

**Broken Arrow Public Schools  
2009-2010**



**Academy  
Student-Parent Handbook**

**Broken Arrow Academy**

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**Notice of Non-Discrimination**

Broken Arrow Public Schools (BAPS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people at BAPS have been designated to handle inquiries regarding the non-discrimination policies: The Executive Director of Human Resources should be contacted for all non-student and/or employment related issues at 918-259-4300 or at 701 South Main Street, Broken Arrow, OK 74012; The Executive Director of Administrative Services should be contacted for all student issues except those related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-4301 or at 601 South Main Street, Broken Arrow, OK 74012; and the Compliance Support Coordinator should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 918-259-4540 or at 601 South Main Street, Broken Arrow, OK 74012. Inquiries concerning non-discrimination can also be made to the United States Department of Education's Assistant Secretary for Civil Rights.

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### **The American's Creed**

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union one and inseparable; established upon those principals of freedom, equality, justice, and humanity for which American Patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

William Tyler Page  
Congressional Record:  
April 13, 1918

### **Mission of Broken Arrow Public Schools**

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

### **Mission of the Broken Arrow Academy**

The mission of the Broken Arrow Academy is to provide educational opportunities to high challenge students through the use of alternative teaching methods, technology, and the development of character. It is the hope of the staff that Academy students will be able to regain their sense of worth and exhibit pride in their successes as they complete their education.

### **Civic Values**

The Board of Education recognizes that there exists a set of common civic values that bind citizens and the nation in all of its diversity into a unified community. Additionally, these common civic values must be transmitted to the young people of America in order for our free democratic republic to continue to serve its people. The Broken Arrow Public School system acknowledges its role in this task of transmitting civic values to our community youth. But, this task cannot be accomplished without the involvement of every student, the assistance of every parent, community agency, religious organization and citizen. Therefore, please join us by reflecting on what these civic values mean and have discussions about our common civic values in every appropriate setting.

### **Civic Values Identified**

- Respect for self and others
- Caring for family and friends
- The value of hard work
- Strive for improvement in all of life's endeavors
- Courage of conviction and actions
- Working for the common good
- Citizenship
- Responsibility
- Self-Discipline
- Trust
- Patriotism
- Compassion
- Honesty
- Promptness
- Democracy in a Republic
- Justice
- Self-Esteem

- Leadership
- Resourcefulness
- Courtesy

### **Behavioral Standards**

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

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

*All school rules in the NIHS, SIHS, and BAHS student handbooks apply to all BAA students.*

### **Clear Behavioral Standards**

- No violence.
- No disrespect physically or verbally.
- No drugs.
- No bullying.
- No conduct, which jeopardizes the safety of others.
- Take responsibility.
- No profanity.
- No threats.
- Be attentive to the best of your ability.
- Don't interfere with the right of others to learn.
- The rights of the individual do not supersede the health and safety rights of others.
- Students are responsible for their participation.
- Respect rights and property of others and respect yourself.
- Moderation and pride in dress and appearance.
- Use of self-control at all times.
- Strive for responsible ethical use of resources.
- Conduct yourself with pride and moderation so that your behavior reflects favorably of your parents, school and community.
- Rules are designed to promote a safe and orderly school environment adherence to rules is a life skill.

### **From the Principal**

At the Broken Arrow Academy it is our hope that students may be able to define their goals and obtain the necessary skills to achieve those goals. Collectively as a staff, we are committed to the opportunity to provide quality education to all students so that they may not only be academically successful but also possess the tools necessary to be successful in their personal lives. I appreciate the level of support the Academy has received in the past and I look forward to another successful school year!

Debbie Renz  
Academy Principal

### **Academy Staff**

Part of what makes the Academy so unique is the teaching staff. All of the teachers possess qualities that make them stand apart from a traditional teaching staff. Not only do they devote a great deal of personal time and effort into making their lessons reach the students but they pour an additional element of personal interest in the well-being of the student as a whole individual. It is critical to instructional effectiveness that staff members consistently consider individual student circumstances. At the Academy the element of personalization is a priority, not only to meet the learner's needs but to also afford a bond that the student can find of value. Mutual teacher-student respect as well as a sense of personal accountability and responsibility to each other, often exemplifies this bond.

### **Textbooks**

Students at the Broken Arrow Alternative Academy are provided free textbooks for all required classes. Once a student is issued a textbook, he/she is expected to keep and care for the book until returned. Students must put their name, grade and school on the label to permit identification in the event that the book is lost or stolen. Another book will not be issued until the first one is paid for or arrangements have been made by the parent(s). Students and their parents are held accountable for textbooks that are lost or damaged. In addition to charges that may occur, fees not paid may result in withholding student report cards.

### **Representation of students**

Students at the Academy are identified by counseling staff from NIHS, SIHS, and BAHS. 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.

### **Intake and Screening**

This process includes a placement committee consisting of administrators and counselors from each home school who make referrals. Administrators, counselors, teachers, parents, or students can initiate academy referrals. Once a referral is made, the application packet is completed and forwarded to the Academy where the Academy staff meets to determine who will be placed. Discussion of individual student's needs and reasons for placement is documented in each student's file. Placements are determined based on available space as well as which applicants has 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.

For placement, the student must demonstrate a clear desire to attend the Academy program as well as a willingness to comply with criteria for successful placement. Once accepted, the student and parents attend an orientation and intake session where the program and expectations are explained. Students are placed at the Academy for a minimum of one semester. Those students who maintain steady progress while attending the Academy can retain their placement at the Academy for the following semester as long as they do not exceed 18 points on the established point system. Students who remain compliant with programming can remain until graduation or until sufficient progress is made to allow the student to re-enter the traditional setting with the number of credits to maintain graduation expectations.

### **Class Format**

Academy instructors teach four classes per day on nine-week block schedule. Focus is given to four courses meeting five days per week each nine-week period. With the structure of course offerings at the Academy, we can offer credit deficient students 8 credits per semester versus the traditional 6 credits per semester in the conventional setting. Additionally, we can also incorporate a 9th elective credit by offering a work-study credit to those students who are successfully employed throughout the course of the semester. Elective courses are offered to not only meet graduation requirements, but also to address the interests and needs of the student. Small class size permits a high level of personalization to individual students. Additionally, content structure is maintained while flexibility in teaching style is utilized. Due to student needs, most classes encompass multiple grade levels. For example, while sophomore English is available for sophomores, the class is also available to juniors and seniors who need

remediation. Careful transcript analysis is completed for each student to ensure that they are enrolled in classes that serve to provide adequate credit recovery as well as meet the current year course requirements.

### **Block Scheduling**

Through the use of this time structure, teachers are afforded the opportunity to instruct students in larger blocks of time. This allows for a variety of activities to occur to better address student needs as well as interest level. Use of the block schedule provides more student contact made by the teacher. Block scheduling also allows teachers to present information on a topic thoroughly without breaking lessons into small segments. Classes are designed to afford students the opportunity to receive information, practice by using hands-on activities with teacher direction, and complete independent assignments. Homework is often not assigned due to the high expectation that students will utilize their time wisely within the block to complete work required.

### **Broken Arrow Academy Bell and Lunch Schedule**

7:55	Warning bell
9:20	1st Block
9:25 – 10:25	2nd Block
10:30 – 11:00	Lunch
11:05 – 11:25	2nd Block Con't
11:30 – 12:50	3rd Block
12:55 – 2:15	4th Block

### **Encore**

For the last 15-20 of each instructional block, teachers will designate “encore” time. This time is designed to provide students with additional help (if needed) on a particular skill set or time for the teacher to provide enrichment activities that target weak academic areas as indicated on local benchmark exams. Students who have make-up work may also be able to utilize this “built-in” time to access resources within the classroom or get direct help from the teacher.

### **Counseling**

Counseling is a defined essential component to the success of At-Risk students. Academy students participate in individual counseling through the school counselor, advisory groups called Tribes, as well as group counseling for drug intervention and/or anger management as deemed appropriate. Students have access to the school counselor at any time during the school day. Other 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 and achievement discussion, and referrals for mental health issues.

Anger Management Counseling is provided for Academy students who express a desire to receive assistance or those students who have demonstrated an inability to effectively manage stressful situations. The Anger Management group meets on campus once per week. Issues discussed are relevant to progressive behavior modification, informed decision-making, healthy coping strategies, and positive self-image.

Drug Counseling is offered to Academy students who express a desire to recognize sobriety as an element for future success. This group meets once a week on campus and serves to support efforts maintained outside of the school day as a means to eliminate substance abuse from having a negative impact on the educational process. Students participating in these sessions have expressed their understanding of the personal responsibility for the choices they make and strive to serve as a role model for other students who may demonstrate a need to progress to a higher level of personal accountability.

## Level System

Placement at the Academy means an opportunity to change previous behaviors and/or attitudes that have prevented educational success in the past. It provides students with a renewed chance to correct their educational record through recouping credits that may have been lost. The Academy maintains a solid program that is offered to each student accepted; however, students must involve themselves in the program in order to reap the benefits.

The level system is a positive reinforcement system designed to improve academic achievement and personal behavior. All students are expected to maintain a level that indicates that their personal goal of completing their education is an established priority. Basic criteria expected of students at all levels include regular attendance, positive classroom interactions, active participation during instructional time periods, and a display of this behavior through an overall commitment to and vested interest in the program.

In addition to the level notation, students earning greater than 18 points in a semester will lose their placement at the Academy. Points are assessed on a 3-week interval and are based on student compliance and progress in working the program here at the Academy. Points are assigned when students fall out of compliance in the areas of attendance, academics, and behavior as described below. Point notifications are given to students each 3-week period as points are counted.

**Students who fail to maintain satisfactory levels as defined below will be subject to losing their Academy placement and will be returned to their home school to continue their education.**

**Orientation Level:** Upon entry to the Academy, each student begins on Orientation Level. This level serves to allow the student time to acclimate themselves to the unique components and expectations of the Academy.

**Probationary Status:** Students who fall into the definition of Attendance Probation, Academic Probation, or Behavioral Probation will be notified by an administrator or counselor at each 3-week check point. Additionally, a letter will be mailed home to the parent/guardian addressing the school concern.

**Attendance Probation:** District policy dictates that students are to be present 90% of the time. In accordance with this policy, students who are absent 2 days during a 3-week period will be on ATTENDANCE PROBATION. Absences excused with a Doctor's note or Court Papers will not be charged against the student's attendance record. Absences that exceed 2 per 3-week period will result in a point being assigned. Additionally, a student who has 6 3 tardies during the 3-week period will also be on ATTENDANCE PROBATION. Tardies that exceed 3 per 3-week period will also result in a point being assigned to the student.

**Academic Probation:** Students who are receiving a letter grade of "D" or "F" in any class at the 3-week period will be placed on ACADEMIC PROBATION. Students earning a grade of "D" will result in a point being assigned; a grade of "F" will result in 2 points being assigned.

**Behavior Probation:** Any student who has two referrals to the office in a 3-week period will be placed on BEHAVIOR PROBATION. Any referral to the office on a behavior issue will result in a point being assigned to the student.

**Outward Bound:** This level requires behavior demonstrative of good citizenship. Examples of such behavior might be: peer tutoring, assisting teachers, and completing nonacademic tasks without being asked. Privileges include "extras" from teachers (pizza parties, breakfasts, awards), mobility on campus, and 'first to choose' when student choices are given. Outward Bound students also serve to set the standards as other students aspire to achieve this level

## Student Dress Code (All Grades)

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

### Attire

1. **Skirts and Dresses:** The skirt or dress must extend two (2) inches beyond the longest finger on the hand with the shoulders in a relaxed position and shall not be revealing, disruptive, or distract from the educational process. Skirt openings (slits) must not expose the upper leg, higher than the 2 inch-beyond-the-longest-finger-rule stated above.
2. **Tops:** Any shirt, blouse or sweater may be worn with the following conditions:
  - a. "See-through" shirts or blouses may not be worn.
  - b. Shirts and blouses must be properly buttoned and cannot expose the midriff when arms are raised from the side. Tank top style sleeveless dresses, shirts, or blouses that expose undergarments are not permitted.
  - c. Any article of clothing which exposes the back or midriff may not be worn. Tank tops and muscle shirts may be worn, but not as primary garments.
  - d. Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments.
3. **Pants:** Pants, jeans, or slacks of styles, which are neat and clean, are acceptable.
  - a. Pants that drag on the floor are not acceptable for school wear. Pants which are frayed or have holes are prohibited when the frayed material or hole(s) are in the area as described by the "finger tip rule" in item number 4 below. This area begins with the top of the waist band of properly worn pant (including shorts and skirts) to the tip of the longest finger on the student's hand. Pants that have been permanently patched in order to cover the area(s) with holes or frayed material are acceptable. Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of school or safety risk to the student or others is prohibited.
  - b. Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments which meet the provisions of the dress code.
  - c. Loose fitting nylon warm-up and wind suits are acceptable for school wear.
  - d. Sagging is not acceptable.
  - e. Pants may not ride low exposing the torso or back or undergarments.
  - f. Pajama style pants are not appropriate for school wear.
4. **Shorts:** Shorts, which are properly hemmed and of appropriate length are acceptable for school wear. Form-fitting, stretch material may not be worn as a primary outer garment. Shorts must extend to the tip of the longest finger on the hand with the shoulders in a relaxed position. Shorts with a slit on the sides are not acceptable for school wear.
5. **Shoes:** All styles of street shoes are acceptable for school wear. Shoes with metal taps must not be worn at school. Shoes with embedded roller-skates are not permitted at school.

- a. Please note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury.
  - b. Certain types of shoes may be required for certain school activities.
6. **Accessories:** Examples of accessories which are not acceptable include the following:
- a. Headbands, arm bands, leg bands.
  - b. Hats, hoods and caps when worn in the building.
  - c. Gang symbols.  
As part of an effort to curb the presence and influence of gangs in schools, the wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang or other secret society is prohibited.
  - d. Body piercing that is disruptive or distract from the educational process.
  - e. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
  - f. Safety pins or other sharp or distracting objects may not be worn on a student's clothing.
7. **Insignias, Monograms or Patches:** Lettering or any type of sew-on patch, decal, insignia, etc., which is suggestive, vulgar or refers to alcohol, tobacco or drugs is not acceptable.
8. **Make-Up:** Facial or other body decorations that are disruptive to or distract from the educational process, or violate the Discipline Code (i.e., obscene, vulgar, profane, lewd, or sexually suggestive words or gestures; words or depictions that sponsor or promote items not permitted on school property, etc.) are not acceptable.
9. **Hair:** Hair must be clean and neatly groomed.

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

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

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

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

## **Parking Regulations (Secondary School Students)**

*All students parking vehicles on school property must comply with:*

The following shall be minimum requirements for consideration of application student parking permit:

1. Parental consent in written form.
2. Possession of valid Oklahoma driver's license.
3. Evidence of insurance coverage.
5. Students required to attend orientation briefing by school staff designed by principal or designee.
6. Limited to students requiring daily use of parking facility.
7. Application must provide evidence of need.

The building principal or designee shall have authorization to give special consideration to students who have special need as result of medical, family or employment considerations. A minimum number of special permits may be utilized to accommodate students who have short-term special need. A reasonable charge may be assessed by the building principal to recover costs involved in providing parking permits, applications, and related expenses. Students living more than one and one-half miles from assigned school will be provided bus transportation by the school system. Students are to be directed not to park cars in residential and business areas located in the vicinity of the school campus.

Regular review of valid parking permits shall be completed by the building principal or designee.

Parking privileges may be terminated for students whose status no longer qualifies them for permit, for students who are suspended from school, or students who operate vehicles in reckless or unsafe manner.

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

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

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

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

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

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

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

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

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

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

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

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

In accordance with provisions of Title 70, Section 6-114, Oklahoma Statutes, the professional educator "shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher." Building administrators shall advise professional staff of provisions of this policy and insure that professional staff members are familiar with legal steps to be observed in the conduct of a personal search of a student.

### **Visitors to Schools**

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

### **Authority to Order Non-Students to Leave Institution Policy**

A. The Superintendent or anyone designated by the Superintendent to maintain order in the district shall have the authority and power to direct any person to leave district property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on district property;
2. Commits an act which interferes with the peaceful conduct of activities on district property;
3. Enters district property for the purpose of committing an act which may interfere with the peaceful conduct of activities on district property.

B. For the purposes of this policy, district property includes all school district property; the entire school campus, parking lots, athletic fields, district vehicles, vacant district property, and district buildings. District property also includes off-district property used for school or district-sponsored events. District property covers all transportation, lodging and meal locations, event sites, and all other locations where students or employees are present while participating in or attending a district or school sponsored event.

C. For the purpose of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the district; or direct interference with administration, maintenance or security of property belonging to the district.

D. Any person to whom this policy applies, who fails to leave district property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent may be charged with a misdemeanor.

### **APPEAL PROCESS**

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

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

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

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

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

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

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

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

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

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

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

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

1. The contraband is on the person of the student;
2. The contraband is in any item which the student is carrying or has carried and left at school or at a school activity. Examples include any item in which contraband can be placed, including, but not limited to, duffle bags, book bags, brief cases, satchels, bags, sacks, etc.;
3. The contraband is in the student's desk, locker, vehicle, or clothing. This prohibition applies whether the contraband can be seen or is concealed from view. This applies to any part of a student's vehicle, regardless of whether the contraband is in plain sight or concealed from view in any manner, such as in a glove compartment, trunk, under a seat, under a floor mat, in any container, etc. A student who drives or parks a vehicle on school property will be responsible for what is in the vehicle regardless of who owns title to the vehicle, who has been driving the vehicle, or who has been riding in the vehicle. Students will be responsible for items in driven and

parked vehicles and will be considered to be in "possession" of all items in all such vehicles. (See BOE Policy 1.9 "Parking Regulations [Secondary School Students] for additional information).

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

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

B. Threatens to use a weapon to harm another individual or an individual's property or school property, even though the student does not in fact actually possess a weapon. The mere threat of the use of a weapon is a disruption to school operations and/or harmful to the expectations of students and parents that students will not be threatened with harm by a weapon while at school.

A weapon includes:

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

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

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

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

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

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

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

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

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

G. Fake or facsimiles of any items included in the above prohibited items, even though such fake items cannot actually cause bodily harm or harm to property of others but have the appearance of a weapon. These items are deemed in themselves to be a disruption to school operations and a source that can cause fear or intimidation in others. Examples include toys that look like a weapon. Further, facsimiles of illegal drugs or materials represented to be or contain illegal drugs or contain alcohol are in violation of this policy even though the materials do not actually contain illegal drugs or alcohol.

"Illegal drugs" includes all drugs listed as "controlled dangerous substances" by state law, including but not limited to marijuana, cocaine, amphetamines, and other mood or mind enhancing or changing substances. Included are all substances purported by a student to be such a chemical or drug. "Alcohol" includes intoxicating beverages or low-point beer or liquids or substances represented to be "alcohol."

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

The principal or designee shall follow the following procedures:

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

Students in violation of this policy may be suspended for the maximum period authorized by law. The School Laws of Oklahoma, specifically Section 488.2 (2002), stipulate that a student found in possession of a firearm may be suspended out of school for up to one calendar year. Furthermore, educational services may be withheld for a student suspended for possession of a firearm. For purposes of this policy, a firearm shall include all weapons as defined by 18 U.S.C., Section 921. The Superintendent of Schools may modify the suspension requirement on a case-by-case basis. However, for students with disabilities, the procedures required by state and federal law and regulations must still be followed regarding the suspension of any such student. In addition, per The School Laws of Oklahoma, specifically Section 488.2, no educational services or individual plan for out-of-school suspension

shall be provided to a student suspended out-of-school for possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.

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

A student, who has been suspended from another school district because of the possession of a weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student or enrolled as a student into the Broken Arrow Public Schools until the terms of the suspension have been met or the time of suspension has expired.

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

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

### **USE OF WIRELESS COMMUNICATION DEVICES BY STUDENT(S)**

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

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

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

#### **Possession and Use of Wireless Communication Devices**

1. Wireless Communication Devices are defined as mobile/cell/wireless telephones, one or two-way pagers, Blackberry and similar such hybrid communication devices, or any other such device that enables any communication between two devices. This includes cameras on wireless communications devices.
2. A student may possess a wireless communication device while on school premises under the following conditions:
  - a. Students are prohibited from using the device during the school day.
  - b. The device must remain turned off at all times and unable to receive or send any communications during the school day. This includes and specifically prohibits text-messaging or any type of "instant messaging."

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

Possession and Use of Laptop Computers, Handheld Computers, PDA-type Devices (Personal Digital Assistant) and Graphing Calculators Broken Arrow Public Schools embraces computing technology and values the availability of technology to its students in ways which enhance the learning environment. However, since these devices may be misused by students in a way that is detrimental to the learning environment, the following policy applies:

Laptop/Handheld Computers

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

### Personal Digital Assistants and Graphing Calculators

1. Personal Digital Assistants (PDA's) are to be utilized for legitimate student organizational purposes only (time management, information storage, contact management, etc).
2. Students are expressly prohibited from using any wireless communications capability of a PDA device or Graphing Calculator (infrared or Bluetooth®). This includes the "beaming" of any information at any time.
3. Abuse of the policy may result in the seizure of the device by school administrators and return to the parent or authorized parental representative.
4. The misuse of a PDA-type device or graphing calculator in an attempt to "cheat" or otherwise share information regarding coursework or testing may result in suspension from school.
5. The misuse of a wireless PDA-type device or graphing calculator in a manner that inhibits, disrupts or interferes in a classroom, school activity or event may result in suspension from school.
6. The school district and its employees are not responsible for lost, stolen, and/or damaged communication devices or other personal property of a student.

Authority: Oklahoma Statutes, Title 70, Section 24-101.1. Broken Arrow Board of Education Policy Adoption, August 7, 1989, amended September 2, 1997, amended September 17, 2001, amended November 18, 2002; revised April 11, 2005, revised by Broken Arrow Board of Education April 6, 2009.

### **STUDENT CODE OF CONDUCT**

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

#### **General Expectations**

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

#### **I. Student Code of Conduct**

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

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

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

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

## **III. Expectations of Parents**

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

## **IV. Safe School Committee and Annual Review**

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

## **V. Scope of Policy**

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

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

## **VI. Conduct Outside the School Day or Off School Property**

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

## **VII. Prohibited Student Conduct, Activities, and Behaviors**

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

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

21. Indecent exposure.
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
23. Obscene, vulgar, profane, and/or lewd language or gestures.
24. Physical or verbal abuse.
25. Plagiarism.
26. Non-accidental physical harm inflicted upon another.
27. Possession, control over, or use of a caustic substance.
28. Possession or control over or use of lighters or matches or other instruments that can burn objects.
29. Possession or use of a wireless telecommunication device without proper authorization.

Board of Education Policy Use of Wireless Telecommunication Devices by Student(s) offers additional guidance for students and parents concerning wireless telecommunication devices and is made available for students and parents in the school's student/parent handbook and via the internet at [www.baschools.org](http://www.baschools.org).

30. Possession or control over obscene, vulgar, lewd, or profane material.
31. Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.).
32. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
33. Use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another.

Board of Education Policy Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School offers additional guidance related to the above item numbers 31, 32, and 33 for students and parents and is made available to parents and students in each school's student/parent handbook and via the internet at [www.baschools.org](http://www.baschools.org).

34. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco in any form.
35. Profane, vulgar, and/or lewd acts.
36. Sexual harassment of individuals including, but not limited to, students, school employees, volunteers.

Board of Education Policy Sexual Harassment offers additional guidance related to sexual harassment for students and parents and is made available to students and parents in the school's student/parent handbook and via the internet at [www.baschools.org](http://www.baschools.org).

37. Theft or possession of stolen property.
38. Threatening behavior (whether involving gestures, written or verbal expression, electronic communication or physical acts).
39. Truancy.
40. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school.
41. Unacceptable attire.

Board of Education Policy Student Dress Code offers additional guidance related to the student dress code for students and parents and is made available to students and parents in the school's student/parent handbook and via the internet at [www.baschools.org](http://www.baschools.org).

42. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.
43. Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not in fact a controlled dangerous substance, an illegal drug, or an illicit drug.
44. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances.

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

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

47. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school's student/parent handbook.
48. Willful damage to school property
49. Willful disobedience of a directive of any school official.
50. Bullying, harassment, intimidation and threatening behavior.

### **Bullying, Harassment, Intimidation and Threatening Behavior Defined**

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

### **VIII. Violent Offense Directed Toward a Classroom Teacher**

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

Source: Broken Arrow Board of Education Policy Replacement Adopted November 4, 1996; Revised November 3, 1997, revised October 19, 1998, Policy Title Replaced and Revised Policy adopted November 1, 1999, Revised July 22, 2002, Revised September 16, 2002; Revised May 14, 2007, Revised April 6, 2009.

### **Harassment, Intimidation, Bullying and Threatening Behavior by Students**

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

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

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

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at

another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

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

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

Parents should:

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

### **Student Suspension/Discipline Policy**

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

#### **I. Suspension Defined**

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

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

#### **II. Alternative In-School Placements**

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

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

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

- Assigned seat, study carrel or other appropriate restriction
- Assignment to Saturday detention
- Attendance Contract
- Behavior Contract
- Conflict resolution training
- Counseling in social skills
- Detention before or after school
- Loss of driving and/or parking privilege
- Parent/student/teacher and/or principal conference
- Participation in anger control training
- Participation in a stop-smoking group
- Participation in substance abuse counseling
- Phone call to parent
- Placement in an alternative education program
- Placement in the in-school intervention program
- Practice of an appropriate verbal response or behavior
- Removal from a specific class for one or several days
- Restating the rule and requiring a commitment to comply
- Restitution for damaged or destroyed personal or school property
- School or community service after school or on evenings or weekends
- Temporary removal from class
- Time out in a defined area

- Written report about the incident
- Use of problem-solving teams that include counselors or school psychologists
- Mentoring relationships with school staff or community volunteers
- Specific training regarding methods of reducing misbehavior including harassment, intimidation, bullying and threatening behavior

#### **IV. Special Education Suspension/Discipline**

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

#### **V. Pre-Suspension Informal Conference with Student**

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

6. **Records and Reports:** The principal or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the alternative in-school disciplinary alternatives that were considered. The principal or designee shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.
7. **Notification to Parents:** The principal or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

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

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

## **VII. Suspension Requirements**

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

## **VIII. Suspension Education Plan**

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

- A. A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.
- B. The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.

- C. The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or “F” and no credit for work, assignments, and/or tests not made up according to the time requirements.

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

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

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

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

#### **IX. Attendance at School Pending Appeal Hearing**

Pending a properly submitted appeal, the student may attend school under whatever "in-school" restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

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

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

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

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

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

## **XII. Method of Appeal of Short-Term Suspension**

1. Short-term suspensions may be appealed to a Suspension Review Committee. An appeal to the Suspension Review Committee must be requested in writing to and received by the school principal, Superintendent or designee within forty-eight (48) hours (excluding weekends and holidays) after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
2. The suspension decision will become final and nonappealable if a request for appeal to the Suspension Review Committee is not timely submitted.
3. Upon receipt of the request for an appeal, the Superintendent or designee shall confirm the suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Superintendent or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.

## **XIII. Procedures for Short-Term Suspension Appeal**

1. The Superintendent or designee shall appoint a Suspension Review Committee to hear the appeal. The Suspension Review Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to another school site and an administrator not assigned to the suspended student's school, who will designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Suspension Review Committee. Substitute teachers will be provided for the teachers selected for an appeal hearing, if needed.
2. The Superintendent or designee shall schedule the Suspension Review Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The District shall have the option to schedule the Suspension Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request. The student and parent will be notified in writing or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Suspension Review Committee hearing.

3. The Suspension Review Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.
4. Evidence supplied by witnesses shall be submitted to the Suspension Review Committee in writing only. For evidence supplied by student witnesses, the Suspension Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Suspension Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
5. The Suspension Review Committee meeting is closed to the public.
6. Legal counsel is permitted.
7. At the conclusion of the presentation of the evidence, the Suspension Review Committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student, if that issue was appealed. The Suspension Review Committee shall also determine the reasonableness and length of the out-of-school suspension, if that issue was appealed. The Suspension Review Committee's decision shall be in writing and mailed or delivered to the parent, the principal, and the Superintendent or designee. The Suspension Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested.
8. The Suspension Review Committee's final decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.
9. The decision of the Suspension Review Committee shall be final and nonappealable.
10. The hearing will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.

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

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

#### **XV. Method of Appeal of Long-Term Suspension**

1. An appeal must be presented in writing to and received by the school principal, Superintendent or designee within forty-eight (48) hours (excluding weekends and holidays) after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.

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

## **XVI. Procedures for Long-Term Suspension Appeal**

1. The Superintendent or designee will schedule a District Review Committee to hear the appeal and appoint one to three administrator(s), one to three teachers, and the Superintendent or designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. Teachers shall be selected from a pool of volunteers and rotated, and administrators will be assigned to appeal hearings on a rotating basis. The Superintendent or designee may serve as the chairperson for all appeals to the District Review Committee. Substitute teachers will be provided for the teacher(s) selected for an appeal hearing, if needed.
2. The chair of the District Review Committee shall notify in writing the student, parents, and school principal of the date, time, and place of the appeal hearing.
3. The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
4. The Suspension Review Committee meeting is closed to the public.
5. Legal counsel is permitted.
6. The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall have the option to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.
7. At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.
8. Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
9. At the conclusion of the hearing the chairperson and District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The hearing chair shall mail or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board of Education as provided by this policy.

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

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

1. An appeal of the decision of the District Review Committee to the Board of Education must be submitted in writing to and received by the Superintendent or designee within forty-eight (48) hours (excluding weekends and holidays) after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
2. If no appeal is received within the forty-eight (48) hour period, the decision of the District Review Committee will be final and nonappealable.

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

### ***Hearing the Appeal:***

1. The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and nonappealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

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

1. The Board President or the appointed Hearing Officer should:
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
  - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President or Hearing Officer should advise the parents/child:
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.

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

Adopted by the Board of Education May 14, 2007; Revised by the Board of Education April 6, 2009.

### **Unauthorized Vehicle Search Policy**

As part of a comprehensive program to protect the health, safety and welfare of Broken Arrow students and personnel, this policy is presented for your review and discussion.

The proposed policy asserts and establishes the following:

1. The limited purpose of this Policy is to maintain order and discipline at North and South Intermediate High Schools, Broken Arrow Academy, and the Senior High School;
2. The school principal or his/her designee is authorized to detain and search any vehicle not bearing a valid parking permit;
3. That such searches may be conducted without an individualized suspicion, consent, or warrant;
4. That persons entering the student parking lots at the Senior High School, and North and South Intermediate High Schools without a valid parking permit will be provided notice that their vehicle and its contents are subject to

search by the posting of a sign at the entrance to each of the student parking lots; and

5. A procedure for the identification, search, towing, and reporting of the search related to this policy.

Adopted by the Board of Education, July 19, 1999.

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

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

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

## **HEALTH SERVICES**

### **Authorization for Emergency Treatment**

Every student must submit a completed H-14 (Broken Arrow Public Schools Emergency Information/Authorization Form) signed by the parents/guardians, and on file the first week of school. These emergency forms will be kept on file in the health office. All emergency treatment will be given at the nearest medical facility unless otherwise designated.

### **Medication Taken At School Policy**

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

### **General Information**

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

Sharing of medication with another person is strictly prohibited.

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

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

Medications that have expired will not be administered at school.

### **Authorized Administration and Documentation**

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

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

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

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

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

### **Prescription Medication**

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

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

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

### **Non-Prescription Medication**

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

### **Administration of School Supplied Non-Prescription Medication**

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

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

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

## **Transportation and Storage of Medication**

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

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

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

### **Activity Trips**

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

### **Student Carried Medication**

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

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

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

- A Certified School Nurse may grant permission for students in grades 9-12 to carry a daily dose of non-prescription medications and/or prescription medications that are taken ten days or less upon written authorization

of a parent or guardian. Requests to self administer such items as vitamins, herbs, and nutritional supplements will require written instructions from a licensed physician.

- It is the responsibility of the prescribing physician and/or the parent or guardian to educate the student regarding all aspects of self-administration and custody of medications.
- Any student who carries an approved medication is responsible for safe guarding that medication. Employees of Broken Arrow Public Schools will not be responsible for monitoring administration, effects, custody, disposal, or any other aspect of student carried medications. These responsibilities rest with the student and parent or guardian.
- The school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by any student.

Permission to carry medication may be withdrawn for failure to comply with any aspect of this policy.

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

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

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

- It is the responsibility of the parent/guardian to instruct designated school employees regarding all aspects of the student's inhaled medications.
- Medications may not be administered in a manner other than that specified on the label without written instructions from a licensed physician.
- When requested by a parent/guardian, non-nurse employees will administer inhaled medications upon request of the student.
- Non-nurse employees of Broken Arrow Public Schools will not be responsible for assessment or determination of the student's condition prior to or after administration of a medication.

- The student may do peak flow readings if requested by the parent/guardian or physician.
- A parent/guardian will be notified as soon as possible when a student receives medication from a non-nurse employee due to unavailability of the school nurse.
- The parent/guardian will determine if the student is able to resume school activities.

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

### **Communicable Diseases**

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

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

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

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

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

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

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

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

### **Meningitis Information**

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

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

### What is meningococcal disease?

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

### Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

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

### How is the disease spread?

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

### Is meningococcal disease dangerous?

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

### Signs and Symptoms of Meningitis

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

### How can meningococcal disease be prevented?

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

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

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

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses

were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

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

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

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

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

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

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition at [www.vaccineinformation.org/menin/index.asp](http://www.vaccineinformation.org/menin/index.asp)

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at [www.vaccinesafety.edu/cc-mening.htm](http://www.vaccinesafety.edu/cc-mening.htm)

National Network for Immunization Information at [www.immunizationinfo.org/](http://www.immunizationinfo.org/)

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

In compliance with the provisions of Oklahoma School Law (House Bill 1283), a teacher or other school staff member who has reasonable cause to suspect that a student is under the influence of or has possession of controlled dangerous substances or alcoholic beverages is obligated to report that information. Following is the procedure to be followed in the event a school staff member suspects that a student is either under the influence of or has in his or her possession nonintoxicating beverages, alcoholic beverages, or a controlled dangerous substance:

It shall be the policy of the Broken Arrow Board of Education that any teacher or other school staff member who has reasonable cause to suspect that a student may be under the influence of, or in possession of a low-point beer, alcoholic beverage, or controlled dangerous substance, as defined by state law, shall immediately notify the school principal or designee of the suspicions. The principal or designee shall immediately notify the superintendent of schools, and the parent or legal guardian of the student involved. (Reference: O.S. Title 70, Section 133.)

Any suspension and/or search of a student shall be in accordance with school district policy, state law and student handbook regulations.

Any teacher or school staff member employed by the Broken Arrow Board of Education, who reports the information to the appropriate school official, shall be immune from civil liability. (Reference: O.S. Title 70, Section 24-132.)

A written copy of this policy shall be delivered to all classroom teachers on an annual basis.

### **Student Drug Testing Policy**

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

#### **1. Statement of Purpose and Intent**

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

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

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

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

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

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

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

#### **2. Definitions**

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

phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

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

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

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

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

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

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

a. Observable phenomena, such as:

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

(2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;

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

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

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

### **3. Procedure for Alcohol or Illegal Chemical Substance Testing**

3.1 Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory or school employees at a school site or site designated by the district or the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness. In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples,

pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample. The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

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

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

3.4 Upon written request, the student will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this Policy shall be at School District expense.

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

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

#### **4. Student Alcohol and Drug Use Tests – When Required**

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

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

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

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be

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

## **6. Persons Authorized to Order Alcohol or Drug Testing**

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

6.1 The Superintendent of Schools;

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

## **7. Out-of-School Suspension Due Process Procedures**

Any student who is subject to an out-of-school suspension for the violation of this Policy shall be afforded appropriate due process procedures allowed by the School District's policy on student behavior.

## **8. Circulation of Policy**

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

### **ATTENDANCE POLICY**

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

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

1. Illness substantiated by a doctor's statement. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.
2. School activities. (Per State Regulations).
3. Suspension, including days covered by an Alternative Education Program for Suspended Students (APEP).
4. Any absence deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition (in writing within five (5) days following the student's return to school) the building principal to request a waiver of penalty.
5. At a parent's request, a student's absence from school on a recognized religious holiday.

Parents should contact the school to report that their child will be absent for the day. Failure to do so within five (5) school days will result in the absence being recorded as a truant.

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

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have two school days to make up the work missed, unless granted additional

time by the teacher. During the period of make up time allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the make up time has expired.

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

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

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

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

Definition of Tardy: A student is tardy if not in class when the tardy bell rings.

Source: New Policy, Board of Education approved April 16, 2001; revised by Board of Education April 6, 2009.

## **Scholastic Eligibility**

### **Semester Grades**

A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends. A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six weeks period.

### **Student Eligibility During a Semester**

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

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

**ALL STUDENTS PARTICIPATING IN ALL SCHOOL ACTIVITIES ARE SUBJECT TO THE ELIGIBILITY RULES. A STUDENT WHO IS INELIGIBLE SHALL NOT BE ALLOWED TO MISS SCHOOL OR BE APPROVED TO PARTICIPATE IN ANY SCHOOL ACTIVITY, DURING THE SCHOOL DAY OR AFTER THE SCHOOL DAY. ACADEMICS COME FIRST; PASSING GRADES TAKE PRIORITY. IN THE INSTANCE WHERE THE SCHOOL ACTIVITY IS A PART OF A PERFORMANCE-BASED CLASS WHERE PARTICIPATION IN THE ACTIVITY IS REQUIRED FOR**

**A GRADE, AN ALTERNATIVE ASSIGNMENT MAY BE USED AS A SUBSTITUTE FOR THE MISSED SCHOOL ACTIVITY.**

**COMMON SCHOOL ACTIVITIES INCLUDED IN THE ELIGIBILITY RULES:**

It is noted that this list is not exhaustive. The eligibility rules apply to all student participants in all school activities.

School Dances  
Prom  
Senior Picnic  
12 Year Senior Breakfast  
Junior Jam  
Homecoming Parade

The key word in the eligibility policy is “participant.” If you are an active participant in the school activity, the eligibility rules apply to you.

**Academic Integrity  
Cheating / Plagiarism Policy**

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

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

**If a student is caught cheating/plagiarizing on tests or other classroom work, students will be given “zeros” and are subject to further disciplinary actions. No provisions are made to makeup or otherwise receive credit for the work or test in question. The teacher and/or school administration will notify the parent of the student in violation of this policy.**

**Dead Week**

Dead Week begins on the first day of the week school is in session during the same week semester exams are administered.

**Dances**

1. Guests must be registered in advance as announced and are be expected to adhere to the established Broken Arrow Senior High School standards in appearance and behavior.
2. Any student at the activity not conducting himself in an appropriate manner, as interpreted by the school personnel and/or chaperones, will be asked to leave the premises.
3. If a student leaves the dance or activity he/she will not be allowed to return.
4. Students will not smoke at dances or activities at any time.
5. No loitering will be allowed around the outside of the building.
6. Students will abide by all school rules at school-sponsored dances.
7. Students must be academically eligible in order to attend school dances including the prom.

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

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

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

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

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

#### **Open Records Act Statement:**

The Open Records Act provides for the release of directory information on students and employees of the school to all persons who request it. The school district remains diligent in its effort to protect the confidentiality of students and personnel whenever possible. We must follow the law. The complete Student Records and Access policy may be found in the Board of Education Policy book, listed as policy 1.21.

As provided for the in the Open Records Act, the Broken Arrow School District has designated the following information as directory information:

Student Name	Address
Telephone Number	Date and place of birth
Major Field of Study	Dates of attendance, degrees, and awards received

Participation in officially recognized sports and activities  
Weight and height of members of athletic teams  
Most recent previous educational institution attended

As the parent or guardian, you have the right to refuse to permit your student's information to be released. Please be aware that if you contact the school and ask that our student's information be kept private, the school will not be able to use the name of your child in such releases as:

Honor Roll	Sports Stories
Television Reports	District Publications, TV shows, and Web Pages
School Directories	Scholarship Services
Student Award Listings	Activity Stories
Scholarship Announcements	Recruiting Services

This list is not inclusive. Many releases of student information may occur daily at each school as a result of awards, honors, or work in a program or class.

If you DO NOT object to your student being included in such items as noted above, you are not required to take any action. However, if there is reason information about your student should never be released, please inform us in writing.

Questions regarding the district policy, FERPA, and the Open Records Act may be directed to the Principal or the Communications Division at the Education Service Center, 701 S. Main Street, 918-259-4300

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive* notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

### **Child Find**

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

Broken Arrow Public Schools maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Evaluation to determine eligibility for special education is available at no cost to the parent/guardian. Information regarding evaluation procedures may be requested by contacting The Broken Arrow Public Schools – Special Services Department at 601 South Main, Broken Arrow, Oklahoma. Phone contact is available at 918-259-4540.

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

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

## **Teacher Qualifications**

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information above, parents may request:

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

If you would like to receive any of this information, please contact Broken Arrow Public Schools at 259-4300 or 701 S. Main Street, Broken Arrow, OK 74012. Upon receipt of such request, the following process will be used to provide the information: The Communications Department will make the information available in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **Credenciales profesionales de los maestros**

Como padre de un estudiante de las escuelas públicas de Broken Arrow, usted tiene el derecho de saber cuales son las credenciales profesionales de los maestros que enseñan a su hijo. La ley federal permite que usted solicite cierta información acerca de los maestros de su hijo/a y requiere que facilitemos esa información en forma pronta. Para ser más específicos, usted tiene el derecho de solicitar la información siguiente acerca de los maestros de su hijo/a:

- Si el maestro ha cumplido los requisitos necesarios y si ha sido titulado para enseñar en los niveles y las materias que esta enseñando.
- Si el maestro esta enseñando bajo una circunstancia de emergencia o circunstancia provisional por la cual las normas para ser titulado no aplican.
- Grados universitarios del maestro u otros títulos que ha recibido, cuales son esos títulos o grados.
- Si el niño/a recibe servicios proporcionados por paraprofesionales y, si es así, cuales son sus títulos.

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

- Información del nivel de rendimiento escolar del niño/a en cada una de las evaluaciones académicas estatales; y
- Avisar al padre oportunamente que han asignado a su niño/a, o que tiene un maestro que no es titulado y que le ha estado enseñando por cuatro o más semanas consecutivas.

Si desea recibir esta información, por favor póngase en contacto con las escuelas públicas de Broken Arrow al 259-4300 o 701 S. Main Street, Broken Arrow, OK 74012. Al recibir su solicitud, el proceso siguiente será usado para

proveer la información: El Departamento de Operaciones proveerá la información que es obtenible en manera comprensible y uniforme y, hasta cierto punto viable, en lenguaje que los padres pueden entender.

### **School Internet/Computer Use Policy**

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

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Broken Arrow Public Schools support and respect each family's right to decide whether or not to apply for access. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility. Each user of the district computer networks is responsible for his/her behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the district's policies, rules, and regulations.

As outlined in the Broken Arrow Public Schools Internet Acceptable Use Policy, 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

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

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

Student I.D. #: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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

## Helpful Resources for Teens

### HOTLINES

Youth Services (24 hours).....	258-6545
Oklahoma Statewide Suicide Hotline (24 hours).....	1-800-784-2433
Helpline (8am to 6pm).....	836-HELP (4357)
Boys and Girls Town Crisis Line (24 hours).....	1-800-448-3000
Reach-Out Hotline (Drug & Alcohol) (24 hours).....	1-800-522-9054
National Runaway Switchboard (24 hours).....	1-800-786-2929
National Youth Crisis Hotline (24 hours).....	1-800-442-HOPE (4673)
Oklahoma HIV/AIDS Hotline (24 hours).....	1-800-535-2437
SAFE-CALL (24 hours)....1-877-SAFECALL xOK1.....	1-877-723-3225 x651
Tulsa Police Dept.....	596-9222
Sheriff (Wagoner County).....	485-3124
Broken Arrow Police Dept.....	259-8400

### SUICIDE WARNING SIGNS

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

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

### SAFE PLACE LOCATIONS

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

### DANGER TO OTHERS

If you suspect ANYONE is carrying a weapon onto school property OR is a danger to other individuals in ANY way:

- Talk to your school principal, counselor or other trusted adult, NOW...friends don't let friends get hurt.

BROKEN ARROW PUBLIC SCHOOLS

BOE Approved: 3/10/08

2009-2010 INSTRUCTIONAL CALENDAR

09 JULY 09						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 4 - Independence Day

09 AUGUST 09						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 7-11 - Professional Days

August 12 - First Day of School

09 SEPTEMBER 09						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7 - Labor Day

September 18- Professional Day

09 OCTOBER 09						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 13-14 Parent-Teacher Conf.

October 15-16 - Fall Break

09 NOVEMBER 09						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 25-27 -Thanksgiving Break

November 30- Professional Day

09 DECEMBER 09						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 18 - First Semester End

Dec. 21 - Jan 1 - Winter Break

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

Jan. 4 - Begin Second Semester

Jan. 18 - Martin Luther King, Jr. Day

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

Feb. 15 - Presidents' Day

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

March 11-12 - Parent-Teacher Conf.

March 15-19 - Spring Break

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

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

May 21 - Tentative Last Day of School

May 31-Memorial Day

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

School Not in Session

6 Weeks Summary		9 Weeks Summary		Semester Summary		Professional Days	
1st 6 Weeks	29	4th 6 Weeks	30	1st Semester	85	Aug 7-11	3
2nd 6 Weeks	28	5th 6 Weeks	30	2nd Semester	90	Sept. 18	1
3rd 6 Weeks	28	6th 6 Weeks	30	<b>Total</b>	175	Nov 30	1
<b>Emergency Days Built In Calendar:</b>	3	4th 9 Weeks	45	<b>Calendar Total</b>	180	<b>Total</b>	5

