

VIRTUAL ACADEMY

Bringing Online Learning HOME



ELEMENTARY STUDENT HANDBOOK





Broken Arrow Virtual Academy

412 S. 9th Street,

Broken Arrow, OK 74012

918-505-5270

www.baschools.org/virtualacademy

virtual@baschools.org

Office and Classroom Hours

Monday through Friday: 8 a.m. - 3:30 p.m.

Education Service Center

701 South Main Street

Broken Arrow, OK 74012

918-259-5700

www.baschools.org

Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the 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



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 to Success for Families of Virtual Learners



Be sure to complete all online orientation requirements and take advantage of opportunities to visit with teachers and administrators.



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



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 child 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!

BAVA Elementary School Hours

Office hours are Monday through Friday from 8:00 a.m. to 3 p.m.

These are not mandatory attendance hours, but rather times students may come in for extra help. Teachers may request students to attend if their progress is behind or their grades are low. Additional enrichment activities may be scheduled with students during these times. Teachers are also available for academic assistance at other times during the week via distance learning methods. (Google Meets, Microsoft Teams, etc.)

Families will receive a schedule of state and district assessments which will require student attendance at the BAVA site.

Instructional Calendar

To view the instructional calendar, please visit

www.baschools.org/InstructionalCalendar

Student Code of Conduct

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

student is assisted in developing responsibility and self-control. Each student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- » **Being respectful to other students, school staff and visitors.**
- » **Doing one's best in lessons and 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)

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

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 1-800-872-5327 Special Education If a student has a condition or disability that significantly interferes with participation in school then the student may require a school accommodation plan in order to be successful. Broken Arrow Public Schools provides special education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the principal to initiate a referral for eligibility determination. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Educational Services for Students under Section 504 and Title II of the Americans with Disabilities Act.

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

Child Find

Child Find involves the identification of students in need of special education due to an established or suspected disability defined by IDEA/Public Law. Child Find efforts include all individuals age 3-21 not enrolled in school, as well as those who attend public and private schools, head start programs, state institutions and other child care or treatment facilities. Children not of school age must reside in the boundaries of Broken Arrow Public Schools to be included in the child find efforts conducted by the school district. Broken Arrow Public Schools maintains a comprehensive screening and multidisciplinary referral, evaluation and 7 eligibility process for the identification of children with suspected disabilities. Evaluation to determine eligibility for special education is available to the parent/guardian at no cost. Information regarding evaluation procedures may be requested by contacting the district's special services department at 918-259-5700 or 701 S. Main St., Broken Arrow, Okla. As mandated by the Oklahoma State Department of Education, Broken Arrow Public Schools is required to fully inform parents that personally identifiable information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but is not limited to parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational and information gained through observations in the classroom or other environments. It is the responsibility of the Broken Arrow Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA). A copy of Parent Rights is provided at the time parent consent is obtained for evaluation. Please refer to the following Broken Arrow Public Schools Board of Education Policy link for more information on Student Records.

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

Elementary Clubs & Organizations

BAVA students may request to participate in clubs and activities at their home elementary school site, and/or participate at any clubs offered on site at BAVA. Requests must be made in advance with the Principal at that site. For a list of clubs and activities, please find your child's specific school site at www.baschools.org and click the "Clubs and Activities" tab on the left side of the web page. Please

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

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

Assessing Student Progress

Reports of Progress will be provided to every family at the end of each trimester. Teachers will communicate regularly with parents to advise them of any concerns and provide assistance as needed. Parent/teacher conferences will be held according to the district calendar. Conferences will be scheduled as needed and by request of the teacher or family. Assessments and tests will be provided throughout the school year to assist in monitoring student needs and progress and to meet state testing requirements.

Change of Contact Information

Please keep BAVA updated on any changes in your contact information. As we communicate with students and families, we will need to be able to communicate regularly. By updating your information, we will be able to ensure that we support your child's learning and keep you updated on all information or progress.

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

Lunch

Lunch can be available for virtual students. Contact the school for more information.

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](http://www.baschools.org/Policy4295)

Chromebook

Chromebooks are available to our elementary students that participate in the district chromebook insurance plan. All information involving chromebook (including insurance) can be found by following this link: [Broken Arrow Public Schools - Digital Learning with Chromebook Devices](#) (baschools.org) It is also under the parents tab on the main homepage.

Medication

Medication will not be administered through the virtual academy due to students receiving their instruction virtually. Students will need to take medicine at home prior to accessing staff assistance and resources BAVA. Please refer to the BAPS board of education policy link for information on medication taken at school.

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

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

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

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

Inhaled Medications Administered by Non-Nurse School Employees

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

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

Elementary Growth and Development

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

Screenings

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

Vision Screening

The 50th Oklahoma Legislature passed Senate Bill 1795 to stipulate that children entering school should receive adequate vision care. The law stipulates parents/guardians of each student enrolled in kindergarten, first and third grades at a public school must provide proof that their student passed a vision screening exam within the last 12 months. The district can provide this service with parent permission. More information can be found at www.health.state.ok.us or you can contact your child's nurse.

School Internet/Computer Use Policy

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. Inappropriate or unauthorized usage of school computers and/or the internet will result in disciplinary consequences.

Virtual Online Format

Virtual students will be using the same curriculum as our in-person sites. Lessons will be delivered synchronous and asynchronous through Canvas and video conferencing tools. There will be opportunities for students to come to the school for in-person activities.

- Math- Origo
- Reading/language- Making Meaning
- Social Studies- Social Studies Weekly
- Science- Twig
- Electives- Teacher created activities

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

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)

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