

# VIRTUAL ACADEMY

Bringing Online Learning HOME



## SECONDARY STUDENT HANDBOOK





## **Broken Arrow Virtual Academy**

412 S. 9th Street,  
Broken Arrow, OK 74012  
918-505-5270  
[www.baschools.org/virtualacademy](http://www.baschools.org/virtualacademy)  
[virtual@baschools.org](mailto:virtual@baschools.org)

### **Office and Classroom Hours**

**Monday through Friday: 7:30 a.m. - 3:30 p.m.**

Entrance is on the west side of the Options Academy

## **Education Service Center**

701 South Main Street  
Broken Arrow, OK 74012  
918-259-5700  
[www.baschools.org](http://www.baschools.org)

### **Notice of Non-Discrimination**

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Deputy Superintendent should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Executive Director of Special Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Assistant Superintendent should be contacted at 918-259-7722 or at 701 South Main Street, Broken Arrow, OK 74012; For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, the Associate Superintendent should be contacted at 918-259-5728 or at 701 South Main Street, Broken Arrow, OK 74012; For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Chief Human Resources Officer should be contacted at 918-259-7724 or at 701 South Main Street, Broken Arrow, OK 74012. Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is included below:

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

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

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





Dear Broken Arrow parents,

Welcome to the Broken Arrow Virtual Academy! We are excited you have enrolled your child in the district's Virtual Academy.

The Virtual Academy at Broken Arrow Public Schools is an ideal option for students who prefer a smaller learning environment, one-on-one communication with teachers, and the ability to choose when and where they work on their courses.

Within this handbook, you will find information on Virtual Academy policies, procedures and guidelines that support your child's learning.

We know all students have different learning styles, and we have a commitment to meet them where they are. As with any Broken Arrow program, our Virtual Academy administrators and teachers are a valuable resource in making sure all children succeed, and they will be available every step of the way.

Again, we are excited to continue to provide the quality education you have come to expect from Broken Arrow Public Schools and look forward to partnering with you as your child successfully navigates virtual learning.

Sincerely,

The Virtual Academy Instructional Team

# Keys for families to have a successful start to learning virtually!



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



It is important that your student has a dedicated learning space. Have an area in your home where your child can work. Provide storage for supplies and folders for materials.



Create a structured schedule and conducive learning environment to ensure the success of your child learning virtually from home. Try to keep the same schedule each day.



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



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



Take time to look through our district resources and website. Follow our social media posts to be alerted when our district hosts activities that your family may enjoy attending!



## Enrollment Process

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

## Classroom

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

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

BAVA does not encourage face-to-face attendance from 6-12 students every day for multiple hours each day. This is designed as a program that is accessed primarily from home and students are able or required to attend during the office/classroom hours.

## Instructional Calendar

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

## School Calendar

BAVA school calendar mirrors BAPS calendar. Any time school is out (holidays, inclement weather) then BAVA will not have office or classroom hours.

## Attendance

Students are expected to log in to their courses five of seven days a week and make progress by completing assignments. To stay on track, students can expect to spend 3-4 hours a day working on virtual coursework. Since BAVA is a self-paced program by nature, students may choose to vary their work days and times to fit their needs, however, students should not procrastinate and get behind in their assignments.

Students who do not log in regularly, who do not fulfill their weekly teacher check-ins, and have multiple missing assignments, may be required to come into the classroom at BAVA for a period of time in order to get back on track with their courses. The support on site schedule will be posted on your student's Canvas pages. This accountability measure will be offered 4 days a week.

Students who do not log in and work on their courses for 10 school days risk being dropped from enrollment. This process will require the parent to re-enroll their student. Being active on assignments, courseloads, and check-ins are required as proof of attendance and are a sign of being "on track" with a virtual program. The dropped student would be recommended for enrollment as one who should be placed back on a traditional learning track at their home site.

## Participation in School Activities

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

## Communication with Students and Parents

Teachers and administration at BAVA will communicate with students weekly through a variety of methods. Students are required to participate in this communication process whether by Canvas messages, phone, face-to-face, or virtually at least once a week.

BAVA staff will also communicate with parents regularly. Communications with parents will include providing information concerning: course progress, current grades, and any concerns the teachers may have about student performance.

Course progress, grades, content, and teacher collaboration will be available in Canvas to both parents and students. Parents must become an observer of their child's account. For support please contact the virtual academy.

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

Students will be expected to communicate (via messaging, face-to-face, or virtually) with their teacher at least once per week. Students will be expected to check their Canvas messages daily to look for communications from their teachers. Students should respond immediately to those messages. They may also contact students using other methods: phone, Remind text, or virtual meetings. Students should respond respectfully to all communications with their teachers using appropriate language. Students who fail to do so will be subject to disciplinary action.

Each teacher has a direct phone line to support students. This number will be posted in the Canvas course for each teacher. Students are to use this number only during school hours. Students must have a specific issue that they are needing support

with (No, “I don’t get it”). Abuse of this service will be handled by the Virtual Academy administration.

Students with a failing grade in a course will be required to come in for support on site for two hours each week for every class that has a failing grade. Failure to attend this required in person support will be counted as absent for that day. Students at BAVA with frequent absences or inactivity will be handled in the same way as a student who has excessive absences at a traditional learning site.

Students may be counted absent if they have excessive missing assignments and limited engagement with coursework.

A daily School Cast call will go out to parents of students who are not on pace, informing them that their student is drastically behind on virtual pacing.

Consistent absences could result in a drop from enrollment at the Virtual Academy.

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

## Technology

Students are required to complete all coursework on their school-issued Chromebooks using their own login credentials. Students are required to purchase Chromebook insurance. (Can do that here) [Broken Arrow Public Schools - Digital Learning with Chromebook Devices \(baschools.org\)](https://www.baschools.org/Digital-Learning-with-Chromebook-Devices) Teachers will monitor Chromebook use to check for academic honesty. Students should not access any other website (such as Google, Brainly or Quizlet) to get assistance on their assignments. Use of other websites to get answers is considered cheating and students may receive zeros on assignments where cheating is evident.

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

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

## Coursework

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

testing procedure will be required to take any test or exam on campus in person.

**Plagiarism:** The district utilizes plagiarism software that will be used to verify creative work. All assignments that have a written component will be checked for cheating (copying and pasting from the website or other document). Students who plagiarize may be given a zero on that assignment should they fail to turn in original work. They may request that assignment to be reset and allowed to complete again, however, continuous violations will not be tolerated.

## School Internet/Computer and Wireless Communication Devices Use Policy for Students

Students enrolled in virtual school still fall under all policies for students in the traditional school setting. To protect your child and ensure that they are in a healthy learning environment, we ask that you refer to the policy for use of wireless communication devices for students. Virtual learning depends on access to computers and the internet. Inappropriate or unauthorized usage of school computers and/or the internet will result in disciplinary consequences. Please review our policy to ensure you and your child are aware of the appropriate use of computers and communication with wireless devices.

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

## Course Guides

[Course guides for students 6-12](#) can be found on our website.

## Support on Site

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

## Transportation

Bus transportation to BAVA is not provided.

## Physical Attendance

- ✦ Students may be required to take mandatory state or district testing and will be advised by BAVA the scheduling of those tests. All mandatory testing will be on campus with students required to attend
- ✦ Students are also required to participate in developing their ICAP (Individualized Career and Academic Plan). Some on campus activities may be required for this purpose. Families will be notified of these requirements and schedules arranged to meet these attendance requirements.

## End of Course Requirements

Students are expected to complete their courses at 100% with a grade of 60% or higher to pass. Students who fail to complete any course at the end of a semester will receive a failing grade for that course.

## Failure to Meet Progress

Progress is constantly being monitored. Students and families will be notified early and often when the student is not meeting progress requirements or is in danger of not finishing the course.

## Reporting Progress

Parents may access student grades at any time through their observer account in Canvas. Since grades can be accessed by the parent (through Canvas) at any time of the semester, no reports of progress will be issued in a hard copy format. Parents may request and receive a copy of their student's transcript at the end of a semester after grades have been updated.

## Behavior

Students are expected to maintain appropriate behavior when communicating with BAVA staff, both online, by phone, and in person. They are to be respectful in their correspondence and include parents in conversations when they need additional support or clarification of what is being communicated with them.

If students are in the classroom they should expect to follow the classroom procedures as outlined by their teachers.

BAVA follows the BAPS Student Code of Conduct with potential consequences implemented for students failing to comply with these expectations. Students should follow the student dress code when on campus as well.

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

## Dress Code

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

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

## Religious and Health Accommodation

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

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

## Enforcement of Dress Code

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

delegated the authority to determine the proper action to be taken in issues related to the dress code.

## Student Records

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

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

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

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

## Distribution & Posting of Materials

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

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

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

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

## Confidentiality

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

## Student Alcohol and Drug Use Testing

The Board of Education does not tolerate students who use, possess, distribute, purchase, sell or are under the influence of alcohol or illegal chemical substances while on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension.

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

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

## Student Surveys

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

Students will not be required to participate in a survey, analysis or evaluation that reveals private information.

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

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

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C.  
20202-5920

## Requirements

Broken Arrow High School is a four year high school. The first year is taught at the Freshman Academy and the last three years are taught at Broken Arrow High School. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Promotion and Graduation Requirements.

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

## Dual Enrollment formerly known as Concurrent Enrollment

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

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

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

## Graduation dress expectations

- » Dress attire (khaki pants, slacks, collared shirts, skirts, dresses):
- » Denim of any kind is not permitted.
- » Shorts of any length or style are not permitted.
- » Comfortable dress shoes (preferably dark in color), are expected (e.g. Leather or leather-type shoes and sandals).
- » Casual shoes such as Flip-flops, Crocs or slides are not permitted.
- » Any graduation dress expectation question or concern must be addressed prior to the day of graduation. A site administrator will provide you with guidance and approval.

## Parental Involvement (Parents' Bill of Rights)

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to

educate parents and support parent involvement in response to the Oklahoma 2014 Parents' Bill of Rights.

[Policy 3260 | www.baschools.org/Policy3260](http://www.baschools.org/Policy3260)

## Student Residency

The Broken Arrow School District is established for the purpose of serving the educational interests of resident students. This policy is established to define the meaning of "legal residence for school purposes" in accordance with state law. The Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of 5 and 21, they are entitled to attend school free of charge in the district of residence.

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

## Transfer - IntraDistrict / Student

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

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

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

## Attendance

Attendance is important because students are more likely to succeed in academics when they attend school consistently. Students may not miss more than nine days in a semester other than for the exceptions listed in Board of Education Policy 4030.

The purpose of this policy is to encourage regular school attendance. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Attendance.

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

## Bullying, Harassment, Intimidation and Threatening Behavior

Bullying, harassment, intimidation and threatening behavior includes, but is not limited to, any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property or place another student in reasonable fear of harm to the student's person/ property. Broken Arrow Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to our administrators so the district can take appropriate actions. All information provided



will be confidential, and if you wish, you have the right to submit this report anonymously at [www.baschools.org/StopBullying](http://www.baschools.org/StopBullying)

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

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

The Broken Arrow Board of Education believes that in order to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol or contraband on school property. Such searches will target lockers, vehicles, school desks or any other area of possible concealment on school grounds, or inside school buildings. Students, staff members and other persons on school property will not be the subject of animal searches.

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

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

## **Student Code of Conduct**

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

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

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

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

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

