

SECONDARY
**STUDENT
HANDBOOK**

BROKEN ARROW PUBLIC SCHOOLS





Board of Education

Steve Allen, *President*

Steve Majors, *Vice President*

Jerry Denton, *Board Clerk*

Cheryl Kelly, *Deputy Clerk*

John Cockrell, *Member*

Superintendent of Schools

Dr. Janet Dunlop

Broken Arrow Public Schools

Education Service Center

701 South Main Street

Broken Arrow, OK 74012

918-259-5700

www.baschools.org

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 superintendent or her/his designee 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 Athletic Director should be contacted at 918-259-4310 or at 1901 E. Albany, 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, Chief Administrative Officer 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

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High School Facilities

Freshman Academy
301 W. New Orleans
918-259-4330

Broken Arrow High School
1901 E. Albany
918-259-4700

Options Academy
412 S. 9th St.
918-259-4600

Middle School Facilities

Centennial Middle School
225 E. Omaha
918-259-4340

Oliver Middle School
3100 W. New Orleans
918-259-4590

Sequoyah Middle School
2701 S. Elm Place
918-259-4370

Childers Middle School
301 E. Tucson
918-259-4350

Oneta Ridge Middle School
6800 E. Quincy Place
918-259-4360

Middle School Information

Office Hours

Monday-Friday: 7:30 a.m. to 4:00 p.m.

School Hours

Monday, Tuesday, Thursday & Friday: 8:30 a.m. to 3:15 p.m.

Wednesday: 9:00 a.m. to 3:15 p.m.

Doors open Monday-Friday: 7:30 a.m.

Bell Schedule

Please visit your child's school site webpage at www.baschools.org for the daily bell schedule.

Freshman Academy Information

Office Hours

Monday-Friday: 7:15 a.m. to 4:00 p.m.

School Hours

Monday, Tuesday, Thursday & Friday: 7:45 a.m. to 2:30 p.m.

Wednesday: 8:15 a.m. to 2:30 p.m.

Doors open Monday-Friday: 7:00 a.m.

Bell Schedule

Please visit the Freshman Academy's webpage at www.baschools.org for the daily bell schedule.

Freshman Academy Test Exemption Policy

Freshman Academy students may qualify for exemption from their spring final tests by meeting the requirements below. Final tests are administered the last two days of the spring semester. There will be no exemptions from fall semester final tests.

Exemptions will be based on academic performance, absences and disciplinary action for the school year. Students must qualify in all classes, both semesters, in order to be eligible for the exemption.

1. Students must have an "A" or "B" in all of their classes for both fall and spring semesters.

2. Students cannot have more than three absences (excluding school-related activities) for the classes in which they have "A's."
3. Students cannot have more than two absences (excluding school-related activities) for the classes in which they have "B's."
4. Students who have been or are currently suspended out of school will not qualify to be exempt during spring finals.

5. Students who have been or are currently in In-School Placement (ISP) will not qualify to be exempt during spring finals.

Exempt students may still take final exams in an attempt to raise grade averages, but it will not lower their grade.

Deliveries to Students

No flowers, gifts or perishables for students will be accepted during the school day from vendors or others; this includes, but is not limited to, food delivery from food-delivery vendors. Students who order food to be delivered to the Freshman Academy are subject to disciplinary action. Parents may deliver lunch to their student through the main office only. Parents or others may not provide food or drink to a student that is not theirs.

Advisory

Advisory is an instructional hour embedded inside each school day that takes place between first and second hour. Each student will be assigned to a teacher-of-record and

are expected to report to their assigned Advisory each day. Advisory is utilized to:

- » Provide students with academic assistance.
- » Facilitate an Individualized Career Academic Plan (ICAP) through Naviance, which is required for all Oklahoma high school graduates.
- » Facilitate Personal Financial Literacy coursework, which is required for all Oklahoma high school graduates.
- » Provide students with time to make up missed classwork and/or missed exams/quizzes.
- » Provide students with an opportunity to recover credits not earned in their first semester of 9th grade.

Please note that the Advisory hour is pass/fail. Students are expected to complete weekly assignments and are held accountable to weekly grades in alignment with OSSAA academic eligibility guidelines and in alignment with the Scholastic Eligibility guidelines set forth in this handbook and per Board of Education policy.

High School Information

Office Hours

Monday-Friday: 7:00 a.m. to 3:45 p.m.

Bell Schedule

Please visit the Broken Arrow High School webpage at www.baschools.org for the daily bell schedule.

School Hours

Monday, Tuesday, Thursday & Friday: 7:45 a.m. to 2:30 p.m.

Wednesday: 8:15 a.m. to 2:30 p.m.

Doors open Monday-Friday: 7:00 a.m.

High School Administration

Please visit the Broken Arrow High School webpage at www.baschools.org for a current list of administrators.

High School Test Exemption Policy

Broken Arrow High School students may qualify for exemption from their final exams each semester by meeting the requirements below. Final exams are administered the last two days of each semester.

Exemptions are based on academic performance, absences and tardies for each class period.

1. Students must have a semester grade of “A” or “B” in a class in order to be considered for exam exemption.
2. Students cannot have more than three absences (excluding school-related activities) and one unexcused tardy for the classes in which they have “A’s.”

3. Students cannot have more than two absences (excluding school-related activities) and one unexcused tardy for the classes in which they have “B’s.”

Absences covered by doctors’ notes still count against exemption status.

Exempt students may choose to take final exams in an attempt to raise grade averages, but doing so will not lower their semester grades.

Daily Announcements

Announcements are presented over the intercom each day and in a weekly electronic newscast to students. A link to announcements is also available on the school website. It is the responsibility of the students to familiarize themselves with the information presented.

Options Academy Information

Office Hours

Monday-Friday: 7:30 a.m. to 3:30 p.m.

Bell Schedule

Please visit the Academy's webpage at www.baschools.org for the daily bell schedule.

School Hours

Monday, Tuesday, Thursday & Friday: 7:55 a.m. to 2:17 p.m.

Wednesday: 8:25 a.m. to 2:17 p.m.

Doors open Monday-Friday: 7:15 a.m.

Options Academy Administration

Please visit the Broken Arrow Options Academy webpage at www.baschools.org for a current list of administrators.

Intake and Screening of Academy Students

Students at the Academy are identified by the counseling staff at Broken Arrow Freshman Academy and Broken Arrow High School. Students are placed based on their academic and behavioral characteristics that reflect qualities of students who are at risk of not graduating with their peers. These placements reflect students who are deficient in credits deeming them academically at risk.

Administrators, counselors, teachers, parents or students can initiate Academy referrals. Once a referral is made, an application packet is completed and forwarded to the Academy where the Academy staff determines who will be placed. Discussion of individual needs and reasons for placement is documented in each student's file. Placements are determined based on available space as well as which applicants have the highest need. Careful consideration is made to the student's schedule and class accommodations in order to develop a plan unique to each student's individual needs to meet graduation requirements.

Academic Achievement

Time is built into each day to enrich and enhance an Academy student's educational experience. Counseling is an essential component to the success of at-risk students. Academy students participate in individual counseling through the school counselor, advisory groups or group counseling. Students have access to the school counselor at any time during the school day. Information addressed in counseling sessions involves career planning, transcript analysis, plans of study, mentoring, peer tutoring, college information, standardized testing, military information, goal setting, health issues, attendance discussions and referrals for

mental health issues. It may also include drug intervention or anger management as deemed appropriate.

Class Format

For more information about class format, please contact the Academy at 918-259-4600.

General Information

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

Moment of Silence

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law Senate Bill 815 states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray or engage in other silent activity that does not interfere, distract or impede other students in the exercise of their individual choice.

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

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

Instructional Calendar

To view the instructional calendar, please visit www.baschools.org/InstructionalCalendar

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

Attendance

The purpose of this policy is to encourage regular school attendance. Attendance is important because students are more likely to succeed in academics when they attend school consistently.

A student may not be absent for more than nine days during a semester in order to receive academic credit without a grade adjustment. The intent of this policy is to clarify that students may not miss more than nine days in a semester other than for the exceptions listed in Board of Education Policy 4030.

Secondary students who exceed nine absences in a given semester and whose academic grade is a 60 percent or above MAY receive a grade of "F" prior to the semester exam. The final semester grade MAY be calculated as an average of 59 percent of the total points possible for the semester.

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

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

Absentees

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 five 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 | www.baschools.org/Policy4030](http://www.baschools.org/Policy4030)

ABSENCE CODE LIST

The following absences COUNT against the semester absence total:

- » #- No parent/guardian contact with the school
- » T- Truant
- » M- Miscellaneous
- » C- Call out

The following absences DO NOT COUNT against the semester absence total:

- » D- Doctor's note
- » E- School activity
- » Q- Qualifying event/competition
- » A- Administrative approval
- » I- In-School Placement
- » S- Special (Any absence approved by administrator, i.e. funeral, college visit, driving test)

- » O- On campus
- » F- Field trip
- » %- Exempt
- » Z- Testing
- » V-Career Tech absence

Test Exemption Policy

Being exempt from semester exams is an incentive system for Broken Arrow students with excellent attendance. Students who satisfy the requirements of the exemption policy are eligible to be exempt from semester exams. Please see the addendums for the Freshman Academy or Broken Arrow High School at the beginning of this handbook for test exemption conditions. A parent/guardian must contact the school's attendance office in advance to confirm their child's intent to take advantage of the opportunity for semester exam exemption and their absence from school on those day(s).

A student who is exempt may take the semester test in an attempt to improve his/her semester grade even if he/she falls under the above conditions. Absences related to driving tests administered by the Oklahoma State Department of Public Safety will not count toward the semester absence total for the purposes of calculating semester exam exemption status (appropriate documentation required). Foreign exchange students are exempt from semester exams.

Activity Absences Policy and Appeals for Exceptions to Policy

All school organizations sponsoring student activities that require absences from class must be approved by the principal. Each student is allowed a maximum of 10 school-sponsored activity absences (activity codes E, F and O) per class per year (Board of Education Policy 4350 and Oklahoma Schools Standards for Accreditation 210:35-17-2.) A student who has 10 activity related absences cannot represent the school in any activity or be absent from school without prior approval from the principal.

An appeal to exceed the 10 activity absences rule must be addressed in writing by the student or his/her parent(s) to the principal five school days prior to the activity absence.

The student shall be notified in writing by the principal whether or not his/her additional activity absence is approved or denied within three school days following notification of the appeal.

At the end of every three week period, beginning with the sixth week of the school year, students and their parent(s)/guardian(s) will be notified in writing concerning their activity absences according to the following schedule by the attendance office.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on the Student Participation In Activities-Secondary Schools Policy.

[Policy 4350 | www.baschools.org/Policy4350](http://www.baschools.org/Policy4350)

Tardiness to Class

A student is tardy if he/she is not in class when the tardy bell rings. A student who is more than 10 minutes late (tardy) for class will receive an absence for that class.

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

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

Truancy

A student is identified as truant when he/she is absent and neither the parents nor school officials know of the student's whereabouts. Students can also be truant due to a parent failing to report their child's absence within five school days. A student who is truant will be disciplined according to school disciplinary policy and procedures.

Broken Arrow High School students may not leave campus unless he/she has an early dismissal or is enrolled in a program requiring or allowing off-campus travel. However, juniors and seniors are able to take advantage of an off-campus lunch during their scheduled lunch period.

A student who leaves campus without permission will be charged with a truancy. Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If it is necessary to leave the room, a hall pass must be issued by the teacher. If it is necessary for the student to leave school, he/she will be instructed to go to the attendance office and check out. If a student leaves the classroom without permission, it may result in a truancy for that hour. In this event, appropriate discipline will be administered.

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

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

Grading Policy

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

- » 100-90% A; Superior Quality of Work
- » 89-80% B; Good Quality of Work
- » 79-70% C; Satisfactory Quality of Work
- » 69-60% D; Below Quality of Work Expected

- » Below 60% F; Unsatisfactory Work (Failing)
 - **NC No Credit** - not used in calculating GPA
 - **WF** - Administrative approved withdrawal from class, figured as an "F" in calculating GPA

If a student receives an "F" for a course, he/she has the option of enrolling in a credit recovery class. If the student passes the credit recovery class, the original grade of an "F" will be changed to NC on the transcript and will not average into the cumulative GPA.

If a student passes a course but wishes to retake the class in an effort to earn a higher grade, they may do so during summer school by paying the summer school fee. The new grade will replace the lower grade.

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

If a 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 less than 10 percent and no greater than 20 percent. A student must be in attendance for a minimum of 90 percent during any grading period in order to receive a passing grade.

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

Graduation Requirements

Broken Arrow High School is a four year high school. The first year is taught at the Freshman Academy and the last three years are taught at Broken Arrow High School.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Promotion and Graduation Requirements.

[Policy 3140 | www.baschools.org/Policy3140](http://www.baschools.org/Policy3140)

Clubs and Organizations

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

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

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

Concurrent Enrollment

Concurrent enrollment permits qualified students to take courses for college credit while completing high school requirements for graduation. These guidelines have been approved by the Broken Arrow Board of Education. Qualified students may take college credit courses during their junior and senior year. Students must have a signed statement from the high school principal stating they are eligible to satisfy requirements for graduation from high school and curricular requirements for college admission. For more information, please meet with your high school counselor to discuss eligibility for concurrent enrollment and to arrange possible schedule.

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Concurrent Enrollment Guidelines for Junior and Senior Students Policy.

[Policy 3030 | www.baschools.org/Policy3030](http://www.baschools.org/Policy3030)

Distribution & Posting of Materials

Posting or distributing written or photographic materials on campus is prohibited without prior approval from the building principal. Violation of this policy may result in disciplinary action for the student(s) involved. Material posted on campus without approval will be removed immediately and those responsible for the posting or distribution are subject to disciplinary action.

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

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

Dress Code

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](http://www.baschools.org/Policy4080)

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](http://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.

FORMAL WEAR POLICY

Periodically throughout the school year, school-sponsored dances, such as prom, 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.

4. Enrolled in a course with a teacher with whom the student previously failed.
5. Taking a more challenging course, with no reversal at a later date

Schedules *will not* be adjusted for the following conditions:

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

Guidance and Counseling Services

The counselors help students with academic, personal and developmental concerns. Careful consideration is given to selection of courses, enrollment and testing as well as college, technical and career plans. Counselors are available during school day hours.

Lockers

Students may be issued a locker, which will be their responsibility. Unless approved in advance by campus administration, 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. If necessary, 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 misplaced, the student will report the loss to the attendance office and reimburse the school for the cost of the \$5 lock.

Schedule Changes

The master schedule of classes will be created according to the students' request during spring enrollment. Once a student has a schedule, adjustments will be made only on a limited basis. Schedules may be adjusted if any of the following qualifications are met and space is available:

1. Incomplete schedules or errors
2. Student who does not meet prerequisites, improper sequencing of classes or does not have teacher approval
3. Acceptance to a special program (co-op, work experience, Tulsa Tech, etc.)

Scholastic Eligibility

SEMESTER GRADES

To be counted for graduation, students must receive a passing grade in any five subjects for which they were enrolled during the last semester they attended 15 or more days. If a student does not meet the minimum scholastic standard, he/she is not be eligible to participate in the first six weeks of the next 18-week grading period they attend. Students who do not meet the above minimum scholastic standards may regain eligibility by achieving passing grades in all subjects for which they are enrolled at the end of a six-week period.

STUDENT ELIGIBILITY DURING A SEMESTER

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects that he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week eligibility period. The ineligibility period will begin on Monday and end on Sunday. Grades will be the cumulative grade for the semester at the time of the grade check.

Broken Arrow Public Schools will adhere strictly to the OSSAA policy for participation in events that are competitive events (score, placement or rating given) or where competition between two or more participants are present. When spirit and performance-based groups (band, color guard, orchestra, choir, dance team, cheerleaders, etc.) participate as spirit leaders at athletic events, eligibility rules will also apply.

Any student currently ineligible cannot miss school for a performance, trip or rehearsal. This applies not only to OSAA sanctioned events but also to all performances, trips or rehearsals. No refunds of money will be allowed for a student who misses a trip, performance or rehearsal due to the fact that he/she is ineligible. Students may perform in evening performances occurring outside of the school day at

the director's discretion. Students cannot be penalized with a lowered grade due to their eligibility status. An alternative assignment can be assigned.

Student ID Guidelines

1. Students are required to wear a visible 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. In order for seniors and juniors to leave campus for lunch, their ID cards must be clearly visible to school personnel.
3. Student IDs may be required to check out materials from the media center, to acquire internet access, to purchase lunch or to leave campus.
4. Student IDs are the property of the school, like textbooks, and should not be altered in anyway. They are not to be covered with pins, stickers, pictures or other objects. Partial, damaged or defaced student IDs are not acceptable.
5. IDs may be collected on the last day of school.
6. Students are required to show and/or forfeit their ID to any district staff member who requests it. The failure to do so on the part of the student may result in suspension from school.
7. Lost or damaged ID cards must be replaced at a cost to the student of \$5. Additional replacements beyond the first replacement will be at a cost of \$10 to the student.

Student Parking

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

1. Possession of a valid Oklahoma driver's license
2. Evidence of valid auto insurance
3. Proof of current insurance registration
4. Current car tag
5. Payment of a reasonable fee
6. Parent/guardian agreement to parking and automobile search regulations as evidenced by signatures on the registration form

Parking on campus is a privilege that can be revoked if abused. Students must ensure vehicles driven onto or parked on school property do not contain contraband.

- » A student must have a valid parking tag properly displayed before parking on school property. These parking permits may be obtained from the student's designated administrative office at a reasonable cost. Lost or stolen permits must be replaced by the student.
- » Unsafe operation of a vehicle on campus, speeding, improper parking or failure to obey posted signs on campus may result in disciplinary consequences, including a ticket with a monetary fine, suspension from driving and/or parking on school property, or any other consequence deemed appropriate by administration.
- » Repeated violations of parking or driving regulations will result in the removal (towing) of the vehicle from school property at the student/owner's expense.
- » Parking spaces will be available for motorcycles and bicycles. Motorcycles are subject to the same registration procedures as automobiles.
- » Students are not to park cars in residential, business or faculty areas located within the vicinity of campus.
- » Students who drive or park vehicles on school property, regardless of who owns title to the vehicle, have a responsibility to ensure the vehicle does not contain contraband not permitted at school, including controlled substances, illegal drugs, alcohol or weapons.
- » An offense is committed if the student fails to inspect, find and remove contraband from the vehicle before the vehicle is driven onto school property or parked at school. Because of this duty of inspection, a student will have no defense to the presence of contraband in a vehicle driven onto or parked at school by the student because the student claims he/she was not aware that others placed contraband in the vehicle.
- » The privilege of driving onto the school or parking at the school may be withdrawn for refusal to open a vehicle, to abide by the above rules or to drive recklessly in the lot.
- » The school is not responsible for vehicles or their contents.
- » A 5 mph speed limit will be enforced in all lots and a 15 mph speed limit on all access roads to the parking lots.
- » Passing on access roads is prohibited. Lot A has a one-way entrance/exit that is strictly enforced.

- » Students may park in any lot other than the areas restricted by posted signs. Handicapped parking spaces are provided in Lots A, B, C and F. A student may obtain a handicapped parking space permit in their designated administrative office.

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

1. After the start of each school day, all access gates to the parking lots will be locked except for Lot A, east gate.
2. All parking lots are “off limits” during class hours or without an authorized early dismissal, pass or scheduled student release. Students are to leave their vehicles immediately after parking correctly. *Under no circumstances will students be allowed to sit in vehicles.*

Violations of these regulations may result in assigned disciplinary action. If a student’s vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student or parent/guardian.

Visitors

All visitors, including parents and volunteers, must register through Lobby Guard 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 | 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 | 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 | www.baschools.org/Policy4360](http://www.baschools.org/Policy4360)

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

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment.

[Policy 4240 | 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

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.

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

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

Student Discipline

This policy applies to students while at school, at a school-sponsored activity, in transit to a school-sponsored activity or on a school vehicle. For the purposes of this policy, "school" includes all school district property, the entire school campus, parking lots, athletic fields, district vehicles, vacant district property and district buildings. "School" also includes off-district property when the student is on the property for the purpose of participating in a school or district-sponsored event or is participating in an event in which the student is representing the district. "School" covers all

transportation, lodging and meal locations, event sites and all other locations where a student is 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 any other event that a school or district-sponsored team or district students are participating as representatives of the district, regardless of whether the event is on or off district 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. 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.

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 or out-of-school suspension.

1. Arson.
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. 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 / transmitting or causing or allowing to be broadcast / transmitted whether publishing, distributing physically or electronically via pamphlet, telephonic, computerized, or electronic message.
5. Academic misconduct, which is any action or attempted action that may result in creating an unfair academic advantage for oneself or others or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes, but is not limited to, a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage. Students are responsible faculty or administrators when they are unsure of what is expected of them from an academic behavior standpoint.
6. Conduct that threatens or jeopardizes the safety of others.
7. Disruption of the educational process or operation of the school.
8. Extortion.

9. Failure to attend assigned detention, 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, fraud, or embezzlement.
15. Gambling.
16. Gang related activity or actions
17. Harassment, bullying, and intimidation, including gestures, written or verbal expression, electronic communication or physical acts.
18. Hazing or unapproved initiations in connection with any school activity.
19. Immorality.
20. Inappropriate gestures, private or public behavior.
21. Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
22. Indecent exposure.
23. 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).
24. Obscene, vulgar, profane and/or lewd acts, language or gestures.
25. Non-accidental physical harm inflicted upon another.
26. Possession, control over, or use of a caustic substance.
27. Possession or control over or use of lighters or matches or other instruments that can burn objects.
28. 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.
29. Possession or control over, distribution, or viewing of obscene, vulgar, lewd, or profane materials, including electronic possession, distribution, or viewing (e.g. "sexting").
30. 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.). This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.
31. 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.
32. 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 35, 36, and 37 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.
33. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, products that mimic tobacco such as herbal snuff, e-cigarettes, personal vaporizers, electronic nicotine delivery systems or similar devices, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product, including any vapor product. For the purposes of this policy, the term "vapor product" shall have the same meaning as provided in the Prevention of Youth Access to Tobacco Act.
34. 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.

35. Threatening behavior including but not limited to gestures, written or verbal expression, electronic communication or physical acts.
36. Truancy.
37. Theft, possession, distribution, or use of missing / stolen property from a student, a school employee, or the District.
38. 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.
39. 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.
40. 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.
41. 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 46, 47, and 48 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.

42. Using racial, ethnic, sexual, gender or disability-related epithets.
43. 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.
44. Vandalism and/or willful damage to school property.
45. Willful disobedience of a directive of any school official.

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.

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.

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

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

Sexual Harassment

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in Broken Arrow Public Schools.

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

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

Bullying, Harassment, Intimidation and Threatening Behavior

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 or place another student in reasonable fear of harm to the student's person/property. Broken Arrow Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to our administrators so the district can take appropriate actions. All information provided will be confidential, and if you wish, you have the right to submit this report anonymously at www.baschools.org/StopBullying

Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Bullying, Harassment, Intimidation and Threatening Behavior Policy.

Policy 4050 | www.baschools.org/Policy4050

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 (MP3, 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 boom boxes 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)

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

"Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period of 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.

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.

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

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

School personnel have access to school lockers, desks and other school property in order to properly supervise the welfare of students and staff. 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 searches.

The Broken Arrow Board of Education believes that in order 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 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.

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

[Policy 4280 | www.baschools.org/Policy4280](http://www.baschools.org/Policy4280)

Student Alcohol and Drug Use Testing

The Board of Education does not tolerate students who use, possess, distribute, purchase, sell or are under the influence 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. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension.

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

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

Protective Orders/Restraining Orders

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

Student Suspension/Discipline

“Suspension” or “out-of-school suspension” is the removal of a student from the daily school environment for a period of at least one day to a calendar year, depending on the severity of the offense and the discretion of school administration.

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

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

SUSPENSION REQUIREMENTS

1. A suspension shall be “long-term” or “short-term.” A “long-term suspension” is one that exceeds 10 school days while a “short-term suspension” is 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.
3. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
4. A student may be able to terminate suspension earlier if the student performs a prescribed remedial act or acts.

DISCIPLINARY ALTERNATIVES

The following are many of the disciplinary measures utilized for violations of school rules and/or inappropriate behavior.

Detention - (Non-Appealable)

In-School Placement - (ISP) (Non-Appealable) Many school behavioral problems can be eliminated by effectively intervening before suspension becomes necessary. Parents will be notified of this placement.

School Service - (Non-Appealable) The school service program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The student’s designated assistant principal will have the authority to make this recommendation. The number of hours for a student to perform and the nature of the service will also be established by the assistant principal.

Saturday Detention - (Non-Appealable) Saturday detention is a type of disciplinary action used for minor infractions of school rules and procedures. Saturday school may also be used in conjunction with an alternative placement for educational services. Saturday detention will be offered Saturdays during a specified and identified time period. Students must be on time. Those tardy to Saturday detention will not be admitted. There will be one scheduled break. Transportation to and from Saturday detention is the responsibility of the student and parent.

Removal from Class - Student loses credit

Disorderly Conduct Citation - Students may be issued a disorderly conduct citation by the Broken Arrow Police Department for behavior deemed to be disorderly conduct occurring at school or during a school-sponsored event.

Broken Arrow Virtual School - Broken Arrow Virtual School will provide services for students who are subject to long-term disciplinary change of placements. Placements in

the online program are subject to administrative approval and are made in lieu of a long-term suspension. Placement may be in lieu of suspensions greater than 10 school days. Site administrators will refer the student to Broken Arrow Virtual School, and Broken Arrow Virtual School administrators will process the referral and communicate with the student and parents about program specifics and expectations. Not all students are eligible for this program. Students in the online program in lieu of suspension are prohibited from participating in or at school-sponsored activities during the placement.

STUDENTS SUSPENDED FROM NIGHT OR SUMMER SCHOOL FOR SERIOUS INFRACTIONS

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

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, Oklahoma law or regulations pertaining to students with disabilities shall take precedence over Broken Arrow Public Schools’ Board of Education policies. Broken Arrow Public Schools Board policy and regulations will be followed where Federal and Oklahoma law permit, are silent or do not directly address issues dealing with students with disabilities.

SUSPENSION EDUCATION PLAN

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

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

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY ACTION

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

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

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending a properly submitted appeal, the student may attend school under the “in-school” restrictions the principal deems proper. The student shall remain out of school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, property or would substantially interfere with school operations.

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

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

RIGHT OF APPEAL: SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS OF 10 OR FEWER SCHOOL DAYS

A student suspended for a period of 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.

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

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

Tobacco on District Property

The use (or possession by minors under age 18) of tobacco and tobacco products, such as e-cigarettes or similar devices, are prohibited at all of the district’s facilities and on its property 24 hours per day, 7 days a week.

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

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

Health Services

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.

AIDS Education Program

Students in grades 6-12 will receive AIDS (Acquired Immune Deficiency Syndrome) prevention education in

accordance with Oklahoma law. If parents/guardians object to their children's participation in this class, please notify the school principal.

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

Policy 3000 | www.baschools.org/Policy3000

Medication

Secondary sites have either a nurse or a health aide on duty. All medications are to be taken to the nurse to be dispensed. Administration of medications at school is discouraged. 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. Students and parents are encouraged to use a dosing schedule that requires medication to be taken at home, if possible.

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

Policy 4190 | www.baschools.org/Policy4190

Meningitis Information

Below is 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. It is provided to parents of students in grades 6-12 in conjunction and compliance with SB 1467. 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.

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, those without a spleen and those traveling to parts of the world where the disease is more common. The disease is spread by droplets in the air and direct contact with someone who is infected.

Vaccines can prevent many types of meningococcal disease, but not all types. 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. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association

website at www.nmaus.org. You can also find info at www.baschools.org/meningitis.

Electronic Devices

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication that utilizes a computer, phone or other digital/electronic device.

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

Policy 2080 | www.baschools.org/Policy2080

Canvas

Canvas is the learning management system that Broken Arrow Public Schools uses. This web tool allows students and parents to follow instructors and coursework. Students are able to submit assignments, take exams, view calendars, view grades and much more.

How to access:

Web - baps.instructure.com

App - Search Canvas Student in your app store

Sign in with your district username and password.

Chromebooks

GENERAL CARE

Students with damaged or malfunctioning Chromebooks may take them to the ChromeDesk and borrow a device while theirs is being repaired or replaced. A student must have purchased insurance on their device to receive a loaner device or prepaid for the repair.

- » Do not place food or drink near the device.
- » Insert cords, cables and removable storage devices carefully.
- » Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the district.
- » Do not place heavy objects on the device.
- » Always carry the device with care. The screen should not be opened when being carried.
- » Do not lift the device by the screen.
- » Do not store the device where other items can place pressure on the screen, including a backpack.
- » Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids on the screen.

- » Do not deface or remove any district labeling.
- » Middle school students must always keep the Chromebook in the district-issued protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device.
- » Students in grades 9-12 are encouraged to have their Chromebook in a case, but it is not required or provided by the district.
- » Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- » Leave computers unsupervised or logged in to any district-managed system.
- » Harass, bully or threaten anyone.
- » Use offensive or inflammatory language of any kind.
- » Misrepresent themselves or others.
- » Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the district.
- » Attempt to override, bypass or otherwise change the internet filtering software, Google management or other network configurations.
- » Reset or wipe their device.

GUIDELINES FOR APPROPRIATE USE

Failure to use district devices, networks or other resources responsibly may result in disciplinary action.

Students will:

- » Use the Chromebook and other district technology resources for academic purposes only.
- » Use Web 2.0 tools as an extension of the classroom while at home.
- » Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- » Use only assigned accounts.
- » Maintain confidentiality about usernames and passwords.
- » Communicate only in ways that are kind and respectful.
- » Remember that making illegal copies of music, games, movies and other copyrighted material is prohibited.
- » Give credit when using the words or works of others.
- » Prevent damage to the Chromebook by following "General Care" guidelines provided in this handbook.
- » Report the loss or damage of the device immediately to the ChromeDesk.
- » Charge the device at home and have it ready to use every day, every class period.
- » Keep the sound muted or use headphones/earbuds when the noise might disturb others. Students are allowed to set up their home computers with the Google Cloud Print solution.

Students will NOT:

- » Remove any identifying stickers/labels placed in or on the device by the district.
- » Allow other people to use their assigned device.
- » View, use or copy passwords, data or networks to which they are not authorized.

SIGN IN TO CHROMEBOOK BY FOLLOWING THE STEPS BELOW:

1. Open your Chromebook
2. Click "new user"
3. Sign in to Google with your email and password
 - a. Example: 19student@baschools.org; Password is your student ID number

Student Internet Usage Agreement

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.

Each user of the district's computer network is responsible for his/her behavior and communications over those networks. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer usage, the following are not permitted. This list of prohibitions is not meant to be exhaustive.

- » Displaying or sharing offensive messages, pictures or site addresses
- » Damaging computers, computer systems, computer networks or computer services
- » Violating copyright laws

- » Downloading, uploading or distributing software
- » Using obscene language
- » Harassing, attacking or insulting others
- » Cyberbullying

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

Policy 4110 | www.baschools.org/Policy4110



Broken Arrow Public Schools
Secondary Education

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: _____

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

Parent/Guardian Signature: _____ Date: _____



