VIRTUAL ACADEMY
Bringing Online Learning HOME

MIDDLE SCHOOL STUDENT HANDBOOK
Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and workplace in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns:

For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Associate Superintendent should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012.

For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (questions or complaints based on disability), the Executive Director of Special Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012.

For all student issues related to Title IX of the Education Amendments of 1972 (questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Assistant Superintendent of Personnel and Administrative Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012.

For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, the Chief Operating Officer should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012.

For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Assistant Superintendent of Personnel and Administrative Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012.

Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education’s Office for Civil Rights. The contact information for the Kansas City Enforcement Office is:

Office of Civil Rights, U.S. Department of Education
One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Telephone: (816) 268-0550; TTY: (877) 322-3768; Facsimile: (816) 822-3768; Email: OCR.KansasCity@ed.gov.

Broken Arrow Virtual Academy

412 S. 9th Street,
Broken Arrow, OK 74012
918-505-5270
www.baschools.org/virtualacademy

Office and Classroom Hours

Monday through Friday: 7:30 a.m.-3 p.m.
Tuesday and Thursday: 4 p.m.-7 p.m.

Education Service Center

701 South Main Street
Broken Arrow, OK 74012
918-259-5700
www.baschools.org
Keys for families to have a successful start to learning virtually!

- Be sure to attend in-person or virtual orientation meetings and take advantage of opportunities to visit with teachers and administrators.

- Be sure to provide a learning space for your child. Have an area in your home where your child can work. Provide storage for supplies and folders for materials.

- Be creative in how you structure what the day looks like for your child. Provide flexibility for when your child is learning. Identify the time they naturally are ready to focus on school work.

- Attend school events such as in person back-to-school events, assemblies or field trips. This is a great way for your family to meet other students and families.

- Make sure your computer has the software updates it needs. Ensure that your internet is reliable. This will prevent your child from becoming frustrated if internet is too slow.

- Take time to look through our district resources and website. Follow our social media posts to be alerted when our district hosts activities that your family may enjoy attending!
The last day of school is tentatively set at May 22. The school year will be shortened by one day for every built-in weather day that goes unused.

CONTINGENCY CALENDAR

If school is closed due to weather or other emergencies, the school year will be adjusted according to the following schedule:

Legend:
- **= Adjusted Last Day
- First Day of Semester
- First Day of Pre-K
- District Offices Closed
- Possible Last Day of School (Refer to the contingency calendar on the right)
- Professional Day
- Distance Learning Mondays

3 weather days are built into the calendar.

<table>
<thead>
<tr>
<th>School Site</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School &amp; Options Academy</td>
<td>Sept. 24, 28, Feb. 25, March 2</td>
<td>3 p.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Freshman Academy</td>
<td>Sept. 17, 22, Feb. 18, 23</td>
<td>3 p.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>Oct. 1, 16</td>
<td>3:45 p.m. - 7:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>Oct. 12, 16</td>
<td>4:30 p.m. - 8 p.m.</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>Oct. 8, March 4</td>
<td>3:30 p.m. - 7 p.m.</td>
</tr>
<tr>
<td>Early Childhood Centers</td>
<td>Oct. 1, Feb. 25, March 4</td>
<td>3:30 p.m. - 7 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST DAYS OF SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 25 24 21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Weather Days Used</th>
<th>Last Day of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>● - - - -</td>
</tr>
<tr>
<td>2</td>
<td>- ● - - -</td>
</tr>
<tr>
<td>1</td>
<td>- - ● - -</td>
</tr>
<tr>
<td>0</td>
<td>- - - ● -</td>
</tr>
</tbody>
</table>

Broken Arrow Public Schools is an equal opportunity educational institution.
Classroom

Classroom(s) are managed by highly qualified teachers and are available during working hours to students wishing to come in to take exams or to get additional tutoring in their courses. Students will enter the West entrance to BAVA and report directly to the classroom. They will sign in when they arrive, and out when they leave. Students have access to restrooms and filtered water. They may bring drinks and/or snacks from home and will have access to a refrigerated if needed.

Once in the classroom, students are expected to work on their courses and get assistance from their teachers. Students should not participate in any activity that is not school related such as browsing the internet, playing games on their phone or computer, etc. Students should not use their cell phones while in the classroom.

BAVA does not encourage face-to-face attendance from Middle School students every day for multiple hours each day. This is designed as a program that is accessed primarily from home and while students are able to attend during the office/classroom hours it is not recommended that students spend full days at BAVA in the computer lab/classroom.

School Calendar

BAVA school calendar mirrors BAPS calendar. Any time school is out (holidays, inclement weather) then BAVA will not have office or classroom hours. If there is a need to cancel our evening sessions on Tuesdays or Thursdays an announcement will be sent electronically to families.

Enrollment Process

Parents may request enrollment for their children using the online form located on the district website. Once completed, a BAVA representative will contact parents and establish a start date. All academic information from the home site will be shared with BAVA so courses can be added and customized if necessary prior to the start date. If school has been in session, students will be given credit for the work they have completed at their home site and their courses customized in the virtual format.

Attendance

Students are expected to log in to their courses five of seven days a week and make progress by completing assignments. To stay on track, students can expect to complete 5-7 activities per class per day of work. Since BAVA is a self-paced program by nature, students may choose to vary their work days and times to fit their needs, however, students should not procrastinate and get behind in their assignments.

Students who do not log in regularly and who do not fulfill their weekly teacher check-ins may be required to come into the classroom at BAVA for a period of time to help the students get back on track with their courses. A schedule for those classroom hours will be made with the parents input.

Students who do not log in and work on their courses for 10 school days risk being dropped from enrollment and being reported as drop outs.

Participation in School Activities

All students are able to participate in their home middle school events taking place throughout the school year. Students who participate in these activities are subject to the rules and expectations of those specific programs and events. Students are also free to participate in the grade-level clubs and organizations offered at the school sites. When students take advantage of these options they are expected to meet the behavior expectations of the school site and are expected to respect the teachers and administrators in that building. Failure to follow directions or expectations of behavior will result in the revocation of the ability to participate in these offerings. To participate in an event or organization, parents must contact the Principal of their home site first to advise them of their interest and to discuss the school’s procedures.

Communication with Students and Parents

Teachers and administration at BAVA will communicate with students weekly through a variety of methods. Students are required to participate in this communication process whether by email, phone, face-to-face, or virtually at least once a week. BAVA staff will also communicate with parents regularly. Communications with parents will include providing information concerning: course progress, current grades, and any concerns the teachers may have about student performance.

Communication with families and working as a team for learning is the primary component for student success.

Students will be expected to meet (via email, face-to-face, or virtually) with their teacher at least once per week. Students will be expected to check their emails daily to look for communications from their teachers. Students should respond immediately to those emails. They may also contact students using other methods: phone, text, virtual meetings. Students should respond respectfully to all communications with their teachers using appropriate language.

Should students not fulfill their meeting requirement with their teacher for more than two weeks may be marked as absent (truant) from school and be required to come in to the classroom for such meetings.

Parent conferences will be held on the dates specified by the BAPS calendar. Information will be communicated with parents about scheduling conferences. They may be conducted face-to-face or using a virtual meeting method. These meetings are encouraged so that student academic goals can be reviewed and adjusted as needed.

BAVA administration will utilize Remind texts to communicate periodically with students and parents. All enrolled students are required to participate.
Technology

Students are required to complete all coursework on their school issued Chromebooks using their own log in credentials. Teachers will monitor Chromebook use to check for academic honesty. Students should not access any other website (such as Google, Brainly or Quizlet) to get assistance on their assignments. Use of other websites to get answers is considered cheating and students may receive zeros on assignments where cheating is evident.

Students/parents are expected to pay for Chromebook insurance yearly to cover repairs and/or replacement should anything occur above normal wear and tear. Chromebooks should be turned in to the BAVA office within five (5) days should any student withdraw from BAPS.

Students should have access to the internet at home. In order to support a virtual program that is worked on outside of school, access to the internet is imperative.

BAVA has a limited number of desktop computers that have Word and Excel enabled. Students enrolled in a computer course are encouraged to use these computers in the classroom or may use another device at home that has Word enabled (for computer classes only).

Coursework

BAVA utilizes Edgenuity to deliver course instruction. District Chromebooks must be utilized to complete all courses. Many websites will be blocked to limit cheating and/or plagiarism. All course work can be completed on student Chromebooks at any time of the day, however, there will be established testing days and times when tests must be taken. These dates and times will be communicated to students by the classroom teacher. Any test taken on another device or at a time not within the expected testing window will be assigned a zero. The testing schedule has been put in place to allow students to take exams at home rather than coming into the classroom. Any student continually violates the testing procedure will be required to take any test or exam on campus in person.

Plagiarism: All assignments that have a written component will be checked for cheating (copying and pasting from the website or other document). Students who plagiarize will be given a zero on that assignment. They may request that assignment to be reset and allowed to complete again, however, continuous violations will not be tolerated.

Middle School Students will be enrolled in the following courses:

Grade 6:
» Math 6
» English Language Arts 6
» Social Studies: Geography
» Science 6
» Two Electives

Grade 7:
» Math 7 or Pre-Algebra
» English Language Arts 7
» Social Studies: Geography
» Science 7
» Two Electives

Grade 8:
» Pre-Algebra or Algebra I
» English Language Arts 8
» U.S. History
» Science 8
» Two Electives

Guided Notes

Many courses offered by Edgenuity have embedded guided notes that are accessible to students wishing to use them on quizzes or tests. Students may only use these guided notes or handwritten notes on assessment. Guided notes may be printed at the BAVA school site should students not be able to print at home. Students may not use electronic notes on quizzes or tests.

Tutoring

Students who have difficulty in a subject are encouraged to come in to the BAVA classroom for additional help. Students will receive a schedule each semester of when the teachers will be on campus. Please refer to this schedule to determine when to come in for help in a specific course. Communication with your teacher is important when help is needed. If your teacher sees that you are struggling in a course, you may be asked to schedule a face-to-face meeting with them.

Benefits of In-Class Testing

Students who choose to take their quizzes and/or tests in the classroom environment will benefit from “checks” from the teacher(s). Students are allowed to ask for a “check” on their answers to a quiz or test on the second attempt. Before submitting their second attempts the teacher will tell them which answers need reviewed allowing the students the opportunity to correct their answers. Also, specifically in math, students who get additional tutoring may ask for an additional attempt on a quiz or test if they are physically in the classroom.

Transportation

Bus transportation to BAVA is not provided.

Physical Attendance

Students may be required to take mandatory state or district testing and will be advised by BAVA the scheduling of those tests. All mandatory testing will be on campus with students required to attend.

Students are also required to participate in developing their ICAP (Individualized Career and Academic Plan). Some on campus activities may be required for this purpose. Families will be notified of these requirements and schedules arranged to meet these attendance requirements.
**End of Course Requirements**

Students are expected to complete their courses at 100% with a grade of 60% or greater. Students who complete a minimum of 75% of their courses with a Relative Grade of 60% or better will receive credit for completing that course. High School students will have their grades placed on their permanent transcript.

Students who fail to complete any course at the end of a semester will receive a failing grade for that course.

**Failure to Meet Progress**

Students who fail to meet expected progress in courses may be assigned additional time in the BAVA classroom. Parents will be involved in scheduling on campus meeting days and times. Students may return to home instruction only after progress improves.

**Reporting Progress**

All parents will receive emails once a week with course grades and progress identified. This will come directly from Edgenuity. Parents may request to receive these email more frequently. They also have the option of creating a Parent Portal that will enable them to check courses and login sessions at any time.

Parents may request a report of student grades at the end of any grading period. This will be sent over email. Since grades can be accessed by the parent at any time of the semester, no reports of progress will be issued in a hard copy format. Parents may request and receive a copy of their student's transcript at the end of a semester after grades have been updated.

**Behavior**

Students are expected to maintain appropriate behavior when communicating with BAVA staff, both online and in person. They are to be respectful in their correspondence and include parents in conversations if they need additional support or clarification of what is being communicated with them. If students are in the classroom they should expect to follow the classroom procedures as outlined by their teachers. BAVA follows the BAPS Student Code of Conduct with potential consequences implemented for students failing to comply with these expectations. Students should follow the student dress code when on campus as well.

Students are prohibited from being in possession of, consuming, or being under the influence of drugs or alcohol while on BAPS properties. Students are also not to use or be in possession of tobacco and/or E-cigarettes while on any BAPS campus. Failure to follow these expectations will result in a possible ticket from the BA Police and suspension from school.

**Dress Code**

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

- **FORMAL WEAR POLICY**
  - Periodically throughout the school year school-sponsored dances are approved for students to attend. Students who participate in various school royalties are also subject to this dress code. While the school appreciates the changing nature of clothing designs and fads in the style, there remains a standard of appropriateness for students in terms of how they dress for school functions. Students are warned that any type of dress that is deemed inappropriate, conspicuous, indecent, scurrilous, profane, crude or unbecoming by the school administration shall be considered in violation of the dress code and will result in the denial of admission to dances or from participating in royalty activities. It also may result in further disciplinary action. Students may bring a picture of the clothing to school for approval prior to the event if there is a concern it may be in violation of this policy.
    - Clothing that has “see through” material or exposes undergarments in the areas from the knees to the upper chest is not acceptable.
    - “See through” material is acceptable for the arms, legs below the knees and neck/collar bone area.
    - In all cases, the areas normally covered by a one-piece bathing suit shall also be covered by opaque material.
    - Two piece dresses are acceptable as long as they do not expose the upper torso area while standing still or moving. “Tube tops” are not acceptable.
    - Strapless dresses, which fit appropriately and cover the upper torso area, are acceptable.
    - Backless dresses that go below the lumbar spine are not acceptable.
    - The skirt or dress shall not be conspicuous or indecent while sitting or standing and must extend 2 inches beyond the longest finger on the hand with the shoulders in a relaxed position. The 2-inch measurement also applies to slits in dresses.
    - It is understood that many formal dresses are designed to fit closely around the body, however, dresses made of spandex or similar material is prohibited.
    - The prom is considered a formal event, so formal wear is required. Formal wear for a girl may be a dress, party gown, suit or formal gown. Formal wear for a boy may be a suit, tuxedo, or a blazer and slacks. All prom formal wear must meet this dress code.
    - Shorts and skirts, which meet dress code, are acceptable for school dances other than for prom. Jeans and shorts are not acceptable for prom.
    - Exceptions to this dress code for special circumstances, such as cultural clothing, may be approved by the principal.

**RELIGIOUS AND HEALTH ACCOMMODATION**

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

Policy 4080 | www.baschools.org/Policy4080

**ENFORCEMENT OF DRESS CODE**

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