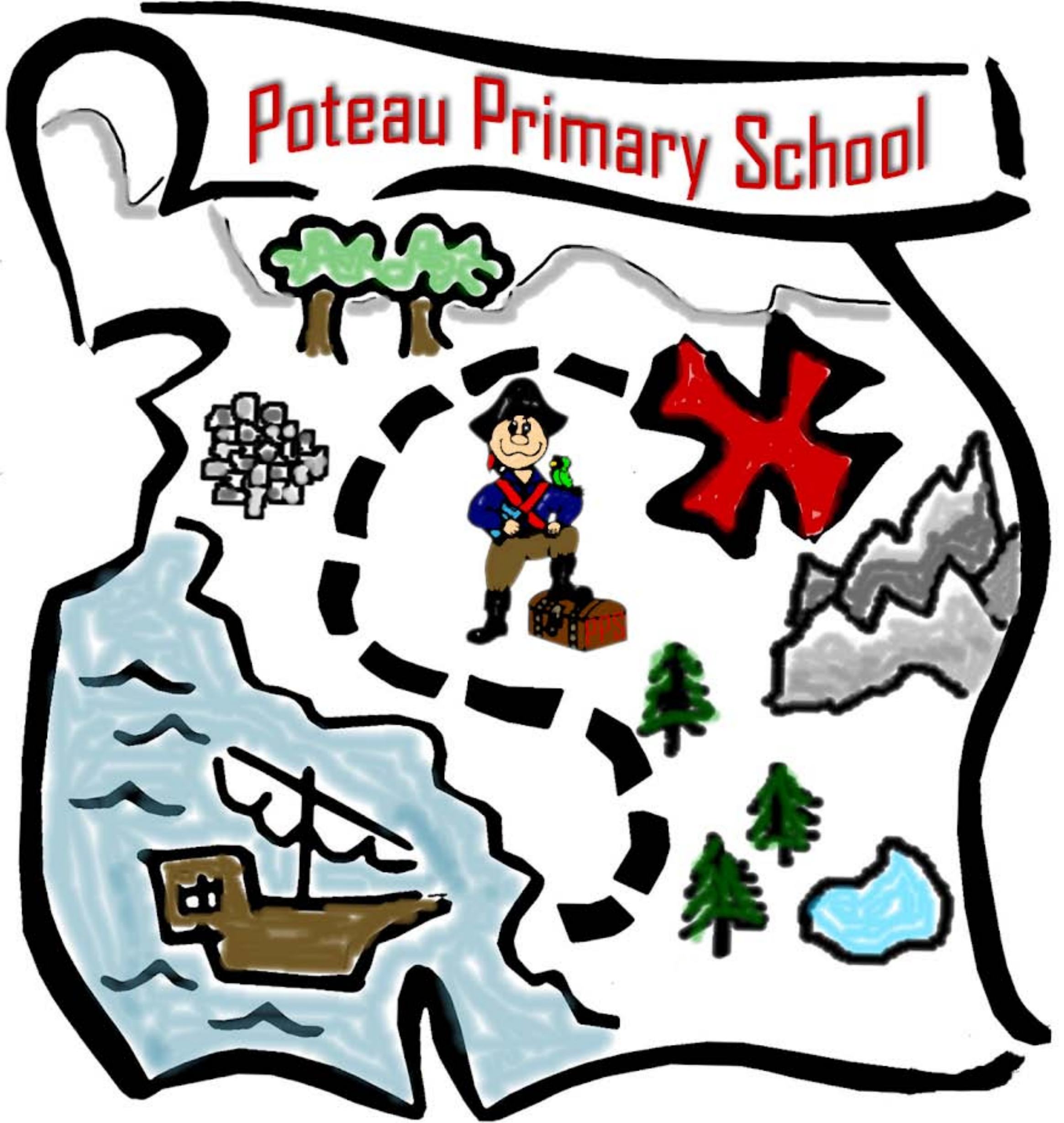


2018  
2019

# Student Handbook



*Finding the Treasure  
Within Our Students*

Dear Poteau Primary School Families:

I want to welcome you to another exciting school year at Poteau Primary School. Our goal is to provide a warm, caring, and safe learning environment for your child. The Poteau Primary School student handbook is designed to inform you of our school's procedures and protocol and to serve as a reference to answer questions you may have throughout the school year. Thank you for taking the time to review this handbook in its entirety.

The success of our school depends on many factors, but one of the most important is positive collaboration between home and school. I invite you to visit our school often, participate in school activities, and show interest in your child's academic progress. Please don't hesitate to contact your child's teacher or myself if you have any questions or concerns. It is my sincere desire that we all work together in fostering positive learning experiences for each student. I wish you and your family an outstanding school year.

Sincerely,

*Kristie Smith*

PPS Principal

## **PHILOSOPHY**

Poteau Primary School, pre-kindergarten through second grade, is committed to providing a quality education with opportunities for all students to develop intellectually, socially, physically and emotionally. A variety of teaching strategies and resources are used to maximize learning and address individual student needs. Students are provided a safe, nurturing environment built on respect and the celebration of cultural and individual differences. Poteau Primary recognizes the ability of all students to learn. It is our purpose to guide students to ownership of skills, knowledge, and attitudes to become lifelong learners, complex thinkers, and responsible citizens in an ever changing global society.

## **ENROLLMENT**

Students must enroll through the principal's office. Birth certificates and evidence of immunization must be presented. The date of birth will be recorded on 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 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 Superintendent's office. Applications for transfer must be filed no later than the first Monday in June of the year preceding the school year in which the transfer is requested.



## **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 case of a teacher's child or grandchild, exception 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. 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 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. Priority Academic Student Skills (PASS) developed at the state level exists as 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 minimal standards in the basic subject areas, intervention will occur which may consist of retention, summer programs, assignments to intensive help groups with specialists, special education, or special assignments in the form of a contract.

## **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 2<sup>nd</sup> grade, begin class at 8:00 a.m. and dismiss at 3:00 p.m. Habitual tardiness and early pick ups 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 valid excuse (such as a doctor's note) four (4) or more days or parts of days within a four-week period or is absent without 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 role.

### **ARRIVAL AT SCHOOL**

Students should not arrive at school earlier than 7:30 a.m. Students who arrive at school earlier than 7:45 a.m. are to go to the cafeteria, take a seat, and remain seated until the duty teacher releases them. By 7:45 a.m. teachers are on duty, outside and inside buildings to supervise and render needed assistance in case of emergencies.

However, before 7:45 a.m. teachers generally have not arrived, and there would be no supervision for children except in the cafeteria after 7:30.

### **LATE ARRIVAL TO SCHOOL**

The school day begins at 8:00 a.m. Occasionally children arrive late. If your child arrives to school late, he/she must report to the principal's office to pick up a tardy slip before going to the classroom. Please help us devote each minute to learning for all children.

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. Check with the school to find out which bus to ride. **To be considered for perfect attendance a student must be in attendance every day from 8:00 until 3:00.**

## **SCHOOL CLOSING DUE TO BAD WEATHER**

When school is cancelled it will be announced on the following local radio stations before 6:45 a.m. if possible: 1280 AM, 92.5 FM, and 107.3 FM.

The following telephone number may be called to check for cancellations during inclement weather: 647-7790.

You may also visit the following website to get an up to date message on school closings: [www.poteau.k12.ok.us](http://www.poteau.k12.ok.us).

## **GRADING AND REPORT CARDS**

Two parent-teacher conferences are scheduled throughout the school year. Each teacher will send home a form requesting the parent to schedule a time to meet.

At the end of each grading period report cards will be sent home. Students at PPS are expected to have their report card signed by the parent or guardian and returned to the child's teacher.

At the end of the school term, the report card is sent home with the student and will reflect the grade placement for the coming year.

A copy of the report card will be kept in the students' cumulative folder.

Students in first and second grade are given letter grades that indicate a level of performance. Music, art, and physical education classes are evaluated by S (Satisfactory) or U (Unsatisfactory). Teachers consider many factors when determining grades. Among these factors are: daily assignments, participation, accuracy, neatness, creativity, and tests. These factors exist in varying degrees and are judged as: A-Excellent, B-Good, C-Satisfactory, D-Poor, F-Failing.

Students who are participating in any special program or are working in a special subject area shall be assigned grades by the special teacher.

If a child does all of his or her work in a special subject or subjects, the teacher to which the child is assigned will be responsible for that child's grade in the subject.

If the child participates in both the regular class and the special class, the grade becomes the joint responsibility of both the regular teacher and the special teacher.

A student who attended Poteau Primary School for less than eleven school days in a grading period may not be awarded a grade for that grade period. The school the child last attended will issue the grade for the grading period.

### **WIRELESS COMMUNICATION DEVICES**

Students are strongly discouraged from bringing cellular phones to school. If a situation occurs where a student must have one of these devices, it is to be given to the teacher as soon as the student arrives at school. The parent should also send a note to the teacher explaining why the student needs the item.

The device will be turned off during school hours and while on a bus. The device is not to be used to take photographs or record conversations.

Students who violate this policy will have the device confiscated. The device will not be released to the student; however, parents may pick it up after school.

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

Due to accidents, doctor appointments, illnesses at school, and for many other reasons, sometimes it is necessary for a child to be picked up from school. It may be necessary for someone other than a member of the child's immediate family to pick up the child. Please make sure the school office has the names of people who are allowed to pick up your child, and current phone numbers for emergencies. Students will not be allowed to leave the campus with anyone during the school day that is not authorized to pick them up.



We do not wish to inconvenience anyone, but we do want to always know who is taking a child from Poteau Primary School. For security purposes., anyone who is taken from school during the regular school day must check out at the principal's office.

## **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**

Telephone messages that are important will be taken by office personnel and delivered to the student or teachers by 2:30.

Emergency calls will be treated as such, and the teacher or student will be taken from the classroom to receive the message. Students may use the telephones when necessary with the permission of a teacher.

Parents should give after school instructions to their children before they leave home in order to minimize calls during school hours. Also, if the student will not be following his or her regular routine after school a note should be sent to the teacher to inform him or her about the change. Students will not be allowed to ride a different bus or go home with another student unless the teacher has a written request from the parent.

## **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 in the bus during road emergencies except when it may be hazardous to their safety.*
- *Use the emergency door ONLY with instruction 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 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 an opportunity to be photographed individually during the year. Group pictures are taken in the spring with homeroom teachers. The student is under no obligation to purchase the pictures.

### **ARTICLES BROUGHT TO SCHOOL**

Students are not to bring items for entertainment, such as cell phones, electronic games, and other toys to school unless a teacher has a planned activity, such as “show and tell” that would require such objects to be brought to school.

Usually toys at school are a distraction to learning. They have to be stored during instructional time, and often there is not a proper place for this. Unfortunately things are stolen or damaged accidentally. Any items brought for recess must be approved by the teacher in advance.

### **HEALTH SERVICES**

Medication or immunization is NOT practiced in Poteau Primary School without the consent of the parent.

Medication, prescription or non-prescription, may be taken at school in accordance with the law and School Board policies. 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 to come to the school.

Head lice are a widespread problem nationally. For the most part, it is largely confined to school-age children primarily in the lower grades. At Poteau Primary head lice has not been a major problem; however, when a case of head lice is confirmed, all students in the classroom are examined to detect further infestation. If a substantial number of children appear to be infested, all students in the school are examined. Infested students are sent home immediately with a note explaining

recommendations for treatment. Proof of treatment is required on return to school. If the child does not show evidence of having been satisfactorily treated, he/she is refused readmission to school and is again sent home for treatment.

## **STUDENT INSURANCE**

Shortly after the beginning of the school year, parents will receive information regarding availability of insurance for school children. 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 which cover the student.

## **CAFETERIA**

The school sponsors a lunch and breakfast program which strives to serve well-balanced meals each day. Parents should encourage their children to try the foods served which may be new to them.

It is believed that the diet of a child has a direct bearing on his or her health, attitude, and educational possibilities. Poteau schools have adopted a Wellness Policy that states 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 well-being. 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 been 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.

Breakfast and lunch are free to all students, but extra milk is \$0.45 and extra juice is \$.60. Breakfast is served daily from 7:30-7:55 a.m. and we ask that students be here no later than 7:45 to ensure they have sufficient time to eat. Any questions concerning cafeteria menus should be directed to the food service director at 647-7725.

If your child is allergic to any foods, milk, etc., please bring a doctor's statement to the school to be given to the cafeteria. If your child is still taking medicine after being absent because of illness, and cannot drink milk, please bring a doctor's statement.

Parents have a standing invitation to visit their child's school. We encourage this because we feel a good relationship between parents and teachers is beneficial to the child. On a rare occasion, parents may wish to eat in the cafeteria with their child. However, we feel you would not want to do this on a regular basis. We know, too, you realize the impracticability of such a practice because of the number of children who eat in our cafeteria daily.

If you should visit your child for lunch a special table will be designated for you to be seated with your child. We encourage you to eat what is served in the cafeteria to all students, as opposed to bringing lunch from one of our local fast food restaurants. Parents may purchase breakfast in the cafeteria for \$2.55 and lunch for for \$4.05.

At any time, we want you to feel free to pick up your child and take him/her out for lunch. If you would like

to do so please sign your child in and out at the appropriate lunch time in the office.

We know you will cooperate with us in this matter. We are concerned with the welfare of each child in our school, as we know you are.

### **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. Textbooks 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 you as parents to purchase some supplies such as paper, pencils, etc. A list of supplies your child will need is given to local stores, or may be picked from the PPS office any time after August 1<sup>st</sup>.

### **PARTIES**

Three class parties may be held during the school year. Traditionally parties are held at Christmas and Valentine's Day; therefore, the third party should normally be selected from the following: Thanksgiving or Easter. Also, personal birthday party invitations should not be passed out at school.

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

Valentine's Day deliveries will not be accepted at Poteau Primary School. The enormous number of deliveries takes teaching time away from teachers and other staff. It is no longer in the best interest of our students to continue these deliveries. Please have all Valentine gifts delivered to your home or have the gift at your home waiting for the child when he or she wakes up on Valentine's Day morning.



## **ASBESTOS INSPECTION**

We attempt to provide a safe environment for boys and girls to attend school. In conformance with federal law, the Poteau School District has conducted an inspection of all buildings to determine the presence of asbestos. Upon inspection of the buildings at Poteau Primary School it has been determined there is no presence of asbestos.

The district has developed a management plan to control contamination. The district has the plan available for interested persons to view. If you desire more information, call the superintendent's office at 918-647-7700.

## **BICYCLES**

Keeping our students safe is a priority at PPS. Due to the traffic flow, our students cannot ride bicycles to school. Also, we do not have racks or a safe area to keep bicycles during school hours.

## **DRESS**

Students are expected to dress in clothing that is appropriate for school. Any attire which draws undue attention to the individual or in any way interferes with the educational process is not appropriate for school dress. See through clothing, midriff tops, half shirts and tank tops, shorts and skirts shorter than five inches above the top of the kneecap (patella) are examples of unacceptable clothing. Items of clothing which advertise alcoholic beverages, tobacco products, drugs, or have vulgar, obscene or offensive messages are not appropriate for school. Also, the wearing of hats in the building is strongly discouraged (boys & girls). For safety reasons, closed toe shoes are recommended and skate shoes are prohibited.

## **LOST AND FOUND**

The locations for "Lost and Found" items in the Primary School are in buildings 1, 2, and 3, as well as in the Pre-K building. After a reasonable length of time (six weeks) the unclaimed articles will be donated to a charity.

Clothing that can be easily removed at school should be marked with your child's name so it may be identified in case it should be misplaced.

## **PLAYGROUND**

Students should not leave the school grounds except for returning home after school. If leaving is necessary, student should always have the permission of the duty teacher, homeroom teacher, or principal. Students will go out to recess when the temperature is reasonable for outdoor play. Please dress your child appropriately, especially in the winter, so he or she may enjoy recess.

## **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 on 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.*

## **PARENT-TEACHER-ASSOCIATION**

The PTA serves to promote education, and is an organization where people having the same interest and goals can work together.

Each person interested in improving the educational opportunities of boys and girls is urged to join the local PTA chapter. Parents and other interested persons are kept informed as to PTA functions through notes sent home with students. PTA objectives are as follows:

- *To promote the welfare of children and youth in the home, school, church and community.*
- *To raise the standard of home life.*

- *To secure adequate laws for the care and protection of children and youth.*
- *To bring into closer relation the home and the school that parents and teachers may cooperate intelligently in the training of the child.*
- *To develop between educator and the general public such unified efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.*

## **PARENT CONFERENCES**

Poteau School administrators and teachers believe Parent/Teacher Conferences are extremely beneficial. The conference with your child's teacher will tell you much more about your child's progress or problems in school than does a grade on a report card.

This can be a time to find out some of the following things about your child.

- *Current level in subject areas*
- *Ability and willingness to do the school work*
- *Strengths and weakness in school performance*
- *Special interest and abilities*
- *Ability to get along with others*
- *Behavior in and out of class*
- *Self-concept in and out of school*

## **TESTS**

Ongoing assessments are given to students in grades kindergarten, first, T-1, and second. Benchmark assessments will be given throughout the school year and parents will be notified regarding the results. These results will also be discussed with parents during parent teacher conferences.

## **HOMEWORK**

Homework is a phase of a child's schoolwork which can be of much importance. It promotes independent learning outside the school environment. In addition, homework communicates to parents an idea of what their child's school program is and how well the child is performing.

The amount of homework will vary greatly from grade to grade since homework progressively increases from lower to upper grades. Homework may be work not finished in class or additional practice assigned. Many teachers make a practice of having parents sign work that is brought home to be done or work that the student did at school in an effort to keep parents informed.

It is difficult to anticipate the amount of material to be covered when a student is absent. Make-up work is not normally assigned until a student returns to school. Students are given the same number of days as absent plus 1 day to make up any assignments missed due to an absence. If circumstances require a student to miss more than 3 consecutive days of school, make-up work may be picked up by a parent. The day a parent wishes to pick the work up, we request they contact the school before 10:00 a.m. in order for teachers to have it ready and in 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 and each of the Principal's offices in Poteau. They also have the right to:

- *Inspect and review the student's education records.*
- *Exercise a 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 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

In order to protect our students and staff the policy of the Poteau Board of Education is for all visitors to any school facility to obtain a visitor’s pass at the principal’s office. Parents/guardians are welcome to visit the school; however, if a parent/guardian needs to visit with a teacher, they should call the Principal so a proper time can be arranged. If a parent/guardian should need to see his/her child at school, they should first come to the Principal’s Office. Since the primary concern of the school day is regular class work and activity, students are asked not to bring siblings or other student visitors into the classroom.

## 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 parent, teacher, and principal 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 class unless they have completed an accredited school kindergarten program. Students are placed into transitional first on 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 is a place where many books and other educational materials are kept for children to enjoy and acquire information. Parents and teachers should encourage children to frequently use the library. The library should be considered an extension of the classroom.

There are many contributions to learning that can be made by the use of CDs, videos, earphones, computers, tablets, and other audio-visual media, as well as the individualized programs which permit each child to progress sequentially at his/her own rate of learning.

The librarian is the key person in the media center. The librarian serves as a resource person, and can assist in locating materials that provide remediation and enrichment.

### **GUIDANCE PROGRAM**

The guidance program at Poteau Primary School is designed to help the child make the best use of his/her limitations.



It is the responsibility of the guidance program to coordinate all information gathered by the teachers and other persons and to interpret it to individual needs. Through test results, school records, observation of the child's behavior in many situations, and by noting his/her choice and skill in extra-curricular activities, the guidance personnel can learn what a student's capabilities are. The counselor can then assist the child in understanding himself/herself. By viewing all data the counselor should be able to determine whether the cause of a problem is mental, physical, or emotional. It can also be decided if the problem can be eliminated. By advising the child, through parents and teachers, of the cause of his/her problem the counselor may give the student a more accurate idea of his/her true capabilities.

The guidance program is designed to detect and to help students solve emotional, social, and academic problems that cause him/her to leave school, to become delinquent, or to otherwise fail to adjust to society's demands. The testing program is a vital part of a guidance service. The counselor should coordinate and oversee all testing for evaluation or placement of students. The counselor works with students in face-to-face situations, as well as small group sessions. He or she lends an attentive ear while working with groups to gain information and knowledge as to student needs in areas of anxiety, pressure, drugs, abuse, and neglect.

## **DISCIPLINE**

Good discipline is really another word for respect – respect for authority, respect for self and respect for rules. Discipline is an attitude which begins at home, is reinforced at school, and is applied through 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 change is to occur. Restlessness or boredom can be a cause, but should not be used as the excuse for a negative attitude or lack of respect.*
- *Action – The best way to discipline is to address a bad situation before 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.

This school year 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. A behavioral matrix, which lists expectations for each area of the school has been created by school staff and is listed on the following page.

	Classroom	Cafeteria	Media Center/Hallways/ Sidewalks	Bus Line	Playground	Restroom
Be Responsible	<p>Follow teachers directions</p> <p>Use kind words</p> <p>Treat everyone with respect</p> <p>Only go into your desk, your backpack, or your locker</p>	<p>Practice good manners</p> <p>Say please/thank you</p> <p>Keep your hands on your own food</p> <p>Keep voice at a 1 until last five minutes and then voice is at a 0</p>	<p>Always walk on the right side</p> <p>Voice at 2 or lower</p>	<p>Always listen to the duty teachers</p> <p>Use kind words</p> <p>Voice at a 2</p> <p>Go directly to your bus or bus line</p>	<p>Follow all playground rules</p> <p>Include others</p> <p>Use kind words</p>	<p>Use restroom quickly and quietly</p> <p>Flush when you are finished</p> <p>Use time wisely while waiting</p> <p>Voice at a 1</p>
Be Prepared	<p>Complete your work</p> <p>Do your personal best</p> <p>Be prepared</p> <p>Put things where they belong</p>	<p>Wait your turn</p> <p>Clean up your area</p> <p>Be prepared before taking your seat</p>	<p>Go directly to your destination</p>	<p>Keep all of your belongings in your backpack</p>	<p>Stop playing when you hear the whistle blow</p> <p>Line up in a single file line, face forward, keep your hands to your side</p>	<p>Use only 2 pumps of soap to wash</p> <p>Use 3 pushes for paper towels</p> <p>Place trash in the trashcan</p> <p>Go when your class goes</p>
Be Safe	<p>Keep hands and feet to yourself</p> <p>Always use walking feet</p>	<p>While waiting in line to pick up tray voice at 1, face forward, keep hands and feet to self</p> <p>Stay seated</p> <p>Use walking feet at all times</p>	<p>Use only walking feet</p> <p>Face forward with your hands at your side</p>	<p>Walk in line with the teacher until you reach your bus line</p> <p>Use walking feet</p> <p>Keep hands and feet to self</p> <p>Sit down in your bus line and remain seated until your bus arrives</p>	<p>Report problems to an adult</p> <p>Use equipment correctly</p> <p>Anything on the ground should remain on the ground (rocks, sticks, woodchips)</p>	<p>Report all problems to an adult</p> <p>Keep soap and water in the sink</p> <p>Wait patiently for your turn</p> <p>Keep feet on the floor</p>

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. For those instances, teachers and administrators will take measures to correct these misbehaviors. All classrooms will implement the “clip chart” system to monitor behavior. Each child will have a clip that he/she will move either up or down depending on behavioral choices. In order to move up the chart the child must exhibit good behavior and make good choices. He/She may move up as many as four times in one day before getting to the top of the chart. Various forms of positive reinforcements are used as students move up. If a student chooses to exhibit inappropriate behavior he/she will move down the clip chart with the opportunity still available to move back up. The first step down is a warning, the next step will involve an appropriate consequence from the teacher, and the final step down will result in a parent contact. A referral to the principal or assistant principal may also 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 (i.e., student offense forms, and parental contact forms) 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 the first day of school.

## **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 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**

An intruder drill will be conducted each semester. The purpose of this drill is to execute a plan as an alternative to the lockdown method.

## **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 bonafide 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 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.

- *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 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 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.*

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 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 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 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.*

## **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 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 Brenda Carpenter 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:**

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 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 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 days to the Compliance Coordinator.
- 4) **Compliance Coordinator:** Within five 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 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 Coordinator other than the superintendent or designee conducted the initial hearing.
- 8) **Superintendent or Designee:** Schedules within ten 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 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 Board of Education, in writing, within five 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.

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 employees 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.