



SECTION IV: STUDENTS

POLICY 4030

ATTENDANCE

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

Absences Without Valid Excuse

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

A “valid excuse” includes a doctor’s note, with the doctor’s name, the student’s name and the date of the visit, a school activity per state regulations, a school’s suspension, and administrator-approved absence, and/or an observation of a specific religious holiday with a written parent request. Any of these “valid excuses” must be submitted to the school within five (5) days of the absence or the absence is recorded as a truancy.

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have two school days to make up the work missed, unless granted additional time by the teacher. During the period of make-up time allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the make-up time has expired.

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

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

A secondary student who is more than ten (10) minutes late for class will receive an absence for that class that day.

A student may not be absent more than nine (9) days during a semester in order to receive academic credit without a grade adjustment. The intent of this policy is to clarify that students may not miss more than nine (9) days in a semester other than the following exceptions:

1. Illness substantiated by a doctor’s statement.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.



SECTION IV: STUDENTS

POLICY 4030

ATTENDANCE

To determine medical exemptions for accountability purposes on the Oklahoma School Report Card, a district medical exemption committee comprised of administrators from both elementary and secondary levels will convene. Using the guidelines provided by the Oklahoma State Department of Education, the committee will determine which exemption requests qualify as medical exemptions when calculating chronic absenteeism rates.

2. School activities (per State Regulations).
3. Suspension or change of placement for disciplinary reasons.
4. Any absence deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition (in writing within five (5) days following the student's return to school) the building principal to request a waiver of penalty.
5. At a parent's request, a student's absence from school to observe a recognized religious holiday and associated travel.

Grade Adjustment for Excessive Absences

Secondary students who exceed nine (9) absences in a given semester and whose academic grade is a 60% or above may receive a grade of "F" (calculated at 59%)** prior to the semester exam. The final semester grade will be calculated as an average of 59% of the total points possible for the semester and the grade earned on the semester exam (using the standard weights applied by the teacher to semester coursework and the semester exam).

**Secondary students who exceed nine (9) absences in a given semester and whose academic grade is a 59% or below will receive no grade adjustment in the calculation of their semester grade.

Up to 10 school days after the distribution of semester report cards at a site, parents may appeal in writing grade adjustments for excessive absences to the Executive Director of Elementary or Secondary Education. Appeals will be responded to within 10 school days of receipt of the written appeal.

Absences

1. Face to Face
A student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day.

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

2. Virtual Academy



Students are required to log in to their course five of seven days each week or make progress by completing assignments or tasks. Students can expect to complete five to seven activities or tasks per class to maintain progress each week.

3. Distance

Attendance and participation shall be measured by means appropriate in a distance learning environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums. Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts as full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual learning platforms, submissions or posts to approved message boards, instructor confirmation with a student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments.

Source: *Broken Arrow Board of Education Policy adoption, April 16, 2001*
Broken Arrow Board of Education Policy revised November 25, 2008
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 18, 2016
Broken Arrow Board of Education Policy revised, March 9, 2020
Broken Arrow Board of Education Policy revised, August 10, 2020.
Broken Arrow Board of Education Policy revised, July 15, 2024.



SECTION IV: STUDENTS

POLICY 4145

GRADUATION ATTIRE

It is the policy of this school district to allow enrolled students of a federally recognized Indian tribe or the tribe of another country to wear tribal regalia during the district's official graduation ceremonies, whether held at a public or private location. Nothing contained in this policy shall limit or alter the authority of district personnel to regulate student behavior pursuant to the School Safety and Bullying Prevention Act and any existing student conduct and behavior policies of the district.

For the purposes of this policy, tribal regalia means traditional garments, jewelry, other adornments and such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country.

Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit. The District may adopt guidelines which specify the characteristics of any garment, jewelry, other adornment, or object that the district finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student.

Reference: OKLA. STAT. tit. 70, § 24-160.

Source: *Broken Arrow Board of Education policy adoption, July 15, 2024.*



SECTION IV: STUDENTS

POLICY 4160

IMMUNIZATIONS

The board of education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school district unless and until the student's parent/guardian provides (1) a current, up-to-date immunization record **OR** (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **PRIOR** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website **and** in any notice or publication provided to parents/guardians regarding immunizations. A child, through their parent or guardian, may apply for an exemption from this requirement by submitting a form to the Oklahoma State Department of Health. The district shall maintain a copy of the approved application in the student's records. All exemptions submitted prior to a student entering 7th grade shall expire at the end of the student's 6th grade year. A new exemption is required to be completed and submitted to the Oklahoma State Department of Health by the parent or guardian prior to enrolling the child in 7th grade. The state-approved exemption form is available at the Oklahoma State Department of Health website: <https://oklahoma.gov/health.html>.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State or Local Department of Health for assistance.

Reference: OKLA. STAT. tit. 70 §1210.191, OKLA. STAT. tit. 70 §1210.192; O.A.C. 310:535-1-2

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
Broken Arrow Board of Education policy revised, July 10, 2017.
Broken Arrow Board of Education policy revised, November 6, 2023.
Broken Arrow Board of Education policy revised, July 15, 2024.



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-medicate 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:

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

“Medicine” or “medications” includes 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 of a minor student.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

“Opioid antagonist” means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and 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 a student’s diabetes care plan, 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.

Parents are responsible for the delivery of medication to the school health office. Medication should be in its original container with the parent’s written authorization for administration of the medicine. Sunscreen



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

for application by a school nurse or designee must be delivered to the health office in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The 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 prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The school will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the health office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

School health staff 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 locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or 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 each year conducted by a school nurse or other health care professional. The training will include:

- Review of school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication and sunscreen; 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 or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, 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, cystic fibrosis, etc.), is capable of and has been



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.

- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-administration understand and agree that the school, 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.
- 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 students' 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.
- Students will not be allowed to self-administer:
 - 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 stated in an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the health office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the school's diabetes care and management policy.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

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.



Sunscreen

District 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

Standing Medical Orders are signed annually by the Broken Arrow Public Schools Physician Consultant. The orders authorize the school nurse or trained designee to administer oral and topical nonprescription medication, stocked in the health office, to students in relation to specific medical conditions as outlined on the Standing Medical Orders Document and per nursing Policy and Procedure. The orders are available for parents to review on the district website under the department of Health Services. In order for the school nurse or designee to administer stock nonprescription medication, parents must provide authorization. Parents who authorize the use of nonprescription stock medication understand and agree that the school, its agents and employees shall incur no liability for any adverse reaction or injury a student may suffer as a result of the use of stock nonprescription medication administered with parent permission and in accordance with the Standing Medical Orders.

In order to administer medications that are not listed in the district’s Standing Medical Orders, parents must provide the medication and written authorization. District staff will only administer nonprescription medication according to label directions or written instructions from the minor 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.

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



Prescription Medication

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

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist; nurse practitioner or physician’s assistant
- 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 nonrecoverable 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

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal 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;



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

- 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.

Medication Administration During School-Sponsored Trips/Off-Campus Activities

Field Trip and Activity Permission Forms will be sent home by teachers/sponsors prior to any trip or off-campus activity. Each student must have a signed permission form in order to participate in a trip/off-campus activity. Parents must complete the medication preferences section of the form.

As authorized by the parent on the Field Trip and Activity Permission Form:

- Epinephrine injectors and inhalers that parents have previously provided to the health office will be sent for as-needed use.
- All medications (prescription and nonprescription) will be sent in original, labeled packaging. The medications will be kept in a locked container for administration by trained personnel during the trip/activity.

Teachers/Sponsors will be trained in procedures for the safe administration of medication prior to administering medication during a school-sponsored trip or off-campus activity.

Seizure-Rescue Medication (*Seizure-Safe Schools Act*)

Every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- Provide the school with **written authorization** to administer the medication at school;
- Provide a **written statement** from the student's health care provider that shall contain the following information:
 - Student's name,
 - Name and purpose of the medication,
 - Prescribed dosage,



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

- o Route of administration,
- o Frequency that the medication may be administered, and
- o Circumstances under which the medication may be administered;
- Provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- Collaborate with school personnel to create a “**seizure action plan**,” which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the school’s health office, and shared with any school personnel responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above.

Emergency District-Wide Use of Epinephrine Injectors, Inhalers, and Opioid Antagonist

District medical personnel or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency medication to students or other individuals who exhibit signs or symptoms of medical distress. District employees are still required to call 911 in the event of an emergency, and notify students’ parents/guardians of the administration of an emergency medication. Annual written notice will be provided to all parents/guardian that trained employees are authorized to administer these emergency medications.

Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for Epinephrine injectors in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) injectors in a secure location at each school site.

The superintendent will designate personnel to:

- Be responsible for obtaining and maintaining an adequate supply of injectors for each school site;
- Ensure appropriate training on the administration of the injectors for designated staff members;

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

Inhalers



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel to:

- Be responsible for obtaining and maintaining an adequate supply of inhalers with spacers and holding chambers for all school sites;
- Ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

Opioid Antagonist

The board of education has authorized the superintendent to obtain opioid antagonist of a quantity sufficient to provide for availability in a secure location at each school site.

The superintendent will designate personnel to:

- Be responsible for obtaining and maintaining an adequate supply of opioid antagonist for each school site;
- Ensure appropriate training on the administration of the opioid antagonist for designated staff members;

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of opioid antagonist or to administer opioid antagonist.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid 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 administration of an emergency opioid antagonist.

Medical Marijuana/Cannabidiol Products

Refer to BAPS Board Policy 5375



SECTION IV: STUDENTS

POLICY 4190

MEDICATION TAKEN AT SCHOOL

Reference:

- OKLA. STAT. tit. 70, § 1-116.2, 70 § 1-116.3
- OKLA. STAT. tit. 70, § 1210.199
- OKLA. STAT. tit. 70, §1210.242
- OKLA. STAT. tit. 63, §1-2506.1
- OKLA. STAT. tit. 70, § 1210.183
- OKLA. STAT. tit. 70, §1210.196.3

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, November 4, 2019.*
- Broken Arrow Board of Education policy revised, June 1, 2020.*
- Broken Arrow Board of Education policy revised, October 11, 2021.*
- Broken Arrow Board of Education policy revised, July 17, 2023.*
- Broken Arrow Board of Education policy revised, November 6, 2023.*
- Broken Arrow Board of Education policy revised, July 15, 2024.*



SECTION IV: STUDENTS

POLICY 4220

PEDICULOSIS (HEAD LICE), BED BUGS, CONTAGIOUS DISEASES, 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 health nuisance 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 a fever, sore throat, severe cough, rash, diarrhea or vomiting. Students and/or employees must be symptom free for one full school and /or work day, without the use of symptom reducing medication, prior to returning to school.

Communicable Diseases for Which Isolation or Quarantine is Required: No student or employee having a communicable disease, requiring a period of isolation or quarantine, shall enter or remain at a district school site. This shall be in effect until the order for quarantine or isolation has expired or permission for entry and return to the school site and activities has been given by the local county health department or State Department of Health. It shall be the responsibility of the student's parent(s) or legal guardian(s) and District administration—not the student's teacher—to exclude the student. In the event a student known to be infected arrives at a school site or, after their arrival, is discovered to be infected—a school site administrator shall discretely remove the student from the class or activity, place the student in a monitored room where the student will not come into close contact with non-infected persons, and contact the student's parent or legal guardian to pick up the student from 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.



SECTION IV: STUDENTS

POLICY 4220

PEDICULOSIS (HEAD LICE), BED BUGS, CONTAGIOUS DISEASES, AND
ATTENDANCE AT 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, November 4, 2019.

Broken Arrow Board of Education policy revised, October 11, 2021.

Broken Arrow Board of Education policy revised, July 15, 2024.



SECTION IV: STUDENTS

POLICY 4315

STUDENT AND PARENT COMPLAINT RESOLUTION PROCESS

The purpose of this policy is to provide a process for the resolution of any complaint which may be filled by a student, or parent/legal guardian of a student of the School District.

The purpose of the Complaint Process shall be to provide prompt and equitable resolution of a complaint alleging action which is in violation of school district policy or regulations. The procedure shall not be available for grievances for which another established procedure exists. Informal resolution of a complaint is encouraged. Whenever the informal resolution is not successful, the administration process outlined shall be used to seek adjustment of a complaint.

The number of days indicated for the processing of a complaint should be considered the maximum. The time limits specified may, however, be extended by mutual written consent of the parties involved.

A person submitting a complaint for review may withdraw the complaint at any time by notifying in writing the administrator at the level at which the complaint is being reviewed or by notifying the Superintendent of Schools. Any such complaint that is withdrawn shall be considered waived.

Complaints alleging sex discrimination should be directed to the Title IX compliance officer of the school district. The Title IX compliance officer may be involved in an additional intermediate step in an effort to seek resolution of the complaint.

If a complaint directly involves a building principal, is directed against a principal, or is directed against a policy that the principal has decided upon, the complainant may elect to skip Level One and proceed immediately to Level Two in the complaint resolution process.

Failure on the part of the principal to call a meeting, or to enter a decision in writing within the designated time outlined in the procedure, shall constitute a basis for an automatic appeal to the next level of complaint resolution.

If a complaint affects more than one person, the complainants may submit the complaint in writing to the Superintendent of Schools, or designee, and request that processing of the complaint begin at Level Two within 10 days of the incident. The Superintendent of Schools, or designee, shall determine whether or not the complaint resolution should begin at Level One or Level Two, based on circumstances involved in the complaint and the number of individuals seeking resolution to the complaint.

Failure at any step of this procedure to appeal the complaint decision to the next level within the specified time limits shall be deemed to be acceptance of the decision given at that level.



SECTION IV: STUDENTS

POLICY 4315

STUDENT AND PARENT COMPLAINT RESOLUTION PROCESS

Level One

1. The complaint shall be submitted in writing to the building principal within 10 days of the incident and discussed personally with the objective of resolving the matter informally.
2. If resolution is not obtained through the brief informal discussion, the written complaint shall be accepted by the principal. Within five (5) days of receipt of the complaint, the principal shall set a meeting with the complainant. The principal shall make every effort to resolve the matter equitably and as quickly as possible.
3. Within five (5) days of the conference, the principal shall communicate the decision in writing to the complainant.

Level Two

1. If the complainant is not satisfied with the disposition of the complaint at Level One, complainant may request a review by the Superintendent of Schools, or designee, within five (5) days of the decision given at Level One. The written request shall include a statement of the decision to be reviewed, the grounds for regarding the decision unacceptable, and the requested action.
2. Within five (5) days of receipt of the written request, the Superintendent, or designee, will request the principal to forward to the Superintendent of Schools, or designee, in writing the decision and the rationale given at Level One. A copy will be provided to the complainant.
3. Requests at this level shall be reviewed within ten (10) days of receipt of the request. The Superintendent of Schools or Superintendent's designee shall appoint a review committee of not less than three school district employees who shall be certified administrators. The review committee will be given copies of the review request and the decision and rationale given at Level One. After review of the written statements by the committee, the Superintendent or Superintendent's designee will issue a statement notifying the individual as to whether the committee decides to uphold or modify the Level One decision.



SECTION IV: STUDENTS

POLICY 4315

STUDENT AND PARENT COMPLAINT RESOLUTION PROCESS

4. Within five (5) days of the review, the Superintendent, or designee, shall communicate the decision in writing to the principal and to the complainant.

Level Three

1. Within five (5) days of receipt of the decision given at Level Two, the complainant may request the decision be reviewed by the Board of Education. This request shall include a copy of the decision being appealed, the grounds for regarding the decision unacceptable, and the requested course of action. Each board member will be provided with copies of the statements and decisions rendered at Level One and Level Two.
2. Appeals at this level shall be reviewed by the Board of Education at either a regular meeting or a special meeting.
3. Upon receipt of the written appeal, the Superintendent shall confer with the Board and determine the specific meeting at which the appeal will be considered, and then include the appeal as an agenda item for the appropriate meeting.
4. Written notice of the time and place of the meeting shall be given by the Board's designee to the complainant no later than three (3) days prior to the date of the meeting.
5. Board members may vote to uphold or modify the decision of the Level Two review committee based upon their individual review of the record. If, at the meeting, the board members want to discuss the appeal among themselves, the discussion must take place in open session unless there is an appropriate basis under the Oklahoma Open Meeting Act upon which to hold the discussion to executive session. If the Board determines that additional information is needed before a decision can be rendered, a hearing shall be set to obtain additional information.
6. Should the Board determine that a hearing is necessary; the Board shall use hearing procedures and guidelines that will provide the parties with appropriate due process.
7. The Board shall render its decision in writing within ten (10) days after conclusion of the meeting or hearing. Copies of the decision shall be provided to the complainant, the principal, and other persons as designated by the Board.
8. The decision by the Board shall be final.

The complaint resolution procedure does not abrogate the right of a person to seek relief in the courts.



SECTION IV: STUDENTS

POLICY 4315

STUDENT AND PARENT COMPLAINT RESOLUTION PROCESS

Source: *Broken Arrow Board of Education policy adoption, September 11, 2023.*

Broken Arrow Board of Education policy revision, July 15, 2024.



SECTION IV: STUDENTS

POLICY 4315

STUDENT AND PARENT COMPLAINT RESOLUTION PROCESS

**NOTICE OF COMPLAINT
REQUEST FOR RESOLUTION THROUGH ADMINISTRATIVE PROCESS**

Name of Building Principal/Appropriate Supervisor to Whom Complaint is Addressed: _____

Name of Complainant: _____

Job Assignment (if employee): _____

Job Site: _____

Name of Person Complained Against: _____

Job Assignment (if applicable): _____

Date Complaint Filed: _____

PLEASE BE SPECIFIC AND PROVIDE COMPLETE DETAILS IN STATING COMPLAINT

A. List School District Policy or Regulation Allegedly Violated: _____

B. Date Violation Occurred: _____

C. Locations at Which Violation Occurred: _____

D. Witnessed to Violation (attach witness statements): _____

E. Description of Violation (attach additional sheet for explanation if necessary): _____

Proposed Resolution: _____



Signature of Complainant

Date