

# VIRTUAL ACADEMY

Bringing Online Learning HOME



## SECONDARY STUDENT HANDBOOK





## **Broken Arrow Virtual Academy (BAVA)**

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

### **Office and Classroom Hours**

**Monday through Friday: 7:30 a.m.-3:30 p.m.**  
Entrance is on the west side of the Options Academy

## **Education Service Center**

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

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

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: • For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Associate Superintendent of Instructional Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Executive Director of Special Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Assistant Superintendent of Personnel and Administrative Services should be contacted at 918-259-5703 or at 701 South Main Street, Broken Arrow, OK 74012; • For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, the Associate Superintendent of Student Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, Assistant Superintendent of Personnel and Administrative Services should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is:

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

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

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





Dear Broken Arrow parents,

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

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

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

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

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

Sincerely,

The Virtual Academy Instructional Team

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



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



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



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



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



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



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

## Enrollment Process

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

## Classroom

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

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

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

## Instructional Calendar

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

## School Calendar

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

## Attendance

Students are expected to log in to their courses five of seven days a week and make progress by completing assignments. To stay on track, students can expect to complete 5-7 activities per class per day of work. Since BAVA is a self-paced program by nature, students may choose to vary their work days and times to fit their needs, however, students should not procrastinate and get behind in their assignments.

Students who do not log in regularly, who do not fulfill their weekly teacher check-ins, and have multiple missing assignments, may be required to come into the classroom at BAVA for a period of time in order to get back on track with their courses. The study

hall schedule will be posted on your student's Canvas pages. This accountability measure will be offered 4 days a week.

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

## Participation in School Activities

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

## Communication with Students and Parents

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

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

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

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

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

Each teacher has a direct phone line to support students. This number will be posted in the Canvas course for each teacher. Students are to use this number only during school hours. Students must have a specific issue that they are needing support with (No, "I don't get it"). Abuse of this service will be handled by the Virtual Academy administration.

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

Attendance is calculated using the method below.

- » **Present status will be applied**
  - » If your student is on progress (has no more than 3 missing assignments).
  - » If your student is NOT on progress (4 or more missing assignments across all courses) and your student submits at least one completed assignment in any class by 2pm.
- » **Absence status will be applied**
  - » If your student is NOT on progress (4 or more missing assignments across all courses) and your student does NOT submit at least one completed assignment in any class by 2pm.

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

## Technology

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

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

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

## Coursework

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

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

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

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

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

## Course Guides

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

## Tutoring

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

## Transportation

Bus transportation to BAVA is not provided.

## Physical Attendance

- » Students may be required to take mandatory state or district testing and will be advised by BAVA the scheduling of those tests. All mandatory testing will be on campus with students required to attend.
- » Students are required to attend a 2 hour in-person tutoring per failing course at the Broken Arrow Virtual Academy for each failing class.
- » Failing class = 59.4% or lower course “grade to date”
  - » 1 failing class= 2 hours per week
  - » 2 failing classes= 4 hours per week
  - » 3 failing classes= 6 hours per week
  - » etc....
- » Students are also required to participate in developing their ICAP (Individualized Career and Academic Plan). Some on campus activities may be required for this purpose. Families will be notified of these requirements and schedules arranged to meet these attendance requirements.

## End of Course Requirements

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

## Failure to Meet Progress

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

## Reporting Progress

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

## Behavior

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

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

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

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

## Dress Code

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

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

## Religious and Health Accommodation

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

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

## Enforcement of Dress Code

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

