

POTEAU
UPPER ELEMENTARY
SCHOOL



PARENT AND STUDENT HANDBOOK

2006-2007

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POTEAU PUBLIC SCHOOLS
ADMINISTRATION OFFICE
100 MOCKINGBIRD LANE
TELEPHONE 918-647-7700

ADMINISTRATION

Dr. Alice Smith, Superintendent
Hank Harris, Assistant Superintendent
Brenda Moquett, Special Ed Director/Psychologist
Ann Wade, Director of Finance

BOARD OF EDUCATION

Tina Kingrey, President
Mike Riley, Vice President
Beth Buchanan, Clerk
Ted Kondos, Member
Darlene Webb, Member

POTEAU UPPER ELEMENTARY
305 Hughes Drive
Telephone 918-647-7760

Linda Lee, Principal
Bobbie Howerton, Assistant Principal

DISTRICT TELEPHONE NUMBERS

Bus Shop	647-7710
Child Nutrition Clerk	647-7725
Adult Education	647-7728
OPAT	647-5703

UPPER ELEMENTARY STAFF

Principal – Linda Lee

Assistant Principal – Bobbie Howerton

Counselor – Christy Rowley

Third Grade Teachers

Dee Abrams
Nancy Baxter
Patty Clay
Linda Daniel
Cindy Hall
Misty Haney
Kim Hardaway
Edie McMillin
Donna Miller
Kristin Snyder

Fourth Grade Teachers

Janita Hendricks
Sharon Knight
Susie McGehee
Jonita McKenzie
Margie Phillips
Valerie Repass
Jerry Stankewitz
Jeana Stone
Sandy Terry

Fifth Grade Teachers

David Billy
Susie Byous
Terri Chitwood
Kathy Davies
Stephanie Dix
Ray Glover
Beverly McCutchan
Debbie Wood

Activity/Special Teachers

Launa Benson - Library/Media
Freddie Edwards – Music
Lisa Griffith – Art
Sherrie Jones – Reading
Julie Marvin – Indian Education Tutor
Becky Reif – Speech
Tanna Weaver – Life Skills
Daryl Wood – Physical Ed

Support Staff

Peggy Baker – Teacher Asst.
Kim Diehl – Sp. Ed. Asst.
Ricky Dorey – Custodian
Mary Ford – School Nurse
Nydia Gonzalez – Teacher Asst.
Connie Hancock – Teacher Asst.
Traci Jackson – Secretary
Bryan Martin – Sp. Ed. Asst.
Francis Payne - Cafeteria
Syble Perry - Cafeteria
Sandra Pool – Office Clerk
Judy Robertson – Teacher Asst.
Michael Shadwick - Custodian
Mary Shaw - Custodian
Melissa Ward – Teacher Asst.

POTEAU PUBLIC SCHOOLS
2006-2007
SCHOOL CALENDAR

August 2006

S	M	Tu	W	Th	Fr	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2006

S	M	Tu	W	Th	Fr	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2006

S	M	Tu	W	Th	Fr	S
1	2	3	4	5	6	7
8	9	10	11	12	13	1
15	16	17	18	19	20	2
22	23	24	25	26	27	2
29	30	31				

November 2006

S	M	Tu	W	Th	Fr	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2006

S	M	Tu	W	Th	Fr	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2007

S	M	Tu	W	Th	Fr	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2007

S	M	Tu	W	Th	Fr	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2007

S	M	Tu	W	Th	Fr	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2007

S	M	Tu	W	Th	Fr	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2007

S	M	Tu	W	Th	Fr	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 4..... New Staff
 Aug 7-8..... Prof. Dev
 Aug 9..... Workday
 Sept 4..... Labor Day
 Sept 15..... P/T Conf.
 Oct 19..... State OEA
 Oct 20..... Fall Break
 Nov 10..... Prof. Dev.
 Nov 17..... P/T Conf.
 Nov 20-24..... Thanksgiving
 Dec. 21-Jan 2..... Christmas
 Jan 15..... M.L. King
 Feb 9..... P/T Conf.
 Mar 19-23..... Spring Break
 Apr 5-6..... Snow Days
 Apr 20..... P/T Conf.
 May 18..... Graduation
 May 21..... Professional Day
 May 22-23..... Work Days

- Professional Day / Staff Only
- Teacher Work Day
- First Day of the Semester
- Last Day of the Semester
- Non-School Day
- Parent / Teacher Conferences

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

Students must enroll through the principal's office. Birth certificates and evidence of immunization must be presented. 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.

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 mumps
7. Two doses of measles and rubella vaccine

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.

BASIC EDUCATION REQUIREMENTS

The Legislature through HB 1017 addressed basic education by mandating curriculum. Priority Academic Student Skills (PASS) developed at the state level exist as guide for local districts. 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 the basic subjects.

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

ATTENDANCE



Elementary students must be in attendance 80% 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. *A student must be in attendance full time without any absences, tardies, or early withdrawals to be considered for perfect attendance. Half day absences that have doctor excuses will not be counted against perfect attendance. The written doctor excuse must be provided within 24 hours of the absence.*

TRUANCY- A student who is absent without valid excuse 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)/guardians(s) and the LeFlore County District Attorney. 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) The truancy officer will be contacted and he will make contact with the parent of the truant student. If the student remains truant the truancy officer and principal will proceed with contacting the LeFlore County District Attorney.

STUDENT WITHDRAWAL

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

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 to go to morning recess or to their classrooms.



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 a.m.

Upon arriving at school, students who need to go into the building to leave materials before going to the play area may do so.

LATE ARRIVAL TO SCHOOL

The school day begins at 8:15 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 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 what bus to ride.

SCHOOL CLOSING DUE TO BAD WEATHER

When school is cancelled it will be announced on local radio stations before 6:45 a.m. if possible. These stations are 1280 AM, 92.5 FM, and 107.3 FM. Other TV and radio stations may be notified.

FIRE AND TORNADO DRILLS

FIRE – The signal will be a long “buzz” sound. The all clear signal will be a door bell sound. There will be one or more practice fire drills each nine weeks.

Teachers should familiarize students with fire escape routes the first day of school.

Note: please refer to the fire drill diagram posted in each classroom.

TORNADO/STORM – We have a warning system in place to keep our students safe in case of storms or extreme weather. Our new Safe Building will be 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.

SAFETY

Crisis Intervention Teams have been identifies 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.

SCHOOL VISITORS

Parents/guardians are always welcome to visit the school at any time. However, if you need to visit with a teacher please call ahead to arrange a convenient time. If a parent/guardian should need to see his/her child during the school day, they should first come to the office in order that the student can be notified. For the safety of our students, all visitors on campus must check in at the office to receive an identification sticker.



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 you child, and current phone numbers for emergencies.**

We do not wish to inconvenience anyone, but we do want to always know who is taking a child from Poteau Upper Elementary School. To protect children, anyone who is taken from school during the regular school day must check out at the principal’s office.

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. Also, send a note to your child’s teacher to inform him/her of what your child is to do after school if the child will not be following his/her regular routine.

The office telephone is available to students only in emergencies deemed justifiable by the principal or assistant principal.

TELEPHONE AND ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case you child becomes ill or injured.

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 breakfast will be \$1.50 for adults. **All students receive a free breakfast. The cost of lunch will be \$1.25 for students and \$2.40 for adults. Extra milk will be 25 cents. Milkshakes will be 50 cents. Extra pizza slices will be \$1.00.**



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. By writing only one check, a family meal account may serve all your children. 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.

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 has adopted a School Wellness Policy which 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 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 others school-based activities that support student and staff wellness.”

In accordance with this policy, soda pop is not allowed in the lunchroom and parents are discouraged from bringing or sending lunch from one of our local fast food restaurants.

Parents are welcome to eat lunch with their child in the cafeteria. The cost is \$2.50.

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 child responsible will be expected to pay for them.

A school supply list is available before school starts at local stores, the Upper Elementary office and is listed in the Poteau Daily News.

SCHOOL PARTIES

There may be three class parties 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. Parties should not begin before 2:00 p.m. Also, personal birthday party invitations should not be passed out at school.

VALENTINE'S DAY DELIVERIES – Deliveries will not be accepted at Poteau Upper Elementary School. Please have all Valentine gifts delivered to your home or have the gift at your home waiting for the child when he/she wakes up on Valentine's Day morning.

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 parent-teacher conferences are held at the fifth week of each grading period. Each teacher will send home requesting the parent schedule a time either Thursday evening or Friday morning 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 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.

1. Current level in subject areas
2. Ability and willingness to do the school work
3. Strengths and weakness in school performance
4. Special interest and abilities
5. Ability to get along with others
6. Behavior in and out of class
7. Self-concept in and out of school

The following suggestions will help you be prepared for the conference.

>Jot down your questions or comments

>Check with your child about the conference to see if he/she has anything he/she wants you to discuss with the teacher

Parent teacher conference will be held on Thursday evenings and Friday mornings on the following dates: September 14 & 15, November 16 & 17, February 8 & 9, and April 19 & 20 this school year.

Report cards are sent home with students at the end each of the first three nine week periods, a copy is to be signed and returned to the teacher. At the end of the fourth nine weeks, which is the end of the school term, the report card is sent home with the student and will reflect the grade placement for the ensuing year.

The third, fourth, and fifth grades utilize the self-contained classroom pattern in all content areas. Grades are reported for each individual subject at each nine (9) week period. The report card reports achievement level by grade level and semester. Students are given letter grades that indicate a level of performance. Music, art, and physical education are graded by S and U (Satisfactory or Unsatisfactory).

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.

A student who attended Poteau Upper Elementary for less than eleven school days in a grading period 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.

STUDENT 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 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

Criterion Reference Test will be given at Poteau Upper Elementary School in the spring to comply with the mandates of HB 1017. Parents will be notified when the results of the test have been received so that they can schedule a conference with their child's teacher to have the results explained.

SCHOOL PICTURES

Each child will be given the 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.

HEALTH SERVICES



A student without written authorization may not take nonprescription medication by the parent/legal guardian. Parents/legal guardians must fill out a Poteau Schools Consent to Administer Medication Form in order for students to take any form of prescription or non-prescription medication at school. Students must keep ALL medications in the school office unless otherwise authorized in writing by a physician. It is recommended that parents bring medications to the school office whenever possible. Medication 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 to come for the child or for instruction.

HEAD LICE – Any student with head lice is 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 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 which cover the student.

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 applied through life.

Developing a positive attitude toward discipline requires four considerations:

1. *Communication* – Behavior standards and discipline standards need to be clearly understood by students, parents, and teachers. When possible, parents need to be alerted to a student's behavior before there is an incident that requires punishment.
2. *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 that is conducive to their learning.
3. *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.

4. *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 Poteau Upper Elementary, 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,

Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability. Here are some of the ways in which we do this. We:

- DO** respect each other.
- DO** call each other by our correct name.
- DO** pay attention in class.
- DO** listen to and respect every teacher.
- DO** at all times respond in an honest and truthful way.
- DO** walk and speak quietly in the halls.
- DO** our best at all times.
- DO** leave skate, skateboards, shoeskates, candy, toys, hair coloring products, radios, tape players, CD players, MP3 players, electronic games, iPods, trading cards, etc. at home, unless the teacher requests these be brought to school.
- DO** be responsible for school textbooks and materials.

WIRELESS COMMUNICATION DEVICES

It is the policy of the Poteau Board of Education that no student shall possess or use a wireless telecommunication device while on school premises school, or while attending any function sponsored student may possess and use a wireless written consent of the student’s parent or guardian principal. Such consent shall be granted only upon compelling reason as determined by the



or while in transit under the authority of the or authorized by the school except that a telecommunication device upon prior and the superintendent or a school a showing of medical necessity or other superintendent or principal.

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. Cutting, defacing, or in any way damaging property.
2. Defiance of authority.
3. Stealing or forgery.
4. Possession of any weapon, knife, gun, or instrument that might be injurious to a person.
5. Making bomb threats, “hit lists” for violent acts.
6. Violation of the district’s drug and alcohol policy.
7. Use or possession of tobacco products.
8. Participating in any activity which interferes with or disrupts the educational process.
9. Physically assaulting or causing bodily injury to an employee, a visitor or another student.
10. Verbally assaulting or threatening an employee, a visitor or another student.
11. Violation of public criminal or civil law or District or building regulations.
12. Scholastic dishonesty.
13. Throwing objects that can cause bodily injury or damage property.
14. Leaving school grounds when not permitted to do so.
15. Directing profanity, vulgar language, or obscene gestures toward other students or school personnel, or visitors.
16. Failing to comply with lawful directives or rules issued by school personnel or school visitors.

17. Committing robbery or theft of school property.
18. Engaging in misconduct on school buses or at bus stops.
19. Committing extortion, coercion, or blackmail.
20. Engaging in verbal abuse.
21. Lying or giving false information.
22. Tampering with, changing, or altering records of the school district.
23. Gambling.
24. Hazing.
25. Engaging in immoral conduct.
26. Failure upon enrollment to report a felony conviction of a violent offense.
27. Using a wireless telecommunication device without prior consent of the principal.
28. Engages in gang related activities.

CORPORAL PUNISHMENT

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;
- should occur only in the presence of another teacher or professional staff member
- should be used only for serious acts of misbehavior or after a series of minor acts
- should be used as a means to correct student misbehavior;
- 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 the kinds of behavior that might result in the administration of corporal punishment.

Professional staff members are encouraged to keep documentation (i.e. disciplinary referrals) to demonstrate the steps that were taken to correct misbehavior before corporal punishment was applied.

Parents or guardians who request notification are to be so notified by the staff member who administered the punishment. Such notification shall occur within five (5) school days of the punishment. Documentation of all notifications must be maintained by the one who administered the punishment. On request, parents are to be provided a written explanation of the punishment.

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 punishment.

Parents who object to corporal punishment may request in writing that corporal punishment not be used as a means of correction for the child. That request will be granted on agreement by the parent that when corporal punishment 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, disciplinary referrals or phone calls to notify parents of inappropriate behavior. It is important that the parent sign and return any disciplinary referrals and behavior plans and promptly return them to the teacher.

AFTER SCHOOL DETENTION

After school detention at the Upper Elementary School will be assigned to students who have multiple disciplinary referrals. A student may also be assigned to after school detention if an incident occurs which requires alternative disciplinary measures. Bus line or bus riding infractions will be corrected using other disciplinary means.

After school detention will be assigned only by the principal or assistant principal. Detention will be in session Monday-Friday from 3:00-4:00 p.m. If your student is assigned ASD you will be notified by a written notice to be hand delivered by the student. The parent is to sign the ASD notification and return it to school. If the student is to walk home at the end of ASD, it must be noted by the parent on the notification form. Absence of a signed detention notice will not prohibit the student from attending ASD.

The parent/guardian will be responsible for transporting the student home after detention has been dismissed.

SCHOOL BUSES

Riding a school bus is a privilege and all students in our school system who ride a bus to school are subject to regulations. Any misbehavior, which distracts the driver, is a Very Serious Violation and jeopardizes the safety of everyone. The school bus driver is the sole authority of the passengers on the bus.

Previous to loading students should:

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. Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.



While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in seat while the bus is in motion.
12. Refrain from horseplay and fighting on the bus.
13. Be courteous to fellow pupils, the bus driver, ad patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.
16. Use the emergency door ONLY with instruction from the bus driver.

After leaving the bus students should:

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

The above rules and regulations apply to all trips under school sponsorship. Sponsors should be appointed by the school officials. Upper Elementary School students are to board the afternoon buses only at the Upper Elementary School campus.

PLAYGROUND

All students will be sent outside for recess unless they have been sick and have permission to stay inside. Parents are requested to dress the children for cold weather. (Children will not be sent out when it is raining or extremely cold.)

1. Students are expected to remain in the designated playground area at all times. If leaving is necessary, student should always have permission of 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.

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. See through clothing, midriff tops, half shirts and tank tops, shorts and skirts shorter than five (5) 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 and girls). For safety reasons, closed toe shoes are recommended at school.

BULLYING, INTIMIDATION, HARASSMENT

It is the policy of Poteau School District that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while students are on school grounds, in school transportation, or attending school-sponsored activities.

Harassment is intimidation by threats of actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect or insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's climate limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited. Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements; etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

SEXUAL HARASSMENT

The policy of Poteau School District forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

1. Sexual Harassment
 - A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advance, including subtle pressure for sexual activity; touching, pinching, patting, comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", and jokes.

- B. Demeaning comments about boy's or girl's ability to excel in a class historically considered a subject for the other sex.
 - C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment.
2. Specific Prohibitions
- A. Administrators and Supervisors
 - 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 - 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 - 3. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Any sexual affiliation between school personnel and students under the age of 18 may constitute a crime under state or federal law.
3. Report, Investigation, and Sanctions
- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims.
 - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the Civil Rights Compliance Coordinator or to the appropriate administrator, counselor or a teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made up to the next higher level of administration or supervision or to any responsible adult person.
 - 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith report of charges of sexual harassment.
 - B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, the context in which the alleged conduct occurred will be investigated. The Civil Rights Compliance Coordinator has the responsibility of investigating complaints of sexual harassment. The superintendent has the responsibility of resolving complaints of sexual harassment.
 - C. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
 - D. Any student found to have engaged to sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

LOST AND FOUND

There is a central location for "Lost and Found" at the Upper Elementary in the Cafeteria. After a reasonable length of time (six weeks) the unclaimed articles will be given to a charity.

Clothing that can be easily removed at school should be marked with you child's name so that the piece of clothing may be identified in case it should be misplaced.

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 records, tapes, filmstrips, earphones, tape recorders, videos,

computers, 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 Upper Elementary is designed to help the child make the best use of his/her limitations. The guidance program consists of helping the child plan his/her total life. It is the responsibility of the guidance program to coordinate all information gathered by the teachers and other persons and to inter prèt 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. Wise counseling helps a student achieve better grades and assists him/her in remedying many defects.

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. A well-planned testing program helps a student make wise decisions on the basis of information gathered about him/her over a period of time.

The counselor works with students in face-to-face situations, as well as small group sessions. The counselor 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. The counselor is interested in the development of each student rather than in problem children only.

PEER MEDIATION

A peer mediation program is available to the Upper Elementary students. This is a program that teaches strategies to young people that allow them to handle conflicts in a positive and constructive manner. With proper training and application of that training, students learn to use conflict as a positive force that can lessen the detrimental effects of conflict and increase social skills and personal image of self. Conflict mediation programs help to 1)decrease violence and fighting; 2)reduce name-calling and put-downs; 3)decrease the number of suspensions; 4)increase self-esteem and self-respect among peer mediators; 5)enable teachers to deal more effectively with conflicts; and 6)improve school climate.

SAFETY PATROL

Upper Elementary 4th and 5th grade students may participate in the Safety Patrol program with parent's permission. The students are trained as crossing guards in front of the school to stop traffic and help students cross the road in three different posts, as well as a post between the Upper Elementary and the Primary School. They provide a very helpful service to our school and aid in the safety of other students. Please observe their flags for their safety and the safety of our students.



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.

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

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.

NON-DISCRIMINATION

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 Moquett, Civil Rights Coordinator, at 647-7700.

PROMOTION POLICY

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

- a. Retention is to benefit the child.
- b. There should be conferences between and among parents, teachers, principal and child when teachers begin to consider if retention would benefit the student.
- c. 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.
- d. As a general rule a child is no retained more than twice in the same grade.
- e. Consideration should be given to the following conditions:
 1. Age and size
 2. Parent attitudes
 3. Mental capacity
 4. Physical handicaps
 5. Previous retention
 6. Sibling grade placement
 7. Ability to profit from retention
 8. Failure of instructional objectives
 9. Less than 80% attendance, not supported by unusual circumstances

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 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.

NOTIFICATION OF AHERA

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.

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.

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 and each of the Principal's offices in Poteau. 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 post-secondary school. At that time, the student becomes an "eligible student."

POTEAU UPPER ELEMENTARY SCHOOL
2006-2007

SUPPLY LIST



3RD GRADE

- #2 Pencils
- Wide Lined Looseleaf Paper
- 3 Pocket Folders
- 1 Small Art Tablet (9x12)
- 1 Box of Crayons (24 ct.)
- 1 Pair of Scissors
- 1 Bottle of Glue
- 1 Supply Box (not shoebox style)
- 2 Boxes Tissue

4TH GRADE

- #2 Pencils
- Wide Lined Looseleaf Paper
- 3 Pocket Folders
- 1 Small Art Tablet (9x12)
- 1 Box of Crayons (24 ct)
- 1 Pair of Scissors
- 1 Bottle of Glue
- 1 Zipper Pencil Pouch
- 2 Boxes Tissue

5TH GRADE

- #2 Pencils
- Wide Lined Looseleaf Paper
- 3 Pocket Folders
- 1 Small Art Tablet (9x12)
- 1 Box of Crayons (24 ct)
- 1 Pair of Scissors
- 1 Bottle of Glue
- 1 Supply Box (not shoebox style)
- 1 Ruler (centimeters/inches)
- 1 Protractor
- 2 Boxes Tissues