



## **SECTION IV: STUDENTS**

## **POLICY 4080**

### **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 is reasonably believed to disrupt the teaching and/or learning. The following dress code for all students is established:

#### Dress

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:
  - "See-through" shirts or blouses may not be worn.
  - 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.
  - 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.
  - Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments.
3. Pants: Pants, jeans, or slacks that are neat and clean are acceptable.
  - 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 waistband of properly worn pants (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 is a safety risk to the student or others is prohibited.
  - 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.
  - Loose fitting nylon warm-up and wind suits are acceptable for school wear.
  - Sagging is not acceptable.
  - Pants may not ride low exposing the torso, or back or undergarments.
  - Pajama style pants are not appropriate for school wear.



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4. Shorts: Shorts that 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.
  - Please note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury.
  - Certain types of shoes may be required for certain school activities.
6. Accessories: Examples of accessories which are not acceptable include the following:
  - Headbands, arm bands, leg bands.
  - Hats, hoods and caps when worn in the building.
  - 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 of 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.
  - Body piercing that is disruptive or distracts from the educational process.
  - Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
  - 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 or design that conveys crude, vulgar, profane, violent, death-oriented, gang-oriented, sexually explicit or sexually suggestive messages or advertises tobacco, alcohol, illegal drugs or drug paraphernalia is not acceptable.
8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations (whether temporary or permanent) that are disruptive to or distract from the educational process or convey crude, vulgar, profane, violent, death-oriented, gang-oriented, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, illegal drugs or drug paraphernalia are not acceptable.
9. Hair: Hair must be clean and neatly groomed.
10. 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. Only those 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



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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 High School and the Freshman Academy is defined in the Secondary Student Handbook and is considered a Board of Education 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.

Source: *Broken Arrow Board of Education Policy Adopted, August 20, 1984.*  
*Broken Arrow Board of Education Policy Revised, May 21, 1990.*  
*Broken Arrow Board of Education Policy temporary amendment authorized by Task Force Committee, July 23, 1990.*  
*Broken Arrow Board of Education Policy Administrative Memorandum No. 2 Task Force Committee's proposed changes, Policy revised, December 17, 1990.*  
*Broken Arrow Board of Education Policy revised, August 19, 1991.*  
*Broken Arrow Board of Education Policy revised, June 21, 1993.*  
*Broken Arrow Board of Education Policy revised, August 19, 1995.*  
*Broken Arrow Board of Education Policy revised, July 23, 2001,*  
*Broken Arrow Board of Education Policy revised, June 26, 2003.*  
*Broken Arrow Board of Education Policy revised, May 17, 2004.*  
*Broken Arrow Board of Education Policy revised, March 13, 2006.*  
*Broken Arrow Board of Education Policy revised, March 12, 2007.*  
*Broken Arrow Board of Education policy revised, April 6, 2009.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



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### DRUG TESTING OF STUDENTS

### PARTICIPATING IN COMPETITIVE PHYSICAL ACTIVITIES

The Board of Education of the Broken Arrow School District (the “School District”), in order to protect the health and safety of students participating in competitive physical extracurricular activities and to educate and direct these students away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing for the use of illegal drugs, alcohol and performance-enhancing drugs of students participating in competitive physical extracurricular activities.

#### **STATEMENT OF PURPOSE AND INTENT**

1. It is the desire of the Board of Education, administration and staff that all students in the School District refrain from using or possessing alcohol and illegal or performance-enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance-enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in competitive physical extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance-enhancing drugs.

2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance-enhancing drugs.

3. The purpose of this Policy is to prevent alcohol and illegal or performance-enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance-enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance-enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance-enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in competitive physical extracurricular activities and who is found to be in violation of the Policy to participate in such extracurricular activities. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District’s Student Behavior Policy.**



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#### **DEFINITIONS**

1. “Extracurricular” means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum.

2. “Student competitive physical extracurricular activities participant” means any student participating in any competitive physical extracurricular activity, including any 7<sup>th</sup>-12<sup>th</sup> grade member of any School District sponsored interscholastic sports team or other extracurricular activity requiring physical activity, including athletes, cheerleaders, dance team members, BAHS Show Choirs, Jungle Squad and members of “The Pride” marching band and color guard, hereinafter referred to as “student participant(s).”

3. “Coach/Sponsor/Director/Instructor” means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader or dance team of the School District, BAHS Show Choirs, Jungle Squad or to direct and/or instruct “The Pride” marching band and color guard.

4. “Competitive physical extracurricular activity” means participation by a student on any athletic team, cheerleader or dance team sponsored by the School District, or participation in “The Pride” marching band and color guard.

5. “Alcohol” means ethyl alcohol or ethanol and any alcoholic beverage and includes “low-point beer” as defined by Oklahoma law.

6. “Illegal drugs” means any substance that an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. For purposes of this policy "Illegal drugs" also includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all legally-obtained prescribed and over-the-counter drugs and other substances including, but not limited to, paint, glue, aerosol sprays, spices, potpourri, bath salts, etc. being used for an abusive, mood-altering or illicit purpose, and paraphernalia to use such drugs and substances.

7. “Performance-enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins that can be lawfully purchased in over-the-counter transactions.



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

9. “Random selection basis” means a mechanism for selecting student participants for drug and/or alcohol use testing that:

- a. results in an equal probability that any student participant from a group of student participants subject to the selection mechanism will be selected, and
- b. does not give the School District discretion to waive the selection of any student participant selected under the mechanism.

10. “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 or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

11. “Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

### **PARTICIPATION AND PROCEDURES – COMPETITIVE PHYSICAL EXTRACURRICULAR ACTIVITIES**

1. Alcohol and illegal or performance-enhancing drug possession or use is incompatible with participation in competitive physical extracurricular activities on behalf of the School District. For the safety, health and well-being of the student participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance-enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. Each student participant shall be provided with a copy of this Policy and the “Student Competitive Physical Extracurricular Activity Participant Alcohol and Illegal or Performance-Enhancing Drugs Contract (the “Competitive Physical Extracurricular Activities Contract”) which shall be read, signed and dated by the student, parent or custodial guardian and



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a coach/sponsor/director/instructor before such student shall be eligible to practice or participate in any competitive physical extracurricular activity. No student shall be allowed to practice or participate in any competitive physical extracurricular activity unless the student has returned the properly signed Contract.

3. The head coach/sponsor/director/instructor of each team or activity shall provide all prospective student participants drug/alcohol education information prior to the first practice in such sport/activity. Parents and students are required to sign an acknowledgement form stating they understand the Broken Arrow School District Policy on Student Alcohol and Drug Testing.

4. The principal and head coach/sponsor/director/instructor shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student participant has been reported. If a violation of the Policy is determined to have occurred by a student participant, the superintendent or designee will contact the student, the coach/sponsor/director/instructor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

5. The Competitive Physical Extracurricular Activities Contract for alcohol and illegal or performance-enhancing drug and/or alcohol use testing shall be for the student participant to provide a urine sample: a) for a mandatory initial drug test at the beginning of the school year or at the beginning of a sport or activity; b) as chosen by the random selection basis; and c) at any time a student participant is requested by the superintendent or designee, athletic director, sponsor, coach, director, or instructor, based on reasonable suspicion, to be tested for alcohol and illegal or performance-enhancing drugs.

6. Random drug and/or alcohol use testing for student participants will be conducted weekly from a list chosen on a random selection basis from all applicable student participants. The School District will determine a weekly number of student names (not to exceed 20% of total students participating in competitive physical extracurricular activities) to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance-enhancing drugs.

7. In addition to the drug and alcohol use tests required above, any student participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

8. The School District will set a fee charge to be collected from each student when the Competitive Physical Extracurricular Activities Contract is signed and returned to the coach or sponsor.

### **TESTING PROCEDURES**



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1. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

2. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The superintendent or designee shall designate a sponsor, coach, director, instructor or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen, provides any assistance by providing a sample to another student, or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may but is not required to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

3. If, when directed, a student is unwilling, unable or fails to provide a specimen amount sufficient for testing, the laboratory monitor will initiate the laboratory's "Shy Bladder" protocol. The monitor will explain to the student that they will have up to three (3) hours to produce an adequate sample, and encourage the student to drink fluids, per the protocol, while remaining at the collection site. If the student refuses to remain at the collection site until he/she has provided an adequate specimen or until the three hours has elapsed, it is a "Refusal to Test." If the student does not produce an adequate specimen within the allowed time period, and the time period has elapsed, the monitor will discontinue the collection process and record that no specimen was provided. At this point the student must obtain, at their own expense and as soon as possible, a medical evaluation from a qualified, licensed physician concerning the student's inability to provide an adequate specimen. A written report concerning the examining physician's findings must be provided to the laboratory's Medical Review Officer for review and final determination. If the student fails to obtain the required medical exam in a timely manner, or if it is determined



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through the required medical exam that there is no satisfactory medical explanation for the inability to provide an adequate specimen, it is deemed a “Refusal to Test.”

4. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance-enhancing drug or the metabolites thereof. 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. The unused portion, if any, of a specimen that tests positive for alcohol or illegal or performance-enhancing drugs shall be preserved by the laboratory for a reasonable period of time as determined by the laboratory.

5. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the superintendent or designee with the results. The superintendent or designee will contact the student participant, the head coach/sponsor/director/instructor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the superintendent or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the superintendent or designee will arrange for another test at the same laboratory or at another laboratory agreeable to the superintendent or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

6. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance-enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the superintendent or designee. The School District will rely on the opinion of the appropriate person from the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance-enhancing drug.

7. A student who has been determined by the superintendent or designee to be in violation of this Policy shall have the right to appeal the decision to the superintendent or designee(s). Such appeal must be lodged within five (5) school days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any competitive physical extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent or designee’s decision and that decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.



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8. Before a student who has tested positive in an alcohol or drug use test may rejoin his/her competitive physical extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance-enhancing drugs. The School District will rely on the opinion of the appropriate person from the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance-enhancing drugs used by the student before the offense or by more recent use.

9. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

#### **VIOLATION**

Any student participant who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in competitive physical extracurricular activities and offered educational and support assistance to stop using.

1. **For the First Offense:** Suspensions will be based on the number of regular season games/contests/events scheduled for the applicable sport or activity. Regular season games/contests include games/contests played in tournaments but does not include scrimmages and/or post-season play.

Student participants who violate this policy and play in a sport/activity with one (1) to twelve (12) regular season games/contests/events will serve a minimum one (1) game suspension before being considered for re-instatement. In addition to the suspension, the student must also complete mandatory substance abuse education/counseling sessions, submit to one or more additional mandatory drug tests, and complete six (6) hours of community service as determined by the District. The student may return to active participation in the activity while completing these remaining requirements.

Student participants who violate this policy and play in a sport/activity with thirteen (13) to twenty-four (24) regular season games/contests/events will serve a minimum two (2) game suspension before being considered for re-instatement. In addition to the suspension, the student must also complete mandatory substance abuse education/counseling sessions, submit to one or more additional mandatory drug tests, and complete six (6) hours of community service as determined by the District. The student may return to active participation in the activity while completing these remaining requirements.

Student participants who violate this policy and play in a sport/activity with twenty-five (25) or



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more regular season games/contests will serve a minimum three (3) game suspension before being considered for re-instatement. In addition to the suspension, the student must also complete mandatory substance abuse education/counseling sessions, submit to one or more additional mandatory drug tests, and complete six (6) hours of community service as determined by the District. The student may return to active participation in the activity while completing these remaining requirements.

Student participants who participate in more than one (1) sport/activity will be suspended from the sport/activity in which he/she is participating at the time of the positive drug test result. Suspensions occurring from a positive test result that occurs between athletic seasons will be based on and served during the sport/activity immediately following the time of the positive drug test result.

A student who is suspended from participation in competitive physical extracurricular activities for a first offense will continue to participate in all practices and team meetings, but shall not suit up or participate in games or events.

Successful completion of the school district-provided substance abuse education/counseling program by the student participant and their parent or custodial guardian and completion of the community service hours is required. The student or parent must provide documentation of successful completion of this commitment to the superintendent or designee. The allowable timeline for completing these requirements will be at the sole discretion of the superintendent or designee based on the dates of the student suspension and substance abuse education/counseling sessions. At minimum, the student participant must serve the mandatory game/activity suspension, be enrolled to attend the counseling sessions, and actively engaged in completing the community service. Suspensions may be re-imposed for student participants who fail to attend required sessions or complete the required community service.

Following the first offense, the student may be required to submit to one or more additional mandatory drug use tests as determined by the superintendent or designee. The parents or custodial guardians of the student who is suspended will pay for the cost of the additional drug use test(s). The School District will rely on the opinion of the appropriate person from the laboratory which performed or analyzed the additional alcohol or drug use test(s) in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance-enhancing drugs used by the student before the offense or by more recent use. A student participant who retests positive in such drug use test, if deemed to be from more recent use, shall have violated the policy and shall be subject to the subsequent restrictions for the next offense.

2. **For the Second or Subsequent Offense:** Complete suspension from participation in all competitive physical extracurricular activities including all meetings, practices, performances and competitions for eighteen (18) continuous and successive school weeks



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from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. In addition to the suspension, in order to regain eligibility status the student must complete mandatory substance abuse education/counseling sessions, submit to one or more additional mandatory drug tests, and complete fifteen (15) hours of community service as determined by the District.

Following a second or subsequent offense, documented successful completion of the required education/counseling sessions, community service, and negative drug use test results are required prior to reinstatement to any competitive physical extracurricular activity. In lieu of completing the required District-provided education/counseling sessions, the student may, at their own expense, voluntarily undergo a comprehensive evaluation by a certified Substance Abuse Professional. By providing documentation of the evaluation and the successful completion of the treatment, education, and/or counseling program recommended by the SAP, the student may reduce the suspension period by one half, from eighteen (18) weeks to nine (9) weeks.

3. **Self-Referral:** As an option to the consequences for a first offense only, a student may self-refer to the superintendent or designee or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all competitive physical extracurricular activities after the following conditions have been fulfilled: a conference has been held with the student participant, the superintendent or designee and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a written participation commitment by the student and parent for minimum of four (4) hours of substance abuse education/counseling provided by the school or an outside agency, and six (6) hours of approved community service. Documentation of successful completion of this commitment must be provided to the superintendent or designee by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

### **REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST**

If, after signing the Competitive Physical Extracurricular Activities Contract a student participant who refuses to submit to an alcohol or drug use test authorized under this Policy, such student participant shall not be eligible to participate in any competitive physical extracurricular activities including all meetings, practice, performances and competitions for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.



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#### Medical Marijuana

1. Notwithstanding the provisions above, a student extracurricular activities participant in possession of a valid medical marijuana license shall not be considered in violation of this policy based on a positive drug test for marijuana or its metabolites. A student extracurricular activities participant who is a medical marijuana license holder may be considered in violation of this policy if he or she uses, possesses, sales, distributes, purchases or are under the influence of medical marijuana or medical marijuana product.
  
2. As used in this section, a determination of whether an applicant or employee is “under the influence of medical marijuana or medical marijuana product” shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
  - A. Observation of any of the conduct or phenomenon described below:
    - (i) the smell of marijuana on around the individual;
    - 
    - (ii) Disorganized thinking;
  
    - (iii) Paranoia and/or confusion;
  
    - (iv) Bloodshot eyes;
  
    - (v) Increased heart rate;
  
    - (vi) Increased appetite; or
  
    - (vii) Loss of Coordination and
  
  - B. Any circumstance that would permit the school district to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy.



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**POLICY 4090**

DRUG TESTING OF STUDENTS  
PARTICIPATING IN COMPETITIVE PHYSICAL ACTIVITIES

**Broken Arrow School District  
Competitive Physical Extracurricular Activities Student Participant  
Alcohol and Illegal or Performance-Enhancing Drugs Contract**

**Statement of Purpose and Intent:**

Participation in school sponsored competitive physical extracurricular activities at the Broken Arrow School District is a privilege and not a right. Such privilege is governed by the attached Broken Arrow School District Policy on Student Alcohol and Drug Testing (the "Policy"). Alcohol and illegal or performance-enhancing drug use of any kind is incompatible with participation in such activities on behalf of the Broken Arrow School District. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance-enhancing drugs.

**Participation in Extracurricular Activities:**

For the safety, health and well-being of the students of the Broken Arrow School District, the Broken Arrow School District has adopted the attached Policy and this Student Competitive Physical Extracurricular Activities Participant Alcohol and Illegal or Performance-Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor/coach/director/instructor before such student shall be eligible to practice or participate in any competitive physical extracurricular activity. No student shall be allowed to practice or participate in any competitive physical extracurricular activity unless the student has returned the properly signed Contract.

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Student's Last Name      First Name      Middle Initial      Student ID Number

I understand after having read the Policy and this Contract that, out of care for my safety and health, the Broken Arrow School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance-enhancing drugs. As a student participant in competitive physical extracurricular activities, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance-enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance-enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

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Signature of Student

Date





## SECTION IV: STUDENTS

## POLICY 4190

### MEDICATION TAKEN AT SCHOOL

#### Purpose

The purpose of this policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-administer medication and how District personnel will maintain, administer, monitor and dispose of student medication.

#### Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medication" includes all prescription medications and over-the-counter medicines such as, but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

"Physician" means a licensed physician or other health care provider with prescriptive authority.

"Sunscreen" means a compound topically applied to prevent sunburn.

#### Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription, nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the District retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

There must be a Broken Arrow Public Schools Emergency Information and Authorization Form ( H 1 4 ) on file to administer any medication. This form must be completed annually.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The



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school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's order. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel and application of sunscreen;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

Licensed Nurses may not delegate respiratory care therapy to unlicensed persons. Non-nurse employees will not be responsible for assessment or determination of the student's condition prior to or after administration of a medication.

Students who are able to self-carry and self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's



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responsibility to contact the physician and have the physician complete and return the required order. Medications being self-carried must have the appropriate labeling as stated in this policy.

- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication by a student understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment. It is the parent's or physician's responsibility to educate the student regarding all aspects of self-administration and custody of medication.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the District is not responsible for safeguarding the student's medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities, the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons. Carrying medication or self-administering medication without prior permission is strictly prohibited.
- Students will not be allowed to self-administer DEA Schedule medications such as:
  - Narcotics;
  - Prescription pain killers;
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - Other medication hereafter designated in writing by the District.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectable medications only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes policy.
- Students who self-administer medication are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.



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### MEDICATION TAKEN AT SCHOOL

#### Sunscreen

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

#### Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

The parent must provide and maintain a supply of nonprescription medication for the student.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician.

Medications administered more than 10 consecutive days will require a physician's specific order.

#### Prescription Medication

Except for District-wide Epinephrine injectors, school staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;



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### **MEDICATION TAKEN AT SCHOOL**

- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

All controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the District;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

#### **District-Wide Use of Epinephrine Injectors**

The Board of Education has authorized the Superintendent to obtain a prescription for Epinephrine



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## POLICY 4190

### MEDICATION TAKEN AT SCHOOL

injectors in the name of the school District. This prescription will be of a quantity sufficient to provide for two (2) injectors at each District site.

The Superintendent will designate personnel at each school site to:

- be responsible for obtaining and maintaining an adequate supply of injectors from the District's central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee, except a school nurse or health aide, will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

School employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the District.

#### Administration of Opiate Antagonists (e.g., Narcan) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.



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## **POLICY 4190**

### **MEDICATION TAKEN AT SCHOOL**

*Reference: Okla. Stat. tit. 70 § 1-116.2, 70 § 1-116.3*

Source: *Broken Arrow Board of Education policy adoption, April 4, 1983.*  
*Broken Arrow Board of Education policy revised, August 6, 1984.*  
*Broken Arrow Board of Education policy revised, June 2, 1997.*  
*Broken Arrow Board of Education policy revised, April 2, 2001.*  
*Broken Arrow Board of Education policy revised, August 4, 2003.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 14, 2014.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## **SECTION IV: STUDENTS**

## **POLICY 4220**

### **PEDICULOSIS (HEAD LICE), BED BUGS, CONTAGIOUS DISEASES TREATMENT, AND ATTENDANCE AT SCHOOL**

The District is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances. Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying that there is no danger of the condition spreading to others in the school environment. The District will comply with physician instructions when implementing the requirements of this policy.

Bed Bugs: If a student has been confirmed of transporting bed bugs on their person, every effort will be made to assist the child and/or parents to keep them at school. Students may be provided additional clothes, clothes dried at a high temperature for 30 minutes and/or personal items stored in a plastic tub. Students will be monitored for 10 days. In the event that bed bugs are repeatedly found on the student or his/her belongings the District may take additional actions to protect the school community from the spread of bed bugs.

Head Lice: Any student who is determined to be afflicted with a contagious health condition such as head lice shall be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment.

Contagious Disease: Absent a diagnosis of a contagious disease from the health department or health care provider, a school administrator or designee may exclude from work or school any employee or student suffering from or exhibiting

~~Students who have had~~ a fever, sore throat, severe cough, rash, diarrhea or vomiting. Employees and/or students must be symptom free for 24 hours, without the use of symptom reducing medication, prior to returning to school.

Pink Eye: Students and employees who have pink eye or another eye infection must be symptom free or consult with the school nurse or provide a physician's statement prior to returning to school.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## SECTION IV: STUDENTS

## POLICY 4270

### USE OF SECURITY CAMERAS SCHOOL BUS VIDEO CAMERA POLICY

#### Policy Statement:

1. Security cameras may be installed in situations and places where the security of either property or people would be enhanced.
2. When appropriate, cameras may be placed throughout the District, inside and outside of District buildings or vehicles.
  - a. Cameras will be used in a manner consistent with all existing District policies; and
  - b. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Generally, an individual has no reasonable expectation of privacy in public places or common areas, including, but not limited to:
    - Classrooms
    - Offices
    - Hallways
    - Parking lots
    - Cafeterias
    - District owned or leased transportation

#### Policy Purpose:

1. The purpose of this policy is to regulate the use of security cameras.
2. The function of security cameras is to assist in protecting the safety and property of the District.
3. The primary use of security cameras will be to record images for future identification of individuals involved in criminal activities.

#### Policy Requirements:

1. School administration, campus security and/or technology individual(s) is/are designated to be involved with, or have access to, District security camera data.
2. When an incident is suspected to have occurred, the individual designated under paragraph 1 of this section may review the images from the security camera data.
3. No video data may be copied, e-mailed, downloaded or otherwise distributed without prior authorization.
4. The installation of new security cameras must be approved in advance by the Superintendent or designee. The Superintendent may authorize the use of security cameras when he/she deems the use in the best interest of the District.
  - a. Once approved, new security cameras, except in limited instances approved by the Superintendent or designee, must connect to the District's centralized security system which will be maintained by the IT Department.
5. No employee, student, staff, administrator, media or member of the public is allowed to install or conceal camera devices in or around District property.
6. Any person acting to remove, alter, bypass, disconnect or otherwise affect the operation of any camera or monitor installed in, or around, District property or vehicles without the express prior approval of the Superintendent or designee, or who violates this policy, will be subject to disciplinary or other adverse action including, but not limited to, removal from District property and prosecution.



## SECTION IV: STUDENTS

POLICY 4270

### USE OF SECURITY CAMERAS/SCHOOL BUS VIDEO CAMERA POLICY

#### School Buses and District Vehicles:

This policy also provides for the use of security cameras on District buses or District vehicles for disciplinary and security purposes. This policy will support efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on District-owned, operated, or contracted buses or vehicles. The Transportation administrators or designee(s) are responsible for installation and maintenance of bus cameras and Digital Video Recording (DVR) systems. Transportation administrators or designee(s) are authorized to take appropriate disciplinary action to correct any inappropriate behavior reflected on the recording. If necessary, building administrators at the school the student attends may be asked to view the recording before disciplinary action is determined.

~~Video and audio recording equipment may be used in school buses as a tool for driver training and safety education. The equipment may also be used to help monitor the behavior of students. The purpose of using the camera is to permit the school bus driver to devote his or her attention to the safe operation of the vehicle while limiting the distraction of having to continuously monitor the behavior of students.~~

Each bus shall have posted in a place visible to all passengers a sign/sticker advising of the video recording. the following sign:

~~"The action of passengers on this bus are subject to being recorded on video recording.~~

~~Any misconduct or violation of bus rider rules by any passenger will subject the individual to the disciplinary rules of the Broken Arrow Public Schools."~~

~~Video recordings recorded aboard buses may be viewed by administrators of the transportation department to determine if a student is responsible for any infractions of rules or misconduct for which disciplinary action should be taken. Administrators are authorized to take appropriate disciplinary action to correct any inappropriate behavior reflected on the recording. If necessary, building administrators at the school the student attends may be asked to view the recording before disciplinary action is determined.~~

Video recordings will be retained routinely for no more than 30 days; provided, however, that if a disciplinary action is taken as a result of conduct disclosed by the video recording, that video recording shall be retained until such time as the disciplinary action is completed. Video/audio recordings will be considered "student records" and appropriate privacy practices will be observed.

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of District students to or from other schools or events related to such schools or school-related activities.



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## POLICY 4270

### USE OF SECURITY CAMERAS/SCHOOL BUS VIDEO CAMERA POLICY

The use of security cameras shall not place a duty on the District to regularly monitor live camera images and/ or video or audio recordings, and it shall not place on the District any additional duty in regard to providing a safe facility.

A security camera will not necessarily be installed in each and every vehicle owned, leased, contracted and/or operated by the District, but cameras may be rotated from vehicle to vehicle without prior notice.

#### Notification Requirements:

Except in emergency or investigative situations, all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.

Notification signs shall be placed in conspicuous areas. For buildings with interior cameras, this shall include, at a minimum, the placement of signs at all primary building entrances. All such signs shall contain a notification that the cameras may or may not be monitored.

#### Related Policy Information:

1. Recorded security camera data must be retained for a period of at least 14 days unless retained as part of a student discipline record, criminal or civil investigation, court procedure, or other bona fide use;
2. Security camera data is not considered to be Directory Information and may be subject to confidentiality restrictions including, but not limited to, FERPA requirements.
  - a. Requests to release information obtained through security cameras must be submitted to the Superintendent or designee and approved prior to release.

#### Exclusions:

1. Cameras installed or utilized for criminal and civil investigations are subject to appropriate state and federal laws and are excluded from this policy;
2. Cameras used for instructional purposes are excluded from this policy; and
3. Cameras used for internal personal investigations are excluded from this policy.

#### Definitions:

<u>Word</u>	<u>Definition</u>
<u>Security camera</u>	<u>Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of District facilities and/or people in District facilities. Such devices may include, but are not limited to: analog and digital security cameras, close circuit television, web cameras, and computerized visual monitoring.</u>
<u>Security Camera data</u>	<u>Images captured by security cameras, which may be real-time or preserved for review at a later date.</u>



## SECTION IV: STUDENTS

## POLICY 4270

### USE OF SECURITY CAMERASSCHOOL BUS VIDEO CAMERA POLICY

Centralized  
Security  
System

Core infrastructure maintained by IT for purposes of storing and retrieving images from all security cameras deployed across the District. Infrastructure could include storage resources, such as disk drive arrays, as well as dedicated servers. Servers could perform activities such as storing images for later retrieval, retrieving images for investigation purposes, and maintaining logs of all access to stored security camera data.

~~Video recordings will be retained routinely for no more than 30 days; provided, however, that if a disciplinary action is taken as a result of conduct disclosed by the video recording, that video recording shall be retained until such time as the disciplinary action is completed. Video/audio recordings will be considered “student records” and appropriate privacy practices will be observed.~~

Source: *Broken Arrow Board of Education policy adoption, June 21, 1993.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## SECTION IV: STUDENTS

**POLICY 4285**

### SERVICE ANIMALS

#### Purpose

The purpose of this policy is to establish procedures for the use of service animals in the District, including school buildings, school vehicles and other school property.

#### Policy

The District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees, ~~and~~ students and visitors with disabilities.

The district does **not** allow the following types of animals in its facilities and programs unless specifically authorized by the district's board of education:

1. "Emotional support animal" meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability.

The district will post in a conspicuous location outside the entrances of each of its facilities a sign stating which animals or types of animals are prohibited in its facilities and programs. The sign must also state that the service animals are permitted.

#### Definitions

"Service animal" is defined by the Americans with Disabilities Act (ADA) as any service dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal is limited to the animals defined under the ADA and ~~does~~ not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

"Employee" is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District's board of education.

"Student" means a child who is currently enrolled at the District, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

"Visitor" means an individual other than an employee or student who is present in areas of district property that have been made available by the district to the general public and/or specified members of the public, including, but not limited to family members of students/employees and individuals attending a public event held on school district property.

#### Procedures/Requirements for Employees and Students



## SECTION IV: STUDENTS

## POLICY 4285

### SERVICE ANIMALS

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. Should an employee intend to use a service animal, they will submit a notification of the intent to use this service animal to the District's Human Resources Department. Should a student intend to use a service animal, they will submit a notification of this intent to the District's Instructional Services Department. The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).
- B. Notifications for the use of service animals on District property by an employee or student will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the District's consideration of the use of a service animal, the District may require certification of proper vaccinations verified by a veterinarian.
- D. The District's review of use of a service animal may include consideration of a student's IEP or Section 504 records. The District may also request a meeting with the employee or student.
- E. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. The District's approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.
- F. ~~Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification.~~ It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in District vehicles when:
  - 1. The inclusion of the service animal is documented as required on District transportation forms; and
  - 2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

[Procedures/Requirements for Visitors](#)



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## POLICY 4285

### SERVICE ANIMALS

The use of service animals by visitors with disabilities is subject to the following procedures and requirements:

A. When a visitor seeks to bring a service animal onto school property, staff may ask the visitor to provide the following information in order to confirm that the animal qualifies as a service animal under this policy:

1. Whether the visitor's animal is a service animal required because of a disability.
2. The work or task the visitor's animal has been trained to perform.

Staff shall not question visitors regarding their use of a service animal except as set forth above. Staff shall not inquire as to the nature of the visitor's disability, request documentation regarding a visitor's service animal, or request that the service animal demonstrate the work/task it has been trained to perform.

B. Except as provided in this policy, visitors with disabilities shall be permitted to be accompanied by their service animals in all areas of school facilities where similarly situated non-disabled visitors are permitted to be present.

C. Visitors shall not be allowed to bring a service animal into an area of school property where the presence of the service animal would pose a risk to the health or safety of others.

D. When a visitor requires accommodations to be made to district policies, practices or procedure to allow a service animal to accompany the visitor on school property, the visitor must, whenever possible, provide prior written notice to the building principal no later than one (1) week before the service animal will be present on district property.

#### Control and Supervision of Service Animals

A. The owner/handler of a service animal must be in full control of the animal at all times.

B. Service animals must always be on a leash or other form of restraint mechanism, unless impracticable or unfeasible due to the disability of the employee, student or visitor.

CH. The responsibility for the care and supervision of the service animal rests solely on the employee, ~~or student,~~ or visitor. The District is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed



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## POLICY 4285

### SERVICE ANIMALS

on a case-by-case basis in the discretion of the building administrator.

DI. Pursuant to federal law, the District retains discretion to exclude or remove a service animal from District property and/or transportation if:

1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
2. The service animal is not housebroken;
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

#### Miniature Horses

A The district will make reasonable modifications in policies, practices, or procedures to accommodate a miniature horse that qualifies as a service animal under this policy and the ADA, but doing so may not be possible in all circumstances.

B. In determining whether it is feasible to allow a student, employee or visitor to be accompanied by a miniature horse that qualifies as a service animal in a specific district facility, the district will consider:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in the specific facility compromises legitimate safety requirements that are necessary for safe operation.

#### Liability

AnThe employee, ~~or~~ student or visitor accompanied by a service animal will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal.

IndividualsThe ~~employee or student~~ who uses a service animal on District property will hold the District harmless and indemnify the District from any such damages.

#### Visitors

~~Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of District facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).~~

#### Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the District's grievance procedures.



## SECTION IV: STUDENTS

## POLICY 4285

### SERVICE ANIMALS

#### Requirements for Service Animals

**Vaccination:** Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

**Licensing:** All service dogs must be licensed as may be required by state and/or local law.

**Identification:** It is recommended, but not required, that service animals have proper identification.

**Owner ID and Other Tags:** Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

~~**Leash:** Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.~~

**Collar:** A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

~~**Under Control:** The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.~~

**Cleanup Rule:** The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

**Grooming:** All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

**Reference:** 28 C.F.R. Part 36; OKLA. STAT. Tit. 4, § 801 (2019)

Source: *Broken Arrow Board of Education policy adoption, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## **SECTION IV: STUDENTS**

## **POLICY 4295**

### **STUDENT ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES**

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

As a part of the resources available to students and employees, the District provides Internet access at each school site and at its administrative offices. The District intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the District's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the District may provide students with a Chromebook or other similar devices. This equipment is issued to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student may be required to return this device at the conclusion of the school year in the same condition it was issued to the student, minus normal wear and tear. In the event the device is damaged, lost or stolen, the student's parent or guardian agrees to reimburse the District in accordance with the fee schedule attached to the Electronic Device Agreement, unless a District device insurance policy was purchased. If a District policy is purchased, then rules pertaining to the insurance policy would apply.

Any individual using District resources to engage in electronic or digital communications has no expectation of privacy. Further, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. In situations where a student has communicated intent to self-harm or harm others, the District will attempt to contact parents and/or law enforcement when these alerts are brought to our attention. However, District personnel do not monitor these devices 24 hours a day, 7 days a week nor do we expect District personnel to monitor school electronic or digital communications on non-school days, weekends, nights or holidays and cannot be liable for the actions of students.

Students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or District technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the District - regardless of whether the activity uses District equipment or occurs during school/work hours - is strictly forbidden. Students face the possibility of penalties including student suspension for failing to abide by District policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The District's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the District's privacy settings



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### **STUDENT ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES**

by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the District's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the District's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

#### **Internet Access - Terms and Conditions**

Acceptable Use – Students: Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties. Notwithstanding the foregoing, no student may photograph or make any audio or video recording of themselves or of any other person during the instructional day without permission from appropriate school official.

Prohibited Use: Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the District's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent: Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use: The District's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the District.

Internet Etiquette: All users are required to comply with generally accepted standards for electronic or digital communications, including:



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1. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
2. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
3. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
4. **Privacy.** Users understand that the District has access to and can read all electronic or digital communications created and received with District resources. Users agree that they will not use District resources to create or receive any electronic or digital communications which they want to be private.
5. **System Resources.** Users agree to use the District's electronic resources carefully so as not to damage them or impede others' use of the District's resources. Users will not:
  - install any hardware, software, program or app without approval from the IT department
  - download large files during peak use hours
  - disable security features
  - create or run a program known or intended to be malicious
  - stream music or video for personal entertainment
6. **Intellectual Property and Copyrights.** Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (*See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)*) Users agree to ask the media center director for assistance in citing sources as needed.

**Limitation of Liability:** The District makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the District's technology resources. The District is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

**Security:** If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the District's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or



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other disciplinary measures.

**Vandalism:** No user may harm or attempt to harm any of the District's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the District's electronic resources. Further, no user may use the District's electronic resources to hack vandalize another computer or system.

**Inappropriate Material:** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

1. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
3. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
6. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

**Application and Enforceability:** The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the District's policy on student behavior. For employees, this means any action



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permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior: In compliance with the Protecting Children in the 21<sup>st</sup> Century Act, Section 254(h)(5), the District provides education to minors about the appropriate use of the District's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.



#### **Cyber Bullying and Internet Safety Fact Sheet**

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or “jokes” that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people’s accounts or read their stuff
- Hack into other people’s accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

*If you're a cyber bully, knock it off! Ask your principal/counselor how you can make things right.*

If someone is cyber bullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to schools, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) – bullies love to copy your stuff



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#### Suggestions for Parents:

- Help your child understand how permanent electronic or digital communications are
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying.

#### Personal Wireless Devices and Electronic Accounts

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Google Glass and similar technology is prohibited on campus by all individuals at all times unless approved by the site administrator. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission.

#### Students may not use any personal wireless device to:

- send or receive answers to test questions or otherwise engage in cheating;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images,



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photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Source: *Broken Arrow Board of Education policy adoption, August 10, 2015.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



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**STUDENT ACCEPTABLE USE OF INTERNET AND  
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**INTERNET ACCESS AGREEMENT  
(STUDENTS)**

*STUDENT SECTION:*

Student Full Name: \_\_\_\_\_

School Site: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and agree to abide by their provisions. I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

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

\_\_\_\_\_  
Date

*SPONSORING PARENT OR GUARDIAN SECTION (Required):*

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and discussed these provisions with my child. My child and I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible, but I realize that it is not possible to guarantee that my child will never encounter objectionable material. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's technology resources, including the Internet.

I request that the district issue an account for my child and certify that the information contained on this form is correct.

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

\_\_\_\_\_  
Date

*Student Access Agreement must be renewed each academic year.*



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**ELECTRONIC DEVICE AGREEMENT**

Student Section

Student Full Name: \_\_\_\_\_

School Site: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Terms

The district has provided the student with a \_\_\_\_\_ for educational purposes for the current school year. The device’s identifying information is:

Make / Model: \_\_\_\_\_

Serial No.: \_\_\_\_\_

The student’s right of possession and use is limited to educational purposes and must comply with all District policies and procedures. The school district is the owner of the \_\_\_\_\_ and is entitled to claim possession of the device at any time the administration deems appropriate. The student agrees to return the device on \_\_\_\_\_ or the student’s last day of enrollment in the District, whichever is earlier.

The school district reserves the right to use tracking and other anti-theft software on the \_\_\_\_\_ to protect its ownership interests in the device.

If the \_\_\_\_\_ is stolen, the student/parent is responsible for filing a police report and notifying the technology director in writing within 48 hours of the theft. The student/parent must provide a copy of the police report to the technology director within 1 week of the theft. If this procedure is followed, the student/parent will not be financially responsible for the loss. If the \_\_\_\_\_ is lost or is not reported as outlined above, the student/parent will be financially responsible for the loss/theft.

Student/parent agree to be financially responsible for loss or damage to the device (except as noted above) in accordance with the following schedules:

Broken screen	\$
Broken keyboard	\$
Power adapter / cord	\$
Battery	\$
Re-image hard drive	\$
(due to improper use)	
Case	\$
Other	As determined by the District’s IT department
Total loss of unit	\$

Parent Section

I have read the foregoing agreement and agree to be bound by the terms of the agreement, including the financial terms outlined above. My student has permission to receive this equipment.

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

\_\_\_\_\_  
Date



## SECTION IV: STUDENTS

## POLICY 4310

### STUDENT ALCOHOL AND DRUG USE TESTING

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.

#### Statement of Purpose and Intent

1. The safety of students and employees of the School District is of paramount concern to the School Board.
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.
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.
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.
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 effect 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.
6. This Policy will apply to all students of the School District.
7. Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension.

#### Definitions

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.



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2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.
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.
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 for drug or alcohol testing of students 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.
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.
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.
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:
  - Observable phenomena, such as:
    - The physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
    - 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;
  - 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;
  - Evidence that a student has tampered with an alcohol or drug test;
  - 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.

#### Procedure for Alcohol or Illegal Chemical Substance Testing

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



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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.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

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/her having been in recent contact with alcohol or illegal chemical substances.

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 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. 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.



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### STUDENT ALCOHOL AND DRUG USE TESTING

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.
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 tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.
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.

#### Student Alcohol and Drug Use Tests - When Required

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.
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 TO THE SAME EXTENT AS IF THE STUDENT TESTED POSITIVE FOR THE PRESENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCES.



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### STUDENT ALCOHOL AND DRUG USE TESTING

3. If, when directed, a student is unwilling, unable or fails to provide a specimen amount sufficient for testing, the laboratory monitor will initiate the laboratory's "Shy Bladder" protocol. The monitor will explain to the student that they will have up to three (3) hours to produce an adequate sample, and encourage the student to drink fluids, per the protocol, while remaining at the collection site. If the student refuses to remain at the collection site until he/she has provided an adequate specimen or until the three hours has elapsed, it is a "Refusal to Test." If the student does not produce an adequate specimen within the allowed time period, and the time period has elapsed, the monitor will discontinue the collection process and record that no specimen was provided. At this point the student must obtain, at their own expense and as soon as possible, a medical evaluation from a qualified, licensed physician concerning the student's inability to provide an adequate specimen. A written report concerning the examining physician's findings must be provided to the laboratory's Medical Review Officer for review and final determination. If the student fails to obtain the required medical exam in a timely manner, or if it is determined through the required medical exam that there is no satisfactory medical explanation for the inability to provide an adequate specimen, it is deemed a "Refusal to Test."

#### Medical Marijuana

1. Pursuant to OKLA. STAT. tit. 63, § 420 et. seq., unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana holder.
2. The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.
3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
  - A. Observation of any of the conduct or phenomenon described below:
    1. the smell of marijuana on around the individual;
    2. disorganized thinking;
    3. paranoia and/or confusion;
    4. bloodshot eyes;
    5. increased heart rate;
    6. increased appetite; or
    7. loss of coordination and
  - B. Any circumstance that would permit the school district to engage in "reasonable suspicion" drug or alcohol testing of the student under this policy.

Student Use, Sale, Possession, Distribution, Purchase or Being under the Influence of Alcohol or Illegal Chemical Substances

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.

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:

1. The Superintendent of Schools;
2. Any employee designated for such purposes by the Superintendent or the School Board.

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.

Source: *Broken Arrow Board of Education policy adoption, February 15, 1999.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, June 8, 2015.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



## **SECTION IV: STUDENTS**

## **POLICY 4320**

### **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 educate, equip and empower a community of learners by providing dynamic learning opportunities which enable all students to be successful.” 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.

#### **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:

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

#### **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 and/or parents who would like a hard copy of the student/parent handbook may request one through the main office of their child’s school (information is also available regarding wireless Internet access points located on each campus). 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.

#### **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.

#### **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



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suggested changes. The school will devote time each year to discussing the Code of Conduct, student/parent handbooks, and disciplinary procedures with students.

#### **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.

#### **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.

#### **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. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting / transmitting or causing or allowing to be broadcast / transmitted whether publishing, distributing physically or electronically via pamphlet, telephonic, computerized, or electronic message.
5. Academic misconduct, which is any action or attempted action that may result in creating an unfair academic advantage for oneself or others or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes, but is not limited to, a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage. Students are responsible



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for seeking out information from faculty or administrators when they are unsure of what is expected of them from an academic behavior standpoint.

6. Conduct that threatens or jeopardizes the safety of others.
7. Disruption of the educational process or operation of the school.
8. Extortion.
9. Failure to attend assigned detention, school or other disciplinary assignment without approval.
10. Failure to comply with state immunization requirements.
11. Failure to return to school property belonging to the school or others.
12. False reports or false calls that adversely affect school operations, regardless of where the report or call is made and to whom the report or call is submitted.
13. Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
14. Forgery, fraud, or embezzlement.
15. Gambling.
16. Gang related activity or actions
17. Harassment, bullying, and intimidation, including gestures, written or verbal expression, electronic communication or physical acts.
18. Hazing or unapproved initiations in connection with any school activity.
19. Immorality.
20. Inappropriate gestures, private or public behavior.
21. Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
22. Indecent exposure.
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
24. Obscene, vulgar, profane and/or lewd acts, language or gestures.
25. Non-accidental physical harm inflicted upon another.
26. Possession, control over, or use of a caustic substance.
27. Possession or control over or use of lighters or matches or other instruments that can burn objects.
28. Possession or use of a wireless telecommunication device without proper authorization.

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

29. Possession or control over, distribution, or viewing of obscene, vulgar, lewd, or profane materials, including electronic possession, distribution, or viewing (e.g. "sexting").
30. Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.). This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable



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### STUDENT CODE OF CONDUCT

weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

31. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
32. Use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another.

Board of Education Policy [4230](#) "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers [305](#), [316](#), and [327](#) 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).

33. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, products that mimic tobacco such as herbal snuff, e-cigarettes, personal vaporizers, electronic nicotine delivery systems or similar devices, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product, including any vapor product. For the purposes of this policy, the term "vapor product" shall have the same meaning as provided in the Prevention of Youth Access to Tobacco Act.
34. Sexual harassment of individuals including, but not limited to, students, school employees, volunteers.

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

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

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

39. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous



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substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.

40. Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not a controlled dangerous substance, an illegal drug, or an illicit drug.
41. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances.

Board of Education Policy [4230](#) "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers [3946](#), [407](#), and [418](#) 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).

42. Using racial, ethnic, sexual, gender or disability-related epithets.
43. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school's student/parent handbook.
44. Vandalism and/or willful damage to school property.
- [45.](#) Willful disobedience of a directive of any school official.
- [46.](#) Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) at any time or personal computers while on school grounds in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law.
- [45-47.](#) Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test.

#### 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.

#### 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.



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Source: *Broken Arrow Board of Education Policy Replacement Adopted November 4, 1996.*  
*Broken Arrow Board of Education policy revised November 3, 1997.*  
*Broken Arrow Board of Education policy revised October 19, 1998.*  
*Broken Arrow Board of Education policy title replaced & revised November 1, 1999.*  
*Broken Arrow Board of Education policy revised July 22, 2002.*  
*Broken Arrow Board of Education policy revised September 16, 2002.*  
*Broken Arrow Board of Education policy revised May 14, 2007.*  
*Broken Arrow Board of Education policy revised April 6, 2009.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, August 13, 2012.*  
*Broken Arrow Board of Education policy revised, April 14, 2014.*  
*Broken Arrow Board of Education policy revised December 8, 2014.*  
*Broken Arrow Board of Education policy revised May 11, 2015.*  
*Broken Arrow Board of Education policy revised June 25, 2018.*  
*Broken Arrow Board of Education policy revised, <DATE>.*



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### UNAUTHORIZED VEHICLE SEARCH ON SCHOOL PROPERTY

As part of a comprehensive program to protect the health, safety and welfare of Broken Arrow students and personnel, unauthorized vehicles parked in the parking lots at ~~District sites North and South Intermediate High Schools, the Alternative Academy, and the Senior High School~~ will be subject to search and/or towing at the owner's expense according to this Policy.

1. The limited purpose of this Policy is to maintain order and discipline on District property. at North and South Intermediate High Schools, the Alternative Academy, and the Senior High School.
2. The school principal or designee is authorized to detain and search and/or tow any vehicle not bearing a valid District parking permit, ~~that is parked in either the North or South Intermediate High School or the Senior High School parking lots.~~
3. Such search may be conducted without an individualized suspicion, consent, or warrant.
4. Persons entering ~~District~~ the 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 and/or towing by the posting of a sign.
5. The superintendent or designee will establish a procedure for the identification, search, towing, and reporting of any searches conducted pursuant to this policy.

Source: *Broken Arrow Board of Education policy adoption, July 19, 1999.*  
*Broken Arrow Board of Education policy revised, April 6, 2009.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, <DATE>.*