



Broken Arrow Elementary Parent & Student Handbook 2023-2024

For further reference, please see the SMSD Elementary Student Handbook





“It is our vision for Broken Arrow to become an exceptional school where students consistently improve and achieve, despite challenges or obstacles.”

Our Values & Mission

Our foundational principles of ongoing school improvement include:

1. Increasing the levels of student engagement and ownership of their education.
2. Providing differentiation for all students.
3. Creating a Professional Learning Community in which discussions are driven by data and students' needs.
4. Providing a variety of opportunities to build relationships with students and families.
5. Helping our students become responsible and caring individuals.

It is our **mission** to make Broken Arrow Elementary a place where students and staff know they are valued. Students and staff will work cooperatively in an innovative environment as responsible citizens and lifelong learners.



Building Wide Student Expectations

ATTENDANCE

Students are expected to attend school daily and arrive on time as it is critical to student success.

APPOINTMENTS

If a student arrives late or leaves early for up to three hours, or is gone for three hours during the day for an appointment described above it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day.

ABSENCES

Rather than calling the main line for attendance, absences can be reported to our 24 hour attendance line at **913-993-2388**. This helps us keep our main line open for those needing to speak with school staff.

- Unreported absences will be recorded as unexcused and parents will receive a phone call from the school attendance clerk. It is asked that contact is made within 48 hours or we will require doctor documentation to excuse the absence per district guidelines.
- Ten tardies will be counted as 1 unexcused absence. Excessive tardies will be combined with other unexcused absences for truancy purposes.

TARDIES

- Students will be counted tardy AM if they arrive between 8:10 and 8:45.
- Students will be counted tardy PM if they leave school between 2:15 and 3:10.



TRUANCY

Per state truancy laws and the Shawnee Mission School District truancy policy, if a student has: three (3) unexcused absences in a row, five (5) in a semester, or seven (7) in a year, a truancy report will be filed with the Johnson County District Attorney's office and the parents will be notified. If the student is under the age of seven (7), a report will also be made with the Department of Children and Families (DCF).

STUDENT ARRIVAL

- Students are not allowed in the building prior to 7:50 am unless participating in an adult supervised school club
 - An adult will not be available to supervise students who choose to wait outside until this time.
- Students are not allowed to enter the classroom until 8:00
 - Students are to sit criss-cross in their assigned area upon arrival to school if not eating breakfast. Students eating breakfast report directly to the cafeteria upon arrival at school.
- Students who choose to eat breakfast will report immediately to their classrooms after leaving the cafeteria.
- It is the school wide expectation that all students are at a Voice Level 0 (Silent) during Morning Announcements

DAILY MORNING ANNOUNCEMENTS

- Morning announcements are shared via the school intercom by a school staff member each morning at the 8:10 bell. The Pledge of Allegiance and Broken Arrow Pledge will be read.



Broken Arrow Pledge

“I pledge to be safe, respectful and responsible too. I will help bring out the best in me and you. I will be trustworthy and fair and will help to show I care. I know what is right. I know what is good. And I will do the things I should.”

STUDENT DISMISSAL

- Students will be dismissed from the classroom by their assigned group in the following order no earlier than 3:10 P.M.
 - **JCPRD**
 - **Walkers**
 - **Car Rider** - ONLY when family number is displayed in the classroom
 - **Bus Riders** - ONLY when displayed on the Google Sheet or announced on the walkie.
- Students will follow all hallway expectations and will go directly to their assigned area

TRANSPORTATION

- Students will not make calls home to ask for an alternative dismissal plan (i.e. Walk to a friend's house, ride the bus (if they normally do not, etc.)
- Bus Riders- DS Bus Lines provides bussing for SMSD students who live in a qualifying area or students who have completed the required enrollment paperwork.
 - **Students not registered with DS Bus Company may not be allowed to ride the bus home if they are not rostered to ride.**
 - Discipline behaviors that occur on the bus will be addressed by the principal



- The first bus Referral is a “warning” and the parent is contacted by the principal
 - The second bus referral results in a short term bus suspension
 - The third bus referral results in a longer bus suspension
 - Bus referrals in excess of three may result in permanent removal from the bus
- Car Pickup
 - Families will be provided with a car rider pick-up number on a car tag provided by the school office. Tag should be visibly displayed for staff in the vehicle window.
 - Car rider numbers beginning with the number 1 will be dismissed in the front (Alden/Johnson Drive)
 - Car rider numbers beginning with the number 2 will dismiss in back (61st Terrace)

EMERGENCY / SAFETY DRILLS

- Students are expected to actively, respectfully, and appropriately participate in all Safety Drills (Fire, Tornado, Lockdown) following all adult directions at all times and maintaining voice level zero (silent). (See safety expectations below)



BUILDING PROCEDURES & EXPECTATIONS

Hallway

- Students are walking in a line order given by the classroom teacher (to be used for every transition)
- Students should be one-behind-the-other in a straight line and walking together as a class (no gaps)
- Walk on the right side of the hallway
- Utilize stopping points / “STOP SIGNS” throughout the building
- A student Voice Level 0 (Silent) should be used at all times when in the hallway

Restroom

- Students will have opportunities for scheduled restroom breaks during the day at transition times to maximize instructional time. If students request additional restroom breaks, they will be required to note their time out of class on the classroom bathroom log.

Cafeteria

- Students will be walked to and from lunch by their classroom teacher. In the cafeteria, students are seated in a seating chart developed by Broken Arrow staff.
- Each lunch period is 30 minutes long.
- Voice Level 2 (inside voice) should be used in the cafeteria for friends to talk during lunch.
- Students are expected to clean up after themselves utilizing the appropriate compost, recycling, and trash bins.
- Sharing of any food/drink is not permitted.



Food/Drink

- Students are permitted to bring a water bottle into the classroom.
- Any snack should be eaten in the classroom during set snack time.
- Snack includes an individually portioned food. Refer to your student's classroom teacher for further details and allergy information.
 - Candy or pop are not options for a school snack

Celebrating Birthdays at School

- Students are recognized on the school wide morning announcements and teachers recognize birthdays in the classroom.
- Food and drink should not be sent to school to celebrate birthdays.
- Non-food items may be sent to school to celebrate a student's birthday. (Must provide items for the entire class roster).
- If a student chooses to hand out invitations to a birthday party **while at school**, they must provide an invite for every student in the student's class (not other classrooms). Otherwise, invitations should be sent out via the post office.

Personal Items/Toys

- A personal item/toy is an object that is not utilized for learning or sensory support. "Fidgets" or learning aides are only permitted in the classroom if approved by the teacher.
- Any personal items should be brought to school in a backpack and remain within the backpack. Personal objects include, but are not limited to: cell phones, electronics, art supplies or comfort items.
- Purses/small backpacks used for carrying personal hygiene products will remain in the student's backpack until the time of use
- Students are provided one warning about bringing personal objects/toys to school. The item will be sent home at the end of the day and the parent is contacted by the staff member. A second incident will result in the toy/item



being picked up by the parent in the school office during office hours (7:30-4:00 pm Monday-Friday).

Cell Phone/Electronics Policy

- Students are to keep cell phones/electronics off and in inside their backpack at all times, **per district policy**.
- If a student cell phone is utilized during the school day, the student will receive a warning from the teacher and the parent will be contacted by the teacher. Should there be a second incident with cell phone misuse the parent will be notified by the teacher or principal.
- A violation after the first warning would result in the cell phone being checked in/out each day to the classroom teacher or in the office. The parent would be contacted by the classroom teacher and/or the principal and the incident documented with a discipline referral and consequences would be assigned per the Behavior Response Rubric.

Specials Classes

Students participate in a rotating schedule of P.E., Music, Art, and Library. See specials ABCD rotation calendar for more information (provided by the classroom teacher).

Recess

- Students attend recess 2 times a day (AM Recess and PM Recess) for 15 mins each recess.
- Students are expected to follow all playground rules related to safety, respect, responsibility and kindness.
- Tag or chase games are not allowed as they result in unwanted touch, rough play, and or injury.
- There will NOT be outdoor recess when, Per [SMSD Recess Guidelines](#):



- The temperature is 15 degrees or below -OR- the wind chill index is below 0 degrees.
- The temperature is above 105 degrees or above -OR- the heat index is above 110 degrees.

COMMUNICATION

- A Trailblazer Family newsletter will be shared with our learning community at least once a month.
- Teacher communication regarding classroom learning and classroom events will be shared weekly with parents via email.
- The teacher or the principal will communicate with parents about behavior incidents resulting in a behavior referral via a scanned copy of the Think Sheet.



Academic Processes

Effort is taught and emphasized everyday at our school. It is an underlying element that can determine if a student finds success not only in school but in life. The development of a growth mindset is critical to the success of our students.

- It is a school wide expectation that teachers model for students specifically what effort looks like through repeated visual modeling and practice.
- An effort checklist will be utilized consistently throughout the entire school year in all classrooms on all assignments (not just tests).
- Effort is celebrated throughout the year and specifically after mid-year and end-of-year assessments. Students not meeting expectations for effort at Broken Arrow may not be able to attend all rewards/celebrations.

Use of District Instructional Resources

- It is a school wide expectation that the district resources (Listed below) be utilized as the main resource for daily instruction with students:
 - Opencourt (K-5)/StudySync (6th grade) for ELA
 - Engage NY for Math (K-6)
 - IXL

Student and Staff Use of Canvas and WebEx

- All BA students will be taught how to access WebEx and Canvas to use in case there is an emergency school closing further allowing learning to continue.



Tiered Instruction

- Tiered instruction is utilized at Broken Arrow to meet individual student learning needs.
 - Tier 1 Instruction - All students receiving whole group instruction of *on grade level* learning standards
 - Tier 2 Instruction - Small group, *on grade level* instruction provided to students demonstrating an ongoing need during Tier I Instruction
 - Tier 3 Instruction - Small group, *off grade level* instruction provided to students who are demonstrating a need



Behavior Philosophy, Processes, and Expectations

Social Emotional Supports Utilized at Broken Arrow Include:

● Daily Brain as a Car Check Ins

- Every classroom at Broken Arrow utilizes the Brain as Car terminology that provides students an opportunity to communicate their emotional state upon arriving at the classroom every morning. Terminology used for these check-ins is as follows:
 - I am in my Front Seat (I am ready and able to learn)
 - I am in my Back Seat (I am having some challenges but I am able to learn by using strategies)
 - I am in my Trunk (I am emotionally not able to learn)

● PBIS (Positive Behavior Interventions and Supports)

- Broken Arrow utilizes positive and preventative practices to support positive student behavior. The following are building-wide PBIS practices:

◆ **The Broke Arrow Way Matrix**

- Students are provided and practice expectations for student behavior throughout our school community (in the hallway, cafeteria, during dismissal, etc. Failure to follow these expectations can result in disciplinary action.

◆ **Trailblazer Tickets**

- All staff in our school disperse tickets to students modeling “The Broken Arrow Way” (Demonstrating Respect, Responsibility, Safety, and Kindness) throughout the school day.



- Tickets utilized to enter a weekly drawing to win privileges that emphasize relationship building between students and students and staff.
- ◆ **“Trailblazer Families”**
 - Twice a month students and adults meet with their “family” of other students and a staff member, further strengthening connections with others in our school community.
- ◆ **Trailblazer of the Quarter Assemblies**
 - Each classroom teacher selects one student, and each specials teacher selects one class each quarter that models The Broken Arrow Way (Respectful, Responsible, Trustworthy, Kind) consistently.

BEHAVIOR AND EXPECTATIONS

Behavior interventions

- The purpose of the **Recovery Room** is to allow students an opportunity to have time to “regroup” if they are not able to be in the classroom due to strong emotions. Recovery Room visits may be student requested or teacher requested and will be time-limited.
- The purpose of the **Think Sheet** is a student-completed document used to reflect on the impact of behaviors that broke a school rule and identify replacement strategies for similar issues. Think sheets are processed with a staff member before the student resumes their regular class schedule.
- The purpose of a **Protection Plan** is to create temporary changes in a student’s routine or boundaries in order to provide time and space to practice appropriate behaviors in a particular environment of school.



BA Behavior Response Rubric

The BA Behavior Rubric supports in determining how our staff will respond to a behavior incident further providing consistency in how we respond to all students.

Minor- Disruption, Non-compliance/Defiance, Inappropriate Behavior, Disrespect

- **LEVEL 1 MINOR:** Think Sheet, Privilege loss determined by teacher, Teacher phones parents
- **LEVEL 2 MINOR:** Discipline Referral, Think Sheet, Privilege loss determined by teacher, Teacher phones parents, parent notified that next incident is In School Suspension
- **LEVEL 3 MINOR:** Student meets with principal, Discipline referral, Think Sheet, Protection Plan, Principal notifies parent that next incident is In School Suspension for one or more days
- **LEVEL 4 MINOR:** Student meets with principal, Discipline referral entered, Think Sheet, Principal notifies parent that next incident is In School Suspension for one or more days

Major- Dishonesty, Aggression/Threats, Harassment, Bullying, Weapons, Extreme Property Damage, Unsafe object possession

- **LEVEL 1 MAJOR:** Student meets with principal, Discipline referral, Think Sheet, Principal notifies parent that next incident is In School Suspension one or more days
- **LEVEL 2 MAJOR:** Student meets with principal, Discipline referral, Think Sheet, Protection Plan, Principal notifies parent that next incident is In School Suspension one or more days
- **LEVEL 3 MAJOR:** Student meets with principal, Discipline referral, Think Sheet, review/adjust Protection Plan, Principal notifies parent that next incident is In School Suspension one or more days
- **LEVEL 4 MAJOR:** Student meets with principal, Discipline referral, Think Sheet, review/adjust Protection Plan, Principal notifies parent that next incident is In School Suspension one or more days





TECHNOLOGY

Students are expected to follow classroom rules for their iPad set up by the classroom teacher and [Acceptable Use Guidelines](#) for technology for SMSD

- iPads will be used as learning devices. Only teacher-approved apps, websites and games may be used during teacher-approved times.
- Student iPads are the property of SMSD and use of any school technology is a privilege that can be taken away at any time by any staff member.
- Content of the iPad may be reviewed by any school staff member at any time.
- iPad passwords and permissions are not allowed to be changed at any time.
- iPads may only be taken home if directed by a teacher. If iPads are taken home, students are responsible for bringing a fully-charged iPad to school the next day. Students struggling with this expectation may be asked to keep their device at school.
- iPads will remain in their provided cases and will be handled with care. Cost of repairing any damage to the iPad may be billed to the parent/guardian of the student.
- iPads are only to be used by the student assigned to them.

DRESS CODE

- Per district elementary handbook:
 - If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the education process, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the consequences.
 - Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depictions of gangs, illegal substances, or alcoholic beverages may not be worn.



NURSE'S OFFICE / Health Information

Illness: To protect your child and to prevent illness from spreading, keep your child home if any of these contagious symptoms are present:

- Temperature of 100 degrees or higher
- Severe sore throat, headache, or cough
- Undiagnosed rash or skin lesions
- Diarrhea or vomiting
- Red or discharging eyes

**Students must be free of fever, vomiting, or diarrhea – WITHOUT MEDICINE - for 24 hours before returning to school.

Contagious Illness: Keep your child home and notify the school nurse. Children diagnosed with strep throat should be on antibiotics 24 hours before returning to school. Those testing positive for influenza or Covid must be out of school for 5 days following the onset of symptoms. Contact your school nurse with questions.

Lice: Lice are ever present in the population at any given time. A good habit is to check your child's head weekly for lice and their nits(eggs). Please seek advice from your physician regarding treatment and treatment in the home environment.

Medication: Students may not keep any medication in desks, backpacks, or pockets. All over the counter and prescription medicine should be brought directly to the office and must be accompanied by the following information from both parent and physician.

Parent – Over-the-counter medicine (i.e., acetaminophen, ibuprofen, Tylenol, Advil, cough medicines, allergy medications, eye drops, throat sprays, cough drops, etc.) must be sent in the original container and be accompanied by written parent permission.



Physician – Prescription medicine must be sent in the original container exhibiting a current prescription label indicating time and dosage. This will serve as the physician order.

*For controlled substances, the medication must be hand delivered to the school nurse with a note from parent indicating the # of tablets or capsules sent (i.e., medications like Ritalin, Adderall, and Dexedrine).

Injury: Students who have a cast, stitches, crutches, or incapacitating injury must bring a note to the school nurse from the physician or emergency room detailing any limitation in school activities.

Food Allergy: If your child has a food allergy and requires meal modifications, the Form 19B may be obtained online or in the nurse's office and must be signed by physician and parent.

Emergency Numbers: Include a complete listing of emergency numbers where a parent/guardian can be reached in the event of illness, injury, or emergency. If there is a change in this information, call the school secretary so your child's records may be updated.

Nurse Communication:

Please include the nurse on communication to the teacher if it concerns health in any way.

Students come down to the nurse's office for a variety of events. You will get a call from the nurse if it is a substantial injury.

Nurse visits:

Students may visit the nurse's office with teacher permission and a nurse's pass. Each visit will be documented. Parents can see when their student visits the nurse in skyward. [Skyward Health Access - Shawnee Mission School District](#)