



Letter From the Principal

Dear Students and Parents,

Welcome to Pansy Kidd Middle School! The PKMS instructional team is energized and deeply committed to making a positive difference in students' lives. Team members have established high standards for themselves and their students. We will provide supportive academic and social-emotional systems for students to ensure growth. We will focus on creating a positive school culture, setting high standards for teacher performance, maintaining academic and behavioral expectations for students, and engaging parents and the community. Our goals are for all students to remain excited and enthusiastic about attending school and engaging in active learning.

The 2023-2024 school theme is "Love Those PKMS Learning Vibes." We are looking forward to a GROOVY year! In addition to providing intentional opportunities to develop students' pride in our school throughout the upcoming school year, we also provide other exciting opportunities for students. We offer various academic and performance options, including arts electives, after-school activities, and competitive athletic teams for fifth and sixth graders.

Please become familiar with the handbook and student expectations. We welcome your involvement and participation in PKMS and look forward to collaborating with you. Together, a dedicated staff, involved parents, and committed students can make Pansy Kidd Middle an exceptional place for students to learn and grow.

Dr. Bobbi Gillham

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Poteau School District

ADMINISTRATION OFFICE

100 MOCKINGBIRD LANE

www.poteau.k12.ok.us

BOARD OF EDUCATION

Ranada Adams, President

Phil McGehee, Vice-President

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Dennis Yochum, Member

Earl Jobe, Member

ADMINISTRATION

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Diane Tillery, Assistant Superintendent

Sarah Reed, Special Education Director

Shannon Barnes, Finance Director

Devin Cochran, Director of Transportation/Operations

Dianna Warren, Technology Director

PANSY KIDD MIDDLE SCHOOL

300 North Walter Street

Poteau, Oklahoma 74953

DISTRICT TELEPHONE NUMBERS

Administration Office 647-7700

Poteau Primary School 647-7780

Poteau Upper Elementary 647-7760

Pansy Kidd Middle School 647-7741

7th & 8th Grade Center 647-7740

Poteau High School 647-7716



Pansy Kidd Middle School

Bobbi Gillham, Principal
Ashley Oliver, Assistant Principal
Nikki Perry, School Counselor
Kara Mayfield, Licensed Professional Counselor
Audrey Fassio, Secretary
Renae Cole, Office Clerk

VISION

Our vision is for all PKMS students to feel they belong and can succeed in the positive, innovative, safe, and supportive school environment we provide.

MISSION

Our mission is to deliver exceptional student-focused, arts-integrated instruction in a relationship-centered environment that empowers fifth and sixth grade students to be enthusiastic and innovative learners. We encourage consistent school attendance, positive behavior choices, measurable academic growth, and supportive parental and community involvement.



Core Values

We are committed to teaching our students with flexibility, excellence, enthusiasm, and respect.

We are life-long learners who prepare, collaborate, and train to bring our best to the classroom each day. Instruction is student-centered and designed to equip students by building knowledge and skills to prepare them for the future.

We are dedicated to building respectful and meaningful relationships with our students, their families, and the community.

We look for opportunities to build trust and confidence by enacting the principles found in our school vision, mission, and values through positive partnerships, strong accountability, and open communication.

We are invested in guiding our school community to make decisions based on mutual respect, personal responsibility, and school safety.

Our desire is for the safety and well-being of students to remain integral to our decision making.

We are honored to celebrate our differences.

We appreciate individual diversity and seek opportunities to learn and grow from one another. We take great pride in using these differences to build an inclusive, supportive, team environment. We recognize we are all stronger together!

PXMS Team Members

Casey Bear	Special Education
Kenneth Braden	Science
Terri Chitwood	Social Studies
Misty Collins	Physical Education
Tip Couch	Custodian
Sumer Donathan	Paraprofessional
Haide Felipe'	EL Interventionist
Josh Fout	School Resource Officer
Lilly Gutierrez	Reading Interventionist
Alexandra Huff	ELA
Michelle Hunt	School Nurse
Brenda Martin	Special Education
Beverly McCutchan	ELA
Lacey Mellor	Journalism and Social Studies
Mariah Midgley	Art and Dance
Vernon Midgley	Custodian
Ashley Moore	Reading
Trina Morris	Paraprofessional
Tracy Nesbitt	Instructional Coach
Nikki Perry	School Counselor
Alisha Smedley	Choir and Theater
Laura Smith	Geography
Nikki Steelman	Math
Nathan Stinson	Technology Assistant
Shannon Stubbs	Assistant Basketball Coach
Zach Stubbs	Basketball Coach and PE
Christi Thompson	Math Interventionist
Erich Sweet	Science
Meg Warren	Reading
Emily Werner	Librarian
Kris Williams	Math
Shane Winford	Band and Music
Danny Wright	Special Education

2023-2024 School Calendar

August 7-9	Professional Development
August 10	Fall Semester Begins
September	Labor Day/No School
September 19 & 21	Parent/Teacher Conferences
September 22	No School
October 18	Professional Development
October 19-20	Fall Break
November 20-24	Thanksgiving Break
December 15	Work Day
December 18-January 1	Christmas Break
January 2	Spring Semester Begins
January 15	Professional Development
February 15	Parent/Teacher Conferences
February 16	No School
March 18-22	Spring Break
March 29	Good Friday/No School
April 19	No School
May 17	Last Day of School
May 20	Work Day



AFTER-SCHOOL PROCEDURES

Students can ride a bus, be picked up by a person on their pick-up list, or walk to a location designated by the parent or guardian. If parents/guardians choose for students to walk, parents/guardians must first complete and return a permission form to the office.

ARRIVAL AT SCHOOL

Student drop-off begins at 7:30 a.m. at the front of the main building.

ASBESTOS NOTICE

The U.S. Environmental Protection Agency requires public and private schools to inspect all school buildings for asbestos. Inspection of the Pansy Kidd Middle School facilities determined asbestos is not present.

ATTENDANCE

Students must be in attendance 85% of the time to be promoted to the next grade. However, at Pansy Kidd Middle School, our goal is for students to be present an average of 95% of the time. Parents are contacted by phone or mail if student need to improve school attendance. Also, the truancy officer and other outside agencies are notified as the law requires. All doctor's statements are requested within 24 hours of students' absences.

Illnesses or emergencies can make it necessary for parents/guardians to pick up students from school during the day. However, parents/guardians are encouraged to avoid picking up students early from school for non-emergency situations so that consistent attendance does not hinder learning opportunities. It is also preferable to schedule appointments outside of the school day.

Late Arrival At School

The school day begins at 8:00 a.m. If students arrive late, they must report to the office for a tardy slip before entering classrooms.

Make-Up Work

Students miss many learning activities that cannot be duplicated when absent. Therefore, when a student submits assignments representing make-up work, it should not be assumed this work reflects the same accomplishments as a student in attendance. Students will be given one day for every day missed to complete make-up work.

Perfect Attendance

For students to receive recognition for Perfect Attendance during the Awards Ceremony conducted in May, students must arrive on time every school day and remain at school every day for the entire school year. There can be no late arrivals, early withdrawals, or absences for any part of a school day. Any exception to these standards does not fit the term, "Perfect Attendance."

Truancy

Students who are 1) absent without a valid excuse for four or more days or parts of days within a four-week period, or 2) absent without a valid excuse for ten or more days or parts of days within a semester will be reported to parents/guardians and other agencies as required by law. The parents/legal guardians of the students may also incur legal liability regarding their failure to compel the student to attend school. (70. O.S. 10-106) Excessive Absences or tardies can result in parent contacts, home visits by school resource officers, tickets issued by SROs, court-ordered appearances before judges, and/or DHS contacts. Also, students can lose participation in incentive activities and school events.

BULLYING

The Poteau School District Bullying Policy is on pages 28-33.

BUS PROCEDURES

Buses are an extension of the school day, and all school rules apply. Three Bus Referrals will result in five days of suspension from all buses. Students are assigned a specific bus to ride. If a student needs to ride a bus other than the one assigned, they must give the bus driver a permission slip from the office.

A. Before Loading (on the roads and at school):

1. Be on time at the designated school bus stops to keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus comes to a complete stop.

B. While on the Bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in accidents.
4. Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should always refrain from tampering with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
13. Remain quiet when approaching a railroad crossing stop.
14. In a road emergency, students must remain on the bus.

C. After Leaving the Bus:

1. When crossing a road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal, and then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.

D. Extra-Curricular Trips:

These rules and regulations will apply to any trip under school sponsorship.

1. Students must respect the authority of a chaperone appointed by the school.
2. The bus driver must be certified through the State Department of Education for all activity trips.

CAFETERIA

The school sponsors a lunch and breakfast program that strives to serve well-balanced meals daily. Parents should encourage the children to try the foods served which may be new to them. For students, the cost of breakfast will be \$2.00, and the cost of lunch will be \$2.75. **Prices are subject to change.**

We encourage parents/guardians to make payments to students' accounts weekly in the cafeteria or through the Wengage online portal. When students eat meals at school, the costs of meals are deducted from account balances. Accounts are not charged for days students are absent or bring packed lunches.

Continuous charging for meals is strongly discouraged. Instead, making payments in full on the first of each month is best. Account balances are sent home with students monthly to assist families in keeping outstanding balances to a minimum. Call Cindy Anson, Poteau Schools Food Service Director, at 647-7725 if you have questions concerning your student's account.

Parents/guardians of students with food allergies must provide the office with a doctor's statement so the cafeteria staff can be alerted.

Parents/guardians are welcome to eat lunch with students in the cafeteria, but they must check in through the office to receive a visitor's sticker first. Per Poteau School District's Wellness Policy (page 12), no energy drinks, fast food, or soda are allowed in the cafeteria.



Poteau School District's Wellness Policy

"The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and wellbeing. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors. The goal is for all students in Poteau School District to possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. To meet this goal, the Poteau School District established specific guidelines in the areas of: nutrition, guidelines/standards, nutrition education, physical activity, and other school-based activities that support student and staff wellness."

*Go confidently in the direction
of your dreams!
Live the life
you've imagined.*

Henry David Thoreau,
Author, Poet, and Philosopher

CLOSINGS DUE TO INCLEMENT WEATHER

The District's School Messenger System sends notifications directly to the primary phone numbers for parents/guardians when school is canceled. Local T.V. and radio stations also announce school closures. Parents/guardians can call 647-7790 or check the district website for school closing information. Announcements are also made on the PKMS 5/6 Center *Facebook* page.

DRESS EXPECTATIONS

Students are expected to dress in clothing that is appropriate for school. Any attire that draws undue attention to the individual or interferes with the educational process is inappropriate for school dress. Following are examples of clothing not allowed at school: see-through, midriff tops, halter tops, half shirts, and camisoles, and clothing that advertises alcohol, tobacco, drugs, or obscene or offensive messages. Clothing must be below the students' thumb length when arms are held straight down by the students' side. Skirts must be below students' fingertips with hands held at their sides. Holes or rips in jeans may not be above fingertip length. Tank top straps must be three fingers wide. Shoes with wheels (Heelies) are not allowed at school. Hats are not permitted in the building except on designated days. For safety reasons, closed-toe shoes are recommended at school. If students wear flip-flops, please send an extra pair of shoes in the student's backpack.

EMERGENCY PROCEDURES

Fire: There will be one or more fire drills every nine weeks. The signal will be a long buzzing sound. The signal to return to the building after the drill will be a doorbell signal. Teachers should familiarize students with fire escape routes on the first day of school.

Lockdown: All students and staff will participate in two intruder drills yearly. The purpose of an intruder drill is to remove students from risk as much as possible, limiting their visibility and accessibility to students in the event of an intruder within the school building.

Lockout: All students and staff will participate in two lockdown drills yearly. The purpose of a lockdown is to secure access to the buildings in the event of a threat on or near the school campus.

Weather: A warning system is in place to keep our students safe in case of storms or extreme weather. Our safe room is the designated shelter for students in case of a tornado. An evacuation map is located in each classroom. Two tornado drills will occur each school year.



ENROLLMENT

Students must enroll through the Wengage online portal. Parents/guardians must provide birth certificates and evidence of current immunizations. Students who are legal residents of the district are entitled to attend Poteau Public Schools, providing they meet other requirements for attendance. The residence of any student for school purposes is the school district in which the child's parents, guardians, or person having legal custody holds legal residence. The school administration may require proof of residence.

Change of Information

Please keep your child's enrollment information current by reporting any changes, such as new phone numbers, addresses, employers, emergency contacts, etc. In an emergency, current information is vital if students get sick or injured at school or if school personnel need to contact you for any reason. Please get in touch with the school office when information changes.

*You can't use up cre-
ativity.*

*The more you use,
the more you have.*

Maya Angelou,
Author, Poet, and Civil Rights Activist

FAMILY RIGHTS & PRIVACY ACTS

Parents of students currently enrolled have a right to inspect and obtain a copy of the Board of Education Policy, Section 5140 concerning family rights and privacy which is available in the Superintendent's and each of the Principal's offices. They also have the right to:

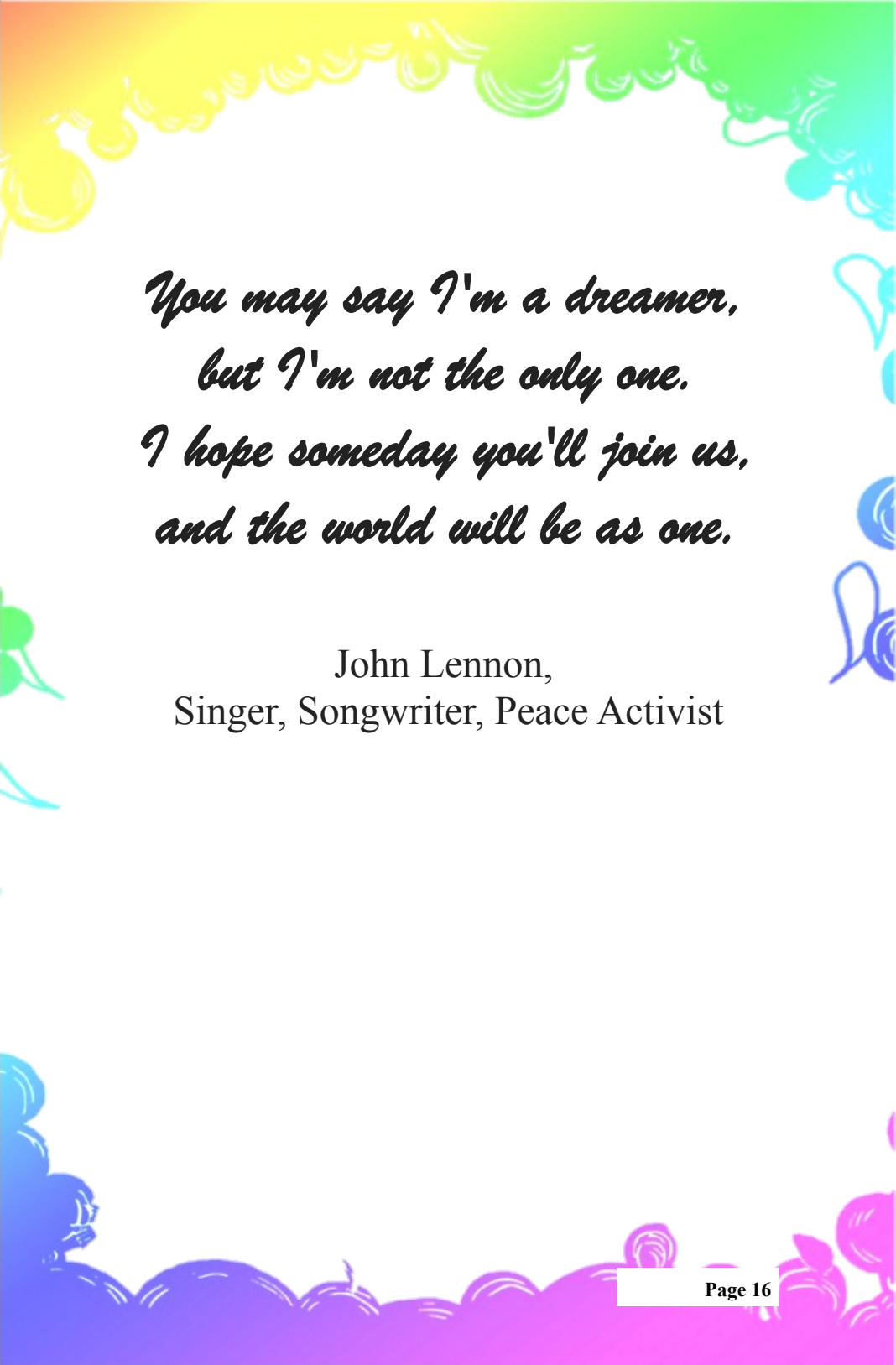
1. Inspect and review the student's education records.
2. Exercise a limited control over the people's access to the student's education records.
3. Seek to correct the student's education record; in a hearing if necessary.
4. Report violations of the FERPA to the U.S. Department of Education.
5. Be informed about FERPA rights.

Copies of education records may be obtained from the Principal's Office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parents in their native language or to the visually impaired in their mode of communication. All rights and protection given parents under the FERPA and I-29 Board Policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. At that time, the student becomes an "eligible student."

Parent of a student in a Title I school has a right to request and receive information in a timely manner regarding the professional qualification of their student's classroom teacher. The information regarding the professional qualifications of their student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught,
- If the teacher is teaching under emergency or temporary status in which the state qualifications are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition to the above information the parent will be notified if their student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.



*You may say I'm a dreamer,
but I'm not the only one.
I hope someday you'll join us,
and the world will be as one.*

John Lennon,
Singer, Songwriter, Peace Activist

GRADING AND EDUCATIONAL INFORMATION

Basic Education Requirements

Oklahoma Academic Standards serve as expectations for what students should know and be able to do by the end of the school year. Oklahoma educators wrote the standards for Oklahoma students. Poteau School District will continue to receive assistance through resource development and professional development opportunities for teachers and administrators.

These standards are considered minimum requirements for students to succeed. At Pansy Kidd Middle School, we expect our students to exceed these minimal expectations. Poteau School District has a written program description, content, and an evaluation process for all elements of its curriculum. Faculty members review and update these annually in all core content subjects.

PKMS offers educational support systems for struggling students. Available educational support systems include after-school tutoring, math intervention, reading intervention, retention, special education placement, and summer school enrollment.

Grading Policy

Students receive progress reports at the end of the first and third nine weeks. PKMS issues report cards at the end of each semester.

Teachers consider many factors when determining grades. Among these factors are: daily assignments, class participation, meeting criteria with accuracy, and assessment scores. Students' academic performance is rated as A-Excellent, B-Good, C-Satisfactory, D-Poor, and F-Failing.

After transferring from another district, a student who attends PKMS for less than eleven school days in a grading period is not assigned a grade for that grading period. Instead, the school where the student last attended will issue the grade for the grading period.

Missing or Late Work

All parents, guardians, and students can access the Wengage Student Portal to check grades and/or missing assignments. Students can turn in missing assignments up to two weeks after an assignment's due date but will receive a point deduction of minus 2 points per day for every day past the due date. Students will receive a zero if assignments are not turned in by the established due date. Students are responsible for requesting missing assignments from teachers.

- ***Re-do Work***

Any student earning below 70% (letter grade of “D” or “F”) on daily-work assignments, not to include tests, is allowed the opportunity to re-do the assignment. Students are allowed this second chance to not only learn from their mistakes, but to improve their grade. The two percentages will be averaged together and recorded as the new grade. The work must be turned in the following school day and is the responsibility of the student. It is the responsibility of the student to take advantage of this opportunity.

- ***Promotion Policy***

The local district has the authority, even when a parent/guardian requests promotion, to retain a child at their present grade level. The final decision for promotion or retention will not be made until a consultation occurs between school representative and a parent/guardian. The parent may prepare a written statement, giving the reason for disagreeing with the decision of the board, to become a part of the permanent record of the student.

- ***State Assessments***

The Oklahoma State Test (OSTP) is designed to provide information on specified areas of knowledge, skills, and content and are used to measure state-mandated curriculum in the core subjects and/or skill areas of mathematics and reading. The OSTP is administered to 5th and 6th grade students during the spring semester.

Authentic assessments are administered throughout the year which may include teacher-made tests, projects, demonstrations, data folders, portfolio work samples, observation, etc. Parents will receive a written report of achievement test scores provided by the Oklahoma State Department of Education.

GUIDANCE PROGRAM

The guidance program is designed to detect and to help students solve emotional, social, and academic challenges that cause him/her to leave school, to become delinquent, or to otherwise fail to adjust to society’s demands.

The counselor works with students individually and in small groups. Guidance lessons are presented in classes biweekly. While working with groups, the counselor gains information and knowledge as to student needs in areas of anxiety, peer-pressure, drugs, abuse, and neglect.

The following character themes will be introduced during guidance lessons and promoted by the PKMS Team members throughout the year:

August - Positive Beginnings
September - Responsibility
October - Citizenship
November - Gratitude
December - Generosity
January - Motivation
February - Kindness
March - Perseverance
April - Optimism
May - Independence

PKMS will participate in the following celebration weeks:

- Red Ribbon Week (October)
- Kindness Week (February)
- Read Across America Week (March)

*If other celebration weeks are added, they will be announced through School Messenger automated calls and social media.

*In a gentle way,
you can shake the world.*

Mahatma Gandhi

HEALTH SERVICES

Parents/legal guardians must fill out a *Consent to Administer Medication* form for students to take any prescription or non-prescription medication at school.

MEDICATION:

1) Will only be administered if it is sent to school by a parent/guardian; 2) Must be in the original container and labeled with directions; 3) Must be kept in the office unless authorized in writing by a physician; 4) Should be delivered to the school office by a parent/guardian, if possible; and 5) Will not be sent home with students.

Basic first-aid will be administered in case of injury. In case of serious injury or accident, the child will be taken to the emergency room and the parent notified immediately. For less severe injury or illness, the parent may be contacted. Any student with head lice will be sent home immediately and will not be permitted back to school until cleared by a trained school employee.

IMMUNIZATIONS

All students, including transfer students, are required to furnish evidence of all the required immunizations for Oklahoma school attendance or a valid exemption before they may be allowed to enroll or attend school. Failure to do so would be a misdemeanor. Parents who have lost or cannot obtain their children's immunization records will be referred to the local health department or family physician.

Immunization requirements for all students at the beginning of the school year:

1. Five DTP or Td shots
2. Four polio vaccine doses
3. Three hepatitis Bs
4. Two hepatitis As
5. Varicella (if the student has not had chickenpox)
6. Two MMR vaccines (mumps, measles and rubella)

No grace period will be allowed for any student.

The official immunization record card prescribed by the Oklahoma State Health Department is ODH216 and must be maintained for each student.

INSURANCE

During online enrollment, parents will receive information regarding availability of insurance for students. This insurance is usually of two types: to and from school or during any school sponsored activity; and twenty-four hour coverage is effective the year round and covers the student whether at school or elsewhere. The school system does not sponsor these insurance programs and receives no financial benefit from them. Our only purpose is to make this type of benefit available if desired. The insurance pays only those claims not paid by other insurance policies that cover the student.

INTERNET

Internet access will be provided to students throughout the district with the following goals in mind:

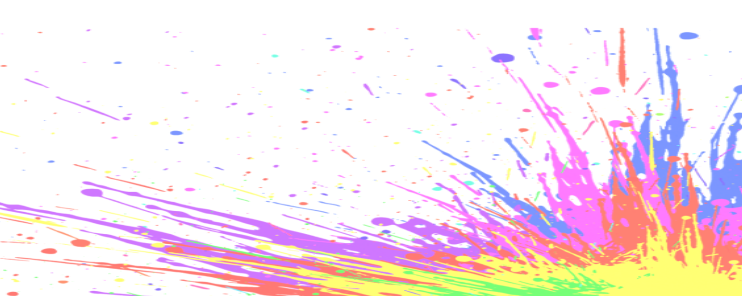
1. To promote educational excellence for the advancement and promotion of learning and teaching by facilitating resource sharing, innovation, and communication within our own community, the state, nation, and world.
2. To support research and education in and among academic institutions in the world by providing access to unique resources supplemental to the Media Center resources, and provide the opportunity for collaborative work.
3. To stimulate personal growth in information-gathering techniques, critical thinking skills and communication skills; to significantly expand each user's knowledge base; and to promote intellectual inquiry and awareness of global diversity through worldwide communication and exploration.
4. To assist educators and students in developing the skills needed to discriminate among information sources and to evaluate and use information to meet educational goals.

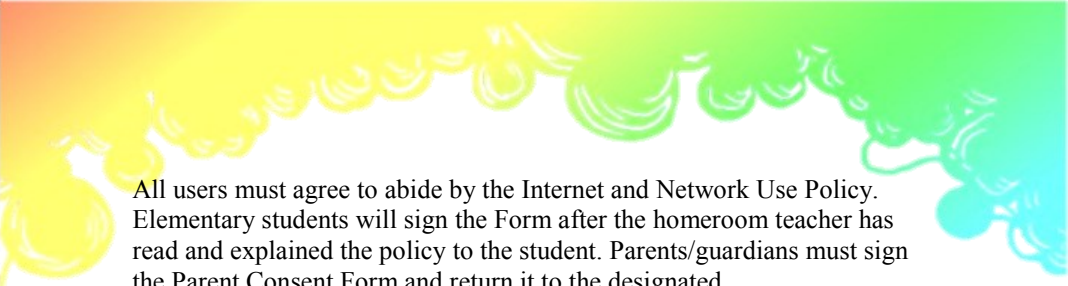
User Responsibilities

Users are representing the Poteau School District each time data is transferred over the Internet. All users must behave in an ethical and legal manner.

Internet access is a privilege and with every privilege comes certain responsibilities:

1. *The use of the Internet must be in support of education and research consistent with the educational objectives of the school district. Any user accessing the Internet for purposes other than educational is subject to disciplinary action.*
2. *All users are fully responsible for their own actions.*
3. *Any user finding access to inappropriate materials on the Internet shall immediately report the location of the information to the system administrator for filtering.*
4. *Students will only use the computer with an adult in the room.*
5. *The login name and password given to each user become the user's responsibility. This information should not be shared with anyone else.*
6. *Users should not reveal home addresses or phone numbers, of those or other students.*
7. *Users shall be polite, courteous and respectful during all sessions on the Internet, including use of E-mail. Users must use appropriate language. Profanity, obscenity or any vulgarity is prohibited.*





All users must agree to abide by the Internet and Network Use Policy. Elementary students will sign the Form after the homeroom teacher has read and explained the policy to the student. Parents/guardians must sign the Parent Consent Form and return it to the designated person at the school level. School district personnel will provide supervision of student access to the Internet at all grade levels. Users will be required to obtain permission from a teacher before using the Internet.

The Internet is an ever-changing environment offering a wide variety of resources for students, teachers and staff. Along with the desirable educational resources is the availability of material that may not be considered to be of educational value in the context of the school setting. However, the school district firmly believes that access to such a vast array of resources and information as well as the benefits that this interaction provides, is essential.

Students, teachers, and others accessing the internet from district facilities are charged with the responsibility to comply with the requirements set forth in the Internet Use Policy.

Chromebook insurance is available through Poteau School District. It is highly recommended that Chromebook insurance be purchased by guardians for each student device. Chromebook insurance may be purchased through the district administration. In the case that a device is broken and insurance was not purchased, student guardians will be responsible for paying to repair the device.

MOMENT OF SILENCE

It shall be the policy of the Poteau Board of Education that each school shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the minute of silence. The moment of silence will be held at the start of the school day and will be announced over the intercom during morning announcements.

NON-DISCRIMINATION POLICY

Pansy Kidd Middle School shall take all necessary action to comply with the letter and the spirit of federal law, prohibiting discrimination in all human endeavor; therefore, there shall be no discrimination against any person because of race, creed, color, national origin sex, age, qualified handicap or veteran; except when it is necessary to meet a bona fide occupational requirement. Persons wanting additional information concerning the application of this policy or anyone needing assistance with grievance procedure (Policy 2112,3) should contact Diane Tillery, Civil Rights Coordinator, at 647-7700.

OK A+ SCHOOLS NETWORK

PKMS has been a member of the OK A+ Schools Network since 2019. The Oklahoma A+ Schools Institute at the **University of Central Oklahoma** works with schools to make learning more intuitive and fun. Integrating other academics with the arts creates an environment where every student can thrive. Student engagement is a key component that research has connected with higher student achievement, fewer disciplinary referrals, better attendance, and higher levels of parental involvement compared with other schools in the state.

PKMS is partnering with OK A+ Schools to provide teacher training and support that emphasizes the OK A+ Schools' eight components to sustain a creative culture that addresses the needs of individual learners and catalyzes whole-school transformation.

- Arts
- Curriculum
- Experiential Learning
- Multiple Learning Pathways
- Enriched Assessment
- Infrastructure
- Collaboration
- Climate

PARENT/TEACHER CONFERENCES

PKMS encourages communication between home and school. Every effort is made to contact parents when they request an appointment with teachers, counselors, or principals.

Scheduled conferences are held during the fifth week of the first and third quarters. Poteau School administrators and teachers believe that Parent/Teacher Conferences are extremely beneficial. Conferences with teachers provide additional information about students' progress or challenges that are not easily identified by only a report card grade.

PICK-UP POLICY

Any adult attempting to pick up a student must be on an approved pick-up list in the Pansy Kidd Middle School office. As a safety precaution, adults picking up students may be asked to present photo identification if office staff is unfamiliar with the adults attempting to pick up students.

If a custody dispute is present that affects pick-up, a copy of current legal documentation must be on file in the office. The legal documentation must clearly state custodial and non-custodial rights or lack of rights regarding pick-up of students from school.

In the absence of legal documentation on file outlining pick-up rights for each parent, the student will be allowed to leave school with the custodial or non-custodial parent who arrives first.

Please make sure the school office has updated names of anyone approved to pick up your student. A drop/add form can be completed in person at any time throughout the school year. These changes WILL NOT be approved over the phone.

Parents picking up students for lunch must be on the student's pick-up list and should be considerate of the school's lunch schedules.

Fifth Grade Lunch/Recess: 11:45 a.m.—12:30 p.m.

Sixth Grade Lunch/Recess: 12:35 p.m.—1:20 p.m.

PROHIBITED ITEMS

The following items are not allowed to be brought to school:

- Toys of any kind including fidget spinners, pop-its, etc.
- Trading cards (Not limited to Sports, Pokémon, etc.)
- Hard sports equipment (Not limited to bats, baseballs, softballs, frisbees, etc.)
- Wireless devices of any kind

SAFETY

Crisis Intervention Teams are identified in Poteau School District and will be activated in case of an emergency. These teams, along with building and district administrators, are responsible for a coordinated response to emergencies.

SCHOOL PARTIES

There may be class celebrations during the school year. Traditionally parties are held at Christmas and Valentine's Day. Class incentive celebrations may be held during the year to promote positive academic or behavior achievement within specific guidelines. Personal party invitations should not be passed out at school.

SEARCH AND SEIZURE

The school principal or designee is authorized to detain and search any student and the property in any student's possession - while on school premises, at school activities, or in transit under the authority of the school - for any item which is illegal or prohibited by school rules, or for property believed to have been stolen from any person associated with the school or belonging to the school.

SUSPENSION

In- and out-of-school suspensions are assigned in the most extreme cases of misconduct, as determined by school administration.

SEXUAL HARASSMENT

The Poteau School District Sexual Harassment policy can be viewed on the district's website in Section 5 of Board Policies.

SMOKE-FREE ENVIRONMENT

The Poteau School District maintains a smoke-free environment policy. The public will not be permitted to smoke **anywhere** on school property. Tobacco products of any kind, as well as vapes, are not permitted on Poteau School campuses.



TELEPHONE MESSAGES

Every effort will be made to minimize interruptions to instructional time. To support the school in this effort, please provide after-school instructions to students before they leave home in the morning to minimize the need for calls or messages during school hours.

TRANSFER STUDENTS

Students whose parents are not legal residents of the Poteau School District must obtain legal transfers to attend Poteau Public Schools. Transfer students must follow district attendance and behavior policies or risk the transfer being revoked.

TRIPS

There may be educational and incentive trips scheduled throughout the school year. All trips are considered a **privilege** for students and are intended to enhance the educational experience of students. Individual student circumstances may prevent participation in trips. Incentive field trips are considered an earned activity based on academics, behavior, and/or attendance. Decisions on student participation in trips are made at the discretion of the administration and teachers.

VALENTINE'S DAY DELIVERIES

Deliveries for Valentine's Day will not be accepted at Pansy Kidd Middle School. Please have all Valentine gifts delivered to your home or provide them to students prior to coming to school.

VISITORS

Parents/guardians are invited to visit the school. However, call ahead to schedule meetings with teachers during planning periods.

It is the policy of the Poteau Board of Education that all visitors to any school facility obtain a visitor's pass at the building's office. Parents or guardians who want to visit a classroom or teacher during the school day should request prior approval through the site principal.

WIRELESS DEVICES

Students are discouraged from bringing cell phones or other devices with voice, text, or data capabilities to school. If they bring wireless devices to school, the device must be turned off and stored in student lockers during the school day. Students not observing this policy will have the device confiscated, and it will be released to students' parents after school hours. PKMS is not responsible for lost or stolen devices.



*Imagination
does not become great
until human beings,
given the courage
and the strength,
use it to create.*

Maria Montessori,
Educator and Physician

POTEAU PUBLIC SCHOOL

District Bullying Policy

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication including video content is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concern bullying at school.

As used in the *School Safety Bullying Prevention Act*, bullying has been defined as a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, or directed toward a student or groups of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student."

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school retention
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Requiring student to participate in anger management or other school counseling
13. Referring student to appropriate social agency
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extra-curricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**REFERENCE: 21O.S. § 850.0
70 O.S. § 24-100.2**

PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as identifying information such as e-mail address or web address shall be provided to the building principal in written form to allow for a thorough investigation of the matter.

Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine that bullying occurred, the severity of the incident and the potential for future violence.

The principal shall make a determination as to whether bullying has occurred. If it is determined that bullying has occurred the principal shall immediately contact the parent of the student bully, victim and any other students affected by the prohibited behavior.

If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the *Family Educational Rights and Privacy Act of 1974*, the *Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes Section 1376 of Title 59 of Oklahoma Statutes*, or any other state or federal laws relating to the disclosure of confidential information.

The principal shall provided written documentation of the bullying incident, disciplinary actions taken, prevention steps, remediation steps and any other relevant documentation to the superintendent or designee upon completing the investigation.

Definition of Terms

1. *Statutory definition of bullying:*

70 Okla. Stat. § 24-100.3(C) of the *School Safety Bullying Prevention Act* defines the term "bullying" as a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, or directed toward a student or groups of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student."

2. *General Display of Bullying Acts*

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited

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- a. **Physical Bullying** includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
 - b. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
 - c. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
 - d. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extra-curricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by the Poteau Public School.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the *District's Policy Prevention on Harassment, Intimidation, and Bullying of Students*. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Poteau Public School is committed to providing annual appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students and parents, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. *Poteau Public School's Safe School Committee*

The District's Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, strategies for faculty to recognize bullying, and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the Committee shall review the board policy on bullying, traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The Committee shall also review the Oklahoma State Department of Education's list of research-based bullying prevention programs.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. Any student who knowingly makes a false report of bullying, shall be subject to the district policies regarding the discipline of the student.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a Report Form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Adopted: August 12, 2002 Revised: February 12, 2007, November 12, 2012

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS, PATRONS AND EMPLOYEES)

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, sex (including sexual harassment), age or disability.
2. **Grievant:** Any person enrolled in or employed by the district who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Compliance Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as a student's complaint would be.
3. **Compliance Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under *Title IX of the Education Amendments of 1972*, the *Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964*, as amended, *Section 504 of the Rehabilitation Act of 1973* and any other state and federal laws addressing equal educational opportunity. The Compliance Coordinator under **Title IX, ADA, Title VII and 504** is responsible for processing complaints and serves as moderator and recorder during hearings. The Compliance Coordinator of each statutory scheme may be the same person or different persons. The District Compliance Coordinator is Diane Tillery at (918) 647-7700.
4. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Day means a working day when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays & legal holidays.

Pre-Filing Procedures:

1. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Compliance Coordinator, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints:

1. **Grievant:** Submits written complaint to the Compliance Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the applicable Compliance Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within ten (10) days of alleged violation. Complaint forms are available from the office of the superintendent and the Compliance Coordinator.
2. **Compliance Coordinator:** Conducts an investigation, within ten (10) days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses, review of any supporting documents and interviewing the respondent; and asks respondent to:
 - a. Confirm or deny facts;
 - b. Indicate acceptance or rejection of student or employee's requested action; or
 - c. Outline alternatives.
3. **Respondent:** Submits written answer within ten (10) days to the Compliance Coordinator.
4. **Compliance Coordinator:** Within five (5) days after receiving respondent's answer, the Compliance Coordinator schedules a hearing.
5. **Grievant, Respondent and Compliance Coordinator:** Hearing is conducted. In circumstances involving allegations of sexual harassment, the Compliance Coordinator may determine

6. **Compliance Coordinator:** Issues within five (5) days after the hearing a written decision to the Grievant and Respondent.
7. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the Compliance Coordinator within five (5) days and request, in writing, a hearing with the superintendent or designee. This step is applicable only to situations in which Coordinator other than the superintendent or designee conducted the initial hearing.
8. **Superintendent or Designee:** Schedules within ten (10) days of request a hearing with the Grievant and Respondent
9. **Superintendent or Designee, Grievant and Respondent:** Hearing is conducted.
10. **Superintendent or Designee:** Issues a written decision within five (5) days following the hearing.
11. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within five (5) days and request a hearing with the Board of Education.
12. **Superintendent:** Notifies Board of Education, in writing, within five (5) days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
13. **Board, Grievant, Respondent, Superintendent and Compliance Coordinator:** Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

General Provisions:

1. **Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.
2. **Access to Regulations:** Upon request, the district shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, disability or veteran status.
3. **Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.
4. **Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. **Retaliation:** No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. **Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Compliance Coordinator.

