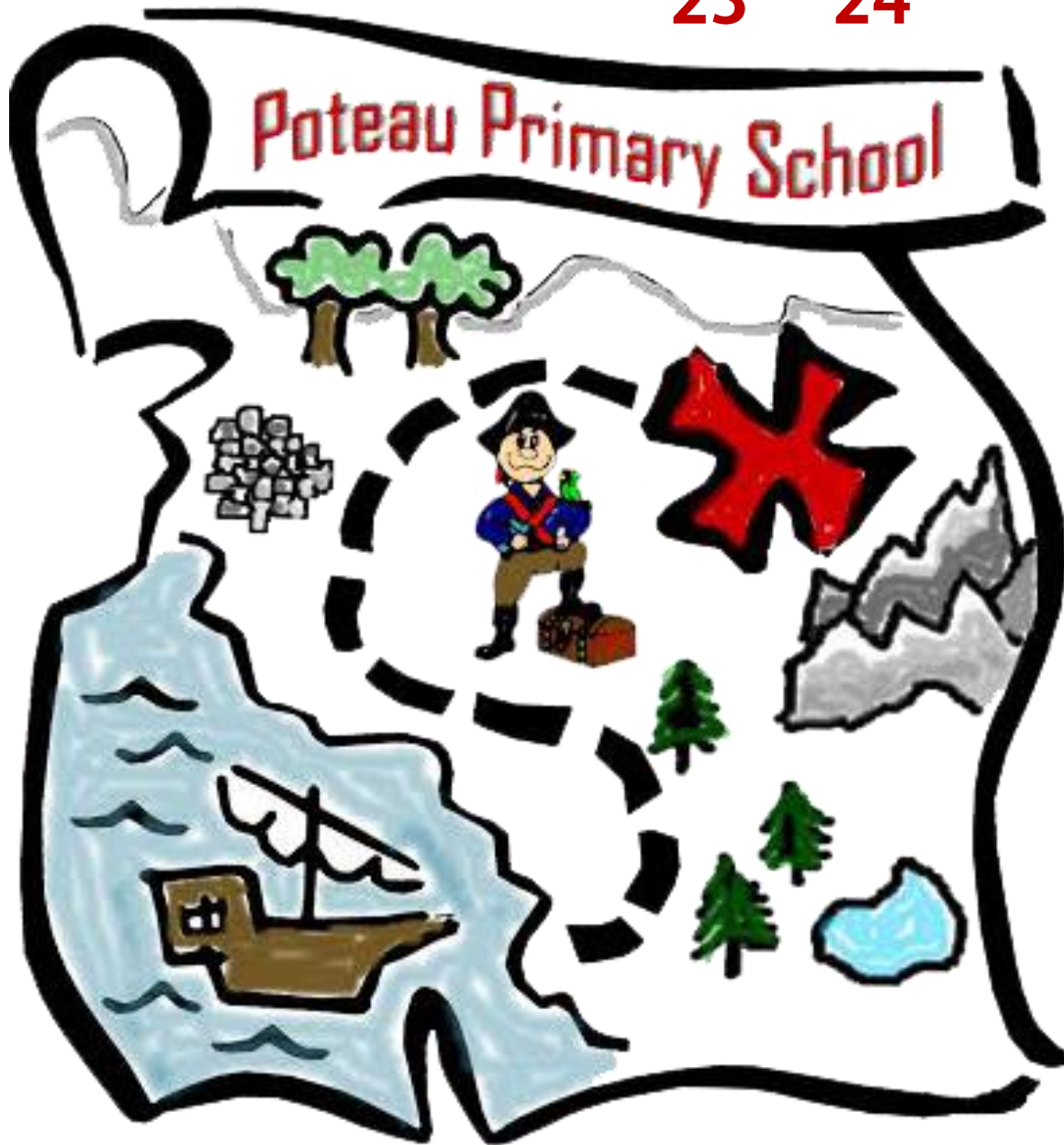


# STUDENT HANDBOOK

23 - 24



## FINDING THE TREASURE WITHIN OUR STUDENTS

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Dear Poteau Primary School Families:

Welcome to another exciting school year at Poteau Primary School! We are happy to have you and your child as part of our school family. Our primary goal is to provide a nurturing, supportive, and safe learning environment where your child can flourish.

The Poteau Primary School student handbook has been carefully written to acquaint you with our school's procedures, protocols, and guidelines. It serves as a valuable resource to address any questions or concerns that may arise throughout the school year. We encourage you to thoroughly review the handbook and familiarize yourself with its contents.

We firmly believe that a successful school experience relies on strong collaboration between home and school. Therefore, I extend an open invitation for you to visit our school, actively participate in school activities, and demonstrate your interest in your child's academic progress. Our doors are always open, and we encourage you to reach out to your child's teacher or me if you have any questions or concerns. It is my sincere desire that we all work together in fostering positive learning experiences for every student.

As we begin this journey together, I wish you and your family an exceptional school year filled with growth, discovery, and memorable moments. Thank you for entrusting us with your child's education, and we look forward to a successful school year and a rewarding partnership.

Sincerely,

*Kristie Smith*

Poteau Primary School Principal

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## **SCHOOL VISION**

At Poteau Primary School, we envision a nurturing and inclusive educational environment that fosters a strong sense of family, promotes academic excellence, and nurtures social and emotional growth. We endeavor to cultivate a school community where every child feels valued, inspired, and encouraged to reach their full potential.

## **MISSION**

Our mission at Poteau Primary School is to provide a safe and supportive learning community where students, staff, and families partner to achieve academic success, promote social and emotional growth, and build continuous learners. We are dedicated to fostering a family-like atmosphere that embraces student differences, encourages cooperative participation and involvement from all parties, and values the unique strengths of each individual.

## **CORE VALUES**

1. **Safety:** We prioritize the safety and well-being of our students, staff, and families. We provide a secure and nurturing environment where everyone feels protected and supported.
2. **Family:** We believe that fostering a sense of family is essential in creating a supportive and caring environment. We prioritize building strong relationships among students, staff, and families, fostering a sense of belonging, and celebrating the diverse backgrounds and experiences of our school community.
3. **Academic Excellence:** We are committed to providing a comprehensive academic program that prepares students for success in the future. Through engaging and differentiated instruction, we encourage students to become critical thinkers, problem solvers, and lifelong learners.
4. **Social and Emotional Growth:** We recognize that the social and emotional well-being of our students is of great significance to their overall success. We prioritize creating a supportive environment that nurtures the development of positive relationships, empathy, resilience, and self-confidence. Through social-emotional learning opportunities, we strive to equip our students with the essential skills and attitudes needed to overcome challenges and develop healthy relationships with those around them.
5. **Cooperative participation and involvement:** We believe in the power of cooperative participation and involvement. We encourage open lines of communication and foster partnerships among students, staff, families, and the community. We value the input and involvement of all stakeholders and believe that by working together, we can create a learning community that enriches the educational experience.

Together, as a family, we are dedicated to inspiring and empowering every student at Poteau Primary School to positively impact their home, community, and the world.

## 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.

## ENROLLMENT

Students must enroll online through the principal's office. If a parent/guardian does not have a device available at home with which to enroll or they need support, they may come to the school office for assistance. Birth certificates, immunization records, and proof of residency must be presented. The date of birth will be recorded in the cumulative folder.

- *Students entering first grade must be six years of age on or before September 1<sup>st</sup>.*
- *Students entering kindergarten must be five years of age on or before September 1<sup>st</sup>.*
- *Students entering pre-kindergarten must be four years old on or before September 1<sup>st</sup>.*

**TRANSFER STUDENTS – (Please refer to Board Policy 5112.11 for a more detailed explanation of this policy.)** A student whose parents are not legal residents of the Poteau school district must obtain a legal transfer to attend Poteau Public Schools.

**TRANSFER APPLICATION PROCEDURE:** Application for transfer into Poteau Public School must be done through the online portal which may be found at the following website: [www.poteau.k12.ok.us](http://www.poteau.k12.ok.us)

## FORMATION OF CLASSES

The following are considerations when assigning Primary students to classes:

- *If a child was retained the previous year, parents may elect to return the child to the same teacher.*
- *In case of brothers or sisters in the same grade, exceptions will be made.*
- *In the case of a teacher's child or grandchild, exceptions will be made.*

## IMMUNIZATION RECORD

All students, including transfer students, shall be 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. 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 K-2 at the beginning of the school year:**

- *Five DTP or Td shots*
- *Four polio vaccine doses*
- *Three hepatitis B*
- *Two hepatitis A*
- *Varicella (if the student has not had chickenpox)*
- *Two mumps*
- *Two doses of measles and rubella vaccine*

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

## BASIC EDUCATION REQUIREMENTS

The Legislature through HB 1017 addressed basic education by mandating curriculum. Oklahoma Academic Standards (OAS) developed at the state level exists as a guide for local districts. These standards

are considered to be minimum requirements for students to be successful, and at Poteau Primary 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 the basic subjects.

If a student fails to meet these minimum standards in the basic subject areas, intervention will occur which may consist of retention, summer programs, assignments to intensive help groups with specialists, or special education.

## **ATTENDANCE**

Poteau Primary students must be in attendance 85% of the time in order to be promoted to the next grade. However, we have set a goal for our students to be present an average of 95% of the time.

When a child is absent or will arrive late parents should contact the school office at 918-647-7780 no later than 9:00 a.m. The absence will be recorded as unexcused unless a call is received from the parent or a doctor's note is provided within 24 hours of the absence. A doctor's note will only be accepted when a physician has treated an illness or injury and has verified that because of illness or injury, the student was unable to attend school.

Parents will be contacted by phone or mail if a student has poor attendance. Also, the truancy officer and other outside agencies will be notified as required.

Medical and dental appointments should be scheduled before or after school when possible, and family trips and vacations should be scheduled outside the school calendar. Students and parents will be given no more than 24 hours to treat and clear head lice before the student returns to school. Consistent attendance assists children in being successful in school.

All grades, Prekindergarten through 1st grade, begin class at 8:00 a.m. and dismiss at 3:00 p.m. Habitual tardiness and early pickups are unacceptable and unfair to other students as instruction is interrupted each time the student enters or is called out of the classroom.

**To be considered for perfect attendance a student must be in attendance every day from 8:00 until 3:00.**

**TRUANCY** - A student who is absent without a valid excuse (such as a doctor's note) for four (4) or more days or parts of days within a four-week period or is absent without a valid excuse for ten (10) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s), and other agencies as required. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) Students absent for ten consecutive days will be dropped from the roll.

**CHRONIC ABSENTEEISM** – A student is considered chronically absent after missing 10 percent (17.5) or more school days, including both excused and unexcused absences. Students who are chronically absent will be reported to the Oklahoma State Department of Education.

## **ARRIVAL AT SCHOOL**

Students should not arrive at school earlier than 7:30 a.m. By 7:30 a.m. teachers are on duty, outside and inside buildings to supervise and render needed assistance in case of emergencies.

However, before 7:30 a.m. teachers generally have not arrived, and there would be no supervision for children.

## **LATE ARRIVAL TO SCHOOL**

The school day begins at 8:00 a.m. Occasionally children arrive late. If your child arrives at school late, he/she must be escorted to the office by a guardian to pick up a tardy slip before going to the classroom. Please help us devote each minute to learning for all children by making sure your child arrives on time.

Each experience that your child has is a learning experience for him/her. Being prompt and on time helps a child know that you believe school is important. Being on time could improve your child's grades. If you have difficulty bringing your child to school, bus transportation is provided. Contact the school office to inquire about bus transportation. **To be considered for perfect attendance a student must be in attendance every day from 8:00 until 3:00.**

## **INCLEMENT WEATHER**

When school is canceled, parents will be informed by an automated phone message. A message will also be posted on our school's Facebook page as well as our school website [www.poteau.k12.ok.us](http://www.poteau.k12.ok.us), and on local tv stations.

## **PARENT-TEACHER CONFERENCES AND REPORT CARDS**

Parent-teacher conferences are scheduled in September and February each year. Classroom teachers will send home a form to schedule a time to meet.

A parent's active participation in parent-teacher conferences demonstrates their commitment to their child's education. By attending these conferences, a strong foundation for collaboration and support is created, which directly influences students' academic success.

At the conclusion of the school term, students will receive a report card that states their grade placement for the upcoming year. For Pre-K, Kindergarten, and 1<sup>st</sup>-grade students, a comprehensive checklist report card will be provided. To ensure effective communication, we ask that parents or guardians review and sign the report card before returning it to the child's teacher. A copy of the report card will be kept in the students' cumulative folder.

If a student attends Poteau Primary School for fewer than eleven school days within a grading period, they will not receive a grade for that specific period. In such cases, the grade will be issued by the school the child previously attended for that particular grading period.

## **WIRELESS COMMUNICATION DEVICES**

To promote a focused learning environment, students are strongly advised against bringing cell phones or smart watches to school. If a situation arises where a student must have one of these devices, it should be promptly handed over to the teacher upon arrival at school or kept securely in the child's backpack. Additionally, it is important for parents to provide a note to the teacher explaining the specific need for the device.

During school hours and while on the bus, the device must be turned off at all times. It is strictly prohibited to use the device for photography or recording conversations.

Students who fail to adhere to this policy will have their devices confiscated. The device will be held by the school and will not be returned to the student. However, parents are welcome to retrieve the confiscated device from the school office after regular dismissal hours.

## **STUDENTS LEAVING SCHOOL DURING CLASS TIME**

For various reasons such as accidents, doctor appointments, or illnesses at school, it may become necessary for a child to be picked up during school hours. In such cases, it is essential to ensure that the school office



is aware of the individuals who are authorized to pick up your child and is provided with up-to-date contact numbers for emergencies. Students will only be allowed to leave the school premises with authorized individuals during school hours.

While we strive to minimize inconvenience, our primary concern is the safety and security of all our students. To maintain a secure environment, anyone picking up a child during regular school hours must check in at the principal's office.

We greatly appreciate your cooperation in ensuring that we are always aware of who is taking your child from Poteau Primary School. By working together, we can prioritize the safety and well-being of our students.

## **STUDENT WITHDRAWAL**

When a student withdraws from Poteau Primary School, all books should be returned to the school, and all lunches or lost books paid for before withdrawal is complete.

## **TELEPHONE MESSAGES**

Important telephone messages will be received and handled by our office personnel. These messages will be promptly delivered to the respective students or teachers by 2:30 PM. In case of emergency calls, they will be treated as such, and the teacher or student will be notified and allowed to leave the classroom.

Students may utilize the telephones when necessary, provided they have obtained permission from a teacher.

To minimize disruptions during school hours, we ask parents to provide after-school instructions to their children before they leave home. Additionally, if a student's routine will be different from the usual after-school plans, a note should be sent to the teacher to ensure they are informed about the change. Students will not be permitted to ride a different bus or go home with another student unless the teacher has received a written request from the parent.

By maintaining effective communication and adhering to these guidelines, we can ensure a smooth and organized flow of information while prioritizing the safety and well-being of all students.

## **SCHOOL BUSES**

Poteau Public School provides transportation for all students living within the school district. In an effort to keep our students safe, the following bus procedures should be followed at all times.

### Previous to loading students should:

- *Be on time at the designated school bus stops – to keep the bus on schedule.*
- *Stay off the road at all times while waiting for the bus.*
- *Wait until the bus comes to a complete stop before attempting to enter.*
- *Be careful in approaching bus stops.*
- *Respect people and their property while waiting on the bus.*
- *Receive proper school official authorization to be discharged at places other than the regular bus stop.*

### While on the bus students should:

- *Keep all parts of the body inside the bus.*
- *Refrain from eating and drinking.*
- *Refrain from the use of any form of tobacco, alcohol, or drugs.*
- *Assist in keeping the bus safe and clean at all times.*
- *Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.*

- *Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.*
- *Never tamper with the bus or any of its equipment.*
- *Maintain possession of books, lunches, or other articles and keep the aisle clear.*
- *Help look after the safety and comfort of small children.*
- *Not throw objects in or out of the bus.*
- *Remain in their seats while the bus is in motion.*
- *Refrain from horseplay and fighting on the school bus.*
- *Be courteous to fellow pupils and the bus driver.*
- *Remain quiet when approaching a railroad crossing.*
- *Remain on the bus during road emergencies except when it may be hazardous to their safety.*
- *Use the emergency door ONLY with instructions from the bus driver.*

After leaving the bus students should:

- *Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.*
- *Go home immediately, staying clear of traffic.*
- *Help look after the safety and comfort of small children.*

The above rules and regulations should apply to all trips under school sponsorship.

Primary School students are to board the afternoon buses only at the Primary School campus.

## **SCHOOL PICTURES**

Each child will have the opportunity to have an individual photograph taken. Additionally, group pictures with homeroom teachers will be taken in the spring. Purchasing these photographs is entirely optional and the student is under no obligation to do so. Our goal is to provide a memorable keepsake for families while respecting personal preferences and financial considerations.

## **ARTICLES BROUGHT TO SCHOOL**

Unless specifically requested by a teacher for a planned activity like "show and tell," students are not permitted to bring items for entertainment such as cell phones, electronic games, or other toys to school. Toys brought to school often prove to be a distraction from the learning environment. These items need to be stored during instructional time, which can be challenging as there may not be appropriate storage available. Additionally, there is a risk of items being stolen or accidentally damaged.

For items intended for recess, it is important to obtain prior approval from the teacher. This ensures that the items brought are appropriate and align with the guidelines set by the school.

By adhering to these guidelines, we can create a focused environment conducive to learning, minimizing distractions and ensuring the safety of personal belongings.

## **HEALTH SERVICES**

Parental consent is required for any medication or immunization practices at Poteau Primary School. Medication, whether prescription or non-prescription, can be administered at school in accordance with applicable laws and school board policies. In the event of an injury, basic first aid will be provided. In case of a serious injury or accident, immediate action will be taken, including taking the child to the emergency room and promptly notifying the parent. For less severe injuries or illnesses, the parent may be contacted to come to the school.

Head lice is a common issue, primarily affecting school-age children, particularly in the lower grades. While head lice have not been a major problem at Poteau Primary, appropriate measures are taken if a case is confirmed. When a case of head lice is identified, students in the affected classroom are examined to

detect any further infestations. Infested students are immediately sent home with a note containing treatment recommendations. Proof of treatment is required upon the student's return to school. If the child does not demonstrate evidence of satisfactory treatment, readmission to school will be denied, and they will be sent home for further treatment.

By following these protocols, we can maintain a safe and healthy environment for all students while ensuring proper medical care and prevention measures are in place.

## **STUDENT INSURANCE**

At the beginning of the school year, parents will receive information about the availability of insurance options for their children. These insurance programs are not sponsored by the school, and the school does not derive any financial benefit from them. Our sole intention is to make this type of insurance coverage accessible to families, should they choose to take advantage of it.

The insurance provided through these programs will only cover claims that are not already paid by other insurance policies that cover the student.

## **CAFETERIA**

The school provides a lunch and breakfast program dedicated to providing well-balanced meals each day. Parents should encourage their children to try the various foods served, even if they may be unfamiliar.

It is believed that a child's diet directly impacts their health, attitude, and educational prospects. Poteau schools have implemented a Wellness Policy that recognizes the well-documented connection between nutrition, physical activity, and learning. A healthy eating regimen and regular physical activity are vital for students to reach their full academic potential, experience optimal physical and mental growth, and maintain lifelong health and well-being. Such habits also contribute to a reduced risk of many chronic diseases. As a result, schools have a responsibility to aid students in acquiring, adopting, and sustaining healthy eating and activity patterns. Research has shown that well-designed and effectively implemented school nutrition and fitness programs not only enhance students' overall health but also improve their behavior and academic achievement. A healthy school environment encompasses staff wellness as well since school staff serves as daily role models for healthy behaviors.

Our goal within the Poteau School District is for all students to possess the knowledge and skills necessary to make nutritious food choices and enjoy physical activity throughout their lives. To achieve this, we have established specific guidelines in the areas of nutrition standards, nutrition education, physical activity, and other school-based activities that promote student and staff wellness.

Breakfast is served daily from 7:30-7:55 a.m., and we ask that students arrive no later than 7:45 a.m. to ensure they have ample time to enjoy their meal. Meal prices are as follows:

<b>Breakfast</b>		<b>Lunch</b>	
Paid	\$2.00	Paid	\$2.75
Reduced	\$0.30	Reduced	\$0.40

Any questions concerning cafeteria menus should be directed to the food service director at 647-7725.

If your child has any food allergies or specific dietary restrictions such as lactose intolerance, we kindly request that you provide a doctor's statement to the school, which will be shared with the cafeteria staff. This will ensure that appropriate accommodations can be made to meet your child's dietary needs.

We understand that there may be occasions when you would like to take your child out for lunch during the school day. We want you to feel free to do so but ask that you sign your child in and out at the office during the designated lunch time.

Your cooperation in following this procedure is greatly appreciated. Ensuring the welfare and safety of each child is our top priority, and we know that you share this concern. By working together, we can maintain a secure and nurturing environment for all students in our school.

### **NO SMOKING ON SCHOOL PROPERTY**

In the best interest of our children, our school district has established a policy forbidding smoking on school property.

### **SCHOOL SUPPLIES**

The district furnishes textbooks for classroom work as well as library books. Textbooks and library books are the property of the school district, and a child using such books is responsible for them. If district-owned books are lost or destroyed, the parent of the child responsible will be expected to pay for them.

It will be necessary for parents to provide certain supplies for their child, including items such as paper, pencils, and more. A list of the required supplies will be made available to local stores, or you can obtain it directly from the Poteau Primary School office after August 1st.

### **PARTIES**

Throughout the school year, three class parties will be organized for the students. Traditionally, parties are held for Christmas and Valentine's Day. Therefore, the selection of the third party should typically be from the following options: Thanksgiving or Easter.

To ensure fairness and to provide an inclusive environment for all students, we ask those personal birthday party invitations not be distributed at school unless an invitation is given to each student in the class.

### **VALENTINE'S DAY DELIVERIES**

To ensure a focused and uninterrupted learning environment, Valentine's Day deliveries will not be accepted at Poteau Primary School. The sheer volume of deliveries has proven to be disruptive and detracts from valuable teaching time for our teachers and staff.

In the best interest of our students, we ask that all Valentine's gifts be delivered to your home. We encourage you to have the gift ready at home, creating an enjoyable surprise for your child on Valentine's Day morning.

### **ASBESTOS INSPECTION**

Ensuring a safe and secure environment for all students is our top priority at Poteau Primary School. In compliance with federal law, the Poteau School District has conducted inspections of all buildings to assess the presence of asbestos.

After a thorough inspection of the buildings at Poteau Primary School, it has been determined that there is no presence of asbestos. This ensures that our school provides a safe and healthy learning environment for our students.

The district has developed a management plan to effectively control any potential contamination. If you would like to review this plan or require more information, please feel free to contact the superintendent's office at 918-647-7700.

## **BICYCLES**

In order to maintain a secure environment, students are prohibited from riding bicycles to school. Traffic flow around the school can pose potential risks for our young students who ride bicycles. Additionally, we do not have adequate bicycle racks or a designated safe area to store bicycles during school hours.

## **DRESS**

At Poteau Primary School, we uphold the expectation that students dress in appropriate attire for the school environment. It is important that clothing choices do not draw undue attention to individuals or disrupt the educational process. To ensure a respectful and conducive learning environment, we ask for adherence to the following guidelines:

1. Avoid wearing see-through clothing, midriff tops, half shirts, tank tops, shorts, and skirts that are shorter than a finger tip above the top of the kneecap. These types of clothing are considered inappropriate for school dress.
2. Clothing items displaying advertisements for alcoholic beverages, tobacco products, drugs, or containing vulgar, obscene, or offensive messages are not suitable for school.
3. For safety reasons, we recommend that students wear closed-toe shoes. Skate shoes are prohibited due to potential safety hazards.

## **LOST AND FOUND**

Designated Lost and Found areas are in buildings 1 and 2, as well as in the Pre-K building. These locations serve as collection points for items that have been misplaced or forgotten.

We ask that any clothing or belongings that can be easily removed at school be clearly marked with your child's name. This will greatly assist us in identifying the rightful owners and returning misplaced items promptly. Unclaimed articles will be held for a reasonable length of time, then donated to a charity.

## **PLAYGROUND**

Students must remain on the school grounds during school hours, with the exception of returning home after school. If leaving is necessary, they must receive permission from the duty teacher, homeroom teacher, or principal. This ensures that proper supervision and accountability are maintained for the safety of all students.

Whenever weather conditions permit, students will have the opportunity to engage in outdoor play. It is essential that children be dressed appropriately for the weather, particularly during winter, so they can fully enjoy and benefit from their recess time.

## **PLAYGROUND RULES**

- *Students must have the duty teacher's permission to leave the playground.*
- *Swing with bottoms only on the seat. No twisting of swings.*
- *Wait your turn without pushing.*
- *Do not sit or climb on top of playground equipment.*
- *Only slide down the slide on your bottom. No climbing up the slide.*
- *Play ball away from the playground equipment.*
- *Do not play tag/chase in the wood chip area.*
- *Do not play in the drainage ditches.*
- *Wood chips, rocks, and sticks should remain on the ground.*
- *When the whistle blows students must line up quickly.*

## TESTS

Throughout the school year, benchmark assessments will be administered to evaluate students' performance and growth.

Parents will receive notifications regarding the outcomes of these benchmark assessments. Furthermore, we encourage parents to participate in parent-teacher conferences, where we will have dedicated time to discuss their child's individual progress and address any questions or concerns they may have.

## HOMEWORK

Homework plays a crucial role in a child's educational journey as it fosters independent learning beyond the classroom. It serves as a means to communicate with parents about their child's school program and overall performance.

The amount of homework assigned will vary depending on the grade level, as it gradually increases from lower to upper grades. Homework can include unfinished classwork or additional practice to reinforce learning. To keep parents informed, some teachers may request that parents sign the assigned work or work done at school.

When a student is absent, it becomes challenging to predict the exact amount of material that will be covered. Therefore, make-up work is typically not assigned until the student returns to school. Students are given the same number of days as their absence, plus one additional day, to complete any missed assignments. In the event of an absence exceeding three consecutive days, parents may arrange to pick up the make-up work. We kindly request that parents contact the school before 10:00 a.m. on the desired day to ensure that teachers have the assignments ready for pickup at the office by 3:00 p.m.

## FAMILY RIGHTS AND PRIVACY ACTS (FERPA)

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 office. They also have the right to:

- *Inspect and review the student's education records.*
- *Exercise limited control over the people's access to the student's education records.*
- *Seek to correct the student's education record; in a hearing if necessary.*
- *Report violations of the FERPA to the U.S. Department of Education.*
- *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 to parents under the FERPA and I-29 Board Policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible student."

## VISITORS

To ensure the safety of our students and staff, it is the policy of the Poteau Board of Education that all visitors to any school facility must obtain a visitor's pass from the principal's office. We value the involvement of parents and guardians in our school community and welcome their visits. However, if a parent/guardian needs to meet with a specific teacher, we ask that they contact the principal to schedule an appointment at a mutually convenient time.

If a parent/guardian needs to see their child during school hours, we ask that they first come to the Principal's Office. Our primary focus during the school day is on regular class work and activities, so to minimize disruptions, we request that students refrain from bringing siblings or other visitors into the classrooms.

## PROMOTION POLICY

Before a child is retained, the following conditions should be met:

- *Retention is to benefit the child*
- *There should be conferences with parents, teachers, and the principal when teachers begin to consider retention.*
- *Each case will be unique. Judgment of parents, teachers, and principals will determine grade placement.*
- *In the event of disagreement, placement is the legal prerogative of the school.*
- *As a general rule a child is not retained more than once in the same grade.*
- *Consideration should be given to the following conditions:*

<i>Age and size</i>	<i>Sibling grade placement</i>
<i>Parent attitudes</i>	<i>Ability to profit from retention</i>
<i>Mental capacity</i>	<i>Failure of instructional objectives</i>
<i>Physical handicaps</i>	<i>Less than 85% attendance, not supported by unusual circumstances</i>
<i>Previous retention</i>	

Initially, students are not placed into a transitional first-grade class unless they have completed an accredited school kindergarten program. Students are placed into transitional first on the recommendation of a team after evaluation and communication with the students' parents.

The local district has the authority, even when a parent or 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 the appropriate school personnel and parents or guardians. For further clarification refer to Promotion/Retention Board Policy 4133.1. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

## LIBRARY-MEDIA CENTER

The library serves as a valuable resource for children to explore and gather knowledge through a wide range of books and educational materials. It is important for parents and teachers to actively encourage children to make regular use of the library, as it serves as an extension of the classroom and promotes a love for learning.

In addition to books, the library offers various multimedia resources that contribute significantly to the learning process. These resources provide opportunities for individualized learning experiences that allow each child to progress at their own pace.

The librarian plays a crucial role in the library, serving as a knowledgeable resource person. The librarian can assist in locating materials that cater to specific needs, offering both remedial and enrichment resources to support children's learning journey.

## GUIDANCE PROGRAM

The guidance program at Poteau Primary School is designed to provide valuable support to help each child maximize their potential, despite any limitations they may have. The program plays a crucial role in coordinating and interpreting information gathered from teachers and other individuals, tailoring it to meet the specific needs of each student.

Through a combination of test results, school records, behavioral observations, and assessments of extracurricular activities, the guidance personnel gain insights into a student's capabilities. This information enables the counselor to assist the child in gaining a better understanding of themselves. By carefully analyzing the data, the counselor can determine whether any problems the student may be facing are rooted in mental, physical, or emotional factors, and assess whether these problems can be eliminated. By communicating the cause of the problem to the student through parents and teachers, the counselor provides the student with a more accurate understanding of their true capabilities.

The primary objective of the guidance program is to identify and address emotional, social, and academic challenges that may lead a student to disengage from school, engage in delinquent behavior, or struggle to meet societal demands. The counselor engages with students in one-on-one sessions as well as small group settings, lending a listening ear and gathering crucial information to better understand student needs relating to anxiety, pressure, substance abuse, and instances of neglect or abuse.

## DISCIPLINE

Good discipline is really another word for respect – respect for authority, respect for self, and respect for rules. Discipline is an attitude that begins at home, is reinforced at school, and is applied throughout life. Developing a positive attitude toward discipline requires four considerations:

- *Communication – Behavior standards and discipline standards need to be clearly understood by students, parents, and teachers.*
- *When possible, parents need to be informed of a student's behavior before there is an incident that requires discipline.*
- *Expectation – Parents must expect their children to behave at school and make that expectation clear. The school must expect children to behave in a way conducive to their learning.*
- *Identification – The real cause of misbehavior must be identified if the change is to occur. Restlessness or boredom can be a cause but should not be used as an excuse for a negative attitude or lack of respect.*
- *Action – The best way to discipline is to address a bad situation before a reaction to it requires punishment. Students need to be treated fairly and honestly, and problems must be dealt with expeditiously if we want them to learn from their mistakes. Ignoring a problem or "wishing" it away only delays the problem or makes it more difficult to solve.*

Attitudes about behavior are learned. Students learn these from home and school. At PPS, we want to work together with parents/guardians to create a positive and healthy attitude toward discipline that will be rewarding throughout a student's life.

Poteau Primary School will continue to utilize the PBIS system (Positive Behavior Interventions and Support). PBIS is a proactive approach to school-wide discipline. Its goals are to: explicitly teach behavioral expectations, reinforce the positive behaviors of students, and create a safe, effective, positive learning environment for every child. PBIS focuses on acknowledging students for consistent positive behavior; it does not just focus on misbehavior. Behavioral expectations for each area of the school have been created by school staff. These school-wide expectations are taught, modeled, and practiced throughout all grade levels.

Unfortunately, even with teaching our expectations and offering pre-corrections, some students will still misbehave. In those instances, teachers and administrators will take measures to correct these misbehaviors. Various forms of positive reinforcements are used to encourage good behavior. A referral to the principal or assistant principal may be necessary for severe incidents or repeated infractions. If the behavior warrants, corporal discipline may be used. The policies for the use of corporal discipline are as follows:

- *should be used only as a means to correct student misbehavior*
- *should be used only for serious acts of misbehavior or after a series of minor acts*
- *should be used after other measures have failed*



- *should occur only in the presence of another teacher or professional staff member*
- *should never be administered in anger or without careful thought*
- *should not be a topic discussed by the professional staff other than to benefit the individual student*
- *should not be a topic about which the staff abusively or jokingly threatens or plays with students.*

Students are to be advised through the normal channels of communication of the kinds of behavior that might result in the administration of corporal discipline. Professional staff members are encouraged to keep documentation to demonstrate the steps that were taken to correct misbehavior before corporal discipline was applied. Parents or guardians who request notification are to be so notified by the staff member who administered the discipline. Such notification shall occur within (5) school days of the discipline.

Documentation of all notifications must be maintained by the one who administered the discipline. On request, parents are to be provided a written explanation of the discipline.

The superintendent or principals, as so determined by the superintendent, shall develop forms and procedures for faculty members to provide the principal with records regarding the use of corporal discipline. Parents who object to corporal discipline may request in writing that it not be used as a means of correction for the child. The request will be granted on agreement by the parent that when corporal discipline would have otherwise been administered the following conditions will be met:

- *the student will be suspended from school and a parent or an adult designated must pick up the child within (30) minutes after being notified*
- *prior to the student returning to school, the principal may require a conference with the parents during which a behavior plan may be written*
- *all academic work (classroom) assigned to be completed by the student during suspension must be complete and ready to turn in upon re-entry to school unless the principal determines otherwise*

Faculty and administration will use behavior plans, parental contact forms, or phone calls to notify parents of inappropriate behavior. It is important that the parent sign and return any disciplinary forms or behavior plans and promptly return them to the teacher.

## **FIRE DRILLS**

There will be one or more practice fire drills each nine weeks. Teachers will familiarize students with fire escape routes at the beginning of each school year.

## **STORM**

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.

## **LOCKDOWN DRILL**

All students and staff will participate in two or more lockdown drills each year. The purpose of a lockdown is to secure the buildings in the event of a threat on or near the school campus.

## **INTRUDER DRILL**

All students and staff will participate in two intruder drills each year. The purpose of an intruder drill is to protect students from risk as much as possible, in the event of an intruder within the school building.

## **SAFETY**

Crisis Intervention Teams have been identified in the Poteau Schools to be activated in case of a crisis. These teams, along with building and district administrators will be responsible for a coordinated response to emergencies.

## **NON-DISCRIMINATION**

Poteau Primary 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 procedures (Policy 2112.3) should contact Brenda Carpenter, Civil Rights Coordinator, at 647-7700.

## **BULLYING**

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 concerns 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."

### **The Discipline of Students**

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case.

In all disciplinary actions, 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.

- *Conference with student*
- *Conference with parents*
- *In-school retention*
- *Detention*
- *Referral to counselor*

- *Behavioral contract*
- *Changing student's seat assignment or class assignment*
- *Requiring a student to make financial restitution for damaged property*
- *Requiring a student to clean or straighten items or facilities damaged by the student's behavior*
- *Restriction of privileges*
- *Involvement of local authorities*
- *Requiring the student to participate in anger management or other school counseling*
- *Referring student to appropriate social agency*
- *Suspension*
- *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 special activities such as field trips. A copy of this policy will be furnished to each student and teacher in this school district.*

### **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.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. The principal shall provide 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 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 to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

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 Poteau Public Schools.

### **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 the 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 that 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 appear 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 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.*

## **GRIEVANCE POLICY**

The following is the procedure for filing, processing, and resolving alleged discrimination complaints:

### **Definition of Terms:**

#### ***1. Discrimination Complaint***

A written complaint alleging any policy, procedure, or practice which discriminates based on 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, and legal holidays.

### **Pre-Filing Procedures:**

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 the 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 days of the alleged violation. Complaint forms are available from the office of the superintendent and the Compliance Coordinator.

**2. Compliance Coordinator:**

Conducts an investigation, within ten days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, and any witnesses, review of any supporting documents, and interviewing the respondent; and asks the 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 a written answer within ten days to the Compliance Coordinator.

**4. Compliance Coordinator:**

Within five days of receiving the 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 that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

**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 the Coordinator other than the superintendent or designee conducted the initial hearing.

**8. Superintendent or Designee:**

Schedules within ten days of requesting 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 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 days and request a hearing with the Board of Education.

**12. Superintendent:**

Notifies the Board of Education, in writing, within five days of receiving the request. The superintendent schedules a hearing with the Board of Education. The 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. The 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 the date that a complaint is filed until the 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 a 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.

**7. Section 504 Due Process Procedures:**

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

**ASSAULT & BATTERY**

Assault on a School Employee - A school employee shall mean any duly appointed person, employee by, or employee of a firm contracting with the school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.