

2023-2024

POTEAU
UES

Where Learning Happens!

Student/Parent
Handbook

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LETTER FROM THE PRINCIPAL

Dear Students and Parents,

I am excited to welcome everyone to a new year at Poteau Upper Elementary School (UES). The school theme is "TEAM-Together Everyone Achieves More!" Our teachers and staff are working together to make this the best year.

At UES we are dedicated to students....academic achievement and safety are our top priorities. Teachers spent time this summer attending professional development workshops to learn about new programs and plan teaching strategies to be prepared to deliver the best targeted instruction to students. We take pride in our commitment to education and look forward to working with you and your child this school year.

We would also like to encourage parents to be involved in your child's education. Students whose parents take part in their education and support learning tend to do better in school. It only takes a few minutes a day to read with your child, assist them with their homework, or just engage them in conversation about their learning. You will not regret spending time with your child.

I look forward to this new year and thank you for placing your trust in UES.

Sincerely,
Kelly Holton, Principal
Poteau Upper Elementary School

POTEAU PUBLIC SCHOOLS

ADMINISTRATION OFFICE

100 MOCKINGBIRD LANE

918-647-7700

www.poteau.k12.ok.us

BOARD OF EDUCATION

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Dennis Yocham, Vice-President

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Diane Tillery, Assistant Superintendent

Shannon Barnes, Finance Director

Dianna Warren, Technology Director

Sarah Reed, Special Education Director

Devin Cochran, Maintenance Director

POTEAU UPPER ELEMENTARY

305 Hughes Drive

Telephone 918-647-7760

Kelly Holton, Principal

Sandy Hamman, Assistant Principal

DISTRICT TELEPHONE NUMBERS

Administration Office 647-7700

Poteau Primary School 647-7780

Pansy Kidd Middle School 647-7741

7th & 8th Grade Center 647-7740

Poteau High School 647-7716



Pirate Leaders Are Courageous

THEY INSPIRE

AND INFLUENCE OTHERS IN
THE FACE OF GREAT RISK!

LEAD LIKE A PIRATE

-SHELLEY BURGESS & BETH HOUF-

POTEAU UPPER ELEMENTARY *Is A* ***Positive Behavior Intervention and Support (PBIS) School***

Dear UES Families,

Our faculty and staff have begun using a more positive academic and behavioral environment for everyone at Poteau Upper Elementary. In an effort to ensure consistency, every department in our building is included in collaborating and developing school-wide Positive Behavior Interventions and Supports (PBIS). Part of this process includes developing and teaching specific behavioral expectations to our students. These behaviors will be positively reinforced throughout the school for the remainder of your child's education at Poteau Public Schools.

What is PBIS?

PBIS is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program with precise guidelines, PBIS provides an outline for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom (hallways, cafeteria, playground, bus lines, etc.), and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at Poteau Upper Elementary?

We have adopted a "Behavior Matrix" that outlines levels of behaviors to include not only the negative behaviors and their consequences, but also -more importantly- the positive behaviors and their consequences in the form of rewards and incentives. This positive approach is a research-based system that acknowledges students for exhibiting the desired behaviors.

Within every classroom in our school, the Behavior Matrix will be followed in maintaining and tracking student behaviors. All faculty and staff have been and are being trained on this system in order to maintain consistency throughout the UES campus.

What is PBIS to YOU, the Parent/Guardian?

The link between families and positive behavioral interventions and supports is an important one. When parents and teachers maintain open communication, their children perform better in schools. Families play an important part in their child's education and social development. The involvement of parents in behavior expectations not only provides additional academic supports but also creates community and cultural connections.

Thank you for your support. We look forward to a POSITIVE year!

UPPER ELEMENTARY STAFF

Kelly Holton – Principal
Sandy Hamman – Assistant Principal
Christy Cunningham – Counselor
Dian Franks-Counselor

2nd GRADE TEACHERS

Amy Stubbs
Mandy Vanvekoven
Monica Harris
Miranda Lum
Mattison Davis
Tammy Hampton
Leann Soares
Amanda Scott

3RD GRADE TEACHERS

Layne Gamble
Mallory Caughern
Cathleen Manlove
Susan Manlove
Azure Hill
Johnette Stites
Stevee Sconyers

4TH GRADE TEACHERS

Tonya Farley
Johna Hetherington
Shea Hebert
Amy Martinez
Jennifer Phillips
Melanie Wheat
Misty Crandell



ACTIVITY/SPECIAL TEACHERS

Becky Adams	PTA
Launa Benson	Library/Media
Tammy Billy	Special Education
Cecelia Bonifield	COTA
Brenda Dalton	Special Services Director
Patty Clay	Reading Specialist
Michelle Hunt	Nurse
Elena Crouch	ELL Interventionist
Ava Daily	Art Teacher/Math Interventionist
Freddie Edwards	Music
Sheila Jones	Reading Interventionist/Inst. Coach
Misty Haney	Special Education
Mitzie Mathis	Special Education
Jocelyn Mitchell	OTR
Kathleen Mixon	Special Education
Lisa Pate	Psychometrist
Lindsey Philpot	DPT
Vance Smedley	Physical Education
John Thompson	Physical Education
Shannon Bullard	Special Education
Teresa Thompson	Math Interventionist
Taylor Farley	Speech

SUPPORT STAFF

Carla Gilliam	Secretary
Lindsay Wann	Office Clerk
Tina Smith	Paraprofessional
Kim Martin	Paraprofessional
Rae Duncan	Paraprofessional
Vicki Murray	Paraprofessional
Sissy Leonard	Paraprofessional
Justice Davis	Paraprofessional
Jennifer Griffin	Paraprofessional
Lexi Carter	Paraprofessional
Donna King	Paraprofessional
Bernice SanJuan	Paraprofessional
Mary Shaw	Custodian
Jeremy Frederick	Custodian
Gerald Corbett	Custodian
Dianna Warren	Technology
Tim Karl	Technology

2023-2024 CALENDAR



Aug. 2 _____ New Staff (sites)
Aug. 7,8,9 _____ Professional Dev/Work Days
Aug. 10 _____ First Day Of School
Sept. 4 _____ Labor Day
Sept. 19,21 _____ Parent/Teacher Conf.
Sept. 22 _____ No School
Oct. 18 _____ Professional Dev.
Oct. 19-20 _____ Fall Break
Nov. 20-24 _____ Thanksgiving Break
Dec. 15 _____ Work Day
Dec. 8-Jan. 1 _____ Christmas Break
Jan. 2 _____ Work Day
Jan. 15 _____ M.L. King/Prof. Day
Feb. 15 _____ Parent/Teacher Conf.
Feb. 16 _____ No School
March 18-22 _____ Spring Break
March 29 _____ No School
April 19 _____ No School
May 17 _____ Graduation/Last Day
May 20 _____ Work Day

PHILOSOPHY We at Poteau Upper Elementary School believe that all children can learn. Children can learn when provided with a supportive, caring environment that develops self-esteem, self-motivation and a sense of responsibility. Students are provided a safe, nurturing environment built on respect and the celebration of cultural and individual differences. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. 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 Parents must enroll students through the WenGage Student Portal. Parents needing help with enrollment may call or come to the office for assistance. Birth certificate, shot record and proof of residency must be uploaded. Students who are legal residents of the district are entitled to attend Poteau Public Schools providing they meet other requirements for attendance. The residence of any child for school purposes shall be the school district in which the child's parents, guardians or person having legal custody holds legal residence. Proof of residence may be required by the school administration.

TRANSFER STUDENTS: A student whose parents are not legal residents of the Poteau School district must obtain a legal transfer to attend Poteau Public Schools. Transfer students must follow the schools attendance policy or risk their transfer being revoked.

IMMUNIZATION 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 at the beginning of the school year:

1. Five DTP or Td shots
2. Four polio vaccine doses
3. Three hepatitis B's
4. Two hepatitis A's
5. Varicella (if the student has not had chickenpox)
6. Two doses of MMR (measles, mumps, rubella)

No grace period will be allowed for any student.

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

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. A Safety Plan Procedures Guide is on file at each site.

VISITORS

In order to protect our students and staff, the policy of the Poteau Board of Education is for all visitors to obtain a visitor's pass at the principal's office. Parents and guardians are welcome to visit the school, however, if a parent or guardian needs to visit with a teacher, they should call and make an appointment in advance. Students are not allowed to bring siblings or other visitors to school.

CLOSINGS DUE TO BAD WEATHER When school is cancelled it will be announced through the School Messenger System, which sends notification directly to parents' primary phone numbers. Announcements will also be on local TV and radio stations or you may look on the school website at www.poteau.k12.ok.us to get school closing information.

TELEPHONE MESSAGES Telephone messages that are important will be taken by office personnel and delivered to the student or teacher. Emergency calls will be treated as such, and the teacher or student will be taken from the classroom to receive the message.

Please give after school instructions to your child before they leave home in order to minimize calls during school hours. A note should be sent to your child's teacher if the child will not be following his/her regular routine.

The office will be unable to interrupt classes after 2:45 p.m. to notify students of after school changes. The office telephone is available to students when justifiable by a teacher or office staff.

CHANGE OF INFORMATION Please keep your child's enrollment information current by reporting any changes, such as new phone numbers, new address, employer, emergency contact, etc. In the event of an emergency, if your child gets sick or injured at school, or if we need to contact you for any reason, current information is vital. **Please contact the school office any time information changes.**

WIRELESS DEVICES Students are discouraged from bringing cell phones or any other device with voice, text, or data capabilities to school. If they do, the device must be turned off and stored during the school day. Students not observing this policy will have the device confiscated, and it will be released to the student's parent after school.

Devices with the capability of storing and displaying electronic books are permitted, but strictly for the purpose of reading. No applications of any other purpose (i.e. games) are permitted. UES is not responsible for lost or stolen devices.

CAFETERIA The school sponsors a lunch and breakfast program which strives to serve well-balanced meals each day. Parents should encourage the children to try the foods served which may be new to them. The cost of student meals is as follows: Breakfast full price is \$2.00, reduced price is \$0.30, and students can also qualify for free breakfast. Lunch full price is \$2.75, reduced price is \$0.40, and students can also qualify for free lunch. For adults, the cost of breakfast will be \$2.55, and the cost of lunch will be \$4.85, and a PK adult snack is \$1.10. These prices are set by the Oklahoma State Department of Education.

We encourage that payments be made weekly each Monday morning. When money is sent to school for lunches, an account is established for each child. When your child eats a meal, the cost of the meal will be deducted from the account. If your child brings a meal or is absent, the account is not charged for that day, and the money remains in the account for future use. This system gives you the confidence that money you send to school will be credited to your child's account. Continuous charging for meals is strongly discouraged and if this must be done, please make payment in full by the first of each month or obtain permission from the superintendent of schools or the cafeteria supervisor. Account balance forms will be sent home on a regular basis to assist you in knowing when additional funds are needed. Call 647-7725 if you have questions concerning your account.

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.

The Poteau School District School Wellness Policy:

"The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and 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 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."

Parents are welcome to eat lunch with their child in the cafeteria. The cost is \$4.85. In accordance with this policy, soda (pop) is not allowed in the lunchroom.

HEALTHY SNACK POLICY

There are many special occasions – birthdays, holiday celebrations, and parties – where we are inclined to bring a treat into the classroom for the kids. But we don't want to overload the kids with sugar or disrupt the productivity in the class. These occasions are an opportunity for parents and teachers to demonstrate healthy choices. This page offers ideas for classroom celebrations that are fun for the kids, modest in size, and reasonably healthy.

Please **DO NOT SEND** foods with minimal nutritional value such as frosted cupcakes, donuts, most cookies, candy, and gum. Teachers will schedule the occasional class parties and incentives that will allow for such treats.



Suggestions:

- Consider a non-food treat – Pencils, erasers, mini note pads, rulers all make great treats. Ask your child; he or she may have another suggestion of something inexpensive that he could give to his classmates to celebrate a special day.
- Whole, sliced, cubed or wedge fruit
- Applesauce (unsweetened), Fruit Cups,
- Canned, Dried, or Frozen Fruit
- Fruit Snacks or Fruit Roll-ups – no added sugar
- Vegetables with dip
- Ants on a log
- Whole Wheat English Muffins, Pita or Tortillas
- Crackers made with whole grain
- Rice Cakes
- Popcorn
- Baked Tortilla Chips
- Granola or Cereal Bars – low in fat and sugar
- Pretzels, Breadsticks and Flatbreads
- Yogurt – low-fat or fat-free
- Low-fat Cheese
- Nuts
- Trail Mix
- Low-fat and fat-free Milk
- Fruit Juice – 100% fruit juice

*Before bringing food into the classroom, be sure to inquire to see if any of the children in the class have any food allergies, such as peanut or tree nut allergies.

PLAYGROUND CODE

- **Students must have permission to leave the playground.**
- **Swing only from a seated position.**
No twisting, pushing, or jumping out of swings.
- **Wait your turn for any playground equipment.**
- **Do not sit, climb, or run on top of playground equipment.**
- **Slide down the slide in a seated position, feet first. No climbing up the slide.**
- **Play team sports away from playground equipment in the open field areas.**
- **Do not play tag or chase within the ground-cover enclosure areas.**
- **Do not play in or around drainage ditches.**
- **Ground cover, rocks, and sticks should remain on the ground.**
- **When the whistle blows, students must stop playing and line up quickly.**



BEHAVIOR EXPECTATIONS

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
CLASSROOM	Follow directions, Use kind words, Treat everyone with respect, Raise hand before speaking, and Only get into your own desk/backpack/locker	Complete your work, Do your personal best, Be prepared, and Cell phones remain off and put away until school is dismissed	Keep hands and feet to yourself, Always use traveling position.
ASSEMBLIES, HALLWAYS & SIDEWALKS	Walk on the right side, Voice at level zero (0) while traveling, Face forward during assemblies	Go directly to your destination, Voice at level zero (0) during assemblies	Use traveling position while traveling, Hands and feet to yourself during assemblies
CAFETERIA	Practice good manners, Say please and thank you, Keep hands to yourself and your own tray, Voice at level one (1) until the last five minutes and then at level zero (0)	Wait your turn, Clean up your area, Raise your hand for help	Use traveling position while entering and exiting, Voice at level zero (0) while waiting in line, Stay seated during lunch, Keep hands and feet to yourself, face forward
RESTROOM	Use restroom quickly and quietly, Flush when finished, Voice at level one (1)	Use 2 pumps of soap to wash, Use 3 pushes for paper towels, Place trash in trashcan, Go to restroom when classroom goes	Report problems to an adult, Keep soap and water in the sink, Wait patiently for your turn, Keep hands and feet to yourself
PLAYGROUND	Follow all playground rules, Include others in activities, Use kind words	Stop playing when you hear the whistle blow, Line up in traveling position, Report problems to the teacher on duty	Use equipment correctly, Anything on the ground should remain on the ground (rocks, sticks, woodchips), Ask permission to leave the playground

BEHAVIOR

We have adopted a “Behavior Matrix” that outlines levels of behaviors to include not only the negative behaviors and their consequences, but also -more importantly- the positive behaviors and their consequences in the form of rewards and incentives. This positive approach is a research-based system that acknowledges students for exhibiting the desired behaviors.

Within every classroom in our school, the Behavior Matrix will be followed in maintaining and tracking student behaviors. All faculty and staff have been and are being trained on this system in order to maintain consistency throughout the UES campus.

CORPORAL DISCIPLINE

The use of corporal punishment is a disciplinary sanction authorized by state law and school board policies. The policies for the use of corporal punishment are that corporal punishment should:

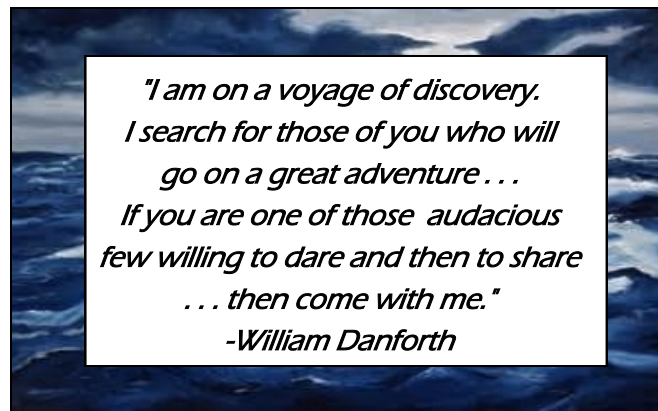
- Be used after other measures have failed;
- Occur only in the presence of another teacher or professional staff member;
- Be used only for serious acts of misbehavior or after a series of minor acts;
- Be used as a means to correct student misbehavior;
- Never be administered in anger or without careful thought;
- Not be a topic discussed, other than to benefit the individual student;
- Not be a topic about which the staff abusively or jokingly threatens or plays with students.

DETENTION

Detention is assigned strictly by administration. Students receive this consequence due to a major infraction or repeated minor offenses whereby other consequences have failed. **Failure to serve Detention will likely result in Additional Detention or even Suspension.**

SUSPENSION

In- and Out-of School Suspensions are assigned in most extreme cases, as determined by school administration. (See also "Prohibited Activities")



PROHIBITED ACTIVITIES

In accordance to Poteau Board of Education Policy the following activities are prohibited. Consequences that may be used for misbehavior include, but are not limited to loss of privileges, restitution, detention, in-school retention, and suspension.

1. Defacing or in any way damaging property.
2. Defiance of authority.
3. Stealing or forgery.
4. Engaging in verbal abuse.
5. Lying or giving false information.
6. Scholastic dishonesty.
7. Engaging in immoral conduct.
8. Violation of the drug and alcohol policy, including use or possession of tobacco products.
9. Participating in any activity which interferes with or disrupts the educational process.
10. Throwing objects that can cause bodily injury or damage property.
11. Leaving school grounds when not permitted to do so.
12. Directing vulgar language, or obscene gestures toward other students, personnel, or visitors.
13. Failing to comply with lawful directives or rules issued by school personnel.
14. Engaging in misconduct on school buses or at bus stops.
15. Committing extortion, coercion, or blackmail.
16. Using a wireless telecommunication device without prior consent.
17. *Possession of any weapon, knife, gun, or instrument that might injure others.
18. *Making bomb threats, "hit lists" for violent acts.
19. *Physically assaulting or causing bodily injury to an employee, a visitor or another student.
20. *Verbally assaulting or threatening an employee, a visitor or another student.

***Due to the severity, these may be cause for automatic suspension for any number of days, as determined by administration.**

PROHIBITED ITEMS

The following items are not allowed to be brought from home:

- FIDGET SPINNERS ARE PROHIBITED.
- Toys of any kind
- Trading cards (Not limited to Sports, Pokémon, etc.)
- Hard sports equipment (Not limited to Bats, Baseballs, Softballs, Frisbees, etc.)
- Electronic Devices of any kind (See Policy on page 11)

Or any item that is not educational and would be considered a distraction

BUSES

Students are assigned a specific bus to ride. If a student needs to ride a bus other than the one assigned, a permission slip is to be obtained from the office and presented to the bus driver when entering the bus.

- A. Previous to loading (on the roads and at school)
 - 1. Be on time at the designated school bus stops -- Keep the bus on schedule.
 - 2. Stay off the road at all times while waiting for the bus.
 - 3. Wait until the bus comes to a complete stop before attempting to enter.
 - 4. Be careful in approaching bus stops.
 - 5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
 - B. While on the bus:
 - 1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - 2. Assist in keeping the bus safe and sanitary at all times.
 - 3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - 4. Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 - 5. Bus riders should never tamper with the bus or any of its equipment.
 - 6. Leave no books, lunches or other articles on the bus.
 - 7. Keep books, packages, coats and all other objects out of the aisles.
 - 8. Help look after the safety and comfort of small children.
 - 9. Do not throw anything out of the bus window.
 - 10. Bus riders are not permitted to leave their seats while the bus is in motion.
 - 11. Horseplay is not permitted around or on the school bus.
 - 12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
 - 13. Keep absolute quiet when approaching a railroad crossing stop.
 - 14. In case of a road emergency, children are to remain in the bus.
 - C. After leaving the bus:
 - 1. When crossing a road, go at least ten feet in front of the bus, stop, check traffic, and watch for the bus driver's signal then cross the road.
 - 2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
 - 3. Help look after the safety and comfort of small children.
 - 4. The driver will not discharge riders at places other than the regular bus stop, except by written authorization from the parent or school official.
 - D. Extra-Curricular Trips:
 - 1. These rules and regulations will apply to any trip under school sponsorship.
 - 2. Pupils shall respect the wishes of a chaperone appointed by the school.
 - 3. The driver of the bus shall be certified through the State Department of Education for all activity trips.
- *Buses are an extension of the school day, so all school rules apply.**
- *3 Behavior Referrals will result in 3 Days Suspension from ALL Buses.**
- *4 Behavior Referrals will result in 5 Days Suspension from ALL Buses.**
- *5 Behavior Referrals will result in Suspension from all buses for the rest of the school year.**

PLAYGROUND

All students will be sent outside for recess unless they have been sick and have written permission to stay inside. Parents are requested to dress the children for cold weather. (Children will not be sent out during rain or extreme cold.)

1. Students are expected to remain in the designated playground area at all times. If leaving is necessary, student should always have permission from the duty teacher.
2. Students should not throw any object that might injure others, or participate in any activities that are dangerous.
3. Fighting will simply not be tolerated and can result in corporal discipline or suspension.

The Playground Code is on page 13 of this handbook.

STUDENT SEARCH AND SEIZURE

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

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."

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.

The entire District Policy is on pages 29-35.

PARENT/TEACHER CONFERENCES Poteau Upper Elementary School encourages communication between home and school. Every effort will be made to confer with parents if they will call the school to set up an appointment with the teacher, counselor or principal.

Scheduled conferences are held at the fifth week of the first and third quarter. Each teacher will send home a note confirming a scheduled time to meet. Poteau School administrators and teachers believe that Parent/Teacher Conferences are extremely beneficial. The conference with your child's teacher will tell you much more about your child's progress or challenges in school than does a grade on a report card.

STUDENT HOMEWORK Homework is a phase of a child's school work which can be of much importance. It promotes independent learning outside the school environment. In addition, homework communicates to the parents some idea of what their child's school program is and how well the child is performing. Concepts are best learned through application. In most cases students are given adequate time during the school day to complete their work. There are times that work needs to be completed at home.

TESTS The Oklahoma State Test (OSTP) is designed to provide information on specified areas of knowledge, skills, and content and are used to measure state mandated curriculum in the core subjects and/or skill areas of mathematics, and reading. The OSTP is administered to 3rd and 4th grade students during the spring semester. The Iowa Test of Basic Skills (ITBS) is administered to 2nd grade students.

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

GRADING POLICY Report cards are sent home with students at the end of each semester. At the end of the school year, the report card is sent home with the student and will reflect the grade placement for the ensuing year.

Second and Third grade classes are self-contained while fourth grade classes are paired up for team teaching. Progress reports are given for each individual subject at the end of the first and third nine weeks. Report cards are issued at the end of each semester. Teachers consider many factors when determining grades. Among these factors are: daily assignments, participation, accuracy, neatness, creativity, ability, and tests. These factors exist in varying degrees and are judged as: A-Excellent, B- Good, C-Satisfactory, D-Poor, F-Failing. Music, art, and physical education are graded by S-Satisfactory or U-Unsatisfactory.

A student who attended Poteau Upper Elementary for less than eleven school days in a grading period, after transferring from another district, may not be awarded a grade for that grade period. The school where the child last attended will issue the grade for the grading period.

MAKE-UP WORK When a student is absent from class, many learning activities missed cannot be duplicated for make-up purposes. Therefore, when a student submits assignments representing make-up work, it should not be assumed this work reflects the same accomplishments as a student who was in attendance.

Students will be given a reasonable amount of time to complete any work they missed due to absences from class. The time given will be based on the number of days and the amount of work the student missed.

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

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

PARENT-TEACHER ASSOCIATION The PTA serves to promote education, and is an organization where people having the same interest and goals can work together solving common educational problems. Each person interested in improving the educational opportunities of boys and girls is urged to join the local PTA chapter.

"The voyage will offer the young people an exciting opportunity to expand their skills and knowledge of the world around them through tackling something new."

-Mary Richardson

**EDUCATION
IS THE MOST
POWERFUL
WEAPON
WHICH YOU
CAN USE
TO CHANGE
THE WORLD.**

- NELSON MANDELA

planeta.wikispaces.com/nelsonmandela#quotes

DRESS EXPECTATIONS 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. Following are examples of clothing not allowed at school: see-through, midriff tops, halter tops, half shirts, items that advertise alcohol, tobacco, drugs, or have obscene or offensive messages should not be worn to school. Shoes with wheels (heelies) are not allowed at school. If flip flops are worn, please send a pair of shoes in the student's backpack.

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

The counselor works with students individually and in small groups. One time per month, she teaches a guidance lesson in each classroom. While working with groups, the counselor gains information and knowledge as to student needs in areas of anxiety, pressure, drugs, abuse, and neglect. The counselor is interested in the development of each student rather than in problem children only.

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

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

Basic first-aid will be administered in case of injury. In case of serious injury or accident, the child will be taken to the emergency room and the parent notified immediately. For less severe injury or illness, the parent may be contacted.

Any student with head lice will be sent home immediately and will not be permitted back to school without showing proof of satisfactory treatment.

SEXUAL HARASSMENT

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

BASIC EDUCATION REQUIREMENTS Oklahoma Academic Standards serve as expectations for what students should know and be able to do by the end of the school year. These standards were written by Oklahomans for Oklahoma. The Poteau school district will continue to receive assistance through resource development and professional development opportunities for teachers and administrators.

These standards are considered to be minimum requirements for students to be successful, and at Poteau Upper Elementary School we expect our students to exceed these minimal expectations.

Poteau School District has a written program description, content, and an evaluation process for all elements of its curriculum. Faculty members review and update these annually in all basic subjects.

If a student fails to meet these minimal standards in the basic subject areas, recycling of instruction will occur which may be by retention, summer programs, intensive intervention with specialists, special education, or special assignments in the form of a contract.

ATTENDANCE Elementary students must be in attendance 85% of the time in order to be promoted to the next grade. However, at Poteau Upper Elementary we have set a goal for our students to be present an average of 95% of the time. 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. Consistent attendance encourages the children to be successful in school. All doctor's statements must be presented to the office within 24 hours of the absence.

For various reasons, such as illness or emergencies, it may be necessary for a child to be picked up from school during the school day. Parents/guardians are encouraged to make every effort to avoid unnecessary interruptions to the school day that will hinder the learning opportunities of their child. Every effort should be made to schedule appointments outside of the school day for this reason.

TRUANCY

A student who is 1) absent without valid excuse four or more days or parts of days within a four-week period or 2) absent without valid excuse for ten or more days or parts of days within a semester will be reported to the student's parents/guardians 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)

Excessive Absences or Tardies may result in: Parent Contact, Home Visit by the Truancy Officer, Ticket Issued by the Officer, Court Ordered Appearance before a Judge, and/or DHS contact. Also, the student may lose participation in Incentive Activities/Trips.

STUDENT WITHDRAWAL

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

ARRIVAL AT SCHOOL

Teachers report to classrooms at 7:45 a.m. 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.

LATE ARRIVAL TO SCHOOL

The school day begins at 8:00 a.m. Occasionally it may be necessary for children to arrive late. If your child arrives to school late, he/she must report to the office to receive a tardy slip before going to the classroom.

Part of the school's responsibility in educating your child is instilling the importance of learning. Parents are encouraged to set a good example by ensuring prompt arrival to school so that optimal learning can take place.

PERFECT ATTENDANCE

For a student to receive recognition for Perfect Attendance during the Awards Ceremony conducted in May, the child must arrive on time every school day and must stay the duration of every day for the entire school year. There must be no late arrivals, no early withdrawals, and no absence for any part of a school day. Any exception would not fit the definition of the terms "Perfect Attendance." Thus, this kind of recognition for a student is considered to be a great honor.

STUDENT PICK-UP POLICY

Any adult attempting to pick up a student must be on an approved pick-up list in the Poteau Upper Elementary office. As a safety precaution, the adult picking up may be asked to present photo identification if office staff is unfamiliar with the adult attempting to pick up the student.

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

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

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

Parents picking up students for lunch must be on the student's pick-up list and must adhere to the school's set lunch times.

STUDENT INSURANCE

Shortly after the beginning of the school year, parents will receive information in regard to availability of the insurance for school children. This insurance is usually of two types: to and from school or during any school sponsored activity; and twenty-four hour coverage is effective the year round and covers the school child whether at school or elsewhere.

The school system does not sponsor these insurance programs and receives no financial benefit from them. Our only purpose is to make this type of benefit available if desired. The insurance pays only those claims not paid by other insurance policies that cover the student.

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

The moment of silence will be held at the start of the school day and will be announced over the intercom during morning announcements.

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

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

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

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

User Responsibilities Users are representing the Poteau School District each time data is transferred over the Internet. All users must behave in an ethical and legal manner. Internet access is a privilege and with every privilege comes certain responsibilities:

1. The use of the Internet must be in support of education and research consistent with the educational objectives of the school district. Any user accessing the Internet for purposes other than educational is subject to disciplinary action.
2. All users are fully responsible for their own actions.
3. Any user finding access to inappropriate materials on the Internet shall immediately report the location of the information to the system administrator for filtering.

4. Students will only use the computer with an adult in the room.
5. The login name and password given to each user become the user's responsibility. This information should not be shared with anyone else.
6. Users should not reveal home addresses or phone numbers, of those or other students.
7. Users shall be polite, courteous and respectful during all sessions on the Internet, including use of E-mail. Users must use appropriate language. Profanity, obscenity or any vulgarity is prohibited.

All users must agree to abide by the Internet and Network Use Policy.

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

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

VALENTINE'S DAY DELIVERIES will not be accepted at Poteau Upper Elementary School. Please have all Valentine gifts delivered to or provide them at your home.

FIELD TRIPS There may be educational and incentive trips each grade-level takes throughout the school year. All trips are considered a **privilege** and not a right to students. Individual student circumstances may prevent participation of either type of trip. Incentive Field Trips are considered to be an "Earned" activity, based on Academics, Behavior, and/or Attendance of each student attending. Students selected to attend is at the discretion of the administration and teachers.

SMOKE-FREE POLICY The Poteau School District maintains a smoke-free environment policy. The public will not be permitted to smoke **anywhere** on school property.

ASBESTOS NOTICE The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos. Upon inspection of the buildings at Poteau Upper Elementary School it has been determined there is no presence of asbestos.



EMERGENCY PROCEDURES

FIRE

There will be one or more fire drill each nine week period. The signal will be a long buzzing sound. The signal to come back into the building after the drill will be a door bell signal. Teachers should 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 tornado. An evacuation map is located in each classroom. Two tornado drills will occur each school year.

HOLD/SECURE DRILLS

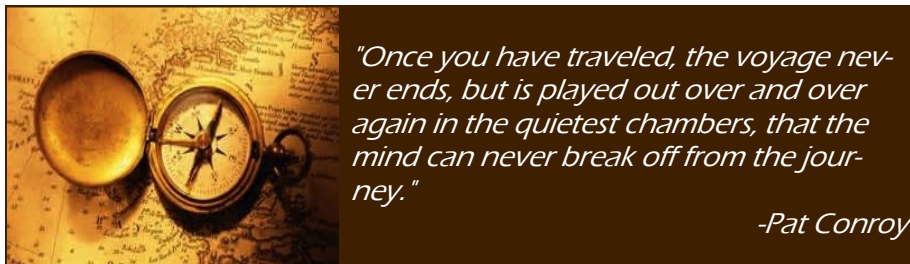
All students and staff will participate in two lockdown drills each year.. The purpose of a lockdown is to secure access to the buildings in the event of a threat on or near the school campus.

INTRUDER/LOCKDOWN DRILLS

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

NON-DISCRIMINATION POLICY Poteau Upper Elementary School shall take all necessary action to comply with the letter and the spirit of federal law, prohibiting discrimination in all human endeavor; therefore, there shall be no discrimination against any person because of race, creed, color, national origin sex, age, qualified handicap or veteran; except when it is necessary to meet a bona fide occupational requirement.

Persons wanting additional information concerning the application of this policy or anyone needing assistance with grievance procedure (Policy 2112,3) should contact Brenda Adams, Civil Rights Coordinator, at 647-7700.





*"A journey of a thousand miles
begins with a single step."
—Lao-tzu*

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

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

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

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

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

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

POTEAU PUBLIC SCHOOL

District Bullying Policy

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

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

Discipline of Students

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

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

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

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

PROHIBITING BULLYING **(INVESTIGATION PROCEDURES)**

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

Procedures

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

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

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

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

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

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

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

The principal shall 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 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.

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

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

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

Pre-Filing Procedures:

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

Filing and Processing Discrimination Complaints:

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

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

General Provisions:

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

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

Revised: August 1, 1994; February 12, 2007

Revised: February 8, 2010