



EARLY CHILDHOOD & ELEMENTARY  
**STUDENT  
HANDBOOK**

BROKEN ARROW PUBLIC SCHOOLS





## Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: • For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the 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) (for questions or complaints based on disability), the Executive Director of Special Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Assistant Superintendent of Personnel and Administrative Services should be contacted at 918-259-5703 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, 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) 521-2172; Facsimile: (816) 823-1404; Email: OCR.KansasCity@ed.gov.

### Office of Civil Rights, U.S. Department of Education

One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106

Telephone: (816) 268-0550  
TTY: (877) 521-2172  
Facsimile: (816) 823-1404  
Email: OCR.KansasCity@ed.gov

## Early Childhood Centers

**Arrow Springs ECC**  
101 W. Twin Oaks St.  
918-259-4380

**Aspen Creek ECC**  
2700 W. Florence St.  
918-505-5290

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

**Park Lane ECC**  
7700 S. Shelby Ln.  
918-806-8665

## Elementary Schools

**Arrowhead Elementary**  
915 W. Norman  
918-259-4390

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

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

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

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

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

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

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

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

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

**Rhoades Elementary**  
320 E. Midway  
918-259-4440

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

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

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

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

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

## Mantra

100 Percent Literacy, Engagement, Graduation  
- Every Student, Every Day

## Mission Statement

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

## Tiger Creed

*"I am a Tiger.  
I am tenacious in pursuit of my goals.  
I act with integrity and show gratitude in my daily life.  
I have high expectations for myself and others,  
and I show respect through my actions and words.  
I am a Tiger."*

## Core Values: Our Noble Cause

We embrace the **responsibility** of our calling.

Each of us is accountable to serve our students, our district and our community. We do it with honesty, integrity and transparency.

We are passionate about **learning**.

We consistently seek new ways to lead and follow our students into the future.

We are a student-focused, **relationship** driven school district.

We strive to engage our students and community through kindness, compassion and empathy.

We celebrate and find strength in our **diversity**.

It takes people with different ideas, interests and backgrounds to drive our district forward

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## Instructional Calendar

To view the instructional calendar, please visit [www.baschools.org/InstructionalCalendar](http://www.baschools.org/InstructionalCalendar)

## Moment of Silence

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

[Policy 3120](http://www.baschools.org/Policy3120) | [www.baschools.org/Policy3120](http://www.baschools.org/Policy3120)

## Student Code of Conduct

Broken Arrow Public Schools Board of Education adopts the following policy regarding student behavior and code of conduct. This code is adopted in keeping with the district mission of providing all members of the school community an environment that assures intellectual, social, physical and character development appropriate for citizenship in an ever-changing world. The expectations herein are specified to insist that a safe learning climate is maintained for the student body and that each student is assisted in developing responsibility and self-control.

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

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

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

[Policy 4320](http://www.baschools.org/Policy4320) | [www.baschools.org/Policy4320](http://www.baschools.org/Policy4320)

## Pledge of Allegiance

*"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."*

The Pledge will be scheduled as a school wide activity. As a matter of etiquette and policy, students have three options to consider while the Pledge is given:

- » Stand and salute the flag;
- » Stand and refrain from saluting the flag; or
- » Remain seated.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on School Ceremonies and Patriotic Exercises.

[Policy 3190](http://www.baschools.org/Policy3190) | [www.baschools.org/Policy3190](http://www.baschools.org/Policy3190)

## Early Childhood Centers School Hours

**Student Arrival:** 8:15 a.m. to 8:45 a.m.

**Dismissal/Pick Up:** 2:30 p.m. to 3 p.m.

### Arrival & Dismissal Process

During the arrival window, teachers, teacher's assistants, and other staff will help children out of their vehicle, escort small groups into the building and assist them to their classroom. During the dismissal window, staff will use the assigned family number on the vehicle tag to help get children loaded into their vehicle. Specific information on how children will be dropped off and picked up from school, including traffic flow maps and maps of the school are available in the office.

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

### Breakfast & Transportation

ECC students may purchase breakfast, and it is served in the classroom from 8:15 a.m. to 8:45 a.m. Students may bring nutritional breakfast items from home to eat in the classroom. Fast food and pastries are discouraged.

If transportation home is different than the usual method, please contact the teacher and office no later than 2 p.m. Otherwise, the student will follow the usual procedure for going home.

## Elementary School Hours

**School Hours:** 9:10 a.m. to 4:05 p.m.

For students eating breakfast, school doors will open at 8:45 a.m. every day. Students are required to go directly to an identified area for supervision. Students eating breakfast at school are allowed access to the cafeteria at 8:50 a.m. Students must report directly to the cafeteria.

## Elementary Dismissal of Students

At the end of the school day, walkers and those students who are picked up by car are encouraged to leave the school grounds as quickly as possible. If the route requires crossing a street, please cross at marked crosswalks and obey teachers, crossing guards or safety patrol. Students who are picked up at school should be picked up at 4:05 p.m., the time of school dismissal.

Bus transportation is limited to those students who live on designated bus routes. Other students are not eligible for courtesy bus services. Any questions concerning this policy

should be referred to the transportation department at 918-259-4550.

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

[Policy 4060](http://www.baschools.org/Policy4060) | [www.baschools.org/Policy4060](http://www.baschools.org/Policy4060)

[Policy 4330](http://www.baschools.org/Policy4330) | [www.baschools.org/Policy4330](http://www.baschools.org/Policy4330)

## Visitors

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

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

[Policy 2200](http://www.baschools.org/Policy2200) | [www.baschools.org/Policy2200](http://www.baschools.org/Policy2200)

## Authority to Order Non-Students to Leave Institution and Appeal Process

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Authority to Order Non-Students to Leave Institution.

[Policy 2010](http://www.baschools.org/Policy2010) | [www.baschools.org/Policy2010](http://www.baschools.org/Policy2010)

## Student Records

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA).

Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Broken Arrow Public Schools Education Service Center at 701 S. Main Street, 918-259-5700.

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

[Policy 4360](http://www.baschools.org/Policy4360) | [www.baschools.org/Policy4360](http://www.baschools.org/Policy4360)

## Distribution & Posting of Materials

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

[Policy 2050](http://www.baschools.org/Policy2050) | [www.baschools.org/Policy2050](http://www.baschools.org/Policy2050)

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

[Policy 2060](http://www.baschools.org/Policy2060) | [www.baschools.org/Policy2060](http://www.baschools.org/Policy2060)

## Confidentiality

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

## Student Surveys

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act for 1994. With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

- » Make such materials available for inspections by parents upon request.
- » Students will not be required to participate in a survey, analysis or evaluation that reveals private information.

[Policy 4240](http://www.baschools.org/Policy4240) | [www.baschools.org/Policy4240](http://www.baschools.org/Policy4240)

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

**Family Policy Compliance Office**  
**U.S. Department of Education**

400 Maryland Avenue, SW Washington, D.C. 20202-5920  
1-800-872-5327

## Special Education

If a student has a condition or disability that significantly interferes with participation in school then the student may require a school accommodation plan in order to be successful. Broken Arrow Public Schools provides special education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the principal to initiate a referral for eligibility determination.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Educational Services for Students under Section 504 and Title II of the Americans with Disabilities Act.

[Policy 3060](http://www.baschools.org/Policy3060) | [www.baschools.org/Policy3060](http://www.baschools.org/Policy3060)

## Child Find

Child Find involves the identification of students in need of special education due to an established or suspected disability defined by IDEA/Public Law. Child Find efforts include all individuals age 3-21 not enrolled in school, as well as those who attend public and private schools, head start programs, state institutions and other child care or treatment facilities. Children not of school age must reside in the boundaries of Broken Arrow Public Schools to be included in the child find efforts conducted by the school district.

Broken Arrow Public Schools maintains a comprehensive screening and multidisciplinary referral, evaluation and eligibility process for the identification of children with suspected disabilities. Evaluation to determine eligibility for special education is available to the parent/guardian at no cost. Information regarding evaluation procedures may be requested by contacting the district's special services department at 918-259-5700 or 701 S. Main St., Broken Arrow, Okla.

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

It is the responsibility of the Broken Arrow Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA). A copy of Parent Rights is provided at the time parent consent is obtained for evaluation.

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

[Policy 4360](http://www.baschools.org/Policy4360) | [www.baschools.org/Policy4360](http://www.baschools.org/Policy4360)

## Teacher Qualifications

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

- » Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

- » Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- » The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- » Whether the child is provided services by paraprofessionals and, if so, their qualifications

**In addition to the information above, parents may request:**

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

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

## Internet Based Instruction

It is the goal of Broken Arrow Public Schools to provide students multiple opportunities to obtain their education. Students who reside in Broken Arrow Public Schools boundaries are eligible to participate in internet-based programs offered by the district. For more information about enrollment, admission, standards of behavior and course assessments/credits, please refer to the following links:

[Virtual Academy](http://www.baschools.org/virtualacademy) | [www.baschools.org/virtualacademy](http://www.baschools.org/virtualacademy)  
[Policy 3100](http://www.baschools.org/Policy3100) | [www.baschools.org/Policy3100](http://www.baschools.org/Policy3100)

## Attendance Policy

Parents should contact the school to report their child will be absent for the day. Failure to do so within five school days will result in the absence being recorded as a truant. For an absence to be recorded as a "doctor's note," the school must receive the documentation within 5 school days from the date of the absence.

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

[Policy 4030](http://www.baschools.org/Policy4030) | [www.baschools.org/Policy4030](http://www.baschools.org/Policy4030)

## Media Center/Library

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



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

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

## Curriculum

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

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

[Policy 3040 | www.baschools.org/Policy3040](http://www.baschools.org/Policy3040)

## Elementary Clubs & Organizations

For a list of clubs and activities, please find your child’s specific school site at [www.baschools.org](http://www.baschools.org) and click the “*Clubs and Activities*” tab on the left side of the web page.

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

[Policy 4335 | www.baschools.org/Policy4335](http://www.baschools.org/Policy4335)

## Assessing Student Progress

Progress reports (Pre-K-2) and Reports to Parents (3-5) are issued each trimester. Fall parent-teacher conferences are scheduled for every student during the first trimester. Spring parent-teacher conferences are scheduled during the third nine weeks of school for the spring trimester. Conferences will also be scheduled as needed and by request of the teacher or parent. If further conferences are required, they may be scheduled with the child’s teacher.

## Proficiency Based Promotion

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

[Policy 3130 | www.baschools.org/Policy3130](http://www.baschools.org/Policy3130)

## Student Residency

The Broken Arrow School District is established for the purpose of serving the educational interests of resident students. This policy is established to define the meaning of

“legal residence for school purposes” in accordance with state law. The Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of 5 and 21, they are entitled to attend school free of charge in the district of residence.

[Policy 4180 | www.baschools.org/Policy4180](http://www.baschools.org/Policy4180)

## Change of Address or Phone Number

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

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

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

**Transfer:** If you move out of the attendance area, you are required to complete a transfer request available at [www.baschools.org/TransferRequest](http://www.baschools.org/TransferRequest). Transfers are determined based on the principal’s discretion.

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

[Policy 4400 | www.baschools.org/Policy4400](http://www.baschools.org/Policy4400)

**Transfer - IntraDistrict / Student:** It is the goal of Broken Arrow Public Schools to deliver a high-quality educational experience for all students who reside in the district school attendance zones by providing the necessary staff, educational programs and facilities to achieve this goal. Transfers to a school other than the designated attendance area will be considered upon parent or guardian request. Transfers will be granted when deemed necessary by the Board of Education and/or school administration. It is also the intent of Broken Arrow Public Schools to allow non-resident children of district employees to attend school in the district pursuant to this policy. Open and emergency transfer applications for non-resident children of district employees will be considered on an annual basis. Transfers

for other non-resident students will be considered in accordance with state law.

[Policy 4170 | www.baschools.org/Policy4170](http://www.baschools.org/Policy4170)

[Policy 4400 | www.baschools.org/Policy4400](http://www.baschools.org/Policy4400)

## Checking Out During the School Day

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

## Lunch

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

The Early Childhood Centers serve lunch for 30 minutes in the classroom.

Students may purchase meals one day at a time, may prepay for several days or bring their lunches. Prepaid lunch may be purchased before school in the cafeteria every morning. A free lunch or reduced price lunch application form, available at [www.schoollunchapp.com](http://www.schoollunchapp.com), will be made available to students. Online payment is available and can be found at [www.myschoolbucks.com](http://www.myschoolbucks.com).

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

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

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

Students whose accounts have a charge of \$10 for insufficient funds will no longer be able to charge. These students will receive toast and milk for breakfast and a sandwich and milk for lunch. The child nutrition department will notify parents when their child reaches this situation. Parents will be offered assistance by providing the Federal Free and Reduced paperwork.

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

## Parent Involvement (Parent Bill of Rights)

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the Oklahoma 2014 Parents' Bill of Rights.

[Policy 2125 | www.baschools.org/Policy2125](http://www.baschools.org/Policy2125)

## Class Parties

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

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

[Policy 4120 | www.baschools.org/Policy4120](http://www.baschools.org/Policy4120)

## Safety Drills

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

[Policy 3170 | www.baschools.org/Policy3170](http://www.baschools.org/Policy3170)

## Study Trips

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

## Withdrawals from School

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

## Discipline Philosophy

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



self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline.

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

## **Emergency Discipline**

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

## **Student Suspension/Discipline**

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

[Policy 4380](http://www.baschools.org/Policy4380) | [www.baschools.org/Policy4380](http://www.baschools.org/Policy4380)

## **Student Dress Code (All Grades)**

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

[Policy 4080](http://www.baschools.org/Policy4080) | [www.baschools.org/Policy4080](http://www.baschools.org/Policy4080)

## **School Owned Materials**

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

## **Sexual Harassment Policy**

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

[Policy 5300](http://www.baschools.org/Policy5300) | [www.baschools.org/Policy5300](http://www.baschools.org/Policy5300)

## **Bullying Prevention**

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

[Policy 4050](http://www.baschools.org/Policy4050) | [www.baschools.org/Policy4050](http://www.baschools.org/Policy4050)

## **Bicycles, Rollerblades, Skateboards, Scooters, Shoes with Embedded Roller Skates, Motorized Vehicles of Any Kind**

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

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

## **Student Drug Testing**

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

[Policy 4310](http://www.baschools.org/Policy4310) | [www.baschools.org/Policy4310](http://www.baschools.org/Policy4310)

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

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

[Policy 4100](http://www.baschools.org/Policy4100) | [www.baschools.org/Policy4100](http://www.baschools.org/Policy4100)

## **Reporting Students Under Influence/Possession of Controlled Substances, Alcoholic Beverages**

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

[Policy 4260](http://www.baschools.org/Policy4260) | [www.baschools.org/Policy4260](http://www.baschools.org/Policy4260)

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

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

[Policy 4230](http://www.baschools.org/Policy4230) | [www.baschools.org/Policy4230](http://www.baschools.org/Policy4230)

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

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

[Policy 2170](http://www.baschools.org/Policy2170) | [www.baschools.org/Policy2170](http://www.baschools.org/Policy2170)

All Broken Arrow Public Schools' properties are smoke-free.

## Possession of Weapons, Alcohol and/ or Controlled Substances/Illegal Drugs at School

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Possession of Weapons, Alcohol and/or Controlled Substances/Illegal Drugs at School.

*Policy 4230 | [www.baschools.org/Policy4230](http://www.baschools.org/Policy4230)*

## Violations of Public Law While at School

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

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

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

## Bus Regulations for Students

Broken Arrow Public Schools provides transportation to and from designated bus stops. Students are expected to go to the nearest designated stop closest to their home for transportation to school and exit a designated stop closest to their home for afternoon transportation. The transportation department reserves the right to assign students to a specific bus stop as needed. Only students residing within the district at the time transportation is needed are permitted to ride the school bus. **Transfer students are not eligible for transportation.**

Using this service is a privilege granted to students, and the district may suspend that privilege as a discipline for inappropriate behavior when it is in the best interest of the school and/or to insure the safety of students and staff. **The decision to suspend transportation services is non-appealable.**

1. Students are only allowed to ride the bus from the stop nearest their home address. Students are not allowed to get on or off a bus at any stop than his/her assigned stop without pre-approval. Students must be on time and ready to board the bus. Students should arrive at the bus stop five minutes prior to the scheduled pick up times. Students who ride a different bus will be subject to disciplinary action pursuant to district policy. Students need to wait for the bus to come to a complete stop before boarding the bus and remain seated until the bus completely stops before exiting. Students should always cross in front of the bus at least 10 feet away from the front of the bus. Due to scheduling, we are unable to come back to a bus stop and pick up students who have missed the bus at the scheduled pick-up time.

2. All students must sit properly and safely while on the bus. Students should be sitting on their bottom in the seat facing forward. Students should never be sitting on their knees, turned around facing backward, standing or walking in the aisle, standing on a seat, or climbing over or crawling under seats while the bus is moving. Students who cannot follow these safety guidelines create a danger to themselves and will be subject to bus suspension. When necessary, students will be seated with three in a seat. Students are not allowed to save seats. Student seating has priority over instruments and other large items.
3. All school property belongs to Broken Arrow Public Schools and is to be used for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and is subject to discipline by school authorities. Students who vandalize school buses will be charged for damages and will be suspended for a period of time. Cutting, damaging, tearing or writing on seats is prohibited. Students will not be provided transportation until the damage charge is paid in full.
4. Students should always check their seating area for books, lunches, phones, purses and other articles that may have fallen out on the route. Articles left on the bus will remain on the bus until the next route occurs. A parent may call the transportation office to see if property was found on the bus by the driver. The district is NOT responsible for articles left on school buses.
5. Bus aisles must be kept clear of backpacks, gym bags and instruments. School projects or other large items may have to be transported by a parent if they are unable to fit in the student's lap or on the floor under the seat. (Examples of items not allowed on bus: weapons, skateboards, live animals, etc.)
6. At no time will a student put their head, hands or other parts of their body out of the school bus window. Shouting out the window is also prohibited. Excessive noise, loud or boisterous voices can distract the driver and could result in a serious accident. Students who bring audio/video players (iPods, iPads, smart phones) may listen to them if they use ear buds and do not have the volume loud enough for the driver to hear. Students will abide by the driver's instructions regarding audio/video devices. No speakers of any kind will be allowed. All audio/video devices, including cell phones, that create distractions will not be allowed. At no time will any obscene photos, videos or language be used or displayed on a Broken Arrow school bus by usage of audio/video devices.
7. Throwing objects inside or out of the windows is strictly prohibited. Students caught throwing objects

will be suspended without prior warnings. An object thrown from a window is a violation of the law and is considered littering. This also includes spitting.

8. Students are not allowed to eat on the bus, due to the increased likelihood of choking. Food and beverages are not allowed on the bus. Suckers, gum and other food items could cause a student to choke and cause the bus floor to become slippery. Water in capped plastic containers is permitted.
9. It is the driver's responsibility to enforce the bus rules and to correct any student on the bus for unsafe behavior. A driver has the authority to assign a seat to any or all students for any reason and for any length of time. Assigned seats can be given for preventive reasons. Students are responsible for obeying driver and staff requests.
10. Courtesy transportation is not permitted. The district does not provide transportation to birthday parties, overnight sleepovers, church activities, boy scouts, girl scouts or campfire organizations. All students must have pre-approval from transportation, 918-259-4550, to ride another bus home or get off at a different bus stop other than their own. The request must come from the parent or guardian. Written notes are not acceptable.
11. Fighting, abusive language/gestures, damaging school equipment, throwing/propelling/ejecting/or spitting of any object on or out of the bus, failure to cooperate with school official transportation personnel will result in an automatic suspension. Bringing weapons on the bus and endangering of other students are also grounds for school bus suspension. Obscene language or inappropriate name calling directed at the driver will not be tolerated.
12. The usage of any tobacco products (including e-cigarettes) is strictly prohibited on school property and school buses. Any student who violates this will be suspended from riding without prior warnings. Lighters, matches or any other type of flammable devices are not allowed on the school bus.
13. Upon request by a driver, a student rider must state or provide his/her full name. A driver may request the name, school or home address. No student rider shall provide false or inaccurate information if requested by a driver, school administrator or staff member.
14. The provisions issued by Broken Arrow Public Schools pertaining to sexual harassment are active and applicable to all students who ride a school bus.
15. Verbal threats will be taken seriously. Students riding a school bus shall exercise all restraint and avoid making any type of threats (jokingly or casually) that may be interpreted by any person as threatening.

Insults, name calling or abusive language are subject to disciplinary action. The district will not tolerate verbal/physical bullying or harassment of any sort.

16. Any common items such as pencils or sharpeners that could be used to inflict injury or threaten another can be considered a weapon. Using a makeshift weapon to inflict injury or threaten another is a serious offense and will result in a suspension from riding a school bus.
17. Excessive noise can distract a driver's attention. Therefore, there may be occasions when a driver needs to place limitations on talking/visiting in order to create a less distracting atmosphere. At times, a driver may restrict students from talking to other students, unless they are seated beside them or directly across the aisle. This limitation prevents students from having to yell and keeps them properly seated. At times, a driver may require days of "no talking," in order to achieve better results in holding noise levels to a minimum.

These statements are intended to describe the type of behavior expected on a school bus and are not intended to represent an exhaustive list of all possible misbehavior or unsafe actions. If you have any questions or would like additional information, please contact the transportation department at 918-259-4550.

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

[Policy 4330 | www.baschools.org/Policy4330](http://www.baschools.org/Policy4330)

## General Information

1. For health reasons, students will not exchange jackets. Each person is to wear his/her own jacket or coat.
2. For health, safety and maintenance reasons, gum chewing is unacceptable, and students should not have gum at school.
3. Toys, electronic games, radios, cameras and other such items are not to be brought to school unless specific permission is given by the teacher for educational use. Certain technology items, such as e-readers, may be allowed by individual teachers for educational use. The school is not responsible for loss, theft or damage of such items.
4. Parents are required to pick students up from school at the front office while school is in session.
5. Students are requested to wear tennis/gym shoes on days they are to participate in physical education activities. Cleats are not allowed.
6. Students may not use cellular phones or smartwatches at school during the school day unless approved by a teacher for instructional use. The school is not

responsible for lost, stolen or damaged personal devices. Phones must remain turned off and out of sight during school hours.

7. Weapon facsimiles are not permitted at school.
8. Unless an exception is requested and granted by the school administration, students are required to participate in recess as a part of the normal activities associated with the school day.

## Use of Internet / Technology Devices

The district recognizes the educational and safety benefits of the utilization of electronic and/or digital communication devices during the school day. Students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication that can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. While using school devices, internet access or software, students and parents need to be aware that there is no legitimate expectation of privacy. Students can be denied access and/or use of school devices/software if they participate in prohibited activities.

*Policy 4295 | [www.baschools.org/Policy4295](http://www.baschools.org/Policy4295)*

## Lost and Found

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

## Make-up Work Policy

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

## Late Work Policy

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

## Health Services

### Authorization for Emergency Treatment

Every student must submit a completed "Emergency Information/Authorization" form, formerly known as the H-14, signed by the parents/guardians. It is to be on file the first week of school in the health office. Emergency Medical Services, based on their criteria, will designate where emergency care will be received. This form can be found at [www.baschools.org/StudentHealthForm](http://www.baschools.org/StudentHealthForm).

### Medication Taken at School

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

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

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

*Policy 4190 | [www.baschools.org/Policy4190](http://www.baschools.org/Policy4190)*

### Prescription and Non-Prescription Medication

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

*Policy 4190 | [www.baschools.org/Policy4190](http://www.baschools.org/Policy4190)*

### Authorized Administration and Documentation

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

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

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

- » Student's name
- » Medication name
- » Date and time of administration
- » Signature or initials with supporting signature of person administering



- » Name and relationship of person giving permission (if required)

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

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

Any prescription or over-the-counter medication to be given to a student for more than 10 days will require a completed "Request for Administration of Medication During the School Day" form to be on file in the nurse's office. This form can be found at [www.baschools.org/MedsAtSchool](http://www.baschools.org/MedsAtSchool). A new form is required each school year. In the event of any medication changes, a new form or note from a physician must be provided.

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

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

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

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

### **Medication On Activity Trips**

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

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

### **Student Carried Medication**

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

[Policy 4190 | www.baschools.org/Policy4190](http://www.baschools.org/Policy4190)

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

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

[Policy 4190 | www.baschools.org/Policy4190](http://www.baschools.org/Policy4190)

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

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

[Policy 4190 | www.baschools.org/Policy4190](http://www.baschools.org/Policy4190)

### **Communicable Diseases**

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

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

[Policy 4220 | www.baschools.org/Policy4220](http://www.baschools.org/Policy4220)

- » **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.
- » **Rash:** Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.
- » **Diarrhea:** Students who have diarrhea at school must be picked up for the remainder of the day. Students must be symptom-free without medication for 24 hours prior to returning to school.



- » **Bodily Fluids and Toileting:** As a matter of procedure, the district requires students who demonstrate a lack of bowel and/or bladder control must be picked up for proper cleaning within a timely manner due to the health risk to other students and staff. If appropriate, and at the discretion of the health staff and the site administrator, a parent/guardian may be allowed to clean up a child at school if the health office has a restroom available. The parent must provide the supplies for cleaning and a change of clothes. Early childhood students must keep a change of clothing in their backpack in case of an accident. Students are expected to take care of toileting needs independently. In case of a bowel movement accident, students must be picked up in a timely manner.
- » **Conjunctivitis:** (Inflammation or infection of the mucous membrane around the eye) Students with thick white, yellow or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom-free or have a physician's statement verifying they are not contagious.
- » **Ringworm:** Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

More information can be found at [www.health.state.ok.us](http://www.health.state.ok.us) or you can contact your child's nurse.

## School Internet/Computer Use Policy

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

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Electronic Communication and Social Media.

*Policy 4110* | [www.baschools.org/Policy4110](http://www.baschools.org/Policy4110)

## Elementary Growth & Development Education

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

## Screenings

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

## Vision Screening

The 50th Oklahoma Legislature passed Senate Bill 1795 to stipulate that children entering school should receive adequate vision care. The law stipulates parents/guardians of each student enrolled in kindergarten, first and third grades at a public school must provide proof that their student passed a vision screening exam within the last 12 months. The district can provide this service with parent permission.



Broken Arrow Public Schools  
**Elementary Education**

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701 S Main St. | Broken Arrow, OK 74012

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

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

Student ID #: \_\_\_\_\_

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

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I, \_\_\_\_\_, do not give permission for my child to use the internet.

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

