>				
<b>ACT Exam Dates</b>	See Registration Information and Deadlines at <a href="http://www.actstudent.org">www.actstudent.org</a>	<b>SAT Exam Dates</b>	See Registration Information and Deadlines at <a href="http://www.collegeboard.com">www.collegeboard.com</a>	
September 12, 2009		October 10, 2009	June 5, 2010	
October 24, 2009		November 7, 2009		
December 12, 2009		December 5, 2009		
February 6, 2010		January 23, 2010		
April 10, 2010		March 13, 2010		
June 12, 2010		May 1, 2010		
			Updated 3/26/2009	