

Middle School Student Handbook 2011-2012 School Year

**Broken Arrow Public Schools
2011-2012**



**Middle School
Student-Parent Handbook**

**Broken Arrow Public Schools
Board of Education**

Cheryl Kelly
Shari Wilkins
Jerry Denton
Sharon Whelpley
Steve Allen

Superintendent of Schools

Dr. Jarod Mendenhall

Education Service Center

701 South Main Street
Broken Arrow, OK 74012
918-259-5700
www.baschools.org

WHERE EXCELLENCE IS A TRADITION

Notice of Non-Discrimination

Broken Arrow Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Chief Human Resources Officer should be contacted for all non-student and/or employment related issues at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012. The Assistant Superintendent of Instructional Services should be contacted for all student issues except those related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012. Inquiries concerning non-discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Rights.



**Middle School
Student-Parent Handbook
2011-2012**

Centennial Middle School
225 East Omaha
Broken Arrow, Ok 74012
918-259-4340

Childers Middle School
301 East Tucson
Broken Arrow, OK 74011
918-259-4350

Haskell Middle School
412 South 9th Street
Broken Arrow, OK 74012
918-259-4360

Oliver Middle School
3100 West New Orleans
Broken Arrow, OK 74012
918-259-4590

Sequoyah Middle School
2701 South Elm Place
Broken Arrow, OK 74012
918-259-4370

Middle School Student Handbook 2011-2012 School Year

Table of Contents

| | |
|---|----|
| 11-12 Instructional Calendar | 58 |
| Academics | 5 |
| Activity Trip Procedure | 43 |
| Assemblies | 5 |
| Attendance Policy | 41 |
| Attendance Procedure | 42 |
| Authority To Order Non-Students to Leave Institution Policy | 40 |
| Before And After School | 2 |
| Bell Schedule | 4 |
| Bicycles and Skateboards | 3 |
| Broken Arrow Secondary Schools Student ID Guidelines | 38 |
| Cafeteria | 3 |
| Change of Address or Telephone Number | 1 |
| Checking In Procedure | 43 |
| Checking Out Procedure | 43 |
| Cheerleading | 44 |
| Child Find | 8 |
| City of Broken Arrow Ticketing | 39 |
| Civic Values | 2 |
| Class Changes | 5 |
| Clubs and Organizations | 59 |
| Communicable Diseases | 49 |
| Counseling Services | 5 |
| Daily Routine | 2 |
| Danger To Others | 57 |
| Dead Week | 9 |
| Drugs, Alcohol and Contraband Searches by Canine Detection Policy | 22 |
| Emergency Procedures | 39 |
| Enrollment Procedures | 5 |
| Field/School Trips | 45 |
| Grade Checks | 5 |
| Hall Passes | 4 |
| Harassment, Intimidation, Bullying and Threatening Behavior by Students | 17 |
| Health Education | 48 |
| Health Services | 45 |
| Helpful Resources For Teens | 56 |
| High School Credit for Middle School Courses | 7 |
| Introduction | 1 |
| Legal Custody | 52 |
| Levels of Disciplinary Consequences | 13 |
| Lockers | 4 |

Middle School Student Handbook 2011-2012 School Year

| | |
|---|----|
| Lost and Found Articles..... | 3 |
| Magic Markers..... | 39 |
| Make-up Work..... | 6 |
| Library..... | 4 |
| Medication Taken at School Policy..... | 45 |
| Middle School Behavior Management Plan..... | 11 |
| Mission of Broken Arrow Public Schools..... | 1 |
| Mission of Middle Schools in Broken Arrow..... | 1 |
| National Junior Honor Society..... | 43 |
| Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)..... | 55 |
| Parent Responsibilities..... | 10 |
| Parent/Guardian Form to Deny Child’s Access to Internet at School..... | 55 |
| Policy on Sexual Harassment..... | 37 |
| Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School Policy..... | 28 |
| Proficiency Based Promotion..... | 7 |
| Records Confidentiality..... | 52 |
| Reports of Progress and Report Cards..... | 5 |
| Resolution of Support For School Administrators' Enforcement of Regulations Related to Student Safety..... | 1 |
| Safe Place Locations..... | 57 |
| Scholastic Eligibility..... | 7 |
| School Grading Policy..... | 6 |
| School Internet/Computer Use Policy..... | 54 |
| School Office..... | 3 |
| School Resource Officers..... | 39 |
| School Rules And Regulations..... | 10 |
| School Sponsored Trips..... | 43 |
| Screenings..... | 49 |
| Search of Students for Possession of Illegal Substances, Weapons, Related Items..... | 32 |
| Semester Tests Missed..... | 6 |
| Sources of School Information..... | 1 |
| Special Education..... | 8 |
| Student Alternative Classroom (SAC)..... | 13 |
| Student Athlete Drug Testing..... | 44 |
| Student Behavioral Standards..... | 9 |
| Student Code of Conduct..... | 14 |
| Student Dress Code (All Grades)..... | 33 |
| Student Drug Testing Policy..... | 19 |
| Student Eligibility Guidelines..... | 44 |
| Student ID Guidelines..... | 38 |
| Student Performing Groups..... | 43 |
| Student Records..... | 52 |
| Student Responsibilities..... | 10 |
| Student Suspension/Discipline Policy..... | 22 |
| Students Withdrawing Before End of Semester..... | 7 |
| Suicide Warning Signs..... | 57 |

Middle School Student Handbook 2011-2012 School Year

| | |
|--|----|
| Tardy Policy..... | 42 |
| Teacher Qualifications..... | 53 |
| Telephone..... | 3 |
| Textbooks..... | 8 |
| The American’s Creed..... | 1 |
| Transportation..... | 45 |
| Use of Wireless Communication Devices by Student(s) Policy.. | 35 |
| Voluntary Random Student Drug Testing..... | 44 |
| Welcome Parents and Visitors..... | 3 |

Introduction

Welcome to Broken Arrow middle schools. The middle school years will be exciting and challenging. As students, you are an important member of this school community with much to contribute and many rewarding experiences to gain.

The Purpose of this handbook is to acquaint you with some of the district policies and regulations, as well as the code of conduct of our school. We wish you a happy and successful year!

Mission of Broken Arrow Public Schools

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

Mission of Middle Schools in Broken Arrow

To develop the child's potential to become a responsible citizen by providing quality curricular and co-curricular opportunities, encouraging self-discipline, developing self-esteem, and providing for opportunities for individual development.

Sources of School Information

Because we are committed to providing the best possible communication between the school, students, and parents, the Broken Arrow school district has established an Internet web site. Find it at www.baschools.org. Click on the list of school sites and go to your school's home page. Tune in to Cable Channel 20 for additional school information and television programming featuring school activities. Found at www.baschools.org.

Change of Address or Telephone Number

To help the school handle emergencies, maintain communication and keep records current, please provide the school with two emergency numbers and proper authorization for individuals who are allowed to pick up your child. It is the parent's responsibility to see that the principal's office has accurate emergency contact numbers. If an emergency happens and the contact information is inaccurate, the principal may ask school resource police officers to go to the home or place of business and escort the parent to the school. If the status of a student's current address is in doubt or there is a question about it, verification of the address must be presented before enrollment of the upcoming school year.

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.

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 people of different races
- 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

Daily Routine

Before And After School

Students are encouraged to arrive at the building no earlier than 7:30 a.m. Upon arriving on campus, all students (bus riders and walkers) must report to the proper designated area where supervision is provided. Those students wishing to purchase and eat breakfast may report to the cafeteria. Students are to leave the campus immediately after dismissal at the end of the day unless they are participating in supervised activities and parents have made other arrangements. Students are to vacate the building by 2:45 p.m. Students waiting for buses may not leave campus and return in time to catch their bus. Students must remain in the designated waiting area until their bus arrives.

Once on campus, students must stay on campus unless riding a bus, being picked up by parents, or walking. There is no adult supervision provided for students who are waiting to be picked up after school after 3:00 p.m., and we emphasize that parents must pick up students promptly. Skateboarding, skating, or bike riding is not permitted at any time on school grounds. Unauthorized departures from campus will be treated as trancies.

Bicycles and Skateboards

Students are allowed to ride bicycles provided that, upon reaching the school campus, the bicycles are locked/walked to the bicycle rack. Skateboards or inline skates are not allowed on school property at any time.

Cafeteria

All students are encouraged to either eat lunch in the school cafeteria or bring a sack lunch. Reduced and free lunch forms will be available. Payment of lunches may be made by establishing an account or by paying cash daily when going through the lunch line. Students are to observe the following rules & regulations:

- a) Students are to walk to and from the cafeteria.
- b) Students may not cut in line. Saving places/giving “ups” is not permitted.
- c) Chairs are not to be moved from one table to another.
- d) Sharing lunches is not permitted.
- e) When finished eating, students are to clean their eating area.
- f) Students will remain in their seats until their lunch period is over.

Health department regulations are very explicit concerning food served in the school cafeteria. If a student chooses not to purchase food prepared by the school cafeteria, that student may bring a lunch, which has been prepared at home (which may include commercially prepared items). Lunches brought from home or delivered to school may not be shared with other students. By the same restriction, parents or guardians bringing commercially prepared items to their child may be given permission to deliver the lunch to school, but only for their child.

Students are not allowed to pool their monies together and have a parent bring lunch for a small or large group.

Note to Parents:

If you wish to pick up your child to go to lunch, he/she is to be on time for class the same as other students, or the student will receive a tardy. You may NOT take students other than your own child to lunch.

School Office

The school office is a place of business. Students are free to come in on a business-like errand but are not to use the office as a visiting place or wander in casually with friends who have business to transact. Treat the office as a place of business.

Welcome Parents and Visitors

All visitors, including parents and volunteers must register with school officials and state their purpose for the visit. The principal or designee will have the prerogative to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. Parents who schedule an appointment accompanied by an administrator may visit their student’s classes for a short period of time for approximately 10 minutes to observe their child. Parents are not there to observe the teachers. Only the principal is authorized to grant approval. The principal shall have the right to restrict or deny visitation to a classroom in order to not unreasonably interfere with the education of children. The visitor regulations pertain to all instructional rooms in the school, including the library.

Lost and Found Articles

Lost and found articles are turned in to the main office. If you lose an item, check there first. REMINDER: All clothing and school related items should have student’s name. Periodically, unclaimed items will be donated to local charities. A student who fails to properly turn in a “found” item may be charged with theft.

Telephone

The school phones are for business and emergency purposes only. Students will not be called out of class to answer calls or receive calls in class, except in cases of emergency.

Lockers

Students must use school-issued locks on both hall and P.E. lockers. Each student will be issued a locker which will be his/her responsibility. Lockers are not to be shared by students. Lockers are to be kept clean. Mirrors, shelves, etc., may be placed in lockers. Attachments should be made with magnets. No stickers shall be placed on or in the locker.

The lockers, which are school property, may be inspected by school officials at any time without notice to students. Students should not bring valuables and excessive amounts of money to school. Acts of theft or damage to school or personal property are violations of the law. Such behavior is cause for disciplinary action. The school will not be responsible for replacing or recovering lost items.

Students are not allowed to change lockers without approval of school administration. Students will be issued a combination lock at no charge. These locks should be locked and in place at all times. If the lock is lost or misplaced, the student will report the loss to the Attendance Office and reimburse the school for the cost (\$5.00). Book bags may be brought to school and will be left in lockers during the day. Coats and jackets should be left in lockers all day. Hats and caps are not allowed at school.

Bell Schedule

Regular daily schedule

| | |
|---------------------|--|
| First period | Daily bell schedule will be distributed by site. |
| Second period | |
| Third Period | |
| Fourth Period | |
| Fifth Period(LUNCH) | |
| Sixth Period | |
| Seventh Period | |

Hall Passes

- Students are allowed in the halls without a pass ONLY during the exchange of classes. The pass log in the assignment notebook, signed by the teacher, represents permission for students to be out of their assigned classroom.
- Students leaving the room because of health or personal reasons (restrooms) should ask permission from the teacher.

Library

The Library serves as a support resource for classroom instruction, and is arranged to facilitate large and small groups for instruction of students.

- A. Students are responsible for returning library materials by their due date.
- B. Books may be checked out for a three-week period and may be renewed for another three-week period.
- C. There is a fine of five cents per school day for all overdue materials.
- D. Students owing fines for overdue materials will not be allowed to check out additional books until fines are paid.
- E. Students owing fines for overdue library materials will receive their grade card when their library record is clear.

Assemblies

Assemblies are a regularly scheduled part of the curriculum; as such, they are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students may be denied the opportunity to attend a school assembly as a result of disciplinary problems or in order to complete other academic assignments.

Academics

Specific academics will be distributed by site.

Counseling Services

School counselors are here to help students with academic, career and personal/social development issues. They are also involved in scheduling, testing and interpretation of test results. Another duty of the Counseling Office is to schedule parent/teacher conferences.

The counselors are available 7:30 a.m. to 3:00 p.m. each school day. If a parent would like to request a conference with the counselor, a teacher and/or several teachers, a call to the counseling office should be made and a conference will be scheduled. The office is open daily from 7:30 a.m. - 3:00 p.m.

Reports of Progress and Report Cards

Reports of Progress will be sent home every six weeks to keep parents updated on their child's grades. Report Cards will be issued at the end of each semester, which is an eighteen-week period. Only semester grades are recorded on a child's official transcript.

Reports of progress and report cards are sent home with the students. Second semester grades will be mailed home.

Reports of Progress and Report Cards will not be distributed to students who have outstanding debts and/or fines.

Grade Checks

Parents may check on their child's grades during three-week intervals between Reports of Progress. These reports on cumulative grades are called grade checks. These grade checks are printouts from each teacher showing your child's daily, test, participation, and projects grades. Grades can be checked weekly using ParentCONNECT. If parents have no access to ParentCONNECT, individual teachers may be contacted by the parent and the parent may ask for a printout.

Enrollment Procedures

If you have any questions about the enrollment process, please feel free to call the Broken Arrow Schools Enrollment Center at 259-4301. The Broken Arrow School District makes the determination as to whether a home is located within our boundaries. If you wish to be assured that the home or lot you are buying is definitely within Broken Arrow's boundaries or want to know which school your children will attend, please call 259-4301.

Class Changes

Students will have 10 school days to request a change in an elective class through the counseling office. A request does not guarantee a change will occur. Changes will not be made in the core courses. Requests for Pre-AP class changes must be made during the first 15 school days of each semester. Students enrolled in band or orchestra are required to have acquired or rented an instrument within the first 10 school days to remain in band or orchestra.

School Grading Policy

Broken Arrow secondary schools issue cumulative grade reports of student progress to all students at the end of the sixth and twelfth weeks of instruction. These reports reflect a cumulative percentage. Cumulative semester letter grades will be issued at the end of the first and second semesters.

Grade Scale:

| | |
|-----------|--|
| 100-90% | A |
| 89-80% | B |
| 79-70% | C |
| 69-60% | D |
| Below 60% | F |
| NC | No Credit - not used in calculating GPA |
| WF | Administrative approved withdrawal from class figured as an "F" in calculating GPA |

When computing the final semester grade, the semester test shall be assessed at a value no greater than 20 percent. If a student is absent on the day of the semester test and neglects to make up the test within the specified amount of time, a zero will be recorded for the test grade and the semester grade will be calculated with the semester test assessed at a value no greater than 20 percent. All grades are final at the close of a semester unless approval for 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, a grade change will be made with approval of the principal. All grades are final 14 school/business days after the end of the semester unless an exception is approved by the Principal.

Make-up Work

The secondary attendance policy in the Broken Arrow Public Schools allows two (2) days for each day of absence to make-up work missed when a student returns to school. If a student wishes to do make-up work while at home two or more days, contact the school office by 8:30 a.m. on the morning of the third day and every effort will be made so parents may pick up make-up work at the end of the day. On a one-day absence, students are to contact teachers for make-up work upon return to school. If the student is going to be out of school for an extended period of time, then an administrator should be contacted prior to the absence to work out details for homework.

When a student is absent during a test or when a student returns after absence(s) on a test day, the teacher will determine the appropriate day for the student to take the test.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

Semester Tests Missed

Students shall not be permitted to take semester examinations earlier than scheduled for all students. Students who leave school before the end of the semester and who plan to return at the start of the next semester or next year shall receive an incomplete grade until the semester examination has been completed. The student will check with their counselor or assistant principal to make up semester examinations missed. Students will have a maximum of 10 week days to make up missed semester exams. Final grades cannot be released until semester examinations are completed.

Students Withdrawing Before End of Semester

Those students shall not have a grade recorded for the semester. Any entry shall be made in the permanent records indicating the date of withdrawal and indicating the student's academic standing was "satisfactory" or "unsatisfactory" at the time of withdrawal from school.

High School Credit for Middle School Courses

The following high school courses taken at one of the middle schools of Broken Arrow Public Schools are approved for high school credit by the Broken Arrow Board of Education: Algebra I and Spanish I. Broken Arrow High School will honor the credit(s), and the grade will not be used in calculating a student's high school grade point average.

All high school courses taken at the middle school level will be automatically placed on the high school transcript unless written notice is provided to the student's middle school principal by the student's parent(s) or legal guardian(s) by June 15th. Once a course and grade is posted on the high school transcript, it will not be removed.

In accordance with the Achieving Classroom Excellence Act (ACE), it should be noted that Algebra I taken at the middle school level will not count towards the three units of mathematics required for graduation, beginning with ninth-grade student enrolled in the 2008-2009 school year. If a student completes any required courses in mathematics prior to ninth grade, the student may take any three units in grades nine through twelve. (SB 1792, ACE)

Proficiency Based Promotion

Proficiency Based Promotion is a system which awards credit for a student's knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, languages, mathematics, and science, through an assessment process. All students in grades K-12 are eligible for proficiency based promotion if they perform at the 90% level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas. Failure to demonstrate proficiency will not be noted on the transcript. Guidelines, application procedures, and forms will be available at each school and in the Instructional Services Office.

Scholastic Eligibility

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 Athletes in All Athletics Programs
- All OSSAA Activities
- Tigettes
- Cheerleading
- School Dances
- Homecoming Parade
- School Play
- Academic Team
- Class Field Trips

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 Tigarettes. 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.

Student Eligibility Beginning of a Semester

A student must have received a passing grade in any five core subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) 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 semester he/she attends. 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 weeks 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.

Textbooks

Textbooks are loaned to the students temporarily. The school uses a textbook for five or more years. When a student receives his textbooks at the beginning of the school year, his name should be recorded in each book. Students should have the teacher note any pre-existing damage.

Students are responsible for covering their textbooks. Report the loss to the teacher who issued the textbook. All lost or damaged textbooks must be paid for in the Attendance Office. The cost is the full replacement price of the book. If a book is found and has been paid for, the school will reimburse the money to the parent.

Grades or transcripts will not be released to individuals or other schools until all obligations have been met. Textbook prices range up to \$100. The school does not have the resources to replace lost textbooks, and each student will be responsible for payment for lost or damaged textbooks/library books issued to him or her.

Special Education

If a student has a condition or disability that significantly interferes with participation in school, then the student may require a school accommodation plan in order to be successful. The Broken Arrow Public Schools provide Special Education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the 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 918-259-4540.

As mandated by the Oklahoma State Department of Education, Broken Arrow Public Schools is required to fully inform parents that personally identifiable information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but is not limited to: Parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational and information gained through observations in the classroom or other environments.

It is the responsibility of the Broken Arrow Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA). A copy of Parent Rights is provided at the time parent consent is obtained for evaluation. The FERPA rights may be accessed on the Broken Arrow Public Schools web sight at www.baschools.org under the Special Education tab.

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. unless approved by the Principal. 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 without principal approval. 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.

Student Behavioral Standards

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

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

Parent Responsibilities

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

School Rules And Regulations

In order for school to function efficiently, certain rules must be established. Students guilty of any of the following acts while in attendance at school or under school supervision will be subject to appropriate disciplinary action.

Observe the following:

1. Students are not to smoke, dip, chew, or have in their possession any type of tobacco, tobacco products, matches or lighters while on school grounds or while in attendance at any school function.
2. Fighting will not be tolerated. Fighting is defined as throwing of an object, hitting or kicking with the intent to inflict pain or cause bodily injury. Depending on the severity and number of occurrences (2), the SRO may issue citations for fighting.
3. Students are not to hit, push, or run in hallways, classrooms, or any area around the school.
4. All Broken Arrow Middle Schools are closed campuses. Students are not to leave the school grounds at any time without permission.
5. No unauthorized sales in building. Only those clubs having principal's approval may sell items at school.
6. Theft will be considered a major disciplinary problem. All items found must be turned in to the office immediately.
7. Students are to be in the assigned classroom when the tardy bell rings.
8. No personal notes are to be written, read, or passed in the classroom.
9. Each student must have his own pencil, notebook, writing paper, assignment notebook, and textbook in each class each day.
10. Students will follow all classroom procedures as stated by the teacher.
11. Hats and caps are not to be worn inside any school building or classroom.
12. Hall passes should be for emergency only. Students must have staff-issued and signed passes or assignment notebook to be out of class during their regularly assigned class periods.
13. The use of vulgar, profane, or abusive language in school and/or at school activities is prohibited, and will be dealt with as a serious disciplinary offense.
14. Possession, use, or being under the influence of alcohol or drugs on the school grounds or at a school activity is strictly prohibited.
15. Causing false fire alarm is a violation of school rules and a criminal offense.
16. Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of damage.
17. The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and are subject to disciplinary action.
18. Students may not have in their possession any type of a dangerous weapon at school, including knives of any type or size, as stated in School Board Policy.
19. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badge, symbol, sign, or other items that evidences or reflects membership in or affiliation with any gang.
20. No student on or about school property or at any school activity shall engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
21. The pop/vending machines will be available for students at times set by building administration. Vending machines will not be available during the lunch hour.
22. Coats, jackets, and book bags must remain in the student's locker throughout the school day.
23. It is the student's responsibility to follow the student dress code.
24. Electronic music devices may not be used during the instructional day without prior approval by the principal.

25. Laser lights/pointers of all types are prohibited by the school and by Broken Arrow City Ordinance No. 2200, Section 16-7.
26. Computer Misconduct: Computer misconduct shall be the failure to follow classroom rules in regard to computers, misuse of the internet, abuse to the computer or any deletion of files or information. Unapproved access to the internet, using the internet without permission, or going to inappropriate sites will result in at least a 10 day suspension of internet access. Repeat offenses will result in loss of internet privileges for at least 90 school days. If any such action occurs, disciplinary consequences will result.
27. Cyberbullying

Middle School Behavior Management Plan

The success of the educational process is based on a positive and safe atmosphere, which promotes learning. In order for this to occur, Broken Arrow middle schools have adopted a behavioral management plan to help students learn appropriate behavior.

The objective of the behavior management plan is to provide an environment where learning can take place, free of disruption from individual students. The levels of disciplinary consequences will aid students in learning responsibility, self-control, cooperation, and respect for others—all traits that will enhance their educational potential. Many standards of behavior, language, and appearance are matters of judgment and opinion. In order to provide as much consistency as possible, those standards will be defined by the school principal.

Teachers have the initial responsibility for disciplining students. Each time a student is disciplined, he or she may receive a specific number of points based on the offense. Points are given in addition to assigned disciplinary consequences. If a parent disagrees with the teacher's disciplinary actions or wishes to discuss an incident, the parent is encouraged to contact the teacher in an effort to get additional information and/or resolve any disagreement. The school counselors and administrators are also resources for parents and teachers who are unable to resolve a student disciplinary issue.

Points for a student will accumulate throughout the year. If a student accumulates ninety (90) points, an indicator the student is chronically displaying inappropriate behavior, a long-term suspension may be considered. A long-term suspension may be for 90 days "or" for the remainder of the school year, whichever is longer. The long-term suspension may carry over into the following school year. If a student transfers from one Broken Arrow middle school to another, the student's cumulative point total will also transfer to the new school.

When a student is found in violation of a rule, there will be direct communication with the student and either written and/or phone notification to the parents. The student's penalty will be commensurate with the seriousness and frequency of the misbehavior.

Range of Possible Disciplinary Actions:

The following levels and ranges, including those found on the list below are meant to act as guides and provide approximations. The behavior of each child shall be considered individually, and the consequences imposed will be based on the child's behavior, the circumstances surrounding the behavior, and any pertinent information available to the school, such other disciplinary issues involving the student.

Level One: Classroom management techniques: Teacher/Student conference, parent contact, Short time out, parent/teacher conference, teacher assigned classroom detention, and other techniques. After school or Saturday detention is possible if violations persist. 4 points for each offense.

Level Two: After classroom management techniques, a minimum of one (1) school detention, after school or Saturday, may be assigned. 5 points for each offense.

Middle School Student Handbook 2011-2012 School Year

Level Three: One (1) to three (3) school detentions assigned 10 points according to severity and/or the number of times the offense has been committed. Assignment to S.A.C. (Student Alternative Center). Minimum assignment to S.A.C. is three (3) days. 15 points for each offense.

Level Four: Maximum hours of school detention. Minimum to Five (5) days of S.A.C. 15 points for each offense

Level Five: Assignment to S.A.C. on a sliding scale depending on the severity and/or the number of times the offense has been committed. Short term suspension, three (3) to ten (10) days, depending on the severity and/or the number of times the offense has been committed. Possible prosecution. 20 points for each offense.

Level Six: Assignment to S.A.C. / suspension on a sliding scale. 25 points for each offense.

Level Seven: Short term suspension, three (3) to ten (10) days. Possible prosecution. 30 points for each offense.

Level Eight: Short term suspension to long term suspension. 35 points for each offense. Long term suspension is for 11 more days. Possible prosecution.

Level Nine: Long term to maximum suspension allowed by law: current and succeeding semesters. 45 points for each offense. Possible prosecution.

Level Ten: Maximum suspension allowed by law. 90 points for each offense. Prosecution

Level Descriptors:

Level One (1 to 4 Points): Offenses that are not disruptive to the learning process: sleeping, eating, lack of class materials, not doing class work, not dressing out for gym, violating dress code, caps and hats worn inside. A referral to the office will occur after the teacher has exhausted all classroom management steps.

Level Two (5 Points): Disruption of school, class, halls, or assemblies; inappropriate behavior or gestures; spitting; loitering; horseplay; Inappropriate use of electronic devices; repeated tardies to class, ID violations, unauthorized sales, public display of affection.

Level Three (10 Points): Repeated dress code violations, cheating, disparaging remarks, possession/use of laser pens or pointers, being in an unauthorized location, bullying, failure to identify oneself to a school official, inappropriate cafeteria behavior, inappropriate material, profanity, vulgarity, jeopardizing the safety of others lying, misuse/waste of school materials, equipment, or property; repeated violation of school rules/policies, missing detention.

Level Four (15 Points): Truant, Graffiti, false calls, forgery, plagiarism, falsifying records, computer/internet misconduct.

Level Five (20 Points): Possession/use of tobacco or other tobacco products, matches, or lighters. Indecent material. Minor theft or vandalism (with restitution) computer/internet misconduct. Minor is anything under \$50.00 in value.

Level Six (25 Points): Harassment, intimidation, repeated bullying, or threatening behavior toward another student, sexual/ racial/ handicap harassment, gambling, gross behavior, and disrespect or insubordination to a faculty member.

Level Seven (30 Points): Defiance of authority, indecent exposure, intimate acts, possession/use of fireworks.

Level Eight (35 Points): Fighting, hitting, kicking, pushing, or any other physical act used with the intention to inflict pain or causing bodily injury, whether initiated or in retaliation. Major theft/ vandalism (with restitution). Major equals over \$50.00 in value.

Level Nine (45 Points): Weapons, alcohol, drugs, or substances portrayed to be drugs or paraphernalia. Violation of prescription/ non-prescription medication policy. Threatening behavior toward a school employee (written, verbal, or physical), extortion, false fire alarms, possession of a caustic substance.

Level Ten (90 Points): Guns, arson, bomb threat, physical assault, battery against school personnel.

Levels of Disciplinary Consequences

The success of the whole school year is based upon a positive classroom atmosphere which promotes learning. Ideally, a discipline plan will be school-wide, with all teachers, administrators, parents, and support staff in the school adhering to the plan. To meet this responsibility, discipline programs require the same level of attention as other basic areas, such as language arts, math, science, and social studies.

The primary objective of the Middle School's Behavior Management Program is the maintenance of an environment where learning can take place, free of disruption by individual students. Further, it is hoped that this hierarchy of disciplinary consequences will aid the individual student in learning responsibility, self-control, cooperation, and respect for authority---traits which will enhance his/her own educational potential as well as that of his/her fellow students.

At each middle school, we have instituted a progressive discipline structure. Teachers have the initial responsibility for disciplining students. When a student is found in violation of a rule, he/she will be afforded due process. The parents will be notified by phone. The student's penalty will be commensurate with the seriousness of the offense and the frequency of the student's behavioral infractions. The range of possible disciplinary outcomes is as follows.

- a. Warn student (verbally)
- b. Warn student (written)
- c. Advise students
- d. Remove from class or group (temporarily)
- e. Parent conferences
- f. School detention
- g. Saturday morning detention (Time: TBA)
- h. Student Alternative Center (SAC)
- i. Probationary period
- j. Suspension
- k. Not allowed to participate in School Activity
- l. Other disciplinary actions deemed appropriate under the circumstances.

Student Alternative Classroom (SAC)

This program is designed for students who have chronic and/or behavior problems. The length of stay in SAC is dependent upon attitude, behavior, and completed homework. Once enrolled in this program, a student will be expected to do his regular assignments as assigned by his/her teachers. In all cases, parents will be notified. If a student in SAC becomes disruptive, then he/she will be suspended. If placement in SAC does not improve the behavior, the student will be subject to suspension. Note: At the discretion of the school administration, students

placed in the SAC program may not be eligible to attend any school or athletic event until his/her placement is complete. Likewise, at the discretion of the school administration, students who participate in school-sponsored activities will lose participation privileges until the placement is complete. This prohibition may include rehearsals and/or practice in addition to events and games. If such a prohibition is included with the SAC placement, the school administration shall notify the student and the student's activity/athletic sponsor/coach. Factors that may influence the administration's decision related to this prohibition may include the severity of the student's behavior, the number of times a student has been placed in the SAC program, and/or the circumstances surrounding the student's behavior.

Student Code of Conduct

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

General Expectations

The Board of Education recognizes that students maintain rights of citizenship while in attendance at Broken Arrow Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school policies, rules and regulations. This code of conduct is adopted in keeping with the district mission, "To provide all members of the school community an environment that assures intellectual, social, physical, and character development appropriate for citizenship in an ever-changing world." The expectations herein are specified to insist that a safe learning climate is maintained for the student body and that each student is assisted in developing responsibility and self-control.

I. Student Code of Conduct

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

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

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

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

III. Expectations of Parents

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

IV. Safe School Committee and Annual Review

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

V. Scope of Policy

This policy applies to students while at school, at a school-sponsored activity, in transit to a school-sponsored activity, or on a school vehicle.

Middle School Student Handbook 2011-2012 School Year

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

VI. Conduct Outside the School Day or Off School Property

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

VII. Prohibited Student Conduct, Activities, and Behaviors

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

1. Arson.
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
4. Cheating.
5. Conduct that threatens or jeopardizes the safety of others.
6. Cutting class or sleeping, eating or refusing to work in class.
7. Disruption of the educational process or operation of the school.
8. Extortion.
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
10. Failure to comply with state immunization requirements.
11. Failure to return to school property belonging to the school or others.
12. False reports or false calls that adversely affect school operations, regardless of where the report or call is made and to whom the report or call is submitted.
13. Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
14. Forgery.
15. Gambling.
16. Hazing or unapproved initiations in connection with any school activity.
17. Immorality.
18. Inappropriate behavior or gestures.
19. Inappropriate public behavior.
20. Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
21. Indecent exposure.
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
23. Obscene, vulgar, profane, and/or lewd language or gestures.

24. Physical or verbal abuse.
25. Plagiarism.
26. Non-accidental physical harm inflicted upon another.
27. Possession, control over, or use of a caustic substance.
28. Possession or control over or use of lighters or matches or other instruments that can burn objects.
29. Possession or use of a wireless telecommunication device without proper authorization.
Board of Education Policy "Use of Wireless Telecommunication Devices by Student(s)" offers additional guidance for students and parents concerning wireless telecommunication devices and is made available for students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
30. Possession or control over obscene, vulgar, lewd, or profane material.
31. Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.).
32. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
33. Use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another.
Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 31, 32, and 33 for students and parents and is made available to parents and students in each school's student/parent handbook and via the internet at www.baschools.org.
34. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco in any form.
35. Profane, vulgar, and/or lewd acts.
36. Sexual harassment of individuals including, but not limited to, students, school employees, volunteers.
Board of Education Policy "Sexual Harassment" offers additional guidance related to sexual harassment for students and parents and is made available to students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
37. Theft or possession of stolen property.
38. Threatening behavior (whether involving gestures, written or verbal expression, electronic communication or physical acts).
39. Truancy.
40. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school.
41. Unacceptable attire.
Board of Education Policy "Student Dress Code" offers additional guidance related to the student dress code for students and parents and is made available to students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
42. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.
43. Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not a controlled dangerous substance, an illegal drug, or an illicit drug.
44. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include

paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances.

Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 42, 43, and 44 for students and parents and is made available to parents and students in each school's student/parent handbook and via the internet at www.baschools.org.

45. Using racial, ethnic, sexual, gender or disability-related epithets.

46. Vandalism.

47. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school's student/parent handbook.

48. Willful damage to school property

49. Willful disobedience of a directive of any school official.

50. Bullying, harassment, intimidation and threatening behavior.

Bullying, Harassment, Intimidation and Threatening Behavior Defined

Bullying, harassment, intimidation and threatening behavior includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

VIII. Violent Offense Directed Toward a Classroom Teacher

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

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

Broken Arrow Board of Education policy amended April 6, 2009.

Broken Arrow Board of Education policy adoption, July 13, 2009.

Harassment, Intimidation, Bullying and Threatening Behavior by Students

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

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

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

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

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

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

Parents should:

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

Student Drug Testing Policy

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

1. Statement of Purpose and Intent

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

Middle School Student Handbook 2011-2012 School Year

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

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

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

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

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

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

2. Definitions

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

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

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

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

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

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

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

a. Observable phenomena, such as:

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

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

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

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

3. Procedure for Alcohol or Illegal Chemical Substance Testing

3.1 Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory or school employees at a school site or site designated by the district or the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness. In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

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

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

3.4 Upon written request, the student will be furnished with a free copy of all test results performed under this

Policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this Policy shall be at School District expense.

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

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

4. Student Alcohol and Drug Use Tests - When Required

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

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

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

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

6. Persons Authorized to Order Alcohol or Drug Testing

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

6.1 The Superintendent of Schools;

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

7. Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this Policy shall be afforded

Middle School Student Handbook 2011-2012 School Year
appropriate due process procedures allowed by the School District's policy on student behavior.

8. Circulation of Policy

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

Drugs, Alcohol and Contraband Searches by Canine Detection Policy

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

Such searches will be arranged by the superintendent or designee and will target lockers, vehicles, school desks or any other area of possible concealment on school grounds or inside school buildings. Students, staff members, and other persons on school property will not be the subject of animal searches. Staff may follow existing search policy and guidelines if reasonable suspicion arises during a search on school property.

Student Suspension/Discipline Policy

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

I. Suspension Defined

"Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period for at least one calendar year for offenses involving firearms and for the remainder of the current semester and all of the succeeding semester for all other offenses.

All references to "parent" in this policy refer to a student's parent, legal guardian, or the person having legal custody of the student.

II. Alternative In-School Placements

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

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

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

- Assigned seat, study carrel or other appropriate restriction
- Assignment to Saturday detention
- Attendance Contract
- Behavior Contract
- Conflict resolution training
- Counseling in social skills
- Detention before or after school
- Loss of driving and/or parking privilege
- Parent/student/teacher and/or principal conference
- Participation in anger control training
- Participation in a stop-smoking group
- Participation in substance abuse counseling
- Phone call to parent

- Placement in an alternative education program
- Placement in the in-school intervention program
- Practice of an appropriate verbal response or behavior
- Removal from a specific class for one or several days
- Restating the rule and requiring a commitment to comply
- Restitution for damaged or destroyed personal or school property
- School or community service after school or on evenings or weekends
- Temporary removal from class
- Time out in a defined area
- Written report about the incident
- Use of problem-solving teams that include counselors or school psychologists
- Mentoring relationships with school staff or community volunteers
- Specific training regarding methods of reducing misbehavior including harassment, intimidation, bullying and threatening behavior

IV. Special Education Suspension/Discipline

Student discipline, suspension, and due process for students with disabilities, as defined by the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with “The Policies and Procedures Manual for Special Education in Oklahoma” published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence over Broken Arrow Public Schools Board Policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, Broken Arrow Public Schools Board Policy and regulations will be followed.

V. Pre-Suspension Informal Conference with Student

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

have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

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

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

VII. Suspension Requirements

1. A suspension shall be "long-term" or "short-term." A "long-term suspension" is one which exceeds ten (10) school days while a "short-term suspension" is ten (10) or fewer school days.
2. A suspension shall not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm. Suspensions involving firearms are governed by Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School," which is available to students and parents in the school's student/parent handbook and via the internet at www.baschools.org.
3. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
4. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

VIII. Suspension Education Plan

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

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

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

A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as provided by Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School".

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

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

IX. Attendance at School Pending Appeal Hearing

Pending a properly submitted appeal, the student may attend school under whatever "in-school" restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal

if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

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

Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee determines to impose alternative measures, in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

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

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

XII. Method of Appeal of Short-Term Suspension

1. Short-term suspensions may be appealed to a Suspension Review Committee. An appeal to the Suspension Review Committee must be requested in writing to and received by the school principal, Superintendent or designee within forty-eight (48) hours after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:

- a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
- b. The reasonableness and length of the suspension.

2. The suspension decision will become final and non-appealable if a request for appeal to the Suspension Review Committee is not timely submitted.

3. Upon receipt of the request for an appeal, the Superintendent or designee shall confirm the suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Superintendent or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.

XIII. Procedures for Short-Term Suspension Appeal

1. The Superintendent or designee shall appoint a Suspension Review Committee to hear the appeal. The Suspension Review Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to another school site and an administrator not assigned to the suspended student's school, who will designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Suspension Review Committee. Substitute teachers will be provided for the teachers selected for an appeal hearing, if needed.

2. The Superintendent or designee shall schedule the Suspension Review Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The District shall have the option to schedule the Suspension Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request. The student and parent will be notified in writing or by phone of the date, time and place of

the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Suspension Review Committee hearing.

3. The Suspension Review Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.

4. Evidence supplied by witnesses shall be submitted to the Suspension Review Committee in writing only. For evidence supplied by student witnesses, the Suspension Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Suspension Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

5. The Suspension Review Committee meeting is closed to the public.

6. Legal counsel is permitted.

7. At the conclusion of the presentation of the evidence, the Suspension Review Committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student, if that issue was appealed. The Suspension Review Committee shall also determine the reasonableness and length of the out-of-school suspension, if that issue was appealed. The Suspension Review Committee's decision shall be in writing and mailed or delivered to the parent, the principal, and the Superintendent or designee. The Suspension Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested.

8. The Suspension Review Committee's final decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.

9. The decision of the Suspension Review Committee shall be final and nonappealable.

10. The hearing will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.

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

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

XV. Method of Appeal of Long-Term Suspension

1. An appeal must be presented in writing to and received by the school principal, Superintendent or designee within forty-eight (48) hours after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:

- a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
- b. The reasonableness and length of the suspension.

2. If no appeal request is received within the forty-eight (48) hour period, the suspension decision will be final and non-appealable.

XVI. Procedures for Long-Term Suspension Appeal

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

2. The chair of the District Review Committee shall notify in writing the student, parents, and school principal of the date, time, and place of the appeal hearing.

3. The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.

4. The Suspension Review Committee meeting is closed to the public.

5. Legal counsel is permitted.

6. The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall have the option to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.

7. At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.

8. Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

9. At the conclusion of the hearing the chairperson and District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The hearing chair shall mail or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board of Education as provided by this policy.

10. The District Review Committee's final decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.

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

1. An appeal of the decision of the District Review Committee to the Board of Education must be submitted in writing to and received by the Superintendent or designee within forty-eight (48) hours after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:

- a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
- b. The reasonableness and length of the suspension.

2. If no appeal is received within the forty-eight (48) hour period, the decision of the District Review Committee will be final and non-appealable.

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

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and non-appealable.

2. The parent and student will be notified in writing of the date, time and place of the hearing.

3. The parent and student will have the right to an "open" or "closed" hearing, at their option.

4. Reasonable efforts will be made to accommodate the work schedule of parents.

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

1. The Board President or the appointed Hearing Officer should:

a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.

b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President or Hearing Officer should advise the parents/child:

a. That they are entitled to legal counsel, if they desire it.

Middle School Student Handbook 2011-2012 School Year

- b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
 4. Parents/child may call any witnesses and present any documents subject to cross-examination.
 5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.
 6. Parents'/child's closing statement.
 7. Administration's closing statement.
 8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)
 9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board with respect to rendering a decision.
- Source: Broken Arrow Board of Education policy adoption, May 14, 2007.
Broken Arrow Board of Education policy amended April 6, 2009.
Broken Arrow Board of Education policy adoption, July 13, 2009.

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.

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

In order to provide a safe environment for the students and staff of the Broken Arrow School District, the Board of Education adopts this policy prohibiting the possession of weapons, alcohol, and/or controlled substances/illegal drugs and replicas or facsimiles of dangerous weapons.

Weapons, alcohol, and/or controlled substances/illegal drugs and replicas or facsimiles of dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Broken Arrow School District. In addition, possession of weapons, alcohol, and/or controlled substances/illegal drugs or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the

school district.

For the foregoing reasons and except as specifically provided below, possession of weapons, alcohol, and/or controlled substances/illegal drugs, as defined in this policy, or a replica or facsimile of a dangerous weapon, while at school, at a school-sponsored activity, in transit to a school-sponsored activity, or on a school vehicle, is prohibited.

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

Any student in possession of weapons alcohol, and/or controlled substances/illegal drugs, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.

A student may be subjected to discipline, including being placed on a long-term suspension, when the student:

A. Possesses, displays, uses, threatens to use, has control over, or conceals any kind of weapon, controlled dangerous substance/illegal drug, or alcohol while the student is on school property or at a school event. A student "possesses" a weapon, alcohol, or controlled dangerous substance/illegal drugs when:

1. The contraband is on the person of the student;

2. The contraband is in any item which the student is carrying or has carried and left at school or at a school activity. Examples include any item in which contraband can be placed, including, but not limited to, duffle bags, book bags, brief cases, satchels, bags, sacks, etc.;

3. The contraband is in the student's desk, locker, vehicle, or clothing. This prohibition applies whether the contraband can be seen or is concealed from view. This applies to any part of a student's vehicle, regardless of whether the contraband is in plain sight or concealed from view in any manner, such as in a glove compartment, trunk, under a seat, under a floor mat, in any container, etc. 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. 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. (See BOE Policy "Parking Regulations [Secondary School Students] for additional information).

4. The contraband is anywhere on school property because the contraband was placed there by a student; or

5. The student knows where contraband is and thereby has access to use of the contraband on school property or at a school activity. A student "possesses" contraband when the contraband is in any location readily available to use by the student because such possession is a threat to the safety and well-being of students, staff, and school operations just as much as if a student was carrying concealed contraband.

B. Threatens to use a weapon to harm another individual or an individual's property or school property, even

though the student does not in fact actually possess a weapon. The mere threat of the use of a weapon is a disruption to school operations and/or harmful to the expectations of students and parents that students will not be threatened with harm by a weapon while at school.

A weapon includes:

A. Any item commonly used or designed to inflict bodily harm and/or to threaten or intimidate others. Examples include, but are not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than two and one-half (2 1/2) inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife where the blade is carried in a partially opened position, any pocket knife with blade shorter than two and one-half (2 1/2) inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, live rounds of ammunition, sword cane, hand chains, and any replica or facsimiles thereof or any item which is used to threaten harm or is used to harm any person.

B. Any item not commonly used or designed to inflict bodily harm but is designed in a similar manner to an item commonly used or designed to inflict bodily harm and which can be used to inflict bodily harm. Examples include, but are not limited to, box cutters, razor blades, pen knives, or any form of a knife.

C. Any poison or any other chemical or biological agent of whatever nature; any controlled substance, or any prescription or non-prescription medication that is used or planned to be used to harm another person at school.

D. Items not commonly used or designed to inflict harm and/or threaten or intimidate others but are used by a student to inflict bodily harm on another, inflict damage on the property of another, or are displayed in a threatening, aggressive, belligerent or intimidating manner toward another or the property of another. Items include, but are not limited to, belts, combs, pencils, files, compasses, scissors, rocks, thrown objects, etc. Laser pointers and similar devices are in themselves deemed to be items that can be displayed to threaten or intimidate others and thus are not to be possessed, displayed, or used at school.

E. Firearms, which includes any device which will, or is designed to, or may be readily converted to, expel a projectile (including, but not limited to, objects, bullets, and shells) by the action of an explosive, the frame or receiver of any such device, a firearm muffler or silencer, or any "destructive device." A "destructive device" is

1. Any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

2. Any device, by whatever name known which will, or which can be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

3. Any combination of parts either designed or intended for use in converting any device into any destructive device described in (1) or (2) above and from which a destructive device may be readily assembled.

F. Devices that can otherwise propel an object, such as a BB-gun, pellet gun, air pistols, potato throwers or launchers, dart guns, blow guns and/or any other device whether in working condition or not that is designed to propel, throw, discharge, or fire objects that could hit another person.

G. Fake or facsimiles of any items included in the above prohibited items, even though such fake items cannot actually cause bodily harm or harm to property of others but have the appearance of a weapon. These items are

Middle School Student Handbook 2011-2012 School Year

deemed in themselves to be a disruption to school operations and a source that can cause fear or intimidation in others. Examples include toys that look like a weapon. Further, facsimiles of illegal drugs or materials represented to be or contain illegal drugs or contain alcohol are in violation of this policy even though the materials do not actually contain illegal drugs or alcohol. "Illegal drugs" includes all drugs listed as "controlled dangerous substances" by state law, including but not limited to marijuana, cocaine, amphetamines, and other mood or mind enhancing or changing substances. Included are all substances purported by a student to be such a chemical or drug. "Alcohol" includes intoxicating beverages or low-point beer or liquids or substances represented to be "alcohol."

If a teacher or other school employee has reasonable suspicion to believe that a student is in possession of a weapon, alcohol, and/or controlled substances/illegal drugs, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such contraband found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the contraband can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

The principal or designee shall follow the following procedures:

1. Take possession from the teacher or employee of the contraband, weapon or replica or facsimile of a dangerous weapon.
2. If a student is in possession of a dangerous weapon, contact the police immediately.
3. Notify the Superintendent of Schools or designee.
4. Notify the parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon(s) or other appropriate contraband to the police department.

Students in violation of this policy may be suspended for the maximum period authorized by law. The School Laws of Oklahoma, specifically Section 488.2 (2002), stipulate that a student found in possession of a firearm may be suspended out of school for up to one calendar year. Furthermore, educational services may be withheld for a student suspended for possession of a firearm. For purposes of this policy, a firearm shall include all weapons as defined by 18 U.S.C., Section 921. The Superintendent of Schools may modify the suspension requirement on a case-by-case basis. However, for students with disabilities, the procedures required by state and federal law and regulations must still be followed regarding the suspension of any such student. In addition, per The School Laws of Oklahoma, specifically Section 488.2, no educational services or individual plan for out-of-school suspension shall be provided to a student suspended out-of-school for possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.

The School may provide education services through an alternative school setting, home-based instruction, or other appropriate setting, except in the case of a firearm as identified above. For an out-of-school suspension the principal or other appropriate school personnel may prepare an Individualized Plan for Out-of-School Suspension which shall provide education to and monitoring of the student in accordance with OKLA. STAT tit. 70 § 24-101.3. The plan shall be complied with by the student's parents or legal guardian.

A student, who has been suspended from another school district because of the possession of a weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student or enrolled as a student into the

Broken Arrow Public Schools until the terms of the suspension have been met or the time of suspension has expired.

School district employees who willfully or negligently fail to enforce this policy shall be subject to disciplinary action, which may result in termination. Disciplinary action shall be independent of criminal proceedings which may result from the employee action. Disciplinary action for employees will be in accordance with Board policy and any negotiated agreement which may be in effect for the employee.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal or designee, in consultation with the Superintendent of Schools, is required.

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

Authority is given to school administrators to conduct a search of any pupil or property, including vehicles, in the possession of a pupil on any school premises, or while in transit under the authority of the school, or while attending any function sponsored by the school, when reasonable suspicion exists to suspect the possession of the following:

1. Dangerous weapons.
2. Controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act.
3. Intoxicating beverages.
4. Low-point beer, as defined by Section 163.2 of Title 37 of Oklahoma Statutes.
5. Unauthorized wireless telecommunication devices.
6. Missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.
7. Other contraband and materials prohibited by school rules.

The Board of Education authorizes the use of metal detectors including but not limited to hand-held detectors for the purpose of interdicting weapons brought to school property. Metal detectors may be utilized at any school facility and at school sponsored extra-curricular events. At school sponsored events both students and the general public may be subject to scanning by a metal detector. Searches shall be random except in situations where the administrator has reasonable suspicion based on observation of behavior or a report of weapon possession provided by a reliable source. Any student attempting to evade a metal detector will be deemed as in violation of this policy and will be subject to disciplinary action.

Personal search of a student shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other school employee, said person also to be of the same sex as the person being searched. A search conducted under this policy shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of age and sex of the student, and the nature of the alleged infraction.

The superintendent of schools, principal, or designated school employee searching or authorizing the search has authority to detain a student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices or missing or stolen property that might be in the pupil's possession.

Authority is given to school administrators to detain or restrain such pupil or to preserve any of the specified items for which a search is conducted. The personal search of a student shall be conducted with extreme caution and should be considered only when there is valid evidence or very specific testimony, which causes the school administrator to feel that one of the specified items is being concealed on the body.

Strip search is prohibited. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any search, except when a legal warrant has been obtained through appropriate legal process. If a search will involve removal of any student's clothing, except cold weather outerwear, then the student should be detained and the following action taken:

"The administrator authorizing the search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search."

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices, or missing or stolen property may be suspended out-of-school, in accordance with appropriate school regulations.

Building administrators shall inform all pupils through written explanation in the student instructions, handbook, or disciplinary code that the student has no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property.

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

In accordance with provisions of Title 70, Section 24-100.4, Oklahoma Statutes, the professional educator "shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher." Building administrators shall advise professional staff of provisions of this policy and insure that professional staff members are familiar with legal steps to be observed in the conduct of a personal search of a student

Student Dress Code (All Grades)

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

Attire

1. **Skirts and Dresses:** The skirt or dress must extend two (2) inches beyond the longest finger on the hand with the shoulders in a relaxed position and shall not be revealing, disruptive, or distract from the educational process. Skirt openings (slits) must not expose the upper leg, higher than the 2 inch-beyond-the-longest-finger-rule stated above.
2. **Tops:** Any shirt, blouse or sweater may be worn with the following conditions:
 - a. "See-through" shirts or blouses may not be worn.

Middle School Student Handbook 2011-2012 School Year

- b. Shirts and blouses must be properly buttoned and cannot expose the midriff when arms are raised from the side. Tank top style sleeveless dresses, shirts, or blouses that expose undergarments are not permitted.
 - c. Any article of clothing which exposes the back or midriff may not be worn. Tank tops and muscle shirts may be worn, but not as primary garments.
 - d. Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments.
3. **Pants:** Pants, jeans, or slacks of styles, which are neat and clean, are acceptable.
- a. Pants that drag on the floor are not acceptable for school wear. Pants which are frayed or have holes are prohibited when the frayed material or hole(s) are in the area as described by the "finger tip rule" in item number 4 below. This area begins with the top of the waist band of properly worn pants (including shorts and skirts) to the tip of the longest finger on the student's hand. Pants that have been permanently patched in order to cover the area(s) with holes or frayed material are acceptable. Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of school or safety risk to the student or others is prohibited.
 - b. Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments which meet the provisions of the dress code.
 - c. Loose fitting nylon warm-up and wind suits are acceptable for school wear.
 - d. Sagging is not acceptable.
 - e. Pants may not ride low exposing the torso or back or undergarments.
 - f. Pajama style pants are not appropriate for school wear.
4. **Shorts:** Shorts, which are properly hemmed and of appropriate length are acceptable for school wear. Form-fitting, stretch material may not be worn as a primary outer garment. Shorts must extend to the tip of the longest finger on the hand with the shoulders in a relaxed position. Shorts with a slit on the sides are not acceptable for school wear.
5. **Shoes:** All styles of street shoes are acceptable for school wear. Shoes with metal taps must not be worn at school. Shoes with embedded roller-skates are not permitted at school.
- a. Please note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury.
 - b. Certain types of shoes may be required for certain school activities.
6. **Accessories:** Examples of accessories which are not acceptable include the following:
- a. Headbands, arm bands, leg bands.
 - b. Hats, hoods and caps when worn in the building.
 - c. Gang symbols. As part of an effort to curb the presence and influence of gangs in schools, the wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang or other secret society is prohibited.
 - d. Body piercing that is disruptive or distract from the educational process.
 - e. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
 - f. Safety pins or other sharp or distracting objects may not be worn on a student's clothing.
7. **Insignias, Monograms or Patches:** Lettering or any type of sew-on patch, decal, insignia, etc., which is suggestive, vulgar or refers to alcohol, tobacco or drugs is not acceptable.

8. **Make-Up:** Facial or other body decorations that are disruptive to or distract from the educational process, or violate the Discipline Code (i.e., obscene, vulgar, profane, lewd, or sexually suggestive words or gestures; words or depictions that sponsor or promote items not permitted on school property, etc.) are not acceptable.
9. **Hair:** Hair must be clean and neatly groomed.

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

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

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

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

Use of Wireless Communication Devices by Student(s)

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

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

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

Possession and Use of Wireless Communication Devices

1. Wireless Communication Devices are defined as mobile/cell/wireless telephones, one or two-way pagers, Blackberry® and similar such hybrid communication devices, or any other such device that enables any communication between two devices. This includes cameras on wireless communications devices.
2. A student may possess a wireless communication device while on school premises under the following conditions:
 - a. Students are prohibited from using the device during the school day.

Middle School Student Handbook 2011-2012 School Year

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

Possession and Use of Laptop Computers, Handheld Computers, PDA-type Devices (Personal Digital Assistant) and Graphing Calculators

Broken Arrow Public Schools embraces computing technology and values the availability of technology to its students in ways which enhance the learning environment. However, since these devices may be misused by students in a way that is detrimental to the learning environment, the following policy applies:

Laptop/Handheld Computers

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

Personal Digital Assistants and Graphing Calculators

1. Personal Digital Assistants (PDA's) are to be utilized for legitimate student organizational purposes only (time management, information storage, contact management, etc).
2. Students are expressly prohibited from using any wireless communications capability of a PDA device or Graphing Calculator (infrared or Bluetooth®). This includes the "beaming" of any information at any time.
3. Abuse of the policy may result in the seizure of the device by school administrators and return to the parent or authorized parental representative.

Middle School Student Handbook 2011-2012 School Year

4. The misuse of a PDA-type device or graphing calculator in an attempt to "cheat" or otherwise share information regarding coursework or testing may result in suspension from school.
5. The misuse of a wireless PDA-type device or graphing calculator in a manner that inhibits, disrupts or interferes in a classroom, school activity or event may result in suspension from school.
6. The school district and its employees are not responsible for lost, stolen, and/or damaged communication devices or other personal property of a student.

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

Broken Arrow Board of Education policy adoption, April 6, 2009.

Broken Arrow Board of Education policy adoption, July 13, 2009.

Policy on Sexual Harassment

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

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

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

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

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

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

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

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, executive director of human resources, principal or assistant principal. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is

Middle School Student Handbook 2011-2012 School Year

preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

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

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

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

During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided, however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

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

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

Middle School Student Handbook 2011-2012 School Year

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 shall be assigned detention as a minimum and shall be subject to progressive levels of discipline, including suspension from school, for repeatedly violating the ID policy.
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. One Student ID issued to the student free of charge. Replacement Student ID's will cost the student \$3.00.
7. If a Student ID is lost or damaged, the student must pay for the replacement.
8. ID's may be collected on the last day of school.
9. 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.

Magic Markers

No magic markers, jumbo markers, permanent or non-permanent markers, and/or any other kind of markers will be allowed unless special arrangements have been made per request of teacher.

Emergency Procedures

Fire and tornado emergency procedure instructions will be posted on each classroom bulletin board and reviewed by each teacher. Early in the year, the signals for each emergency procedure will be demonstrated and drills will be practiced.

School Resource Officers

Signs are placed in front of each school that proclaims all Broken Arrow schools to be drug-free and gun-free. Broken Arrow Public Schools are seeking out and implementing proactive measures to make our schools safe. The School Resource Officer Program helps in that effort. The program provides periodic visits from an on-duty police officer at each middle school campus for security, education, and counseling. It is funded through a grant in which the Broken Arrow Police Department and the Broken Arrow Schools participate.

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.

**Authority To Order Non-Students
To Leave Institution Policy**

- A. The Superintendent or anyone designated by the Superintendent to maintain order in the district shall have the authority and power to direct any person to leave district property who is not a student, officer or employee thereof, and who:
1. Interferes with the peaceful conduct of activities on district property;
 2. Commits an act which interferes with the peaceful conduct of activities on district property;
 3. Enters district property for the purpose of committing an act which may interfere with the peaceful conduct of activities on district property.
- B. For the purposes of this policy, district property includes all school district property; the entire school campus, parking lots, athletic fields, district vehicles, vacant district property, and district buildings. District property also includes off-district property used for school or district-sponsored events. District property covers all transportation, lodging and meal locations, event sites, and all other locations where students or employees are present while participating in or attending a district or school sponsored event.
- C. For the purpose of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the district; or direct interference with administration, maintenance or security of property belonging to the district.
- D. Any person to whom this policy applies, who fails to leave district property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent may be charged with a misdemeanor.

Appeal Process

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

The person may request review of the initial decision by letter to the Superintendent or Superintendent’s designee. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave district property, the directive will be final and non-appealable. The request for an appeal shall set forth in writing the reasons that the directive to leave district property should be reversed. The employee directing a person to leave district property shall be entitled to respond to the appeal in writing. The Superintendent or Superintendent’s designee shall appoint a review committee of not less than three school district employees who shall be certified administrators. The review committee will be given copies of the written statements. After review of the written statements by the committee, the Superintendent or Superintendent’s designee will issue a statement notifying the individual as to whether the committee decides to uphold or modify the directive to leave school property. The decision of the review committee shall be communicated in writing and will be mailed by Certified U.S. Mail, Return Receipt Requested to the person appealing within (5) calendar days of the review. The decision of the review committee shall be the final decision of Broken Arrow Public Schools and non-appealable.

Middle School Student Handbook 2011-2012 School Year

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

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

Attendance

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

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

1. Illness substantiated by a doctor's statement.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence.

Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

2. School activities (per State Regulations).

3. Suspension, including days covered by an Alternative Education Program for Suspended Students (APEP).

4. Any absence deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition (in writing within five (5) days following the student's return to school) the building principal to request a waiver of penalty.

5. At a parent's request, a student's absence from school to observe a recognized religious holiday and associated travel.

Absences

A student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day. Parents should contact the school to report that their child will be absent for the day. Failure to do so within five (5) school days will result in the absence being recorded as a truant.

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

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

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

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

Definition of Truant

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

Middle School Student Handbook 2011-2012 School Year

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

Definition of Tardy

A student is tardy if not in class when the tardy bell rings.

A secondary student who is more than ten (10) minutes late for class will receive an absence for that class that day.

Source: New Policy, Board of Education approved April 16, 2001; revised November 25, 2008.

Broken Arrow Board of Education policy adoption, July 13, 2009.

Broken Arrow Board of Education policy revised, November 9, 2009

First Hour Tardies:

A student who is tardy to first hour class must check in with the attendance clerk to obtain an admit before entering first hour class. If tardy 10 minutes or more, the student will be charged with an absence for that hour.

Tardies Between Classes:

Students have sufficient time to change classes without being tardy. Students must report to their classroom teacher and request permission if they need to leave the classroom.

Tardy Policy

- First Tardy** - Teacher reprimand and clarification of rules. Documentation for file.
- Second Tardy** - Teacher reprimand followed by notification of parent. Tardy referral copy to office.
- Third Tardy** - Teacher initiated disciplinary action with parent and office notification.
- Fourth Tardy** - Office referral. Disciplinary action to be determined by administrator. Parent notification.
- Fifth Tardy** - Office referral. Parent contact by administrator. Alternative disciplinary action may be considered by administrator at this point.

Attendance Procedure

Absences: When absent for any reason, the student will need to do the following:

- a. Have parent call the school on morning of absence before 8:00 a.m. Attendance office opens at 7:30 a.m. each day.
- b. If illness required a doctor's visit, bring doctor's note to the attendance clerk upon returning to school.
- c. If a phone call is not possible, bring a note to the attendance clerk for the absence upon returning to school.
- d. All absences should be called in on or before the day of absence. Absences for extended periods of time should be cleared with a school administrator.
- e. If parents have called the school on the day of absence, the student will report to his/her first period class upon returning. (If the student has a doctor's note, leave it with the attendance clerk and then report to class.)
- f. If the student is absent and comes back to school later in the day, report to the attendance clerk when arriving at school.

Checking Out Procedure

All Broken Arrow middle schools are closed campuses. During the school day, students are not to leave the school grounds at any time without permission. Parents planning to pick up students between 7:30 a.m. and 2:40 p.m. must sign the student out in the office. The person checking out a student needs to be on the contact list and have ID.

Checking In Procedure

Students who arrive late or return from an appointment must be checked in at the office by a parent. If a student is absent from school and the attendance clerk has not received a phone call by 9:00 a.m., a phone call will be made to the home or place of employment to verify the student's absence. This may be avoided if parents will call to report the absence.

Activity Trip Procedure

School recognizes and supports learning activities outside the regular classroom setting. Many times, these activities involve transporting students to destinations other than the local school. In order for students to receive the full benefit of such activities, several stipulations are in effect.

All students attending a school sponsored activity trip will be required to turn in a signed permission form prior to each event. Due to procedural constraints, this form must be turned in to the sponsoring teacher prior to the trip, according to the deadline stated by the sponsor. Failure to comply with this policy may result in the loss of permission to attend the activity trip.

School Sponsored Trips

To take part in a school-sponsored trip, students must:

- a. Have a parent sign a field trip permit for each event.
- b. Be academically eligible in their academic studies as prescribed by the Oklahoma Secondary Schools Activities Association (OSSAA).
- c. Meet the school's standards for academics, classroom attendance, and behavior.
- d. Be responsible for all make-up work, including meeting the deadlines for assignments and tests which were previously announced when the student was present.

National Junior Honor Society

Membership in National Junior Honor Society is open to seventh grade students who have achieved a 3.5 or above grade point average during the second semester of their sixth grade year and the first semester of their seventh grade year. It is also open to eighth grade students who have achieved a 3.5 or above g.p.a. during the last semester of their seventh grade year and the first semester of their eighth grade year. Membership is also based on citizenship, leadership, scholarship, and service. A faculty council determines those students who will be invited to become members.

Student Performing Groups

Members of performing groups in middle school (grades 6-8) in Broken Arrow Public Schools should be aware that membership in a group includes a responsibility to the practice and performance schedule. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

- a. Performing groups have responsibilities in and away from school, during and after regular school hours. Student members must adhere to all organizational rules and policies.
- b. Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performance group outside of the classroom will be a determining factor of the grade.
- c. Any student who is absent from a scheduled, required rehearsal or performance may have the cumulative semester grade lowered one letter grade because of absence, unless the absence is excused.
- d. The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family, provided prior approval is obtained from activity director, and five-day prior notice is given.
2. Family emergency.
3. Illness (director should be notified prior to rehearsal or performance).

Note: The building principal reserves the option to excuse an absence pending prior notification from the parents.

Student Athlete Drug Testing

Drug use of any kind is incompatible with participation in interscholastic athletics on behalf of the School District. For the safety, welfare and best interests of the students of the School District, and to promote drug-free lives both during and after school, the district has adopted a drug education and testing program for use by all student athletes participating in interscholastic athletics.

Participation in school-sponsored extracurricular activities such as interscholastic athletics is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, which includes avoiding the use of illegal drugs and performance-enhancing drugs. This policy is intended to supplement and complement the District Policy on Student Possession or Use of Alcohol or Illegal Drugs adopted by the Board, and all other policies of the district regarding possession or use of illegal drugs.

Voluntary Random Student Drug Testing

In accordance with Broken Arrow School District Policy on Student Drug Testing, the following procedure shall be followed:

1. The administration, health clerk, or nurse will conduct the test in accordance with the district policy and in accordance with the district's laboratory training.
2. If the parent refuses to have the student submit to the drug testing, the student will be subject to disciplinary action to the same extent as the student testing positive.
3. If the test result is positive, the administration shall issue an out-of-school suspension: (Students qualifying under IDEA will be dealt with in accordance of the guidelines issued by Special Services.)
 - a. For a **first offense**, the out-of-school suspension will be for a minimum length of 45 school days, with a reduction to 30 school days if the student participates in the SAP drug counseling program.
 - b. For a **second offense**, the out-of-school suspension will be for a minimum length of 90 school days.
 - c. For a **third offense**, the out-of-school suspension will be for the maximum allowed by state law.
4. For students who commit a first offense, the administration may present the student for placement in an alternative school program, if available. For students who commit second and subsequent offenses, the administration will not provide educational services through the district's Academy but will provide educational services for the out-of-school suspension in accordance with an individualized plan.
5. If a student tests positively for drugs or alcohol and also violates Board policy for the distribution of drugs or alcohol, the student will be suspended for the maximum allowed by law without placement at Broken Arrow Academy, and no educational services will be provided to the student during the suspension period.

Cheerleading

Eligibility for tryout requires a minimum of a 2.30 grade point average and is established by the first semester seventh grade report card; cheerleaders are required to maintain a minimum of a 2.30 grade point average. Grades will be checked at the six-week grading periods and at semester grading periods. Cheerleaders are also required to meet the OSSAA eligibility requirements.

Student Eligibility Guidelines

See Academics

Transportation

Bus Transportation (918-259-4550)

Questions about routes, drivers, discipline, etc., should be directed to the transportation department. Please contact them for loading and unloading times, route numbers, and stops. Permission for students to ride a bus other than their regularly assigned bus must be obtained from the transportation department. Authorization to ride an alternate bus may not be given by the building principals. **Authorization to ride an alternate bus may only be given by the transportation department.** Parents requesting authorization must contact the transportation department.

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, academically ineligible, 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.

Health Services

Students are directed to report to the health office with a pass from the teacher, should they become ill during the school day. All medications are to be taken to the health office to be dispensed.

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. All emergency treatment will be given at the nearest medical facility unless otherwise designated.

Medication Taken at School Policy

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

General Information

The term medication is used to describe all prescription and non-prescription substances including over-the-counter items such as vitamins, herbs, and nutritional supplements.

Sharing of medication with another person is strictly prohibited.

No experimental or investigational drug without proper FDA approval or outdated medication will be administered at school.

The student should be informed that it is his/her responsibility to come to the Health Room when it is time to take the medication.

Medications that have expired will not be administered at school.

Authorized Administration and Documentation

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

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

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

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

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

Prescription Medication

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

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

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

Non-Prescription Medication

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

Administration of School Supplied Non-Prescription Medication

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

Administration of Medication Over an Extended Period

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

Transportation and Storage of Medication

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

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

Medications brought to school must be kept in the Health Room. Prescription medication must be kept in a locked storage compartment.

Activity Trips

Student medications may not be repackaged and dispensed from the school for activity trips. If a parent/guardian wants a student to receive medication while on an activity trip, the parent/guardian must provide BAPS Health Services personnel with only the amount of medication needed for the field trip in a properly labeled container as described previously in this policy. The parent/guardian must complete the medication administration section of the activity trip permission form. BAPS Health Services personnel will ensure that the medication is given to the staff member designated by the Principal to administer medication on the activity trip. Students may not carry or self-administer medications unless prior arrangements have been made as described below.

Student Carried Medication

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

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

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

- A Certified School Nurse may grant permission for students in grades 9-12 to carry a daily dose of non-prescription medications and/or prescription medications that are taken ten days or less upon written authorization of a parent or guardian. Requests to self administer such items as vitamins, herbs, and nutritional supplements will require written instructions from a licensed physician.
- It is the responsibility of the prescribing physician and/or the parent or guardian to educate the student regarding all aspects of self-administration and custody of medications.

Middle School Student Handbook 2011-2012 School Year

- Any student who carries an approved medication is responsible for safe guarding that medication. Employees of Broken Arrow Public Schools will not be responsible for monitoring administration, effects, custody, disposal, or any other aspect of student carried medications. These responsibilities rest with the student and parent or guardian.
- The school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by any student.
- Permission to carry medication may be withdrawn for failure to comply with any aspect of this policy.

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

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

Inhaled Medications Administered by Non-nurse School Employees

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

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

Health Education

Growth and Development classes are a part of the school curriculum and are scheduled throughout the year. Parents/guardians may contact the school nurse for the dates of the presentations. If parents/guardians object to their children's participation in any of these classes, they may notify the school nurse or principal.

Middle School Student Handbook 2011-2012 School Year

Sixth grade growth and development classes contain information about changes that occur during adolescence and include a film and a question and answer session. Sixth grade girls and boys are separated for these classes. Seventh grade classes contain information regarding choosing sexual abstinence. Seventh graders will also receive AIDS (Acquired Immune Deficiency Syndrome) prevention education in accordance with Oklahoma law. Eighth grade classes contain information regarding prevention of sexually transmitted diseases.

In accordance with state law, a parent preview session for AIDS education materials will be presented in October. Parents/Guardians will be notified of the AIDS instruction preview date and time, and will be advised of upcoming growth and development class dates as they are scheduled.

Screenings

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

Communicable Diseases

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

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

Rash: Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

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

Fever: Students who have a temperature of 100 degrees or more must be picked up from school for the remainder of the day. For most childhood illness, temperatures are lowest in the morning. Students must be fever free without medication for 24 hours prior to returning to school.

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

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom free, or have a physician's statement verifying that they are not contagious.

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

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 meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, 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/

Records Confidentiality

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

Legal Custody

A parent or guardian who has legal custody of a child and does not wish the other parent to have access to the child, must present proper legal documents to the principal to establish custody rights. Files will be appropriately marked to signify students that may be accessed by certain individuals.

Student Records

The Broken Arrow Public Schools Board of Education is aware of, and intends to comply with, the rights of students under the Family Educational Rights and Privacy Act (FERPA) and the Oklahoma Open Records Act. The Family Educational Rights Act requires each school district to inform parents and students of their rights that are protected by this act. The Oklahoma Open Records Act provides for release of directory information from student records to be provided to all parties requesting such information and FERPA allows distribution of said directory information. Parents and eligible students have the following rights under the Family and Educational Rights and Privacy Act and this policy:

- To inspect the student's education record.
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- To consent to disclose education records, except where consent is not required to authorize disclosure.
- To file complaints with the U.S. Department of Education and to receive information from the district as to where the complaint should be filed concerning alleged violations.
- The right to obtain a copy of the FERPA policy adopted by the district and to be informed as to how this request can be made.
- The right to exclude the release of directory information by following the procedures under the Oklahoma Open Records Act.

Questions regarding the district policy, FERPA, and the Open Records Act may be directed to the Principals or the Communications Division at the Education Service Center, 701 S. Main Street, 918-259-5700.

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 918-259-5700 or 701 S. Main Street, Broken Arrow, OK 74012. Upon receipt of such request, the following process will be used to provide the information: The Communications Department will make the information available in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Credenciales profesionales de los maestros

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

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

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

Si el niño/a recibe servicios proporcionados por paraprofesionales y, si es así, cuales son sus títulos.

Además de la información mencionada arriba, los padres pueden solicitar:

Información del nivel de rendimiento escolar del niño/a en cada una de las evaluaciones académicas estatales; y Avisar al padre oportunamente que han asignado 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 918-259-5700 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.

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

**Parent/Guardian Form to Deny Child's
Access to Internet at School**

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

Student I.D. #: _____

Student Signature: _____

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

Parent/Guardian Signature: _____

Date: _____

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;
1. Sex behavior or attitudes;
2. Illegal, anti-social, self-incriminating, or demeaning behavior;
3. Critical appraisals of others with whom respondents have close family relationships;
4. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
5. Religious practices, affiliations, or beliefs of the student or parents; or
6. 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.

Middle School Student Handbook 2011-2012 School Year

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Helpful Resources For Teens

Hotlines

| | |
|--|--|
| Youth Services (24 hours)..... | 258-6545 |
| Oklahoma Statewide Suicide Hotline (24 hours)... | 1-800-784-2433 |
| Helpline (8am to 6pm)..... | 836-HELP (4357) |
| Boys and Girls Town Crisis Line (24 hours)..... | 1-800-448-3000 |
| Reach-Out Hotline (Drug & Alcohol) (24 hours)... | 1-800-522-9054 |
| National Runaway Switchboard (24 hours)..... | 1-800-786-2929 |
| National Youth Crisis Hotline (24 hours).. | 1-800-442-HOPE (4673) |
| Oklahoma HIV/AIDS Hotline (24 hours)..... | 1-800-535-2437 |
| SAFE-CALL (24 hours).... | 1-877-SAFECALL xOK11-877-723-3225 x651 |
| Tulsa Police Dept..... | 596-9222 |
| Sheriff (Wagoner County)..... | 485-3124 |
| Broken Arrow Police Dept..... | 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

Danger To Others

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 now.
- Friends don't let friends get hurt.

Middle School Student Handbook 2011-2012 School Year

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

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

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

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

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



BROKEN
ARROW
PUBLIC
SCHOOLS
EST. 1904

2011-2012 Instructional Calendar

- July 4 Independence Day**
- Aug. 22-24 Professional Days
- Aug. 23 Elementary Meet Your Teacher
- Aug. 25 First Day Of School
- Sept. 5 Labor Day**
- Sept. 8 Middle School Open Houses
- Sept. 13 Intermediate High School Open Houses
- Sept. 15 Senior High School and MI-IP Open Houses
- Oct. 20-21 Fall Break
- Oct. 27 End of First Nine Weeks
- Nov. 23-25 Thanksgiving Break**
- Dec. 21-30 Winter Break
- Jan. 2-3 Professional Days*
- Jan. 13 First Semester Ends
- Jan. 16 Martin Luther King, Jr. Day
- Jan. 17 Second Semester Begins
- Feb. 20 Presidents' Day
- March 16 End of Third Nine Weeks
- March 19-23 Spring Break
- May XX Class of 2012 Graduation
- May 31 Tentative Last Day of School
- May 28 Memorial Day**

*Denotes students dismissed from classes
 **Denotes both district offices and school sites closed
 Broken Arrow Public Schools is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, sex, disability or age.

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

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

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

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

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

| PARENT-TEACHER CONFERENCES | |
|---|---|
| School WILL BE in session for the following days as conferences will take place in the evening. | |
| Sept. 29 & Oct. 4, 2011 4:00 to 8:00 p.m. | Secondary Fall Parent-Teacher Conference Dates |
| Oct. 6 and 13, 2011 4:00 to 8:00 p.m. | Elementary Fall Parent-Teacher Conference Dates |
| Feb. 16 and 21, 2012 4:00 to 8:00 p.m. | Secondary Spring Parent-Teacher Conference Dates |
| Feb. 23 & Mar. 1, 2012 4:00 to 8:00 p.m. | Elementary Spring Parent-Teacher Conference Dates |

| CONTINGENCY CALENDAR | |
|--|---|
| The above calendar includes five built-in days for inclement weather or emergencies. | |
| If NO built-in days are used... | The school year will end on May 23. |
| If 6 days of school are missed... | School will be in session on Presidents' Day. |
| If 7 days of school are missed... | School will be in session on Martin Luther King, Jr. Day. |
| If 8 days of school are missed... | The last day of school will be June 1. |

CMS-

Fellowship of Christian Athletes- John Martin

Fellowship of Christian Athletes is an organization promoting four core values: Integrity, Serving, Teamwork and Excellence. These values are important in any part of a student's life, whether it is sports, school or relationships. All students are invited to attend.

Christians in Action- Shelia Coody

Students desiring a time for fellowship, devotional, and prayer with fellow Christians are welcome to attend CIA meetings which will be held once a month on Friday mornings at 7:30 AM in room 105.

Student Council- Julie Sunderland

Student Council is a student organization that allows students to have a voice in determining the school activities and environment. It allows students to develop and improve their leadership skills by being a part of a nationally recognized organization.

National Junior Honor Society- Sarah Bacon, Beth Gilbert, Trudy Garrett

The purpose of the National Junior Honor Society is to develop leaders of good academic standing and moral character. Students are invited to join based on academic achievement and exemplary behavior. Members of NJHS plan and participate in service projects during the school year and also perform individual community service in their school, church, synagogue, and/or neighborhood

Go Greeners- Robin Willmon

We are committed to educating ourselves and those around us about the environment and what we can do to improve it.

Academic Team- James Fletcher

The Centennial Academic Team competes in Academic Bowls against other schools in the surrounding areas. The matches are Question and Answer type formats with the questions coming from a list of categories. The team is comprised of 7th and 8th grade students. Tryouts will be held soon.

Chess Club- Karen Olari

The purpose of chess club is to offer the members a chance to enhance their chess-playing abilities in a fun and safe environment.

Math Counts- Barbara Hinkle

MATHCOUNTS is a national enrichment club and competition program that promotes middle school mathematics achievement through grassroots involvement in every U.S. state and territory. CMS members meet weekly to have fun with math that is different from what they see in class, to get to know other students who enjoy math, and to prepare for the regional competition. We even have snacks!

Scream Team- Marcie Humphries

Scream Team is a team building club that encourages school spirit. Members of the Scream Team meet once a month to plan activities to encourage support for CMS Tigers. Members also attend four home football games, several home basketball games, and participate in the school pep assemblies.

Technology Student Association- RoxAnna Bolding

The Technology Student Association (TSA) is a national organization for Technology Engineering students. TSA allows students to develop leadership skills while discovering the spirit of competition. Anyone enrolled in a Technology Engineering class is a member of TSA. This includes students enrolled in both first and second semester classes. Chapter participation is not a class requirement; rather, it is a benefit provided to Technology Engineering students.

Drug Free Youth - Karen Holman

Middle School Student Handbook 2011-2012 School Year

To promote healthy, positive and drug free living through education, social and recreational activities. To further educate students about positive reasons to say no to drugs/alcohol and instill civic virtue through service projects.

FIRST Lego League- Sarah Bacon, RoxAnna Bolding

First Lego League introduces younger students to real-world engineering challenges by building LEGO-based robots to complete tasks on a thematic playing surface. The team consists of 10 members and can be students from any grade level at Centennial. Applications for team membership may be picked up in the front office.

Applications are due September 8 to Mrs. Bacon or Mrs. Bolding. The first meeting will be held on September 10 in Room 122, Technology Engineering.

ECMS

Academic Team

The Childers Academic Team provides students the opportunity to demonstrate their knowledge and ability to think on their feet while competing against academic teams from other area middle schools. Participants must be able to practice outside of the school day, and academic meets occur after school.

China Chatter

The China Chatter group offers students the opportunity to become email pen pals to a student or students at Yucai Middle School in Chengdu, China, the Chinese “sister school” of Childers Middle School. Participating students will need internet access outside of the school day. Periodic after-school meetings allow students to learn more about Chinese culture, language, and schooling.

Drug Free Youth (DFY)

Drug Free Youth (DFY) encourages students to lead a safe and healthy, drug-free life. Meetings are held before and after school. Members agree to take a drug test which is free of charge.

Math Counts

Members of Math Counts meet before or after school in order to practice their math skills. The group participates in mathematics competitions throughout the area.

National Junior Honor Society (NJHS)

National Junior Honor Society is a nation-wide honorary for seventh and eighth grade students who maintain high degrees of scholarship, citizenship, leadership, service, and character. The group participates in periodic service projects.

Newspaper

The newspaper staff publishes the school newspaper, the *Thunderbird Times*. Students must apply to participate and must be able to meet after school to work on the newspaper.

Science Club

Science Club provides enhanced opportunities to those students who are interested in learning more about science while exploring the diversity of career opportunities in science. Meetings are held monthly after school.

Scream Team

Supporting the athletic program of the school, Scream Team members cheer at many athletic events and support the efforts of the school cheerleaders.

Spanish Club

Any student who is interested in learning more about the culture, crafts, and language of Spanish-speaking countries may sign up to participate in Spanish Club. Meetings are held periodically before and after school.

Student Council

Students may participate in student government through acting as classroom representatives or officers in Student Council. Each homeroom class elects representatives. Student Council plans activities of interest to the student body and works in cooperation with the school administration to improve the school.

T-bird Signers

Students who are interested in learning and practicing American Sign Language may sign up to take part in T-bird Signers. Interested students should be able to stay after school for meetings.

Technology Student Association (TSA)

Middle School Student Handbook 2011-2012 School Year

All students who elect to take Technology Education classes are members of Technology Student Association. TSA seeks to make students more aware of the many contributions of technology to modern life and of career choices involving technology.

Teens for Christ

Teens for Christ provides opportunities for fellowship and fun while encouraging students to grow in their Christian faith. Meetings are held before school twice a month.

Yearbook

The yearbook staff prepares the school yearbook for publication. Students must apply to participate and must be able to meet after school to work on the yearbook.

HMS-

HASKELL NEWSPAPER CLUB

SPONSOR: Ms. Harn

PURPOSE OF THE ORGANIZATION: The Newspaper Club writes, proofreads, and publishes four school newspapers in a year.

Seventh and eighth graders are welcome to apply. Notice will be given sometime in August.

ORGANIZATION REQUIREMENTS: 7th & 8th grade students can apply. Applicants must have excellent teacher recommendations and excellent writing skills.

MEETINGS INFORMATION: We meet 2 Tuesdays a month from 2:45-3:45.

YEARBOOK

SPONSOR: Ms. Litton

PURPOSE OF THE ORGANIZATION: To capture each year's memories in yearbook form.

ORGANIZATION REQUIREMENTS: Staff consists of mostly 7th and 8th graders who are responsible and hard working.

MEETINGS INFORMATION: Meetings are held after school as needed in Room 24.

ACADEMIC TEAM

SPONSOR: Ms. Hendrix

PURPOSE OF THE ORGANIZATION: Our goal is to form a team to compete in contests against other middle schools. Also, we want to have fun and promote a love of learning.

ORGANIZATION REQUIREMENTS: Students must be in seventh or eighth grade and maintain a C or better in all classes.

MEETINGS INFORMATION: Practice will begin after fall break. Practices will be Monday after school until 4:00. Matches are usually on Wednesday after school.

ADDITIONAL INFORMATION: Students do not need to try out for academic team. All students are welcome to come.

NATIONAL HONOR SOCIETY

SPONSOR: Ms. Hartman

PURPOSE OF THE ORGANIZATION: recognize students who exceed not only in scholarship, but also in the areas of service, character, and leadership

ORGANIZATION REQUIREMENTS: 8th graders with a cumulative GPA of at least 3.5. School service points-5 per semester & 5 Community service hours per semester

MEETINGS INFORMATION: Meetings are held Wednesdays @ 7:20 a.m. or 2:40 p.m.

FCS (Fellowship of Christian Students)

SPONSORS: Mr. Wood, Ms. Harn, Ms. Bennett

PURPOSE OF THE ORGANIZATION: for Christian students to pray and worship together

ORGANIZATION REQUIREMENTS: any Haskell student is welcome

MEETINGS INFORMATION: We meet on the 2nd and 4th Thursday morning of each month at 7:15 in Ms. Pritchett's room.

DFY (Drug Free Youth)

SPONSOR: Ms. Holt

Middle School Student Handbook 2011-2012 School Year

PURPOSE OF THE ORGANIZATION: DFY is a prevention program that rewards youth who have made a commitment to live a drug free life.

ORGANIZATION REQUIREMENTS: Must be in 7th or 8th grade and pass a drug test

MEETING INFORMATION: We meet every Friday morning at 7:30 am in Rm. 6

STUDENT COUNCIL

SPONSOR: Ms. Litton and Ms. Dorsett

PURPOSE OF THE ORGANIZATION: The purpose of Student Council is to promote high ideals of citizenship, school spirit and the worthy traditions that have become associated with this school.

ORGANIZATION REQUIREMENTS: Student Council representatives are required to maintain a C+ grade average. They must be leaders and must be willing to take leadership roles in the classroom.

MEETINGS INFORMATION: Meetings will be scheduled as the need arises so as to minimize the loss of class time.

OFFICE INFORMATION: Officers are elected in the spring from the 7th grade class.

SERVICE CLUB

SPONSOR: Ms. Litton and Ms. Dorsett

PURPOSE OF ORGANIZATION: Our goal is to give students the opportunity to be of service to our school, our community, and our nation.

ORGANIZATION REQUIREMENTS: Any Haskell student is welcome

MEETINGS INFORMATION: Meetings are held on Tuesday at 7:30 am in Room 23.

SPIRIT CLUB

SPONSOR: Mr. James

PURPOSE OF THE ORGANIZATION: Our purpose is to provide motivation to HMS sports teams.

ORGANIZATION REQUIREMENTS: Any student who is eligible is able to join the spirit club.

MEETINGS INFORMATION: Monthly meetings as called by the spirit club sponsor and at each HMS home athletic event.

OFFICE INFORMATION: Mr. James' room, Rm. 26

SCHEDULE: Spirit Club meets at all home football and basketball games for HMS.

CAMPUS IMPROVEMENT THROUGH ART or C.I.A.

SPONSORS: Ms. Pernu and Ms. Trotter

PURPOSE OF THE ORGANIZATION: Our purpose is to make our campus a better place to be by creating large scale art pieces for everyone to enjoy.

ORGANIZATION REQUIREMENTS: You must be in 8th grade and willing to devote at least an hour and a half per week to our yearly campus improvement project.

MEETINGS INFORMATION: We meet twice per week, usually on Tuesdays and Thursdays, from 2:45 to about 4:00

SCHEDULE: We usually plan and design our projects during the first semester. This process takes more time than you might think! During the second semester we do most of the actual creation of the piece.

TECHNOLOGY STUDENT ASSOCIATION (TSA)

SPONSOR: Mr. Schmitt

PURPOSE OF ORGANIZATION:

ORGANIZATION REQUIREMENTS: 8th Grade Tech Ed students

MEETINGS INFORMATION: Meets periodically during school year in the afternoons (usually after Basketball is over)

CHEERLEADING

SPONSOR: Ms. Elizondo

PURPOSE OF THE ORGANIZATION: Support Team Spirit

ORGANIZATION REQUIREMENTS: Must be an 8th grader and tryout in front of judges

MEETINGS INFORMATION: Practices twice a week

SCHEDULE: We cheer at most home games.

ADDITIONAL INFORMATION: Cheerleaders must be eligible to perform.

BAND

SPONSOR: Ms. Cottrell and Mr. Bryan

PURPOSE OF THE ORGANIZATION: To teach the art of music along with positive life skills through the use of good personal practice techniques, proper ensemble rehearsal techniques, and concert, contest, festival, and parade performances.

ORGANIZATION REQUIREMENTS: Enroll in one of the Beginning Band classes as a 6th grade student. Contact Mrs. Cottrell to choose an instrument.

ADDITIONAL INFORMATION: Band is an instrumental music group that uses woodwind, brass, and percussion instruments to learn and perform various musical concepts. Participation requirements include daily class participation, daily home practice time, and multiple performances throughout the school year. Performances for Beginning Band students include 2-3 concerts and a parade. Future years in band add additional performances, activities, and opportunities.

ATHLETICS

SPONSOR: Mr. Ellett, Athletic Director

PURPOSE OF THE ORGANIZATION: Athletics are an extension of the classroom experience for the student-athlete. We are not a separate entity unto ourselves. We exist to enhance the experiences student-athletes receive first in the classroom. The Broken Arrow athletic program is consistent with school's overall philosophy and objectives. We provide a vigorous and diverse athletic program, offering opportunities to all of our students.

ORGANIZATION REQUIREMENTS: Varies by Sport.

MEETINGS INFORMATION: Varies by Sport.

SCHEDULE: Varies by Sport.

ADDITIONAL INFORMATION: Football, Basketball, Cross Country, Track, Softball, Golf, Tennis, Wrestling

SMS-

| | | |
|---------------|----------------|--|
| Academic Team | Steve McKnight | 7th and 8th Graders Compete in Academic subjects. Encourages scholarship in many areas. |
| Math Counts | Michael Cox | Math Club to encourage higher level thinking and competing abilities in the area of math. |
| TSA | Dirk Flint | An extracurricular activity organization for 7th and 8th graders who have had at least one semester of Technology Education. Encourages advancement in the area of technology, science and math. |
| Spanish Club | Jamie Farmer | Club for students to improve their ability to speak Spanish in conversation. |
| Science Club | Bill Dodson | Club for students to learn more about the different areas of science with a major mission to encourage recycling. |
| Yearbook | David Langston | Mission is to produce an outstanding yearbook each |

Middle School Student Handbook 2011-2012 School Year

| | | |
|--------------------|-------------------------------|--|
| | | year. |
| Drug Free Youth | Candy Lievsay | Mission is to encourage students at Sequoyah to lead a drug free life. |
| Student Council | Donna Rudick | The mission of the Student Council is to provide a voice for the students of Sequoyah MS, to provide activities for the student body, to render community service, and to demonstrate leadership and the democratic decision making process. |
| National Junior HS | Randi Tanner Janet Bulloch | NJHS is a service-oriented organization used to promote teamwork, leadership and good character. The member requirements are good citizenship skills and high grade-point averages. |

Copyright Broken Arrow Public Schools

OMS-Club

| | Sponsor | Mission |
|-----------------|-------------------|--|
| Academic Team | Jerry Rountree | 7 th and 8 th Graders Compete in Academic subjects. Encourages scholarship in many areas. |
| Math Counts | Donna Jones | A math club to encourage higher level thinking and competing abilities in the area of math. |
| TSA | Tim Smith | An extracurricular activity organization for 7 th and 8 th graders who have had at least one semester of Technology Engineering. Encourages advancement in the area of technology, science and math. |
| Yearbook | Susan Farrow | To create a book of memories that will last a lifetime. |
| Drug Free Youth | Jeannie Boudiette | To encourage students at Oliver MS to lead a drug free life. |
| Student Council | Jeannie Boudiette | The mission of the Student Council is to provide a voice for the students of Oliver MS, to provide activities for the student body, to render community service, and to demonstrate leadership and the democratic decision making process. |

Middle School Student Handbook 2011-2012 School Year

National Junior HS Ricinda Spatz
Angela Adkins

NJHS is a service-oriented organization used to promote teamwork, leadership and good character. The member requirements are good citizenship skills and high grade-point averages