Dear Student:

Welcome to a new school year at Broken Arrow Senior High School and the opportunity to continue the pride and standard of excellence that is our tradition. While the administration, faculty and staff stand ready to assist you in the pursuit of your goals, we would remind you that your parents/guardians also play a critical role in your eventual success. We encourage you to invite them to become involved in all aspects of your school life. We have an active, vital P.T.S.A. and would be most pleased to include your parents in this activity as well.

It is our belief that school should be an enjoyable experience as well as a profitable one for every student. It is our goal to provide a school program in which every student will fit successfully; one that will challenge all students’ interests, abilities, and talents. To that end we attempt to provide our school with structure and guidelines that encourage you to utilize freedom of choice and self-direction within reasonable limits. In so doing, we encourage you to accept responsibility for your actions. Your conscientious participation in this area is essential for your and our school’s success. Let us join together to make this yet another challenging and rewarding year.

Sincerely,

Debbie Renz

Debbie Renz
Principal

*********************************************************

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
Congressional Record:
April 13, 1918

Civic Values

The Board of Education recognizes that there exists a set of common civic values that binds 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

- Showing respect for self and others
- Demonstrating care for family and friends
- Accepting of others
- Valuing the efforts of hard work
- Striving to improve in all of life’s endeavors
- Acting with courage of one’s convictions
- Working for the common good

- Citizenship
- Responsibility
- Self-Discipline
- Trust
- Patriotism
- Compassion
- Honesty
- Promptness
- Democracy in a Republic
- Justice
- Healthy Self-Esteem
- Positive Leadership
- Resourcefulness
- Courtesy

Behavioral Standards

The Board of Education also 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

- No Violence
- No disrespect, physically or verbally
- No drugs
- No bullying
- No conduct which jeopardizes the safety of others
- No blaming others for one’s own mistakes
- No profanity
- No threats
- No interference with the right of others to learn
- No disregard for the health and safety rights of others

- Be attentive to the best of your ability
- Be responsible for your participation
- Respect rights and property of others
- Respect yourself
- Demonstrate 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 upon your parents, school and community
- Follow the rules, which is a life skill; rules are designed to promote a safe and orderly school environment

School District Mission

The mission of Broken Arrow Public Schools is to educate, equip and empower a community of learners by providing dynamic learning opportunities which enable all students to be successful.

The Mission of Broken Arrow Senior High School

To develop functional, contributing citizens through offering exceptional educational opportunities to Broken Arrow Senior High School students and involving students and staff in coordinated activities that promote citizenship, self-esteem, and a sense of community.

Philosophy of Broken Arrow High School

Broken Arrow High School believes that a free public education is an inherent right, a privilege, and a duty of the individual. We believe in the growth and worth of the person as an individual and as a member of society. We believe that education is a lifelong process that contributes to an enriched human experience as well as to the development of academic and career skills.

Broken Arrow High School’s major responsibility is to provide young men and women the opportunity to acquire basic skills and knowledge that enable them to improve the quality of their individual lives. Our responsibility includes an atmosphere conducive to an understanding and learning of the American ideals and to the application of these ideals in a free, democratic society.
Broken Arrow High School is dedicated to providing excellence in its programs and is committed to providing a quality educational experience that responds to the needs of the community and to individual student needs, interests, and abilities. We believe the school is committed to a program of education that offers students the opportunity to achieve optimum potential — intellectually, physically, emotionally, and socially. We believe the school works in close cooperation with the community and the home to strive for a complete development of the student.

The cooperative relationship among parents, teachers, administrators, staff, and representatives of the community provides the professional atmosphere for the student that fosters mutual respect and responsibility necessary for an on-going, well-balanced educational program that will address the needs and importance of each student in a changing society.

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.

U.S. Flag 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 is scheduled daily as a school-wide activity. As a matter of etiquette and policy, students have one of three options to exercise 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.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on School Ceremonies and Patriotic Exercises. www.baschools.org/BoardPolicy-Section3-Instruction
Educational Objectives Of Broken Arrow High School

The “Imperative Needs of Youth,” as set forth by the Educational Policies Committee, provides the foundation for the educational objectives of Broken Arrow High School:

- **To grow in the ability to think rationally**, to express thoughts clearly, to read, write, and listen with understanding.
- **To understand facts and methods of science** and mathematics technology and their influences on human life.
- **To appreciate form and beauty** in art and music.
- **To appreciate the relevance of history** and literature.
- **To encourage an awareness of the importance of good health**, physical fitness, and the use of leisure time.
- **To develop marketable skills**, understandings, and attitudes that make workers and consumers informed and productive participants in economic life.
- **To understand the significance of the family** for the individual and for society and the conditions conducive to successful family life.
- **To understand the rights and duties of a citizen** in a democratic society and to promote diligence and competence in the performance of them.
- **To develop respect** for other persons and cultures, to practice ethical values and principals, and to live and work cooperatively with others in a global community.

**BAHS School Colors**

Black and Gold

**BAHS School Mascot**

Tigers

**Tiger Pep**

Oh, when you see those Tigers fall in line,
We’re gonna win this game another time.
We’re gonna yell, and yell, and yell, and yell,
For the black and gold we’ll yell, I say we’ll yell.
We’re gonna fight, fight, fight, with all our might,
We’re gonna roll those.....on the side, every time.
Watch our team tear up the line, every time,
Rah! Rah! Rah!

**Broken Arrow High School Alma Mater**

Ah....., As we look to tomorrow,
And we leave the past behind;
The friendships and memories,
Will stay within our minds.
For the times we share together,
And the changes yet to come,
Here’s to you Broken Arrow,
Our futures have begun.
Moment of Silence

It shall be the policy of the Board of Education that each school site shall follow the new "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.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Moment of Silence.  www.baschools.org/BoardPolicy-Section3-Instruction

Buildings/Facilities

A. Counseling Department/Family Relations/Assistant Principal’s and Attendance Office/Vocational Counselor
B. Principal's Office/Activities Office/Finance Office/Nurse’s Office/Science/SAP Counselor
C. Business/Vocational/Vocational Counselor
D. Vo-Ag Shop
E. Media Center
F. Cafeteria
G. Gymnasium & Wrestling & Weight Room
H. English/Art/Writers’ Workbench
I. Yearbook-Newspaper/Foreign Language/Art/Athletic Dept./Intervention Program
J. Band/Orchestra/Vocal Music
K. Math
L. Social Studies/Computers
M. Auxiliary Gym
N. All Purpose Athletic Facility

Miscellaneous Facilities

Broken Arrow Memorial Stadium BAHS Baseball Field
BAHS Softball Field BAHS Tennis Courts
BAHS Soccer Practice Fields BAHS Football Practice Field
Master Bell Schedules*

*The bell does not dismiss students from class. The teacher dismisses the class.

Adjustments may be made to the Bell Schedule(s) listed below to provide additional enrichment classes and activities. Students and staff will be notified in advance of any adjustments made.

![Broken Arrow High School 2014-2015 Bell Schedule](image)

### Academics

**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 259-5700 or 701 South 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 as 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 259-5700 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.

**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 also provide Special Education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the office of the school 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 701 South Main, Broken Arrow, Oklahoma. Phone contact is available at 918-259-5700.

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 previsions 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 website at www.baschools.org under the Special Education tab.

Change of Address or Phone Number

When a student's residential address changes, it is the parent/legal guardian's responsibility to submit a completed Change of Address Form and a proof of residence (current utility bill, current lease agreement, signed settlement statement) to the Enrollment Center (210 North Main Street, Broken Arrow) or to the attendance clerk at the student's school site. Please note that even if there are multiple students affected by the change of address, only one (1) Change of Address Form is necessary. Please visit the district website at www.baschools.org to obtain a Change of Address Form.

Confidentiality

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
</tr>
<tr>
<td>89-80%</td>
<td>B</td>
</tr>
<tr>
<td>79-70%</td>
<td>C</td>
</tr>
<tr>
<td>69-60%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit - not used in calculating GPA</td>
</tr>
<tr>
<td>WF</td>
<td>Administrative approved withdrawal from class—figured as an &quot;F&quot; in calculating GPA</td>
</tr>
</tbody>
</table>

In addition, the Broken Arrow Board of Education has approved a weighted grading policy. For ranking purposes, Pre-Advanced Placement, and Advanced Placement grade of an A, B, or C will receive weighted credit. The grade points appearing on the transcript will be figured on a 4.0 basis and a weighted basis, reflected in GPA and class ranking.

If a class is failed and then retaken, BOTH grades are figured in calculating GPA. One does not erase the other.

When computing the final semester grade, the semester test shall be assessed at a value no less than ten (10) percent and no greater than twenty (20) percent. An “X” grade for the semester test will indicate the student was exempt from taking the test.

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

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

Dead Week

The week of finals each semester is “Dead Week.” Dead Week begins on the first day of the week school is in session during the same week semester exams are administered. The restrictions of Dead Week end the day the last regularly scheduled semester exam is administered. Other than regularly set practice sessions and OSSAA approved activities, no activities may be scheduled during the school day during Dead Week or after 5:00 p.m. during Dead Week. The campus must be vacated in all cases by 5:00 p.m. Students are encouraged to use their time in the evenings during this week to study for their semester tests. Classes are not permitted to engage in “party-type” activities during this time Exception: If the last day of semester exams falls on a Friday, school events and activities may be held on Monday of the same week free of the Dead Week restrictions. Exceptions to this policy will be at the discretion of the building principal.
Report Cards
Student grades are available on ParentCONNECT and will be distributed at the end of each academic quarter. Final Spring Semester report cards are mailed to Junior students in the summer. Seniors will pick up their report cards with their diplomas from the counseling office.

Honor Roll
An Honor Roll is published at the end of the first semester each year. All first semester grades will be used when building the Honor Roll. All students with straight "A’s" are listed on the Principal’s Honor Roll. Students with a GPA of 3.50 or greater on an unweighted 4.0 scale, with no grade below a “C”, for the first semester are listed on the Student’s Honor Roll.

Academic Integrity
Cheating / Plagiarism Policy

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. Any electronic device used during a test will be considered cheating unless approved by the teacher.

Plagiarism is defined as the act of presenting as one’s own, whether accidentally or deliberately, the ideas, words, or data obtained from another person or the products of another person. Plagiarism includes copying, paraphrasing, or using the analysis, conclusions, or assessments of another person without clear, specific, and explicit reference. In an effort to avoid plagiarism, students must identify another person’s ideas, words, data or products, whether published or not, or al or written, through accurate and clear documentation.

If a student is caught cheating/plagiarizing on tests or other classroom work, students may be given “zeros” and are subject to further disciplinary actions. Provisions to makeup or otherwise receive credit for the work or test in question will be at the sole discretion of the principal. The teacher and/or school administration will notify the parent of the student in violation of this policy.

Proficiency Based Promotion
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Proficiency Based Testing. www.baschools.org/BoardPolicy-Section3-Instruction

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.
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Records.  [www.baschools.org/BoardPolicy-Section3-Instruction](http://www.baschools.org/BoardPolicy-Section3-Instruction)

**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. The complete Student Records and Access policy may be found in the Board of Education Policy book, listed as policy 1.21.

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 our 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
- District Publications, TV shows, and Web Pages
- School Directories
- Student Award Listings
- Scholarship Services
- Scholarship Announcements
- Activity Stories
- Recruiting Services

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 reason 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 Operations Division at the Education Service Center, 701 S. Main Street, 918-259-5700.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Production of Public Records.  [www.baschools.org/BoardPolicy-Section2-CommunityRelations](http://www.baschools.org/BoardPolicy-Section2-CommunityRelations)
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.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. [www.baschools.org/BoardPolicy-Section3-Instruction](http://www.baschools.org/BoardPolicy-Section3-Instruction)

Parents who believe their rights have been violated may file a complaint with:
Semester Tests, Schedule & Late Work at the End of the Year:
Semester tests are usually given on the last two days of each semester. The semester test will be a comprehensive test. The test schedule will be announced by the principal approximately one month prior to the semester tests. If absent on a test day the student must make up the test(s) on the day he/she returns to school. For an excused absence at the end each school semester, the student will have ten (10) school/business days to make up semester test(s) and turn in any school make up work not completed due to absences. This extension of time must be approved in advance by the Principal.

Semester Exams & Exemption Policy:
Semester tests are given on the last two days of each semester. The semester test will be a comprehensive test. The test schedule will be announced by the principal. No tests will be given early. If absent on a test day the student must make up the test(s) on the day he/she returns to school. All students will be required to take semester tests. Exceptions to this policy will be at the discretion of the building principal. Semester tests will count as minimum of ten (10) percent and no more than twenty (20) percent of the student’s final semester grade.

Seniors and Juniors who satisfy the requirements of the exemption policy are eligible to be exempt from semester exams. This is a reward system for students at Broken Arrow Senior High School for excellent attendance. Semester test exemptions are based on the following conditions being met in specific classes for which the semester in which exam(s) would be taken:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>ABSENCES</th>
<th>TARDIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

A student who is exempt may take the semester test to attempt to improve his/her semester grade even if he/she falls under the above conditions. Students are not eligible for exemption unless enrolled and in attendance for the full semester at BAHS. Homebound students or students who have been suspended are not eligible for exemption. Students placed in Intervention are eligible for exemption. Absences for the exemption policy are counted beginning on the first day the semester.

The following absences COUNT against semester exemptions:
- D- Doctor’s Note
- A- Administrative Approval
- #- No Parent/Guardian Contact with the School
- T- Truant
- V- Vo Tech Absence
- M- Miscellaneous
- C- Call

School Activity absences are not applicable to the exemption policy. Absences related to Drive Test/Examinations administered by the Oklahoma State Department of Public Safety will not count toward the semester absence total for the purposes of calculating semester exam exemption status (appropriate documentation required). College
Visitations, doctor statements, family emergencies, and administrative approval absences count as an absence when figuring absences for exemptions. Foreign Exchange students are exempt from semester exams. Absences that are required in order for a Senior student to receive consideration for a scholarship or gain admission to a college or university may be exempted by the principal. Documentation to confirm the nature of these absences must be provided to the principal. This does not include an absence taken to visit/tour a college/university or enroll in a college/university.

Test exemption status, in and of itself, does not excuse a student from attending school. A parent or guardian must contact the school attendance office in advance to confirm their child’s intent to take advantage of the opportunity for semester exam exemption and absence from school on this/these day(s).

**Senior Activities**

Students must meet academic eligibility in order to participate. Also, students who are under suspension, alternative in-school placement for disciplinary reasons, or disciplinary placement in the Alternative School are not eligible to participate in school activities. Participation of students on Homebound status will be reviewed by the campus administration on a case-by-case basis taking into consideration the following: 1.) Health or medical condition of the student; 2.) Documentation provided and 3.) Nature of the school activity.

(a) Senior Prom

The Senior Prom is open to all seniors and their dates. Senior students who sold the required amount of merchandise in their Junior fund-raiser may attend the prom with their dates at no charge. All other seniors will be required to pay a fee in order to be admitted to the prom. Seniors are required to register their dates if the dates are not members of the BAHS senior class. Both the senior and date must show a photo ID such as a driver’s license or a student ID for admittance to the prom. All school rules are in effect at the prom. **All Prom registrants are subject to administrative approval for attendance to the Prom.**

Students who are under disciplinary action at school are not eligible to attend the prom unless specifically approved by the principal.

(b) Baccalaureate

Baccalaureate is a special service for seniors, their families and friends. It is no longer a school sponsored activity and is held at the pleasure of the Senior Class on the Sunday before Commencement. Interested students should contact the Senior Class Officers or Senior Board for more information.

(c) Senior Picnic/Outing/Awards Assembly

This end-of-the-year function is approved annually as a school activity. Specific policies are established by the Senior Board and approved by the principal. Seniors attending must be enrolled at BAHS and attend classes during the regular school day. Seniors assigned to the Alternative School for non-disciplinary reasons may be approved to attend by the BAHS Principal. Seniors must participate in the Senior Fundraiser or purchase a ticket in order to attend. Details about the Senior Fundraiser are provided by the Senior Class Sponsors. Students under disciplinary action must have approval of the principal to attend.

(d) 12 Year Senior Breakfast

Students who have attended Broken Arrow Schools from first though twelfth grades are invited to sign up to attend a breakfast held at BAHS celebrating their twelve years in Broken Arrow schools. Seniors attending must be enrolled at BAHS and attend classes during the regular school day. Seniors assigned to the Alternative School for non-disciplinary reasons may be approved to attend by the BAHS Principal.
(e) IHS and Middle School Breakfast, and Elementary School Reception
Students who attended the various schools in the district are usually invited to a breakfast/reception at those schools. The staff of the schools host the breakfast/reception to see the seniors before graduating and congratulate them on their graduation. Information related to this activity is provided in the daily announcements and students must sign up for them in the Activity Office.

(f) Commencement & Project Graduation
Commencement is a serious and solemn occasion. The student’s behavior is expected to reflect the importance of the occasion. Any disruptive behavior will be dealt with immediately and normally will result in the removal of the student or adult involved.

Seniors are required to wear the approved cap and gown in order to participate in the ceremony and may not add any accessories to the approved cap and gown unless approved by the principal, such as the NHS Honor Stole, Class of Distinction Stole, and the like. Proper attire under the gown consists of slacks and dresses for the ladies. No jeans, shorts of any kind, flip flops, or tennis shoes will be permitted. Dark shoes are suggested. Participation in Commencement is considered a school activity for seniors who are enrolled at BAHS and attend classes during the regular school day. Seniors assigned to the Alternative School for non-disciplinary reasons may be approved to attend by the BAHS Principal. Only students within 2 credits of meeting graduation requirements are eligible to participate in commencement. Weekly eligibility rules do not apply to Commencement or Project Graduation. If a currently enrolled and attending senior is within 2 credits of meeting the graduation requirements and is not under suspension or disciplinary placement in the Alternative School, the senior may participate in Commencement and Project Graduation.

Commencement
Commencement is a school activity designated to recognize senior students who are scheduled to graduate. As a school activity, students participating must comply with the school rules. Among the most common rules for commencement are the following. Additional details surrounding commencement are given to seniors in a handout form during the Spring of each year.

Dress for Commencement: Boys are asked to wear dark slacks, socks, and dress shoes. A white dress shirt with a tie is preferred. Girls are asked to wear a dark dress (that meets the school dress code) or slacks, and dark shoes. Under no circumstances are jeans, shorts, or short skirts allowed. All students must wear the school-approved cap and gown. No accessories may be added except the school-approved medallion and honor stoles (if eligible). Seniors in violation of the dress code or choose to misbehave before or during the commencement exercises shall be removed and not allowed to participate. Seniors must check in at commencement in their assigned areas and remain in their assigned areas until directed to the event area. Students may not depart the commencement area until all commencement activities have concluded. Students must bring to commencement their school ID or driver’s license in order to gain admission to the holding area and participate in commencement. Students are not allowed to bring any items with them into the commencement arena, including cameras, purses, and cell phones. Students are not allowed to carry anything with them from the holding area to the event area. Do not bring valuable items with you to commencement or have family and/or friends hold your belongings until after commencement. BAHS is not responsible for lost, stolen, or damaged personal property.

If a student has a problem meeting any of the above dress requirements, he/she should contact an administrator, teacher, or counselor for assistance as soon as possible.

Project Graduation
Project Graduation is a fun event put on by the BAHS PTSA, BAHS, and local businesses. The purpose is to provide a safe, drug free, and alcohol free party for students after graduation. Students who attend during the entire specified time of the event are excused from school the day following the event unless specifically approved by the
principal. All school rules are enforced at the event and disciplinary action will be taken for violation of school rules. Seniors attending must be enrolled at BAHS and attend classes during the regular school day. Seniors assigned to the Alternative School for non-disciplinary reasons may be approved to attend by the BAHS Principal. Students must be eligible to participate and must participate in commencement in order to receive eligibility to attend Project Graduation.

**Media Center**

Hours: 7:30 a.m.- 3:00 p.m. Monday through Friday  
Media Specialists: Mrs. Nancy Remus, Ms. Sherri Hare and Ms. Kim O’Brien

**Book checkout period is two weeks.** Books may be rechecked if not on reserve. A student must show his/her BAHS student ID in order to check out books.

**Fines:** Five cents per day, including weekends and holidays. Audiovisual materials may be viewed in the media center. Magazines may not be removed from the media center. Report cards and transcripts of students with overdue library books, fines, or other debts will be held until the debts have been paid and/or return of the materials.

**Homebound Students**

Students who are incapacitated to the extent that they are unable to attend classes for a period of more than two consecutive weeks are eligible for consideration for homebound status. Application for homebound status must be made by a student’s parent/guardian at the school site. Parents should pick up the necessary medical form and information release form to initiate the homebound procedure in the Assistant Principal's office. Upon completion of these forms, a team decision will be rendered on a student-by-student basis. It is important to note that students placed on homebound will only be served in their core subjects, which can cause them to lose credits towards graduation. Monthly re-evaluations are required in order to continue services. Students are not eligible for homebound if working outside the school/home.

Participation in school activities by Homebound students will be reviewed by the campus administration on a case-by-case basis taking into consideration the following: 1.) Health or medical condition of the student; 2.) Documentation provided and 3.) Nature of the school activity.

Classroom teachers will be asked to provide the homebound teacher with a general outline of materials that are covered during a student’s absence. Upon returning from homebound the student must report to the Academic Principal with medical release documentation.

**Margaret Hudson Program**

The Margaret Hudson Program provides the opportunity for a pregnant or parenting girl to continue her education. Application is made through the principal’s office of the Margaret Hudson Program (the Counseling Department will be able to assist with this contact). The Margaret Hudson Program is located at 751 W. Knoxville, Broken Arrow, OK  74012 or call (918) 251-2647 for additional information ([www.baschools.org](http://www.baschools.org)).

**Lost/Damaged Textbooks**

Students must pay the full price for any lost textbooks. A cost evaluation will be determined for damaged books. A receipt will be issued for any textbook fines collected. Students owing fines for lost or damaged textbooks will receive their grade card after these costs are paid in full. If a book has been paid for and is later found, the school will provide reimbursement to the student/parent.
Field/School Trips
Teachers/Coaches/Sponsors who sponsor field trips of any nature are responsible for directing the students involved in regard to the proper procedure concerning activity slips, dress, and behavior. The school dress code and all school rules will be observed. The principal must approve requests for all field/school trips. Students must meet the weekly academic eligibility requirements in order to participate. Students under disciplinary action or those who have a pattern of disciplinary problems may be restricted from participating in field/school trips. Students who are under suspension from school, placed in Intervention/SAC or disciplinary placement in the Alternative School are not eligible to participate in field/school trips.

Before students are permitted to participate in a field/school trip, they must have an insurance release and emergency card on file with the sponsor. Students must use the transportation provided by the school system for all field/school trips. A student will not be allowed to drive his/her own vehicle or with family members or others unless specifically authorized by the principal.

Daily Announcements BAHS News Broadcast
During second period each day, the announcements will be presented on Tiger TV. A daily announcement will be emailed to each teacher. Students are responsible for compliance with the information given. The announcements will be available for morning Tech students in their afternoon classes. The daily announcements will also be posted in the cafeteria and the cross hall to building A/B. The Daily Announcements Tiger TV program shall be re-broadcast each day during 5th period.

School Day for Students
The Broken Arrow Board of Education has a policy requiring all students to be in school six (6) classes or its equivalent each day, except those enrolled in the work program within the school curriculum, approved vocational-technical work-study programs, or participating in approved concurrent college enrollment.

Loss of Credit Due to Late Enrollment
Students entering the Senior High nine (9) school days after the start of a semester and have not attending another accredited high school program during the first nine (9) days of the semester, will be enrolled for no-credit for that semester.

Skip Day
The Broken Arrow Board of Education has not authorized "Student Skip Days" at any time during the school year.

Attendance
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Attendance. www.baschools.org/BoardPolicy-Section4-Students

ABSENCE CODE LIST
The following absences COUNT against the semester absence total
- #- No parent/guardian contact with the school
- T- Truant
- V- Vo Tech absence
- M- Miscellaneous
- C- Call out

The following absences DO NOT COUNT against the semester absence total
- D- Doctors note
- E- School activity
- Q- School competition
- A- Administrative approval
- I- Intervention
- S- Special (Unavoidable absence approved by administrator, i.e. funeral)
- O- On campus
- F- Field trip
- % Exempt

**Procedures**
The attendance office hours are 7:00 a.m. to 4:00 p.m. The switchboard will be open at 7:00 a.m. to receive calls from parents regarding absences. Parents are asked to notify the attendance office early in the morning or before 3:00 p.m. on the day of the absence. The school will attempt to contact parents who fail to call. If no contact has been made on the day of the absence, the student should come to the attendance office before 7:50 a.m. to receive an admit. The admit should be given to each teacher. The last teacher to sign the admit should return it to the attendance office.

**Admits**
A student will not be admitted to class after an absence without an Admit. Admits are coded as chargeable or non-chargeable absences.

**Non-Chargeable absences** will not count against the ninety per cent (90%) attendance requirement. These absences are coded as: A, S, D, E, Q, I, O, F. **Chargeable absences** will count against the ninety per cent (90%) attendance requirement. These absences are coded as: C, M, and T.

**Non-Chargeable Absences**

**Administrative Approval (A):** This code will be given when any absence of an emergency nature is deemed unavoidable by an administrator. This code does not charge against the 90% attendance requirement. The absence does count against the exemption policy.

**Special (S):** This code will be given when there is death in the immediate family or other unavoidable absence as approved by the Principal. In such case, the parent should notify the Attendance Office. This code does not count against the exemption policy.

**Doctor's (D):** This code will be given when an absence is substantiated by a written doctor's statement. **In order to receive this code, the student must bring the statement to the attendance office within two (2) days after returning to school.** This code does count toward the exemption policy.

**School Activity (E):** This code will be given when a student represents the school in a school-approved activity organization that is sanctioned by the O.S.S.A.A. This is a non-chargeable absence in terms of the 90% attendance requirement and the exemption policy.

**On Campus (O):** This code will be used when a student is on campus and participating in a school activity. The “O” code counts the student present. This is a non-chargeable absence in terms of the 90% attendance requirement and the exemption policy.

**Field Trip (F):** This code will be used when a student is on a field trip. The “F” code indicates the student is present. This is a non-chargeable absence in terms of the 90% attendance requirement and the exemption policy.
**Qualifying Event (Q):** This code will be given when a student is absent from school for an O.S.S.A.A., N.A.S.S. P., O.B.A. or other school approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state qualifying events (e.g., O.B.A. State Championship, State Wrestling Tournament, State Academic Team Championship). This absence does not count toward the ten (10) allowed activity absences, the 90% attendance requirement, or the exemption policy.

**Intervention (I):** This code will be given when a student attends school in the Intervention classroom.

**Suspension:** This code will be given when a student has been suspended out of school and attends an alternative program. This is a chargeable absence to the exemption policy.

**Chargeable Absences**

**Miscellaneous Call (M):** This code will be given when a parent calls to report an absence for personal reasons, miscellaneous reasons.

**Parent Call (C):** This code will be given for a call from a parent for illness not substantiated by a doctor’s note.

**Truant (T):** Definition of Truant: A student is identified as truant when he is absent and neither the parents nor school officials know of his whereabouts. Issued when:
(a) a student is absent and neither the parents nor school officials have knowledge of his whereabouts,
(b) parents fail to notify the school of a student's absence,
(c) a student leaves a class or campus without permission from a parent or school official,
(d) a suspended student has been placed in the Alternative Academy and fails to report.

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

**Activity Absences Policy and Appeals for Exceptions to Policy**

Each student is allowed a maximum of ten (10) schools-sponsored activity absences per class per year (Board of Education Policy 10.0 and Oklahoma Schools Standards for Accreditation 210:35-17-2) Policy (Activity Codes E, F, and O). A student who has ten (10) activity related absences cannot represent the school in any activity or be absent from school or an activity without prior approval from the Principal. An appeal to exceed the ten (10) activity absences rule must be addressed in writing by the student or the student and/or his/her parent(s) to the Principal five (5) school days prior to the activity absence.

The following will be considered by the Principal when determining whether or not to grant an additional activity absence in cases of an appeal:

1. Student’s current grade in class(es) effected;
2. Student’s overall attendance record in class(es) effected;
3. Recommendation of student’s parent(s)/guardian(s);
4. Recommendation of the student’s teacher(s); and
5. Recommendation of the student’s sponsor/coach

The student shall be notified in writing by the Principal whether or not his/her additional activity absence is approved or denied within three (3) school days following notification of the appeal. This appeal is provided by Board of Education Policy as the above procedure comprises the Internal Activities Review Committee.

**Activity Absences Notification to Students and Parent(s)/Guardian(s), Etc.:**

At the end of every three (3) week period, beginning with the sixth (6) week of the school year, students and their parent(s)/guardian(s) will be notified in writing concerning their activity absences according to the following schedule by the Attendance Office:
<table>
<thead>
<tr>
<th>School Year Week</th>
<th>Number of Activity Absences</th>
</tr>
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<tbody>
<tr>
<td>6</td>
<td>5 or more</td>
</tr>
<tr>
<td>9</td>
<td>5 or more</td>
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<tr>
<td>12</td>
<td>5 or more</td>
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<td>15</td>
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<td>30</td>
<td>8 or more</td>
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<tr>
<td>33</td>
<td>8 or more</td>
</tr>
</tbody>
</table>

All school organizations sponsoring student activities which require absences from class must be approved by the Principal. School organizational sponsors and coaches turn in Activity/Request Forms to the Principal’s Office ten (10) days prior to the activity. Once received, the activity will be approved or denied and the number of individual student’s activity absences checked. A student who has ten (10) activity absences will be notified by the Activities Office that he/she will not be approved for the activity.

**Sign-in and Sign-out Procedures with Early Dismissals**

Students are required to sign-in the attendance office upon arriving to school after 8:10 a.m. Students will be given a truancy or a coded absence upon parent notification. Students leaving school before regular dismissal time must clear and sign-out through the attendance office. **Parent contact with the office will be necessary before a student is cleared to sign out.** If all efforts to contact a parent fail, an administrator may clear the sign out.

After the parent calls the school, an early dismissal slip will be sent to the student. The student must bring this slip to the attendance office to sign out. **If the student does not sign out before leaving school, an appropriate disciplinary action will be administered.** If the student returns the same day they must check back in with the attendance office.

Students must remain in class until the last 10 minutes of that class hour in order to be counted present. If a student leaves before the last 10 minutes of the class, the student will be counted absent. The absence will be coded according to the reason for the early dismissal.

**Unauthorized Departure from Campus**

**Broken Arrow High School** students may not leave campus unless he/she has an early dismissal or is enrolled in a program that requires and/or allows off-campus travel. A student, who leaves campus without permission, will be charged with “unauthorized departure from campus”. **The student who violates this policy will be placed in intervention for three (3) or more days and is subject to suspension from school.**

**Unauthorized Departure from Class**

Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If it is necessary to leave the room, a hall pass must be issued by the teacher; and the student must sign a class sign-out log sheet. If it is necessary for the student to leave school, he/she shall be instructed to go to the attendance office and check out. If a student leaves the classroom without permission, it may result in a truant for that hour. In this event, an appropriate discipline will be administered.
Protective Orders/Restraining Orders

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

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Complying with Protective or Restraining Orders.  [www.baschools.org/BoardPolicy-Section3-Instruction](http://www.baschools.org/BoardPolicy-Section3-Instruction)

City of Broken Arrow Ticketing

The citation for violation of the city ordinance addressing possession of or use of tobacco products carries with it the possibility of a fine and a mandatory court appearance. The school will apply disciplinary consequences, as well as offer Saturday Tobacco Education classes which may reduce the level of disciplinary consequences. The citation for violation of the city ordinance addressing the disorderly conduct ordinance of the City of Broken Arrow may be directed at the student for fighting, creating a disturbance, use of profanity or profane gesture directed at a staff member or other violation of the city ordinance. The application of this ordinance will be on a case-by-case basis. Administrators have discussed the appropriate use of this measure and have agreed that it be applied in the above situations, upon repeated offenses of school violence by a student, or other appropriate situation. A citation for this offense carries with it a possibility of a fine or community service, and a mandatory court appearance. The school action applied in such instances is usually a suspension out-of-school for a period of three (3) days to (10) days, but for repeated offenses (a student is involved in two or more fights) a student may be placed in an alternative education plan and/or suspended from school for the remainder of the current semester and the subsequent semester.

Tardy Policy

Tardiness to class is a disruption of the normal operation of school and must be taken seriously. A student is tardy if not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for class will be counted as absent for that class that day. All unexcused tardies accumulate for each semester in each class. All work assigned during that period will be due as assigned. Students will fill out a tardy referral for documentation when they enter the classroom late. After four tardies in a class, the student shall be referred to the office for disciplinary consequences.

The teacher has the discretion to allow the student to excuse the tardy by an agreement worked out between the student and the teacher. The teacher will contact parents by phone or email upon the 2nd or 3rd tardy to class. The teacher may assign disciplinary action beginning with the second tardy for their respective class. Teacher action is required before an office referral for tardies. Administrative disciplinary action is determined at the discretion of the administrator and may include any alternative available.

College Visitation

College Visitation absences will be coded as Administrative absences for senior students, according to these guidelines: (1) one day per semester, (2) notification from parents prior to college visit (3) documentation provided by the college or university and turned in to the attendance office upon return to school. Juniors are permitted to have one college visit in the spring semester if they provide (1) notification from parents prior to college visit (2) documentation provided by the college or university and turned in to the attendance office upon return to school. College visitation absences do count as an absence for semester test exemptions. However, college visits which are required for the student to be accepted to the college or considered for a scholarship may be approved as exceptions to the exemption policy by the Principal.

Documentation must accompany the request for such an absence. College tours, enrolling in college, and other college visitation programs are the choice of the student and parents. While one day per semester of college visitation is allowed in the attendance policy, each day does count toward the absences allowed for exemptions.
Student Parking

PARKING ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKE IF ABUSED.

Parking Regulations (Secondary School Students)
The policy of Broken Arrow Public Schools concerning authorization for appropriately licensed students with verifiable auto insurance coverage to drive personal cars to school shall be that students enrolled in 9th through 12th grades shall have permission to drive to school, subject to availability of parking spaces in school parking lots.

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

1. Possession of a valid Oklahoma driver’s license.
2. Evidence of valid auto insurance.
4. Payment of reasonable fee.
5. Parent/Guardian agreement to parking and automobile search regulations as evidenced by signatures on the registration form.

Students enrolled in grades lower than ninth grade are not authorized to drive cars to school. Exceptions will not be granted. Parking space will be available for motorcycles and bicycles. Motorcycles are subject to the same registration procedures as automobiles.

Students shall be issued a permit for only one vehicle for the school year. However, the building principal or designee may authorize multiple car permits based on a hardship condition, as documented by parent request.

Students living more than one and one-half miles from assigned school will be provided bus transportation by the school system.

Students are to be directed not to park cars in residential and business areas located in the vicinity of the school campus.

Regular review of valid parking permits shall be completed by the building principal or designee. Parking privileges may be terminated for students whose status no longer qualifies them for permit, for students who are suspended from school, or students who operate vehicles in reckless or unsafe manner. The building principal is authorized to establish additional parking and driving regulations on the school campus. Violation of parking and/or driving regulations may result in the removal of the vehicle from school property at the student/owner’s expense.

STUDENTS MUST ENSURE VEHICLES DRIVEN ONTO OR PARKED ON SCHOOL PROPERTY DO NOT CONTAIN CONTRABAND

Students who drive or park vehicles on school property have a responsibility to ensure prior to driving the vehicle on school property that whatever vehicle the student drives or parks does not contain contraband not permitted at school, including controlled substances, illegal drugs, alcohol, or weapons. A student who drives or parks a vehicle on school property will be responsible for what is in the vehicle regardless of who owns title to the vehicle, who has been driving the vehicle, or who has been riding in the vehicle. It is the duty of the student driving the vehicle to inspect the vehicle before driving it onto or parking it on school property to ensure the vehicle does not contain contraband not permitted at school. Students will be responsible for items in driven and parked vehicles and will be considered to be in “possession” of all items in all such vehicles. An offense is committed if the student fails to inspect, find, and remove contraband from the vehicle before the vehicle is driven onto school property or parked at
school. Because of this duty of inspection, a student will have no defense to the presence of contraband in a vehicle driven onto or parked at school by the student because the student claims she/he was not aware that others placed contraband in the vehicle.

Students who drive onto or park off campus should also make sure their vehicles do not contain controlled substances, illegal drugs, alcohol, or weapons. Having such items near the campus can be just as disruptive to the school environment as having the items in vehicles driven onto or parked at school. Students may be disciplined for the presence of contraband in such vehicles if it adversely affects school operations, student safety, or student behavior during the school day or at a school event.

Students who park in the school parking lots may have the inside of the car searched if there is reasonable suspicion that the vehicle may contain contraband. Reasonable suspicion may be provided by, but not limited to, an alert from dogs that can detect contraband. No reasonable suspicion will be needed for a drug-detection dog to sniff the outside of a student vehicle.

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

All students must be licensed and covered by insurance in order to drive to school and park on campus. The school is not responsible for automobiles or their contents. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons or other contraband might be present in those vehicles. Searches will be conducted in accordance with legally approved policies.

Any student who drives a vehicle to school is deemed to consent to a search of that vehicle at any time for any lawful reason. Students who refuse to allow a search of their vehicle are subject to disciplinary action, including but not limited to, denial of the right to drive the vehicle to school, suspension, and other such disciplinary action as deemed appropriate.

A student must have a valid parking tag properly displayed before parking on school property. These parking permits may be obtained in the Activity Office area (B109) at a cost of $15 fee per year. Driver’s license, proof of insurance, license tag number, and student ID are required when making application for a parking permit. Tags are not transferable to another student or another student's vehicle. Lost or stolen permits must be replaced by the student at the full $15.00 cost. The fee for a parking permit shall be reduced to $8.00 at the beginning of the Spring Semester each year.

If it becomes necessary to permanently drive another vehicle, students are to register the new vehicle information in the Activity Office area. A temporary parking tag may be obtained from the parking lot attendants. Misuse of the parking permits may result in loss of parking privilege and office assigned disciplinary action. Only cars with tags are allowed to park on campus. All others are subject to be towed at owner's expense.

A five mph speed limit will be enforced in all lots and a 15 mph speed limit on all access roads to the parking lots. Passing on access roads is prohibited. Lot A has a one-way entrance and exit which is strictly enforced. Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in the issuance of a ticket that will have a consequence of a monetary fine or suspension from driving and/or parking on school property. Students are instructed to leave their vehicles immediately after parking correctly. UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO SIT IN VEHICLES.

Refer to the inside of the back cover for the after school traffic plan.
The following fine or suspensions will be issued with the ticket:
To encourage the voluntary registration of motor vehicles, a $10.00 surcharge will be added to registration fees on unregistered vehicles found in the lot.

- **NO PARKING ZONE**--$10.00 or 10 days off campus
- **HANDICAPPED PARKING**--$10.00 or 10 days off campus
- **IMPROPER DRIVING**--$20.00 or 20 days off campus
- **NO PARKING PERMIT**--$10.00 + Permit
- **FACULTY OR VISITOR PARKING**--$10.00 or 10 days off campus

Students must make arrangements for paying fines or taking vehicle suspensions with their principal. Failure to do so may result in the loss of driving privileges or other disciplinary action. Students who acquire four tickets in a year will lose their driving privileges for a specified period of time. Student fines will be deposited in the Student Activity Fund.

Students may park in any lot other than the areas restricted by posted signs. The restricted areas are: (1) the first four rows in Lot A; (2) the first row as designated by posted signs in Lot B; (3) the first row behind Building H-I in Lot C; (4) the first two rows behind handicap parking in lot C; (5) all of Lot E; and (6) the first row in lot F. Handicapped parking spaces are provided in Lots A, B, C and F. A student may obtain a HANDICAPPED PARKING SPACE PERMIT in the Assistant Principal's Office area (A112).

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

1. At 8:15 a.m. daily, all access gates to the parking lots will be locked except for Lot A, east gate.
2. If an emergency occurs which requires a student to leave campus during class hours, he/she must sign out in the attendance office and produce the early dismissal slip to the attendant at the east access gate in Lot A.
3. All parking lots are "off limits" during class hours and during all lunch periods without an authorized early dismissal, pass, or scheduled student release.

Violations of these regulations may result in assigned disciplinary action.

**SUPERVISORS ON DUTY MAY TOW OR REVOKE PARKING PRIVILEGES FOR VIOLATION OF ANY OF THE ABOVE REGULATIONS.** The BAHS administration will give one warning to a student for failure to follow regulations, which may include disciplinary consequences. An administrator will contact a parent/guardian (by phone, if possible, or by email or mail) one time prior to removing (towing) a vehicle from the BAHS campus. If after receiving a warning, whether or not combined with disciplinary consequences, the student fails to follow regulations, the student and/or parent/guardian will receive no further warning prior to removing (towing) the vehicle driven by the student from the BAHS campus. If a student’s vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student and/or parent/guardians.

**Bus Transportation**

Legally-enrolled students who reside one and one-half miles or more by the most commonly traveled road from the school to which they are assigned by attendance zone residence are eligible for school transportation services. Students are assigned to bus loading stops located within one-half mile from their residence. Students are to board buses and depart from buses only at home, at their designated bus stop, or the school where in attendance. Information regarding bus schedules, bus routes, changes in bus assignment, and/or temporary alterations in normal bus assignments are to be directed to the Office of Transportation Services at 918-259-4550.
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Eligibility for School Transportation.  www.baschools.org/BoardPolicy-Section3-Instruction

**Bicycles and Skate Boards**

Bicycles are not to be ridden in the parking lots or around the building. Skateboards or inline skates are not allowed on school property at any time.

**Student Dress Code (All Grades) and Disciplinary Steps**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Dress Code (All Grades).  www.baschools.org/BoardPolicy-Section4-Students

**Activity Group Uniforms:** Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Activity Group Uniform and Summer Camp Regulations.  www.baschools.org/BoardPolicy-Section4-Students

The normal disciplinary procedure for each infraction will be as follows:

1st Violation: The student will be assigned detention and the parent(s) will be contacted by telephone, email, or mail.

2nd Violation: The student will be assigned 2 detentions.  Parents will be contacted by telephone, email, or mail.

3rd & Subsequent Violations: The student will be assigned to 3 days of Intervention or 2 Saturday detentions. Parent(s) will be contacted via telephone, email, or mail.

- At the time the student is disciplined for violating the dress code, the student must correct the dress code violation in order to attend class.  The student may be able to change clothes at school, or have a change of clothes brought to the school.  If the dress code violation cannot be corrected in this manner, the student will be required to attend school in the Intervention program for the remainder of the school day.  The disciplinary steps identified above will be carried out regardless of whether or not the student can arrange for a change of clothes and/or has to spend the remainder of the school day in Intervention.

**Broken Arrow Secondary Schools**

**Student ID Guidelines**

Student ID’s will be required at all secondary schools throughout the Broken Arrow School District. The main reason for the use of ID’s is safety.  Student ID’s give staff ready access to student identity and to guardian phone numbers in case of emergency or need for identification. Student ID’s also help us to identify Broken Arrow students on field trips and at school-related activities.

1. Students are required to carry a school-issued ID while in attendance at school and school-related functions as designated by the administration. This may include field trips, dances, and other school-sponsored activities. The ID is to be used only by the student to whom it is issued.

2. Student ID’s may be required to check materials out of the Media Center and for Internet access on school computers.
3. Student ID’s shall be carried by students at all times while on school property and/or while participating in a school function.
4. Students in violation of this policy may be subject to disciplinary action.
5. Student ID’s are the property of the school, like textbooks. They are not to be covered with pins, stickers, pictures, or other objects, nor should they be altered in any way. Partial, damaged, or defaced student ID’s are not acceptable.
6. If a Student ID is lost or damaged, the student may be required to pay for the replacement (replacement cost is $5.00).
7. ID’s may be collected on the last day of school.
8. A student is required to show and turn over his/her ID to any BAPS staff member who requests the ID for any reason. The failure to do so on the part of the student may result in suspension from school.

**Public Display of Affection**
Physical contact, other than holding hands, is prohibited on campus and at off-campus activities. Students in violation of this policy will be disciplined.

**Sexual Harassment**
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Sexual Harassment. [www.baschools.org/BoardPolicy-Section5-Employees](http://www.baschools.org/BoardPolicy-Section5-Employees)

**Lunch**
A student’s lunch period is determined by the building in which his/her 4th hour class is located. Students with 1st lunch will go directly to lunch after 3rd hour class is over. The remaining students will report to 4th hour class directly after 3rd hour. Students with 2nd lunch will proceed to 4th period class after 3rd period. At approximately half the period, the students will be dismissed for lunch and return to 4th period after lunch has ended. Students are not allowed in the academic buildings during lunch. Restrooms in the Cafeteria or the Media Center shall be utilized during lunch. Students are allowed in the following areas ONLY during lunch:

1. Cafeteria.
2. Courtyard east of the Media Center and west of Bldg. C.
3. Media Center – no food or drink

Students will not be allowed to charge meals to their account. If a student has insufficient funds, he/she will receive a sandwich or breakfast toast with milk. Parents needing assistance or wishing information about the Federal Free and Reduce program will be provided this information upon request.

Site Child Nutrition Managers will send home notification to parents in their child’s backpack and by phone in an effort to avoid these situations. If there is a chronic concern, a counselor and/or administrator will be notified of the situation.

**Lockers**
Students have an option of obtaining a locker in the building where their 4th period class is located. Locks are provided by the school on a loan basis. NO LOCKS are to be used other than school-owned locks unless approved by administration. Any unapproved locks will be removed at the owner’s expense. **LOCKERS ARE ISSUED IN THE ACTIVITY OFFICE ROOM B109.**
The school does not assume responsibility for property removed or stolen from lockers. **The locker is a school property and may be inspected or searched at any time without prior notice to the student if there are reasonable grounds to believe that drugs, counterfeit drugs, alcohol, nonintoxicating beverages, stolen property or other contraband might be present in that locker.**

**Search of Students for Possession of Illegal Substances, Weapons, Related Items**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Search of Students for Possession of Illegal Substances, Weapons, Related Items.  
www.baschools.org/BoardPolicy-Section3-Instruction

**SEARCH OF VEHICLES**

ANY STUDENT WHO DRIVES OR PARKS A VEHICLE ONTO SCHOOL PROPERTY IS DEEMED TO CONSENT TO A SEARCH OF THAT VEHICLE AT ANY TIME AND IS REQUIRED TO OPEN THE VEHICLE FOR SUCH A SEARCH, TO SEARCH FOR ILLEGAL SUBSTANCES, DRUGS, ALCOHOL, LOW-POINT BEER AS DEFINED BY OKLAHOMA LAW, STOLEN PROPERTY, WEAPONS OR OTHER PROHIBITED CONTRABAND ITEMS THAT MAY BE PRESENT IN THE VEHICLE. THE PUPIL SHOULD UNDERSTAND THAT REFUSAL TO OPEN THE VEHICLE AT ANY TIME THAT IT IS ON SCHOOL PROPERTY FOR A SEARCH BY A BROKEN ARROW PUBLIC SCHOOLS ADMINISTRATOR MAY BE GROUNDS FOR DISCIPLINE, INCLUDING SUSPENSION OR LOSS OF PARKING PRIVILEGES AND SUSPENSION OUT OF SCHOOL.

**Unauthorized Vehicle Search on School Property Policy**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Unauthorized Vehicle Search on School Property.  
www.baschools.org/BoardPolicy-Section4-Students

**Drugs, Alcohol and Contraband Searches by Canine Detection Policy**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Drugs, Alcohol and Contraband Searches by Canine Detection.  
www.baschools.org/BoardPolicy-Section4-Students

**Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School Policy**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School.  
www.baschools.org/BoardPolicy-Section4-Students

**Tobacco on School District Property**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Tobacco on School District Property.  
www.baschools.org/BoardPolicy-Section2-CommunityRelations

**Student Alcohol and Drug Use Testing**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Alcohol and Drug Use Testing.  
www.baschools.org/BoardPolicy-Section4-Students

**Drug Testing of Students Participation in Competitive Physical Activities**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Drug Testing of Students Participating in Competitive Physical Activities.  
www.baschools.org/BoardPolicy-Section4-Students
Reporting Students Under Influence/Possession of Controlled Substances, Alcoholic Beverages
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Reporting Students under Influence/Possession of Controlled Substances, Alcoholic Beverages. www.baschools.org/BoardPolicy-Section4-Students

Student Code of Conduct
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Code of Conduct. www.baschools.org/BoardPolicy-Section4-Students

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

Harassment, Intimidation, Bullying and Threatening Behavior
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Bully Prevention. www.baschools.org/BoardPolicy-Section4-Students

Student Suspension/Discipline Policy
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Suspension/Discipline Policy. www.baschools.org/BoardPolicy-Section4-Students

Students Suspended From, Night or Summer School for Serious Infractions
Any student suspended from a Broken Arrow Public school for serious infractions may be subject to that same suspension being upheld at night, or summer school in Broken Arrow or any student suspended from night or summer school for serious infractions may be subject to that same suspension being upheld at any Broken Arrow School site. Serious infractions will include, but not limited to weapons, threats, violence, drug situations, alcohol and profanity. A suspension of the current semester and the succeeding semester cannot be met by summer school.

Health Services
The Senior High School has a full-time nurse on duty. Students are directed to report to her office with a pass from the teacher, should they become ill during the school day. All medications are to be taken to the nurse to be dispensed.
By state law, all students entering the school system for the first time, from kindergarten through twelfth grade, must provide certification that such child has received or is in the process of receiving, immunizations as required by Oklahoma State Law or has an exemption on file with the State of Oklahoma. Every student must submit a completed emergency treatment card before receiving their class schedule. These emergency cards will be kept on file in the nurse’s office.
Authorization for Emergency Treatment
Every student must submit a completed H-14 (Broken Arrow Public Schools Emergency Information/Authorization Form) before receiving their class schedule. These emergency forms will be kept on file in the Health Office. Emergency Medical Services (EMS), based on their criteria, will designate where emergency care will be received.

Medication Taken At School Policy
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School.  www.baschools.org/BoardPolicy-Section4-Students

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
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School.  www.baschools.org/BoardPolicy-Section4-Students
Non-Prescription Medication
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School.  www.baschools.org/BoardPolicy-Section4-Students

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.

Controlled substances 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. Controlled substances must be kept in a locked storage compartment.

Controlled substances will not be sent home with students. A parent or guardian must pick these up. Any medication not picked up on the last day of school will be disposed of in a non-recoverable manner.

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
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School.  www.baschools.org/BoardPolicy-Section4-Students

Self -Administered Inhaled Medications in the Absence of a Certified School Nurse
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School.  www.baschools.org/BoardPolicy-Section4-Students

Inhaled Medications Administered by Non-nurse School Employees
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Medication Taken at School.  www.baschools.org/BoardPolicy-Section4-Students

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.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Pediculosis (Head Lice), Treatment, and Attendance at School. www.baschools.org/BoardPolicy-Section4-Students

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.

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye). Student 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.

Meningitis Information
Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines as Provided by the Oklahoma State Department of Education and Oklahoma State Department of Health

This information sheet was prepared with information obtained from the Oklahoma State Department of Education and Oklahoma State Department of Health and is provided to parents of BAPS students in grades 6-12 in conjunction and compliance with SB 1467.

What is meningococcal disease? Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria 32eningitides. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningoocccemia, a serious infection of the blood.

Who is at risk from meningococcal disease? Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.
Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?
The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?
Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Signs and Symptoms of Meningitis
- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?
Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 55- years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.
Is the meningococcal vaccine safe? Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work? Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis? No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

Where can I get the vaccine for my son or daughter? If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: Have no health insurance, Are Medicaid eligible, Are Native American, Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma? This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?
For more information contact your healthcare provider or local county health department or visit these Web sites:
National Meningitis Association at www.nmaus.org
Immunization Action Coalition at www.vaccineinformation.org/menin/index.asp
Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at www.vaccinesafety.edu/cc-mening.htm
National Network for Immunization Information at www.immunizationinfo.org/

Aids Education Program
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on AIDS Prevention Education Instruction Program. www.baschools.org/BoardPolicy-Section4-Students

Visitors
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Visitors to School. www.baschools.org/BoardPolicy-Section2-CommunityRelations

Authority to Order Non-Students to Leave Institution and Appeal Process
Student Phone Messages
Student phone messages will be received only from a parent or guardian. The message must be of an emergency nature. Classes will be interrupted only for an emergency. Under most circumstances, messages are delivered within the same hour they are received.

Tulsa-Tech Students
All Tulsa-Tech students must be enrolled in and attend Broken Arrow Senior High School for three classes in order to receive credit for Tulsa-Tech. A student is not allowed to attend just his/her Tulsa-Tech classes.

Disciplinary action that involves suspension from school, regardless if it is initiated at the high school or at Tulsa Tech, will be suspended from both Tulsa Tech and the high school.

A.M. Tulsa-Tech students must provide their own transportation from home to school in the morning.

P.M. Tulsa-Tech students must provide their own transportation from school to home in the afternoon.

Broken Arrow Public Schools will provide transportation from school to the Tulsa-Tech and back to school each day. An A.M. Tulsa-Tech student is required to be in his/her 4th hour class by the end of first lunch on normal school bell schedule days. On days we are on activity bell schedules, TTC students should report to school and depart for TTC according to their normal schedules.

For any variation to this policy, announcements will be made throughout the school year concerning how TCC students’ schedules and accommodations for days with different timetables, such as Assembly/School Activity Days, Semester Test Days, and the like.

Assemblies
Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. STUDENTS ARE EXPECTED TO ATTEND ASSEMBLIES WHEN DISMISSED FROM CLASS unless a different assignment is given a student by the school administration.

A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on School Assembly Programs (Religious). www.baschools.org/BoardPolicy-Section3-Instruction

Dances
1. Guests who are between the ages of 15-20 years of age can attend if they are registered in advance as announced and are expected to adhere to the established Broken Arrow Senior High School standards in appearance and behavior.
2. Any student at the activity not conducting himself in an appropriate manner, as interpreted by the school personnel and/or chaperones, will be asked to leave the premises.
3. If a student leaves the dance or activity he/she will not be allowed to return.
4. Students will not smoke at dances or activities at any time.
5. No loitering will be allowed around the outside of the building.
6. Students will abide by all school rules at school-sponsored dances.
7. Students must be academically eligible in order to attend school dances including the prom.
8. Students that have withdrawn or been dropped from school during the current school year will not be eligible to attend a dance or Prom during the same school year as a guest.

**School Dance, Prom and Royalty Dress Code (Formal Attire)**

Periodically throughout the school year, school-sponsored dances are approved for students to attend. Likewise, the Senior Prom is scheduled in the spring of each school year for students to attend. Students who participate in the various school royalties are also subject to this dress code. While the school appreciates the changing nature of clothing designs and fads in the style in which clothing is worn, there remains a standard of appropriateness for students in terms of how they dress for school functions. The following dress code is intended to illustrate and explain what is appropriate and inappropriate as dress for school dances, the Prom, and while participating in school royalties.

As with most policies, however, the following is not an exhaustive list of what is appropriate and inappropriate. Students are warned that any type of dress that is deemed inappropriate, conspicuous, indecent, scurrilous, profane, crude, or unbecoming by the school administration shall be considered in violation of this dress code and will result in the denial of admission to the dance or Prom or prohibition from participating in the royalty activities and may result in further disciplinary action. Students may bring a picture of the clothing to school for approval prior to the event if there is a concern that it may be in violation of this policy.

1. Clothing, which has “see through” material or exposes undergarments in the areas from the knees to the upper chest are not acceptable.
2. “See through” material is acceptable for the arms, legs below the knees, and neck/collar bone area.
3. In all cases, the areas normally covered by a one-piece bathing suit shall also be covered by opaque material.
4. Two piece dresses are acceptable as long as they do not expose the upper torso area while standing still or moving. “Tube tops” are not acceptable.
5. Strapless dresses, which fit appropriately and cover the upper torso area are acceptable.
6. Backless dresses, which go below the lumbar spine, are not acceptable.
7. The skirt or dress shall not be conspicuous or indecent while sitting or standing, and must extend two (2) inches beyond the longest finger on the hand with the shoulders in a relaxed position. The two (2) inch measurement also applies to slits in dresses.
8. It is understood that many formal dresses are designed to fit closely around the body; however, dresses made of spandex or other material, which makes the dress inappropriate, is prohibited.
9. The Prom is considered a formal event so formal wear is required. Formal wear for a girl may be a dress, party gown, suit, or formal gown. Formal wear for a boy may be a suit, tuxedo, or a blazer and slacks. All Prom formal wear must meet this dress code.
10. Shorts and skirts, which meet the dress code, are acceptable for school dances other than the Prom. Jeans and shorts are not acceptable for the Prom.

11. Exceptions to this dress code for special circumstances, such as cultural clothing, may be approved by the Principal. Any exception, however, shall meet the requirements of this policy other than number 9.

**School Pictures**

**Juniors & Seniors**

Juniors and Seniors will be photographed on campus by a school-contracted photographer sometime in the fall for the yearbook. Students may purchase the entire package of photos or have only the one printed in the yearbook. The pictures are intended to act as junior “school pictures” and yearbook pictures for seniors. Seniors may purchase picture packs if they would like, however.

**Important Instructions Regarding Senior Pictures**

Broken Arrow High School does not have an official “senior picture” photographer. The photographer that visits the school in the fall takes pictures of all juniors and seniors for the yearbook. Seniors desiring to have “senior pictures” should contact an area professional photographer to have them made.

**Elevators**

Each building is equipped with an elevator. Handicapped students may have access to the elevators by requesting a key(s) in the Principal’s office. A deposit of $5.00 per key is required which will be refunded when the key is returned.

**Food and Drink**

Food and drink will not be allowed in the classroom except as allowed by the teacher for special occasions with the approval of the principal. Water is acceptable in the classroom upon teacher and/or administrative approval.

**Other School Campuses**

Students from BAHS are prohibited from being on other campuses in the district during the school day unless they have a scheduled class on that campus or administrative approval. Students found on other campuses will be reported to the BAHS administration by that building's principal and/or staff and appropriate disciplinary action will be taken.

**Lost or Stolen Property**

While the school may help a student in the effort to find and recover lost or stolen property, the school assumes no responsibility or liability for damaged, lost, or stolen personal property of students. Students are discouraged from bringing personal property to school that is not necessary for academic study or function and approved for a school activity.

**Lost and Found**

Students who have lost personal or school-owned articles may ask for them in the Attendance Office. Students finding articles in the school should bring them to the Attendance Office. All unclaimed items are given to charity at the close of the school year.

**Emergency Procedures**

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.
The FIRE ALERT is a continuous 2 or 3 second sound. The TORNADO ALERT is a continuous wailing sound over the intercom. The ALL-CLEAR is sounding of the bell. The LOCK-DOWN PROCEDURE is posted in all classrooms and practiced during the school year. In the event of a lock-down, it will be announced as prescribed by the Principal. The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the Principal. As a backup Fire and Tornado Alert system, hand-held air horns will be used. Each building will have a teacher assigned to use the air horn to alert the students.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Safety Drills. www.baschools.org/BoardPolicy-Section3-Instruction

**Distribution & Posting of Materials**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Distribution by Student of Written Materials in School Facilities. www.baschools.org/BoardPolicy-Section2-CommunityRelations

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Distribution of Written Materials. www.baschools.org/BoardPolicy-Section2-CommunityRelations

**Fundraising**

All fund raising activities must be cleared by the principal and approved by the Board of Education. Only "products" of school activity fundraisers may be sold on campus. The senior fundraiser is used to pay for all senior end-of-year activities. Students who do not participate in the senior fundraiser may be required to purchase a ticket to the senior picnic. The junior fundraiser is used to pay for an end-of-year junior activity and the senior prom the following year. Juniors who do not participate in the fundraiser will be required to purchase a ticket for the prom during the senior year.

**Participation in Activity Trips**

Many activity trips sponsored by school organizations require each student to participate in fundraising activities in order to participate in the activity trip, both local and out of state trips. The cost of the activity trip not covered by the student’s fundraising participation is the responsibility of the student and/or parent. The student’s total cost of the activity trip must be paid in full prior to the activity trip. Students participating in activity trips must be academically eligible in order to participate.

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

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Use of Wireless Communication Devices by Student(s). www.baschools.org/BoardPolicy-Section4-Students

**Guidance and Counseling Services**

The counselors help students with academic, personal, and developmental concerns. Careful consideration is given to selection of courses, enrollment, and testing as well as college, technical and career plans. The office is located on the second floor of Building A, Room 201 and Room 210, and is open from 7:00 a.m. to 4:00 p.m. daily. Counselors are available from 7:30 a.m. to 3:00 p.m. To see your counselor, come by the Counseling Office and complete a "Request to See Counselor" blue slip. Your counselor will call you in as soon as possible. If there is an emergency involving the safety of you or another person, indicate this immediately to the Counseling Office staff or other school staff.

COUNSELORS
Rhonda Weeks- District High School Lead
Summer VanHoozer
Pre-Enrollment Process
The pre-enrollment process each year begins in February. Course planning guides and pre-enrollment information will be distributed to each student. In addition to a wide variety of college preparatory selections, numerous vocational-technical programs are available. Early planning contributes to a better understanding of individual needs and a well-balanced educational program that addresses those needs.

The enrollment process begins with introductory information and credit evaluations presented to students in groups. Students are given approximately a week to choose classes and obtain approval signatures. Individual conferences are held to complete the enrolment process.

Schedule Changes
The master schedule of classes will be made according to what student’s request during Spring enrollment. Once a student has a schedule, adjustments will be made only on a limited basis. Schedules may be adjusted if any of the following qualifications are met and space is available:

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

Schedules **WILL NOT** be adjusted for the following conditions:

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

Other Information concerning schedule changes:

1. No schedule change request will be approved after the first 10 school days of a semester.
2. When a student is removed from class for disciplinary reasons a grade of an “F” will be recorded on the transcript for the class and calculated in the GPA.
3. When a student is removed from a class due to medical or unusual circumstances, as determined by the administration, a grade of “NC” will be recorded on the transcript for that class.
BAHS Graduation Requirements:
Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Promotion and Graduation Requirements (Grades 9, 10, 11, 12). www.baschools.org/BoardPolicy-Section3-Instruction

Recognition of Students for Academic Achievement (High Schools)
The title of “Graduate with Distinction” will be awarded at the end of the seventh semester to seniors who meet these qualifications:
The cumulative weighted grade point average since ninth grade places them in the top 3% of the class.
The student has taken a minimum of 3 AP or Pre-AP courses per semester in ninth grade and a minimum of two AP or Pre-AP courses per semester beginning in the tenth grade.
The principal can consider exceptions to the “Graduate with Distinction” qualifications for new students and for students who have limitations on their choices when enrolling.
The title of “Honor Graduate” will be awarded at the end of the seventh semester to those seniors whose cumulative weighted grade point average since ninth grade places them in the top 10% of the class. (It is not necessary to have taken two AP emphasis, Pre-AP or AP courses per semester: however, most Honor Graduates have these courses).
Student GPA will be determined using a four-point scale. Following this calculation, .02 GPA will be added to the GPA for each semester of an AP emphasis/Pre-AP course the student has successfully completed, and .04 will be added to the GPA for each semester of an advanced placement course the student has successfully completed.

Grade Point Average and Rank
The A-4.0, B-3.0, C-2.0, D-1.0, and F-0.00 scale is used beginning with ninth grade to determine the cumulative grade point average (GPA). The 4.0 scale is usually used to determine college admission and scholarships. Eighth grade courses taken for high school credit will not be computed in the GPA. When a class is retaken in night or summer school, both semester grades are computed in the GPA. The original class is not removed from the transcript. In calculating the RANKING GPA (not done until the second semester of the junior year) an “AP Emphasis” course will be weighted as a six (6)-point class and a “Pre-Advanced Placement” course will be weighted as a five (5) point class.

Fifth Year Senior
A fifth year senior is defined as a student who was scheduled to graduate the previous year, who participated in all activities including graduation ceremonies, and for whom a diploma was ordered, but did not meet minimum graduation requirements to receive the diploma. This student may make up credit deficiencies by enrolling in night or summer school or by enrolling the following year in those courses needed to complete their requirements. Classes for his student will be scheduled as early in the day as possible and the students will be requested to leave the campus as soon as possible after dismissal of their last class. Upon completion of the course requirements needed for graduation, this student will pick up his/her diploma from the counseling office. This student will not be participating in extra-curricular activities. Any exception must be approved by the building principal.

Broken Arrow Academy
At-Risk Placement: A student at-risk placement is instigated by the student or student's parent. Students considered at-risk are students that are behind on credits for graduation and have severe attendance problems. Students are accepted to the BAA according to an application and selection process. The at-risk student or parent of an at-risk student should contact the student's counselor or administrator for an application to the program.
Make-Up Credits

Students must make every effort to pass all scheduled classes. However, students who have failed high school classes may be eligible to pursue their academic requirements through one of the following methods:

- **Summer School**: Up to two (2) credits may be earned during June and July session
- **Night School**: Up to two (2) credits may be earned each semester during the evening program
- **Correspondence Course**: Up to two (2) elective credits may be obtained by independent means through a state university.
- **Internet-Based Course**: May be approved on an individualized basis.

During one year, no more than six (6) credits may be made up outside the regular school day and students may only be enrolled in a maximum of two (2) make-up credits at any time.

For more information about Summer and/or Night School, students and parents are encouraged to visit with their counselor.

Concurrent Enrollment

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Concurrent Enrollment Guidelines for Junior and Senior Students. [www.baschools.org/BoardPolicy-Section3-Instruction](http://www.baschools.org/BoardPolicy-Section3-Instruction)

Steps Required to Establish Concurrent Enrollment:
1. Meet with your high school counselor to discuss eligibility for Concurrent Enrollment and to arrange possible schedule.
2. Minimum ACT score required.
3. Select two or three colleges course options not offered at the Senior High School.
4. Obtain written permission from the Principal and parent to schedule concurrent enrollment.
5. Enroll and pay fees at the college of your choice.
6. Bring proof of enrollment at the college ("paid" invoice) to your high school counselor for final approval of your concurrent schedule.
7. If you wish final grades earned in concurrent enrollment course to be placed on your high school transcript, you must submit an official college transcript to the counseling office with a request to have them entered. The courses count as elective credit toward graduation, but are not figured in the GPA.

Transcript Requests

Requests for transcripts are made in the Counseling Office. Transcripts, with proper releases, may be picked up in person or mailed. The first three transcripts are free, both those picked up or mailed. Each transcript after the third, whether picked up or mailed, is assessed a fee of $1.00. Transcripts ordered or picked up must have a signed release statement before the school may release the transcript. Once a student turns 18 and graduates, only the student may sign the release for a transcript. The transcript fee shall be waived for local scholarship applications.

Prepare Early for Standardized Tests

ACT, SAT and PSAT are standardized tests which directly relate to scholarship opportunities and/or college admission. Since the student's scores play such an important role in scholarship decisions, we recommend that the student take the ACT or SAT for the first time in April or June of the junior year (or in February if considering selective colleges or competitive scholarship programs such as ROTC or Military Academy). The PSAT will be given in October of the junior year.
**ACT - American College Testing Program**
The ACT is given at Broken Arrow Senior High School five times per year on all scheduled national tests dates. Designed to assess each student's general educational development and ability to complete college level work, the main use of the ACT is for college admission and scholarship purposes. All Oklahoma colleges accept the ACT.

Registration forms and information related to the ACT are available in the counseling office. Additional information may be obtained from the ACT website at www.act.org. Students must register at least one month in advance by completing the registration form and mailing it themselves. The basic cost is approximately $29.00. Students may take the test several times.

**ACT / PSAT Prep Course**
Check with the counseling office for ACT Prep and PSAT Prep course dates and times at BAHS.

**SAT - Scholastic Assessment Tests**
The SAT I is a three-hour college entrance exam required by many colleges outside of Oklahoma and a growing number of scholarship programs. It measures verbal and mathematical reasoning abilities. Available in the Counseling Office are SAT registration forms and references to determine average or minimum scores for admittance to specific colleges. It is recommended that students planning to apply to selective colleges begin by taking their first SAT during the spring of their junior year. SAT Tests are administered at several locations in Tulsa. The basic cost is approximately $22.50. Some colleges require SAT II Subject Tests in addition to the basic SAT I test. Up to three subject tests may be taken in one day. The cost is approximately $18.00-$23.00 for one subject test. The counseling office provides information related to testing dates and times to students throughout the school year.

**PSAT/NMSQT**
**Preliminary SAT/National Merit Scholarship Qualifying Test**
The PSAT is given in October of the junior year. This test is a shortened form of the SAT I and is the National Merit Scholarship Qualifying Test. Several corporation scholarship applications require PSAT scores. The cost is approximately $14.00 and is given at Broken Arrow Senior High School. Students must register in advance. Dates to register will be announced in the daily bulletin in early October. Many students take the PSAT as a tenth grader for practice, but only the test taken in the junior year counts for the scholarship competition. Each year we have students who receive excellent scholarships as a result of taking part in the PSAT/NMSQT test.

**AP- Advanced Placement Examinations:**
Advanced Placement Exam dates are established by the College Board and the Educational Testing Service. The first two full weeks in May are usually the established testing dates.

**Career Search**
The Oklahoma Career Search computerized program in the college/career center in the media center helps students evaluate their interests, goals and career ideas in relation to jobs. A list of possible career choices is generated to help the student do further research.

**Vocational-Rehabilitation Services**
Vocational Rehabilitation is a service to preserve, develop or restore the ability of disabled men and women to work for pay. Services exist to make the individual more capable of self-support. To be eligible for help, an individual must have a disability that interferes with obtaining suitable employment or one that is a threat to a career.
Voc-Rehab secures a diagnosis of the medical problem, offers counseling and guidance and provides financial aid for post-high school training tuition. Financial aid may be based on an analysis of financial need.

A representative of Voc-Rehab is sent to BAHS each year to begin the interviewing process necessary for participation in this program. A student may be referred by the school nurse, teacher, counselor or parent.

For more information, please contact:

Vocational Rehabilitation
444 South Houston
Tulsa, OK 74127
Phone 918-581-2301
OR
Diana Wall
125 North Greenwood,
Suite 300
Tulsa, OK 74120
Phone 918-508-2610
dwall@okdrs.gov

**College Representatives on Campus**

Many college representatives schedule to be on campus to meet with students personally. Students should listen carefully to announcements of dates when specific representatives will be available in the cafeteria throughout the lunch breaks or in the college/career room.

**Scholarships**

A Scholarship bulletin is published and distributed in October and subsequent months of each year. A copy may be picked up at the Counseling Office.

**The following information is available for students through the College and Career Center.**

1. Oklahoma Career Search
2. College Handbook
3. Financial Aid Information
4. ACT, SAT I, and SAT II Subject Test
5. *College Catalogs*
6. College Admission Forms

**Oklahoma Academic Scholar Program (OASP)**

**Standards for Accreditation of Oklahoma Schools: 210:10-1-6**

The purpose of this program is to recognize those secondary students within Oklahoma who exceed the basic graduation requirements and who, through diligence, achieve academic ratings above those of their peers. The requirements for recognition as an Oklahoma Academic Scholar are listed below. Students who meet the requirements shall be recognized by Broken Arrow High School and the State Board of Education as an Oklahoma Academic Scholar.

1. Must have a 3.7 grade point average on a 4.0 scale or be in the top 10% of the graduating class at the time of accumulated grades 9th, 10th, 11th, and the first semester of the 12th grade.
2. Score at least a 27 on the ACT or 1220 combined score on the SAT I. The ACT and/or SAT must have been taken on a national testing date prior to graduation.

**Oklahoma Honor Society (OHS)**

**Standards for Accreditation of Oklahoma Schools: 210:35-23-2**
1. Organization shall be known as the Oklahoma High School Honor Society.
2. The purpose of the organization is to promote high standards of scholarship among the students in Oklahoma’s schools.
3. Every accredited school is eligible to organize a local chapter of the society.
4. The full name of the organization shall be the Broken Arrow High School (or North Intermediate High School or South Intermediate High School) Chapter Honor Society.
5. Up to 10 percent of the school’s enrollment is eligible, and the top 10 percent of the school’s enrollment shall be nominated.
6. The State Department of Education will send forms for students who have been nominated to the school prior to February 1 or each year. Eligibility shall be based on student grades from the 2nd semester of the preceding year and the first semester of the current year. Eligibility for students enrolled in the first year of high school shall be based on grades from the first semester of the current year.
7. Nominations shall be approved by the school no later than March 15 each year. The list of nominated students shall be mailed to the State Department of Education, Accreditation Section. Certificates for nominated students will be mailed back to the School by the State Department of Education and shall be distributed prior to the closing of school in the spring.
8. Appropriate ceremonial exercises shall accompany the presentation of the certificates.
9. Local school officials shall have the authority to make additional rules pertaining to school attendance, deportment, and student activities.

Expected Behavior at all School-Sponsored Events

Students are expected to discipline themselves and demonstrate appropriate behavior at all school-related activities and events at home or away and in transit before and after the event, in such a manner that their behavior will be a credit to the individual, his/her family, the school and the community.

THE SCHOOL AND STUDENTS MUST COMPLY WITH THE OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION RULES IN REGARD TO SPECTATOR BEHAVIOR.

The assistant principals will work closely with students (and their parents) who have difficulty in adjusting their behavior to meet school expectations and comply with school policies and regulations. One or more of the following actions or a similar type of action will be taken when a student’s behavior is unacceptable.

1. Student conference with the principal or assistant principal.
2. Notify and/or confer with parents.
3. Detention before or after school.
4. Revoke special privileges such as attending school-sponsored events or participating in school activities or events.
5. Intervention program.
6. Suspension

Broken Arrow Senior High School students have established a reputation for appropriate behavior, both as spectators and as participants in the areas of sportsmanship, spirit, enthusiasm, attitude and character. This is a positive factor in our school climate. It is extremely important that students continue to demonstrate appropriate behavior.

Disciplinary action which affects a student’s participation in an extracurricular activities program shall be the responsibility of the activity sponsor and building principal or designee.
The right of appeal to the Board of Education in cases involving student suspension does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation in an extracurricular activities program. An appeal for the suspension from an activity is conducted by the activity review committee. Such an appeal should be made in writing to the Principal.

The final decision regarding a disciplinary action which affects a student’s participation in an extracurricular activities program shall be forwarded by the building principal to the superintendent of schools for information purposes only.

**Athletics**

Broken Arrow Senior High School offers programs in the following sports:

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<tr>
<th>Sport</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Golf</td>
<td>Tennis</td>
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<tr>
<td>Basketball</td>
<td>Soccer</td>
<td>Track</td>
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<tr>
<td>Cross Country</td>
<td>Softball</td>
<td>Volleyball</td>
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<tr>
<td>Football</td>
<td>Swimming</td>
<td>Wrestling</td>
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For information, contact the Executive Director of Athletics in the Multi-Purpose Activity Center located directly south of Broken Arrow Memorial Stadium.

**Student Responsibility to Performing Arts and Activity Groups**

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Responsibility to Performing Arts and Activity Groups. [www.baschools.org/BoardPolicy-Section4](http://www.baschools.org/BoardPolicy-Section4)

**Clubs and Organizations**

Broken Arrow High School has many organizations and clubs to meet the varied interests of its student population. Students find that if they are active in school activities, they have a more successful and enjoyable educational experience. Listed below are the extra- and co-curricular activities currently offered at BAHS. All extra-curricular activities, programs, and organizations are subject to approval by the principal. For further information, contact the Activities Office in B110. Students may hold the office of President, Vice-President, Secretary or Treasurer in only one organization in the same school year. The same student may act as the other officer, or board member in other organizations in the same school year.

<table>
<thead>
<tr>
<th>Academic Team</th>
<th>Art Club</th>
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<tbody>
<tr>
<td>Astronomy Club</td>
<td>Bands</td>
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<tr>
<td>Cheerleaders-(Competition)</td>
<td>Cheerleaders-(Wrestling)</td>
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<tr>
<td>Choir</td>
<td>Colabash (Committee on Life at HS)</td>
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<tr>
<td>DECA</td>
<td>BPA (Business Professionals of America) FFA</td>
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<tr>
<td>FCA (Fellowship of Christian Athletes)</td>
<td>SFC (Students for Christ)</td>
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<tr>
<td>Mascots</td>
<td>Forum</td>
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<tr>
<td>FCCLA (Tiger Family)</td>
<td>French Club</td>
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<tr>
<td>German Club</td>
<td>Seretens</td>
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<tr>
<td>FMP (Future Medical Professionals)</td>
<td>Planeteeers</td>
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<tr>
<td>Newspaper</td>
<td>Crew</td>
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<tr>
<td>Junior Executive Board</td>
<td>Key Club</td>
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<tr>
<td>Latin Club</td>
<td>National Forensic League</td>
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<tr>
<td>NHS (National Honor Society)</td>
<td>Orchestra</td>
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<tr>
<td>Senior Executive Board</td>
<td>Spanish Club</td>
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<tr>
<td>Student Council</td>
<td>Thespian Club</td>
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</table>
All artwork must be submitted by the sponsor and approved by the Activities Director and building Principal. Any design not approved, on clothing, will be designated as inappropriate apparel i.e.: against dress code and the student will be subject to disciplinary action in accordance with the student handbook.

**Scholastic Eligibility**

**Semester Grades**
A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend. A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

**Student Eligibility During a Semester**
Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects that he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week eligibility period. The ineligibility period will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

A “Passing grade” means work of such character that credit would be entered on the record if the semester closed at that time. Grades will be the cumulative grade for the semester at the time of the grade check.

Broken Arrow Public Schools will adhere strictly to the OSSAA policy for participation in events that are competitive events (Score, placement or rating given) or where competition between 2 or more participants are present. When Spirit and Performance- based class groups such as Band (including color guard), Orchestra, Choir, Tigettes dance team and Cheerleaders participate as spirit leaders at athletic events eligibility rules will also apply. Site specific activities such as music concerts, plays, etc. would be exempt from the district’s eligibility policy as those activities do not represent competitive activities nor do they require a student to miss class time to participate. Therefore the student’s opportunity for academic progress would not be compromised.

Non-performance-based activities that would be subject to the Eligibility rules could include, but not be limited to, the following:

All OSSAA Competitive Activities where a score, rating or placement is given.
All Athletes in all Athletic Programs (covered in OSSAA policies)
Cheerleading
Tigettes
School Club Activities (DECA, BPA, COLABASH, for example)
School Dances
Senior Picnic

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**Other Eligibility Requirements**

Some organizations and activities require G.P.A. and or grade standards which exceed the above policy, such as Cheerleading, National Honor Society, Student Council, Class Officers, Class Boards, and Tigettes. For verification of these requirements, you should contact the appropriate sponsor/coach or the school administration. All eligibility requirements for organizations are also listed in respective constitutions and/or bylaws.

**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. To help students achieve a positive and safe internet experience, schools will instruct students in appropriate online behavior. 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.

Regarding school internet and computer usage, 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
- Cyberbullying

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Electronic Communication and Social Media. [www.baschools.org/BoardPolicy-Section4-Students](http://www.baschools.org/BoardPolicy-Section4-Students)
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.

Date: ________________________________________________

Parent/Guardian Signature: _______________________________
Helpful Resources For Teens

Hotlines/Contacts

Youth Services (24 hours)………………………………………………………………………………..918.582.0061

Oklahoma Statewide Suicide Hotline (24 hours)………………………………………1.800.784.2433

211 Helpline (24 hours)…………………………………………………………………………………211

Boys and Girls Town Crisis Line (24 hours)…………………………………………………………..1-800.448.3000

Reach-Out Hotline (Drug & Alcohol/Emergency Mental Health/Suicide / 24 hours)…1.800.522.9054

National Runaway Safeline (24 hours)…………………………………………………………1.800.786.2929

National Youth Crisis Hotline (24 hours)……………………………………………………………1.800.442.HOPE (4673)

Oklahoma HIV/AIDS Hotline (9am- 6pm M-F)………………………………………………………1.800.232.4636

SAFE-CALL (24 hours)………………………………………………………………………………1-877-723-3225 x651

Tulsa Police Dept (non-emergency)……………………………………………………………………918.596.9222

Sheriff (Wagoner County)…………………………………………………………………………………918.485.3124

Broken Arrow Police Dept. (non-emergency)…………………………………………………………918.259.8400

Suicide Warning Signs

- Withdrawal from friends and social activities
- Loss of relationships
- Suicide threats/notes
- Feelings of hopelessness, sadness, or despair
- Previous suicide attempts
- Giving away possessions
- Heavy use of alcohol or drugs
- Sudden changes in personality or attitude

If any of these warning signs fit someone you know, Listen With Understanding & Talk To Your Counselor Or Other Trusted Adult….It May Be The Most Important Discussion Of Your Life!
Safe Place Locations

- QuikTrip stores in Broken Arrow and the Tulsa Metro-Area
- Broken Arrow Fire Department Stations
- Broken Arrow Police

Friends Don’t Let Friends Get Hurt

If you suspect anyone is carrying a weapon onto school property or is a danger to other individuals in any way:

- Talk to your school principal, counselor or other trusted adult immediately.

Clubs and Organizations

Information regarding student clubs and organizations can be found at www.baschools.org under the web page for each school site.