

**POTEAU PUBLIC SCHOOLS
2018-2019**

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Poteau High School Student Handbook Table of Contents

I. Philosophy For Poteau Schools	1
II. Foreword	2
III. Calendar	3
IV. General Rules For Student Body	4
1. Attendance	4
2. Absences	4
3. Make-Up Work	5
4. Tardiness	6
5. Dress Code	6
6. Public Display of Affection	7
7. Leaving School	7
8. Use of Tobacco Products	7
9. Telephone/Electronic Devices	8
10. Parking	8
11. Bus Rider Rules	8
12. Release of Students on Activity Trips	10
13. Athletic and Activity Eligibility	11
14. Illegal and Illicit Drugs and Alcohol Testing	11
V. Student Code	12
1. The Rights of Students	12
Religious Freedom	12
Flag Salute and Oath	12
Exchange of Ideas	12
Emblems	13
Public Announcements	13
Freedom of the Press	13
Handbills or Leaflets	13
Freedom of Assembly	14
Limited Open Forum	14
Right of Petition	14
Right to Appeal	14
Family Rights and Privacy Act	15

Statement of Equal Opportunity/Grievance	15
2. General Regulations	16
3. Teacher Discipline Guidelines	
4. ADC (Alternative Discipline Center)	
5. Saturday School	
6. Suspension	18
7. Damage to School Property	19
VI. General School Information	19
1. Guidance Services	19
2. Schedule Changes	20
3. Loss of Credit Due to Late Enrollment	21
4. Cafeteria	21
5. Library Information	21
6. Residence of Students	22
7. Visitors	22
8. Parent/Teacher Conferences	22
9. Insurance	23
10. Fundraising	23
11. Lost and Found	23
12. Lockers	23
13. Search of Lockers, Desks and Other School Property	23
14. Search of Students	24
15. Controversial Instructional Materials	24
16. Communication Standard	25
17. Cancellation of Classes (Inclement Weather)	25
18. Loss of Property	25
19. Bell Schedule	25
20. Food and Drink	26
21. Items Needed for Class	26
22. Testing Programs	26
23. Clubs and Organizations	27
24. Dances and/or Approved Activity	28
VII. Academic Information and Requirements	29
1. Requirements for Graduation	29

2. Oklahoma Tuition Scholarship Program	30
3. College Prep./Work Ready Curriculum	30
4. Core Curriculum	31
5. Concurrent College-High School Enrollment	32
6. Credit By Examination	34
7. Student Classification	34
8. Enrollment	34
A. General Requirements	35
B. Courses and Credits	62-63
9. Progress Reports	35
10. Determining Grades	35
11. Selection of Valedictorian and Salutatorian	36
12. Transcripts/Records	37
13. Bullying	38
14. Student Records	44
15. Grievance Policy	58

PHILOSOPHY FOR POTEAU SCHOOLS

The purpose of the Poteau School System is to provide guidance and instruction for each student so that he/she shall become a contributing member of an ever-changing democratic society by attaining the following attributes: an awareness of his/her potentialities as well as his/her limitations; an acceptance of himself/herself; confidence in his/her own feelings; an acceptance of his/her society; the capability to adapt to both his/her own needs and the needs of his/her associates; a self-sufficiency vocationally and as a consumer; literacy; and capability to advance his/her academic, vocational, and cultural interests.

Ideally, the school climate will provide an environment in which faculty and students can experience mutual acceptance, respect, appreciation, and trust. Teachers and administrators should consider themselves co-workers, supporting each other as they strive to fulfill the educational objectives of the school in an atmosphere, which recognizes the rights, and dignity of each individual. Considering the maturity of the individual student and the nature of the educational process, the school will provide practice in democratic principles, emphasizing these rights, as well as individual responsibility. Such an atmosphere is possible when the student needs are central to every decision or activity in the school.

Keeping these individual needs in perspective and with the ultimate goal of student education, the school is flexible enough to utilize new concepts and traditional methods to promote the best learning situation possible for the subject matter and individuals being taught; recognizing that processes to develop the elements of rational thought should be used in every part of the curriculum. At the same time, the teacher is viewed as an organizer of learning activities, a motivator, a resource person who attempts to provide the opportunity for each student to develop his/her unique abilities and interests at his/her own rate, and the teacher will utilize the best available instructional methods meaningful to the student. The faculty believes that all children can learn and develops education programs based on that belief.

In a world of change, the most important content is "learning to learn"; learning to think must be included as a vital part of the curriculum. The basic skills (thinking, reading, writing, listening, and arithmetic) are among the priorities as content in the school. Other important aspects of the school content must include an exploration of the fine arts, socialization skills, understanding of self, responsible conduct, understanding and appreciating the world in which the student lives and will live, and other "survival" skills (vocational education, health and physical education, economic education, literacy). In addition, the curriculum should reflect the cultural values of the community and assist in the development of those values in each individual. It is understood, though, that any content selected is merely a vehicle for the achievement of educational goals.

If the school is successful, the student will be able to use effectively his/her rational powers to make appropriate choices. He/she will have awareness and an acceptance of his/her potentialities and his/her limitations as a functioning, adapting member of society who is literate and self-sufficient in his/her vocation and as a consumer.

I. FOREWORD

Students of Poteau High School:

Welcome to a new school year at Poteau High School and the opportunity to continue the pride and standard of excellence that is tradition to Poteau High School. The administration, faculty and staff are ready to assist you in the pursuit of your goals and ambitions. We encourage you to include your parents/guardians to be a part of your educational process as they can play a critical role in your success. We encourage you to invite them to become involved in all aspects of your school life.

It is my philosophy that high school should be a memorable experience as well as a profitable one for all students. We offer a wide variety of activities for student life. I encourage you to be active with your high school and get involved. Please refer to this handbook for guidelines or questions relating to school life, policies, and rules.

Our school welcomes you, and we hope that you will follow your path to reach your goals.

Joe R. Ballard

Poteau Public Schools 2018-2019 School Calendar

Board Approved
2/12/2018

Aug. 6&8.....Prof. Dev.
 Aug. 7.....Teacher Work Day
 Aug. 9.....First Day of School
 Sept. 3.....Labor Day
 Sept. 4.....Prof. Dev.
 Sept. 14.....Parent Conf.
 Oct. 18-19.....Fall Break
 Oct. 22.....Prof. Dev.
 Nov. 19-23.....Thanksgiving Break
 Dec. 21.....Teacher Work Day
 Dec. 24-Jan. 4.....Christmas Break
 Jan. 14.....Prof. Dev.
 Feb. 8.....Parent Conf.
 March 18-22.....Spring Break
 April 19.....Easter Break
 April 22.....Teacher Work Day
 May 22.....Last Day of School
 May 23.....Work Day
 May 24.....Graduation Day

1st Nine WeeksAug. 9
 2nd Nine Weeks.....Oct. 15
 3rd Nine Weeks.....Jan. 7
 4th Nine Weeks.....Mar. 25

Professional Day/Staff Only
 Teacher Work Days
 Non-School Day
 Parent/Teacher Conferences
 First Day of School
 Last Day of School
 Graduation Day
 New Nine Weeks Begins

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IV. GENERAL RULES FOR STUDENT BODY

1. ATTENDANCE

A student in grades nine through twelve must attend each class 85% of the time during a semester to receive credit for the course for the semester. The principal may make exception to this policy when circumstances existed that made the absences unavoidable or when the student's level of knowledge and skills of the course content is high enough that it would be of minimal benefit to the student to repeat this class. A student who requests exemption from this rule due to illness shall present a doctor's statement confirming the need for the student's absences. The doctor's statement shall provide specific dates for absences due to illness. The statement and request for exemption are to be submitted at least one week prior to the close of the affected grading period. Other exceptions shall be prescribed in writing to the attendance registrar and will be presented to the attendance committee. The attendance committee will meet at a determined time prior to semester grades being issued and make a determination based on the facts presented. Student(s) and/or parent(s)/guardian(s) may be asked to be present at the committee hearing.

The maximum number of absences for activities, whether sponsored by the school or an outside organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. Any school-sponsored qualifying activity on the district level or above will not count toward these ten days.

A student must be in school the day of an activity to participate in that activity. If the activity falls on a weekend, the student must be in school on the last school day before that activity.

2. ABSENCES

A student is considered absent from school and from class whenever he/she is not in class, unless he/she is participating in a school-sponsored activity.

If a student is going to be absent from high school for any reason, the student is to ask his/her parents or guardian to phone the principal's office 918-647-7716 -- before 9:00 a.m. on the day the student is going to be absent. By the parent calling, it will not be necessary to send a note to school when the student returns, nor will the student be required to obtain an admit from the office before returning to class.

Attempts will be made to contact parents whenever attendance problems develop.

Absences are viewed as falling into one of two categories. One type of absence is referred to as a parental permission absence and the other as truancy.

A parental permission absence is one for which the student has received prior approval from a parent. Illness, death of family members or close friends, and emergencies are absences most often viewed as a parental absence. Additionally, a parent may deem it necessary for a student to be absent from school for other reasons. Some examples would be: out-of-town trips, appointments, and observance of religious holy days.

Students who are absent from school without the knowledge and consent of their parents or who leave school without permission from the office are considered truant. Truancy will be just cause for some definite action to be taken through the principal's office. An absence because of truancy is unexcused.

In compliance with Oklahoma School Laws 1996, if a child is absent without valid excuse four (4) or more days or part of days within a four-week-period or is absent without valid excuse ten (10) or more days or parts of days within a semester, the school shall notify the parent or guardian or custodian of the child and immediately report such absences to the district attorney or their designated agency. The school is also required to notify the Department of Public Safety if a student is absent without a valid excuse ten (10) times in a nine-week period or fifteen (15) days in a semester or if a student under the age of 18 withdraws but does not enroll in another school. This will result in a suspension of a student's driver's license. We are also required to notify the Department of Human Services of students whose attendance is less than 80% which could result in assistance payments being withheld.

3. MAKE-UP WORK

When a student is absent from class, many learning activities missed cannot be duplicated for makeup 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.

It is the student's responsibility to see that all make-up work is obtained and submitted on time. The student is to contact his teacher the day he returns from being absent to obtain his work and a due date for the work. The student will have one day for each absence plus one additional day to have all makeup work completed and turned in. If an assignment is due on the day a student is absent, it will be due the day the student returns to class unless other arrangements are made with the teacher. When the student is absent for three or more consecutive days, the school should be contacted about make-up work requirements and responsibilities.

4. TARDINESS

Students are tardy to class if they are not in the classroom and ready to begin to work when the tardy bell rings. Tardiness is discouraged and tardiness will result in disciplinary action being taken by the teacher in charge.

5. DRESS CODE

A. Skirts and Dresses:

- (1) Skirts or dresses must extend two (2) inches beyond the longest finger on the hand with shoulders in a relaxed position and shall not be revealing, disruptive, or distract from the educational process.
- (2) Skirt or dress openings (slits) must not expose the upper leg higher than the "2 inch beyond the longest fingerrule stated above".

B. Tops: Any shirt, blouse, or sweater may be worn with the following conditions:

- (1) The top must not be "see-through".
- (2) Shirts and blouses must be properly buttoned and cannot expose the midriff when the arms are raised from the side.
- (3) No Rompers will be allowed.
Tank top style sleeveless dresses, shirts, or blouses that expose undergarments are not permitted; tops must be at least 2.5 inches wide across the shoulder.
- (4) Any article of clothing, which exposes the back or midriff, may not be worn.
- (5) Muscle shirts may be worn, but not as primary garments. There must be a shirt worn over them.
- (6) Shirt or dress sleeve openings must not expose the torso, chest, or undergarments.
- (7) Young ladies will have no low-cut tops, which expose cleavage.

C. Pants:

- (1) Pants, jeans, or slacks, which are neat and clean, are acceptable.

- (2) Pants, shorts, (or skirts) which are frayed or have holes in the area between the top of the waistband to the tip of the longest finger on the student's hand are prohibited.
- (3) Sagging is not acceptable.
- (4) Pants may not ride low exposing the torso, back, or undergarments.
- (5) Pajama style pants are not appropriate for school wear.

D. Shorts:

- (1) Shorts, which are properly hemmed and appropriate length, are acceptable.
- (2) Shorts must extend to the tip of the longest finger on the hand with the shoulders in a relaxed position.
- (3) Shorts with slits on the sides are not permitted.

E. Accessories: Examples of accessories which are not acceptable are as follows:

- (1) Headbands, armbands, leg bands
- (2) Hats, caps, hoods, toboggans, or beanies
- (3) Any clothing, jewelry, emblems, badges, symbols, signs, graffiti or any other items that are evidence of membership in or affiliation with a gang or other "secret society" is prohibited.
- (4) Clothing or accessories that display vulgar expressions, disrespect for the American flag, or alcohol or tobacco products is not permitted.

6. PUBLIC DISPLAY OF AFFECTION

Physical contact, other than holding hands, is prohibited on campus and at off-campus activities. Students in violation of this policy will be disciplined.

7. LEAVING SCHOOL

Students leaving school for any reason, except to eat lunch and return to school during the lunch period, must check out through the office and have a permit to leave. Upon returning to school, the student is to check in at the office. Efforts will be made to contact and inform the parents that the student is leaving school in instances where the parent has not phoned or provided a written request for the student. If a student leaves school without following the above procedure, he/she will be considered truant.

8. USE OF TOBACCO PRODUCTS OR VAPOR DEVICES IS PROHIBITED AT ALL TIMES.

Students are not to use or possess tobacco products or vapor devices on the school grounds or in the buildings at any time. This infraction can lead to discipline from an administrator or ticket from our SRO.

9. **TELEPHONES/ELECTRONIC/WIRELESS DEVICES**

It is the policy of the Poteau Board of Education that a student may possess a wireless tele-communications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The board of education shall establish and implement rules regarding student possession of a wireless telecommunication device while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent and shall also specify the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules.

Students are prohibited from using cellular telephones or wireless devices for incoming or outgoing calls, texts, communications, or notifications from the first bell until 3:05 p.m. Use of all wireless devices may be used during lunch, but must be turned off before re-entry of the building. Cellular telephones or wireless devices should not be visible and are not to be activated during school hours, unless the teacher gives permission for those devices to be used in an educational manner in the classroom during that hour only. After the assignment or activity is completed, the device must be turned off immediately. However, for safety reasons, students may possess cellular telephones for before and/or after school activities. A principal or administrator must approve exceptions to this policy.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and released only to the parent or guardian of the student. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. Students may not use cellular telephones to take pictures while on school premises during school hours.

First violation of any part of this policy will result in the cellular telephone being confiscated by administration and returned to the student at the end of the school day. Upon violating this policy a second time, students will be required to leave their phones in the site office for the school day if they choose to bring the device into the school building. In addition, students found to be in possession of a wireless tele-communications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including detention or suspension. Where appropriate, police authorities may be contacted

OTHER DEVICES AND UNNECESSARY DISTRACTIONS

Laptop or notebook computers, I-Pads, CD players, MP3 players, Palm Pilots, laser pointers, pagers, personal digital assistants (PDA's), Gameboys, any type of trading card, or anything which has a tendency to be bought, sold, and/or traded at school are not allowed to be on school campus. I-Pods and/or headphones are not to be used from the time a student arrives on campus until 3:05 p.m.

10. PARKING

Students driving to school are to park in one of the designated student parking areas. The student parking areas will be in the parking lot between the Civic Center and the Gymnasium, as well as, north of the football field. Students are expected to follow good driving habits and other rules and regulations as required by law. Speeding and careless driving will not be allowed. A maximum speed of fifteen (5) miles per hour should be observed when on school premises. When changing from one area of the campus to another (high school building to field house), students should not move vehicles.

Parking permits must be properly displayed while vehicles are parked on school grounds. One free parking permit will be issued during the school year. Replacement permits will cost \$5.00.

Parking in non-designated areas, parking in reserved spaces, failure to display a current parking permit or other parking violations will result in a \$10.00 fine being assessed for each offense. Repeated violations or unsafe driving will result in loss of driving privileges.

11. BUS RIDER RULES

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 proper authorization from the parent or school official.

D. Extra-Curricular Trips:

- (1) The above rules and regulations will apply to any trip under school sponsorship.
- (2) Pupils shall respect the wishes of a chaperone appointed by the school officials.
- (3) The driver of the bus shall be certified through the State Department of Education for all activity trips.

12. RELEASE OF STUDENTS ON ACTIVITY TRIPS

Generally, a student participating in a school activity that requires travel will go and return with the group. Such trips

have educational merit and traveling as a group promotes spirit and unity within the group. Exceptions are permitted as follows:

- A. Students may be released to their parent(s) to return home. A parent must secure the release of the student from the sponsor or principal.
- B. Students may travel to an activity with their parents if conflicts or a family situation make it impossible for them to travel with the group. Permission to participate when a student travels with his parents will be given only after a conference between the sponsor or the principal and the parents has occurred.
- C. In special cases, the student may be released from an activity to adults other than the parent, providing the parent makes arrangements with the principal, or sponsor by telephone or a personal contact prior to the trip. Examples are: releasing the student to the parent of another student on the trip, or releasing the student to an adult relative. Sponsors or principals shall not grant requests to release students to return home with other students or young adults.

D. Other unusual situations approved by the principal.

13. ATHLETIC AND ACTIVITY ELIGIBILITY

The rules of the Oklahoma Secondary Schools Activities Association govern interscholastic activities and contests. The OSSAA has defined its rules for scholastic eligibility to apply to competition between two or more schools where winners or rating are determined.

Poteau students shall meet those same scholastic eligibility rules for many of its activities that are not interscholastic contests. Generally, students in activity groups, which perform for an audience and/or travel to engage in an activity associated with the group of which they are a member, shall meet the scholastic eligibility rules. If a student is placed on the ineligible list, that student will remain on the list for the full week.

Eligibility rules shall not apply if the event is one for which a grade is given and is not a contest. Examples are band parades, chorus, band concerts, certain drama and speech performances (plays, stage work, etc.)

Cheerleading, band half-time performances, and vocational course fairs, shows and trips are activities for which scholastic eligibility rules do generally apply.

At the time an activity is scheduled, the school principal, with input from the sponsor(s) shall determine if the scholastic eligibility rules apply. The superintendent may be consulted to assist in the decision.

14. ILLEGAL AND ILLICIT DRUGS AND ALCOHOL TESTING

Beginning with the 2012-13 school year, all students enrolled in a school activity will be required to submit a sample before participation. Any student participating in any extracurricular activity shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/ sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a sample; (a) when the activity student is selected by the random selection basis to provide a sample; and (b) at any time there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities unless the student has returned the properly signed "Student Drug Testing Consent Form".

V. STUDENT CODE

1. THE RIGHTS OF STUDENTS

Members of the Board of Education, administrators, and other faculty members of the Poteau Public Schools recognize that students must be given the opportunity to participate in their school with the basic rights that are guaranteed by The Constitution of the United States. The range in age and maturity of school students and the educational function of schools suggests that regulations, advice, council and supervision of students are an ingredient of school life. An essential problem is how to maintain the rights of students while at the same time teaching a sense of responsibility and guarding against the excesses that the inexperience and immaturity of students might lead to. It is the responsibility of each faculty member, under the leadership of his/her principal, to determine when a situation requires a limit on freedom in order to protect the students and the school. The major guideline is that freedom implies the right to make mistakes and to learn from them so long as the consequences of the acts are not dangerous to life and property, do not infringe on the rights of

others, and do not disrupt the academic program.

It is important for students to understand their rights within their school. The descriptions of the rights follow, and these are generally in the same sequence as they are presented in the Constitution. Although the rights extend to all grades and ages, their application is greatly restricted for the younger students and increases as the students grow in their ability to exercise their rights in a responsible manner.

- 1.1. **Religious Freedom.** Consistent with the U.S. Constitution laws and court decisions and the Oklahoma Constitution laws and court decisions, the school shall develop no policies, rules or practices that establish religion or prohibit the free exercise thereof. No sectarian or religious instruction shall be taught or inculcated. The school shall not be hostile toward religious groups nor shall it be a promoter of religious groups. Religious beliefs are recognized to be a very important and personal matter, which is left to the home, church, and other institutions. Teaching about religion may occur. Religious instruction shall not. School board policy does allow for student-initiated prayer at football games and at graduation exercises.
- 1.2. **Flag Salute and Oath.** Students have a right to abstain from compulsory flag salute and from reciting the pledge. Although this right is protected, it by no means indicates the school encourages abstinence.
- 1.3. **Exchange of Ideas.** Students may express their ideas within the classroom, in school activities, or informal conversations so long as they refrain from inappropriate or slanderous language and deal with the substance of the subject being considered in the class or activity. Freedom of expression does not include advocating illegal activities.
- 1.4. **Emblems.** The wearing of emblems, buttons, or other insignia to express a point of view cannot be restricted providing obscene language is not included. The message cannot mock, provoke, or demean others because of race, religion, or national origin. The time and place of distributing insignias can be determined by the administration. Those distributing may be required to remove any resultant litter. If threat of disruption is serious, insignias could be prohibited.
- 1.5. **Public Announcements.** Announcements for the student body or portions of it may be made on specified bulletin boards, in printed school bulletins, and on the public address system. Generally, announcements will be only those concerning school life. Principals are to approve announcements regarding school organizations and will do so when the information meets the general guidelines for student rights and follows the prescribed procedures for presenting announcements.
- 1.6. **Freedom of the Press.** Secondary schools may have one official school paper financed by the school. Papers must have faculty sponsors. The high school paper may be printed commercially. All papers will conform to the following guidelines:
 - a. No obscenities may be printed.
 - b. No libelous character assassinations may occur.
 - c. Criminal or illegal activities (including drug abuse) cannot be encouraged.
 - d. All articles or letters that present opinion must be by-lined.
 - e. Articles and letters must be written by the students of the school. The sponsor may approve exceptions.
 - f. Students who are not on the newspaper staff shall have access to its pages through "Letters to the Editor." Students who produce newspapers other than the officially designated paper of a school must conform to the above guidelines. The time and place of distributing such papers may be determined by the administration. Anthologies and yearbooks are to conform to the guidelines given for school papers.
- 1.7. **Handbills or Leaflets.** Handbills about school life may be circulated if they originate with the students

of the school. They cannot be circulated for advertising or promoting any commercial or non-school group. The time and place of the circulation of any handbill may be specified. The content of handbills must meet the restrictions given for newspapers. Students responsible for distributing are to clean any litter resulting from their activities.

- 1.8. **Freedom of Assembly.** Forums may be held by students to discuss issues. Arrangements for forums should be scheduled by the sponsor with the administration. Forums are to be peaceable and respectful of the rights of others. Informal assembly may occur if it is not disruptive.
- 1.9. **Limited Open Forum.** In the secondary schools, students who wish to conduct a meeting in which the content is religious, political, or philosophical may do so within the context of a "limited open forum." The following guides define a fair opportunity for students who wish to conduct such a meeting: (1) The meeting must be student initiated and attendance voluntary. (2) There is no sponsorship of the meeting by the school.
(3) Employees or agents of the school are present at religious meetings only in a non-participating capacity. They may be there to maintain order and discipline. (4) The meeting must be held outside the regular class time, such as before school, noon, or after school, and it cannot interfere with the educational activities of the school. (5) Non-school persons may not direct, conduct, control, or regularly attend the activities of a student-group meeting within these guidelines. This includes students from other schools (high school students in middle school, for example). (6) Announcement of such meeting is limited to posters on bulletin boards designated by the principal.
- 1.10. **Right of Petition.** Petitions may be circulated for a redress of grievances but are considered a final act in the democratic process. Administrators will consider petitions after the sponsors of the petition have sought solution to their problems through student government.
- 1.11. **Right to Appeal.** To maintain the orderly administration of the school, infractions of school rules may be handled in a summary fashion. In each case, the student should be told of the infraction of which he/she is accused. Faculty members should be certain of the guilt of a student before subjecting the student to disciplinary action. The penalty given should be commensurate to the offense. Students may appeal decisions in disciplinary matters to the next highest level.
If a hearing has been held with the principal and the result of the hearing is not satisfactory, the student is entitled to a hearing before the superintendent. If the student desires a hearing with the superintendent, he/she is to advise the principal in writing no later than five (5) days from the date of the hearing with the principal, and the student will be promptly advised as to when the hearing with the superintendent will be held. If the hearing is not satisfactory to the student, he/she may appeal to the Board of Education. The Board of Education has the right to decline to hear an appeal if they so desire.
When an appeal reaches the level of the Board of Education, the procedure takes on the nature of a formal hearing. Appeal to the Board of Education should be made in writing through the superintendent of schools the student will be advised in writing of the charges against him/her, including a summary of the evidence upon which the charges are based. The student will be advised that he/she is entitled to representation or advisement during the proceedings. The student will be informed of the procedures to be followed at the hearing and he/she will be given a reasonable time to prepare for the hearing. During the hearing the student or his/her representative will have the opportunity to examine evidence and question witnesses. The decision of the Board of Education will be final.
- 1.12. **Family Rights and Privacy Act.** Parents of students currently enrolled and students 18 years of age currently enrolled have a right to inspect and obtain a copy of Poteau Public Schools' policy 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) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. (3) Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent. (4) File with the U.S. Department of

Education, a complaint concerning alleged failures by the agency or institution to comply with the requirements of the Act. (5) Have these rights translated\ interpreted using their primary or home language.

1.13. **Statement of Equal Opportunity/Grievance Procedures.** It shall be the policy of the Poteau Public Schools to provide all school programs in such a manner that there shall be no discrimination against students because of race, ethnic origin, sex, handicap, or veteran status. The school district shall comply fully with the letter and the spirit of state and federal laws prohibiting discrimination.

Poteau Schools have a grievance procedure adopted by the Board of Education. This board policy is contained in the Board of Education Policy Book. A copy of the policy is available in the principal's office. The civil rights compliance coordinator is Brenda Carpenter whose office is located in the district's administration building.

2. GENERAL REGULATIONS

The following is a list of specific examples of unacceptable behavior, which are subject to disciplinary action. Disciplinary actions used at Poteau High School include but are not limited to: conference with parents; conference with principals and/ or counselors; lunch or after school detention; Saturday school; Alternative Discipline Center (ADC); referral to Poteau School Resource Officer; referral to Leflore County Youth Services or Juvenile Services; short term or long term suspension, and expulsion. The following pertain to school premises, school-sponsored activities and passengers on school buses:

- A. Possession of dangerous weapons or facsimile weapons, or controlled dangerous substances; including, but not limited to, firearms, explosives, fireworks, razors, knives.
- B. Hazing.*
- C. Excessive absences and tardiness.
- D. Gambling, stealing or giving false information.
- E. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism and collusion.
- F. SRO or law enforcement will be referred to for assault, physically or verbally, upon school personnel or another student.
- G. Prohibited activities as described below which involve prohibited substances.
- H. Persistent or open defiance of authority.
- I. Malicious destruction of school property.
- J. Any violation of local or state law or city ordinance occurring on school property, which also includes bullying and harassment.
- K. Careless or reckless driving on school premises.
- L. Possession of any item whose purpose at school is non-educational in nature and which distracts from the educational process. Stink bombs and water guns are examples of such items.
- M. Those who do not adhere to dress code.
- N. Violation of bus-riding rules and regulations.
- O. Violation of activity trip rules and regulations.

P. Violation of any other established school policies or regulations.

Q. Vile language.

R. Convicted felons of violent crime who seek to enter a Poteau school as a student may be denied admission when the principal so recommends to the superintendent and the superintendent agrees. The welfare of the students of the district will be a determining factor regarding decisions about the admission of a convicted felon of a violent crime, as well as the welfare of the person seeking admission.

* Hazing by any student organization or any person associated with any organization sanctioned or authorized by any governing board of any public school.

** Prohibited substances are described as follows:

- (1) Alcohol or any alcoholic beverage.
- (2) Any controlled substance or dangerous drug as defined by state law or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant. Students may be subject to drug testing.
- (3) Any abuse able glue or aerosol paint or any other chemical substance, including, but not limited to, lighter fluid and reproduction fluid, for inhalation.
- (4) Any prescription or nonprescription drug, medicine, vitamin or other chemical, including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

* Prohibited activities are described as follows:

- (1) To sell, supply, give, and attempt to sell, supply, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed as prohibited substances.
- (2) The penalty for violation of the alcohol or alcoholic beverage policy varies from a minimum 10-day suspension for the first offense to suspension for the remainder of the school year and including the first semester of the following year. The penalty for violation of the controlled substance or dangerous drug policy is a minimum 10 day suspension with any subsequent violation resulting in a minimum suspension for the balance of the school year.

3. **Teacher Disciplinary Methods**

Each teacher will display approved standards of disciplinary action for their classroom. Failure to comply with classroom behavior standards will result in disciplinary action taken in accordance with these approved standards.

The teacher uses many methods of classroom control throughout each class. Most disciplinary measures will fall within the realm of "preventive." When preventive has not worked, it becomes a discipline problem. Following are the disciplinary procedures to be followed:

All discipline within this section is to be administered by the teacher.

At no time will a building administrator be expected to administer any judgment or discipline within this section including parental contact.

Any severe infraction (i.e. willful defiance of teacher, possible safety concern, obscenities, etc.) should be referred directly to a building administrator.

Possible actions by the teacher are as follows:

- A. Conference with the student (document) -- contracts, positive punishment, non-educational methods, etc.
- B. Contact parent.
- C. teacher detention -- teacher will be in charge of this detention --purpose will be to allow the teachers to create and establish rapport with the student regarding proper class procedure; to discuss teacher-student classroom conduct expectations; can be assigned before/after school or at noon.
- D. School detention (parent contact essential) -- served in the High School, from 7:15 a.m. through 8:00 a.m. each Monday, Wednesday, and Friday and from 3:15 p.m. through 3:55 p.m. on Tuesdays and Thursdays in the same location. The steps are as follows:
 - ❖ A report of detention returns to teacher who assigns detention.
 - ❖ A report is assigned in detention to be filled out on the school form by student and returned to the teacher for evaluation.
 - ❖ Improperly-served detention could consist of: tardiness, talking, not doing assignment, no writing tools, sleeping, etc.
 - ❖ A missed or improperly-served detention is to be dealt with by the teacher assigning detention (i.e. - doubling detention, teacher detention, etc.)
- E. Referral to a Building Administrator -- After all methods have been exhausted, the teacher may refer the student to the assistant principal. All referrals to a building administrator must be accompanied by a disciplinary referral form. All copies go to a building administrator.

4. **ALTERNATIVE DISCIPLINE CENTER**

The alternative discipline center (ADC) is for students who are in grades 6-12 who otherwise might be suspended or put in an in-house suspension center because of the following reasons:

1. Discipline problems in the classroom
2. Excessive tardiness or absences
3. Will not turn in homework or put forth effort in the classroom
4. Any type of discipline problem which might result in a suspension or in-house suspension assigned by the principal or assistant.

The ADC can only be assigned by the principal or the assistant principal. It will normally be assigned from one day to two weeks. If, at the end of a two week assignment, it is determined that a student needs to have more time in the ADC, it is allowable.

The purpose of the ADC is to provide a setting which will be completely away from the student body and teachers. Any student who is assigned to the ADC will have all of their assignments checked daily to ensure that they have plenty of work to do. They will bring only teacher assigned books, pencils, and paper. They will NOT bring radios, recorders, other books, etc.

The students will be allowed normal breaks and lunch breaks, but not during the time other students will be on their breaks. The ADC supervisor will receive student work each day and dispense of that work to the teachers.

Assignments will be graded by the regular teachers and given back to the students through the ADC supervisor.

5. SATURDAY SCHOOL

Failing Classes:

Any student who is failing two or more classes for a period longer than two weeks could be required to attend Saturday classes from 8:00 to 11:30.

Student will be required to bring assigned books, notebook paper, and pencils. They will be required to work on assignments which are assigned by their teachers. The student will not bring any radios, recorders, pagers, cell phones, etc. Assignments will be turned in at the end of each Saturday session.

Students will be assigned Saturday classes only by the principal or his assistant. Failure to attend could result in suspension or other disciplinary action.

Disciplinary Reasons:

Saturday school will be held in a classroom from 8:00 to 11:30. The student is expected to be on time at 8:00 a.m. If a student fails to attend Saturday School, he/she will be subject to suspension or other disciplinary actions.

6. SUSPENSION

- 6.1. Suspension will be defined as exclusion from classroom instruction and school activities for a period of time longer than ten (10) days but not to exceed beyond the current semester and the succeeding semester.
- 6.2. Short- term alternative placement will be defined as exclusion from classroom instruction and school activities not to exceed 10 days.
- 6.3. ADC (Alternative Discipline Center) will be defined as exclusion from all or any part of classroom instruction and school activities. During this type of suspension, the student will be placed under direct supervision of the principal or a person designated by the principal.
- 6.4. A student may be suspended, which shall be defined as exclusion from classroom instruction and school activities, by the principal or his/her designated representative upon it being brought to the attention of the principal or his/her designated representative that a student has allegedly committed certain acts in violation of the student code. An informal conference will be held between the student and the principal or the principal's designated representative.
- 6.5. At this conference the student shall be informed of the specific provisions of the Student Code which he/ she is accused of violating, and further, he/she will be advised specifically what he/she is accused of doing and what the basis of the accusation is. In the event the student denies these charges, he/she shall be given an explanation of the evidence the school authorities have and shall be given the opportunity to present any information or explanation concerning the charges brought against him/her. After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal or his/her designated representative shall determine if the student is, in the opinion of the principal, guilty of these charges. If the principal so determines, the principal or his/her designated representative shall have authority to administer suspension for whatever time period he/she deems is warranted, taking into consideration the severity of the violation. The conference shall be held in such manner as to assure that the determination made has been made fairly and impartially.
- 6.6. In the event the student is suspended, the principal or the principal's designated representative should make a reasonable effort to contact the parent(s) by telephone, stating the specific act(s)

for which the temporary suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension. This should be done at the time of suspension. If the parent(s) cannot be contacted by telephone, then the principal or his designated representative should mail a notice setting forth the above information and encouraging the parent(s) to contact the principal to discuss the matter.

- 6.7. After a student has been suspended, except ADC, he/she shall leave the building and grounds immediately and shall remain away from the school premises until a parent or guardian returns with the student for a student-parent-principal conference at the time designated by the principal.
- 6.8. Any student found in possession of any firearm while on any school property or while in any school bus or other vehicle used by the school for transportation shall be suspended for a period of one year.

DETENTIONS

STUDENTS NAME: _____ **GRADE:** _____
TEACHER: _____ **HOUR:** _____

1ST Offense **A.M/P.M Detention and Student/Teacher conference and Parent contact**

Parent Contact **Date of Infraction** _____ **ATT** **NS** **ABS**
Date _____ **Date to be Served:** _____
Time _____ **Student:** I was informed of this offense: **Yes** _____ **No** _____
Student Signature: _____

Monday Morning **Tuesday Afternoon** **Wednesday Morning** **Thursday Afternoon** **Friday Morning**

Incident Report

2nd Offense **A.M/P.M Detention and Student/Teacher conference and Parent contact**

Parent Contact **Date of Infraction** _____ **ATT** **NS** **ABS**
Date _____ **Date to be Served:** _____
Time _____ **Student:** I was informed of this offense: **Yes** _____ **No** _____
Student Signature: _____

Monday Morning **Tuesday Afternoon** **Wednesday Morning** **Thursday Afternoon** **Friday Morning**

Incident Report

3rd Offense **Saturday School 8:00 – 11:30 and Student/Counselor conference and Parent contact**

Parent Contact **Date of Infraction** _____ **ATT** **NS** **ABS**
Date _____ **Date to be Served:** _____
Time _____ **Student:** I was informed of this offense: **Yes** _____ **No** _____
Student Signature: _____

Incident Report

4th Offense ADC and Student/Administrator conference and Parent contact

Parent Contact _____ Date of Infraction _____ ATT NS ABS
Date _____ Date to be Served: _____
Time _____ Student: I was informed of this offense: Yes _____ No _____
Student Signature: _____

Incident Report

5th Offense ADC and Student/Administrator conference and Parent Contact

Parent Contact _____ Date of Infraction _____ ATT NS ABS
Date _____ Date to be Served: _____
Time _____ Student: I was informed of this offense: Yes _____ No _____
Student Signature: _____

Incident Report

6th Offense ADC Until Parent/Administrator Conference

Parent Contact _____ Date of Infraction _____ ATT NS ABS
Date _____ Date to be Served: _____
Time _____ Student: I was informed of this offense: Yes _____ No _____
Student Signature: _____

Incident Report

7th Offense Suspension and Student/Administrator conference and Parent contact

Parent Contact _____ Date of Infraction _____ ATT NS ABS
Date _____ Date to be Served: _____
Time _____ Student: I was informed of this offense: Yes _____ No _____
Student Signature: _____

Incident Report

7. DAMAGE TO SCHOOL PROPERTY

Students are expected to respect all school property at all times. Any student who defaces or damages school property shall be required to reimburse the school system for the amount of the damage. Other disciplinary action may be taken.

VI. GENERAL SCHOOL INFORMATION

1. GUIDANCE SERVICES

The purpose of the guidance and counseling program is to assist students with educational decisions that will result in better utilization of the high school curriculum to attain goals needed for success.

Counselors are available to assist students for conferences with teachers and parents. Tests are administered to each student throughout the school years to keep up with his/her progress. Cumulative records on each student are kept and are available for his/her teachers upon request.

The following services and materials are available in the counselor's office.

Enrollment and scheduling assistance, vocational information career planning, college catalogs, college scholarship and financial aid information, individual counseling, and the administration and interpretation of standard tests (American College of Testing, National Merit, Iowa Test of Basic Skills, Criterion Reference Test, and Armed Services Vocational Aptitude Battery).

2. SCHEDULE CHANGES

The master schedule of classes will be made according to what student's request during Spring enrollment. Once a student has a schedule, adjustments will be made only on a limited basis. Schedules may be adjusted if any of the following qualifications are met and space is available:

- A. Incomplete schedules or errors.
- B. Student who does not meet prerequisites, improper sequencing of classes or does not have teacher approval.
- C. Acceptance to special program (co-op, work experience, KTC, etc.)
- D. Enrollment in a course with a teacher with whom the student failed previously.

Schedules WILL NOT be adjusted for the following conditions:

- A. Preference for a different teacher.
- B. Preference for a different period, lunch period, or semester.
- C. Preference to be with friends in class.
- D. Failure or fear of failure, or poor grades.

Other Information concerning schedule changes:

- A. No schedule change request will be approved after the first 10 school days of a semester.
- B. When a student is removed from class for disciplinary reasons a grade of an "F" will be recorded on the transcript for the class and calculated in the GPA.
- C. When a student is removed from a class due to medical or unusual circumstances, as determined by the administration, a grade of "NC" will be recorded on the transcript for that class.

3. LOSS OF CREDIT DUE TO LATE ENROLLMENT

Students entering the High School nine (9) school days after the start of a semester and have not been attending another accredited high school program during the first nine (9) days of the semester, will be enrolled for no-credit for that semester. Unforeseen circumstances that would prevent a student from attending school prior to the 9 days will be at the discretion of the site principal.

4. CAFETERIA

Students are asked to pay for their lunches by the week, preferably on the first school day of the week, which is usually a Monday. Students receive credit for lunches paid for until they are used.

The Poteau Public Schools have provided a cafeteria where the student may buy a well-balanced breakfast or lunch at a minimum of cost. In addition to the regular meal, a sandwich line and salad line are provided each day. Prices for student meals are as follows: Lunch--\$2.55, Breakfast--1.80; Reduced prices, Lunch -- \$0.40 and Breakfast--\$0.30. The cafeteria is provided for the student's convenience and pleasure; it can be most enjoyable if these rules of courtesy are observed:

- A. The serving lines should be formed as students enter the serving area. Running or crowding in line or exchanging places in line is not in order.
- B. Do not hold a place in line for your friends, as this is not fair to those already there.
- C. Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your own home.
- D. Having finished with lunch, return trays to the counter, placing silverware, trays and paper in designated places. Students are given free or reduced lunch applications when they enroll and are requested to return these to the principal's office for approval. Even if eating in the cafeteria is minimal, it is very important that students return their applications for free and reduced lunches. School funding is affected by the number of students who qualify for free or reduced lunches.

5. LIBRARY INFORMATION

The Poteau High School Library Media Center is the information center of the school. Books, periodicals, computer resources, and audio-visual materials are carefully selected for your information, both instructional and personal needs.

You are living in the Age of Information; therefore, you need to develop the ability to locate, understand, evaluate, and communicate information and ideas effectively.

Your library media center is an important part of the total instruction program. Just as teachers and guidance counselors are here to assist you and your needs, so is the library media specialist.

The library is open from 7:45 a.m. to 4:00 p.m., Monday through Thursday, and from 7:45 a.m. to 3:30 p.m. on Friday.

Once a year, the library media specialist will ask you to fill out a questionnaire so she can learn your ideas for adding materials or activities to the library media center, and for improving the library media programs.

6. RESIDENCE OF STUDENTS

Generally, the residence of any student for school purposes shall be the legal residence of the parents, guardian, persons or institution having the care and custody of the student. Any question should be addressed to the principal.

7. VISITORS

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

8. PARENT-TEACHER CONFERENCES

Parents are always welcome to visit Poteau High School. However, if a conference is desired, a time may be scheduled by calling the high school office. Normally, conferences are scheduled before or after school or during the teacher's preparation period.

Parents will be notified of parent-teacher conference days and of the conference schedule on those days.

Upon request, the school is willing to contact the parent's employer regarding the need to miss work to attend these conferences.

9. INSURANCE

A student at Poteau High School may choose either an "At-School Protection Plan" or a "24 hour Protection Plan" if he/ she so desires.

All students who participate in athletics should take school insurance unless the family has sufficient personal insurance coverage.

If a person wishes not to participate in this program, his/her parents will be required to sign a statement that they do not want to participate in the school athletic insurance programs.

It is NOT compulsory that a person carry any type of school insurance. Poteau High School is in no way connected with the insurance company nor do we receive any money from them. It is only a bookkeeping service offered by the school. We will be happy to try and answer any questions you may have.

10. FUND RAISING

All fund raising activities must be cleared by the principal and approved by the Board of Education. Only "products" of school activity fundraisers may be sold on campus.

11. LOST AND FOUND

All articles found should be turned in to the "Lost and Found" in the principal's office. If you lose anything, inquire in the office.

12. LOCKERS

At the beginning of each school year, each student is assigned a locker by the office. Students keep their locker until the end of the school year. The security of each locker is the responsibility of the student. Keeping the lockers locked will protect against loss of property. Poteau School is not responsible for loss of any items from lockers.

13. SEARCH OF LOCKERS, DESKS AND OTHER SCHOOL PROPERTY

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

14. SEARCH OF STUDENTS

A teacher or school administrator upon reasonable suspicion shall have the authority to detain and search or authorize the search of any pupil or property in possession of a pupil when the pupil is on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined by Oklahoma Law, intoxicating beverages, non-intoxicating beverages as defined by Section 163.2 of Title 37 of Oklahoma Statutes or for missing or stolen property if the property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person of the same sex if practicable.

The extent of any search conducted shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed; no student clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant-less search. If a more extensive search is seen as necessary, the principal or superintendent shall involve the police so that they can conduct a search with a warrant.

The school official authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing stolen property that might be in the pupil's possession. He may authorize other persons necessary to restrain the pupil or to preserve the items.

15. CONTROVERSIAL INSTRUCTIONAL MATERIALS

A parent may object to the use of some materials because they are incompatible with his values and beliefs. If a parent believes or has knowledge of such materials, he may request reconsideration of their use for his son or daughter.

Any parent who wishes to request reconsideration of classroom or library resource material is to make his request in writing on forms provided by the principal.

Should material be deemed unacceptable as defined by school policy, an effort will be made to find replacement material, which is suitable to both the parent and school. If there is any content that you object to being included in the instruction of your son or daughter, please notify the principal.

16. COMMUNICATION STANDARD

Poteau Public Schools intend to provide and maintain conditions, which are reasonably safe and healthful for students and others. An on-going program to comply with state and federal laws that relate to hazards in schools has been established. Additionally the school district's facilities have been tested for asbestos and there is a management plan to control any type of asbestos contamination.

17. CANCELLATION OF CLASSES (Inclement Weather)

Students, parents and staff may obtain information relating to the possible cancellation of classes due to inclement weather by listening to the local radio stations. The decision to cancel classes is made only after an assessment of the situation indicates it is unwise to have school. Normally, a decision to cancel classes is made the day classes may need to be cancelled, but not the preceding day.

18. LOSS OF PROPERTY

If, for whatever reason, a student cannot return a textbook, library book, uniform, article of equipment that is checked out to them, or damages any school property, the student will be charged the replacement cost of the item.

19. HIGH SCHOOL BELL SCHEDULE

	Mon, Tue, Thur, Fri			
1st Bell	8:00			
1st Hour	8:00	8:50		
2nd Hour	8:55	9:45		
Advocacy Hour	N/A	N/A		
3rd Hour	9:50	10:40		
4th Hour Lunch #1 - (<i>Freshman</i>)	10:40	11:25		
4th Hour #1 - (<i>Sophomore, Junior, Senior</i>)	10:45	11:35		
4th Hour #2 - (<i>Freshman</i>)	11:30	12:20		
4th Hour Lunch #2 - (<i>Sophomore, Junior, Senior</i>)	11:35	12:20		
5th Hour	12:25	1:15		
6th Hour	1:20	2:10		
7th Hour	2:15	3:05		

20. FOOD AND DRINK

No outside food and drink will be allowed in the building or classroom except as allowed by the teacher for special occasions with the approval of the principal. Water is acceptable in the classroom upon teacher and/or administrative approval.

21. ITEMS NEEDED FOR CLASS

Inherent in most classes is the requirement that the student make certain purchases. Paper, pencils, and notebooks are commonly used items the student is required to buy. Many classes will require additional student purchases for satisfactory student participation. For example: an art class will require specific paints and brushes; a typing class will require typing paper; a home economics class may require sewing material or cooking supplies.

22. TESTING

College and Career Ready Assessment—Beginning in the 2017-18 school year, all 11th grade students will be required to take the ACT/SAT regardless if they have previously taken all 10th grade assessments or if they have previously taken the ACT/SAT. The ACT test will include the ACT writing test. 11th grade students will also be required to take a Science Test to be developed by the College Board. This science test will be comprised of 50% Life Science and 50% Physical Science. There will be no charge to students for these tests.

PLAN - Is a pre-ACT test designed for sophomore students. The results will guide students to areas of study in order to better prepare for the ACT test.

American College Testing Program (ACT) - Seniors who plan to attend college may pick up registration packets in the counselor's office. There is a charge for the ACT. Testing dates for this test will be announced by the counselor and posted on the main bulletin board.

Armed Services Vocational Aptitude Battery (ASVAB) -Through the cooperation of the military services, the ASVAB is administered to students to identify combinations of abilities which are relevant to success in particular clusters of jobs. Thus, the student's better scores identify job areas he should explore and consider. This test is free of charge.

National Merit Scholarship Test (PSAT/NMSQT) - The National Merit Scholarship Qualifying Test is offered the first semester each year to primarily juniors and seniors. Over \$5,000,000 is awarded each year to the top 1% of these contestants. Each participant in this testing program will pay for the test.

23. CLUBS AND ORGANIZATIONS

Academic Bowl Team - The academic team is a group of students who compete with other schools in the district, region, area, and state. The team is composed of 4 members and alternates. Membership on the team is based on student's participation in regularly scheduled practices and correct responses to a variety of questions covering numerous subject areas during scrimmages and meets.

Future Farmers of America (FFA) - The FFA includes the students in vocational agriculture. Activities include fairs, shows, contests, and leadership activities, which promote progressive agriculture.

Family Careers and Community Leaders of America (FCCLA) -The FCCLA is a national organization with affiliated characters at state and local levels. Anyone who has one year of homemaking or is currently enrolled in Home Economics is eligible for membership.

National Honor Society - The National Honor Society is a group of outstanding high school students in the tenth, eleventh, or twelfth grades. Students are nominated for membership on the basis of scholarship achievement with a cumulative 3.5 grade average. The nominated students are asked to complete a profile of themselves to be presented to a Faculty Council who must consider the student's attributes of character, leadership, and service according to the National Association guidelines.

To maintain membership, annual participation in the Society's service projects is required. The student must also have attended Poteau High School the preceding semester or present a letter from his/ her former school stating the student was a member of the National Honor Society at the time of withdrawal from that school.

Oklahoma State Honor Society - The Oklahoma State Honor Society is open to students in the ninth, tenth, eleventh, or twelfth grade. Their selection is made by qualifying scholastically in the top 10% of the entire student body.

Science Club - The purpose of the Science Club is to provide an opportunity for those students interested in any particular area of the sciences or mathematics to further their individual interests beyond the scope of normal classroom activities. The organizations will allow students to enter into competition with others of

similar interests.

Student Council - The Student Council is composed of twelve members (1 boy, 1 girl and the next highest vote) from each of the four grades, four officers and a faculty advisor. The Student Council will serve as the central organization of student government activities. The PHS Council maintains membership in the Oklahoma, Southern and National Association of Student Councils, and regularly sends delegates to their conventions. Membership is open to all regularly enrolled students with complete information available in the counselor's office. All students are encouraged to attend the Council meeting and to voice their opinions.

Thespian Troupe #3283 is part of the Oklahoma Chapter of the International Thespian Society. To be a member of this honor society, students must be enrolled at PHS, participate in two productions during their high school career, and be invited to join by the school sponsor. Once inducted into the society, students participate in further shows to gain points to improve their ranking within the society. Student members attend the state festival, see professional theater productions, and work to improve theater within our school, district, and community. The group meets every second Tuesday of the month in room 106.

Pirate Players Theatre Company is an organization for students who enjoy working onstage or backstage. Any student who is cast in a production or assigned to a production crew is considered a member and may attend monthly meetings (every second Tuesday of the month in room 106). The company produces three to four productions a year including one musical, two plays, and an evening of one acts.

24. DANCES AND / OR APPROVED ACTIVITY

- A. Guests who are in grade 9 or above and under age 20 can attend if they are registered in advance as announced and are expected to adhere to the established Poteau High School standards in appearance and behavior.
- B. Any student at the activity not conducting himself in an appropriate manner, as interpreted by the school personnel and/or chaperones, will be asked to leave the premises.
- C. If a student leaves the dance or activity he/she will not be allowed to return.
- D. No loitering will be allowed around the outside of the building.
- E. Students will abide by all school rules at school-sponsored dances.
- F. Students must be academically eligible in order to attend school dances including the prom.
- G. Students that have withdrawn or been dropped from school during the current school year will not be eligible to attend the dance or Prom during the same school year as a guest.

VII. ACADEMIC INFORMATION AND REQUIREMENTS

1. REQUIREMENTS FOR GRADUATION

Poteau High School requires twenty-five (25) units of regularly organized classroom instruction for graduation. Eighteen (18) of the twenty-five units required for graduation must be earned in grades 10, 11, and 12.

The 25 units shall meet and/or exceed ACE College Preparatory/Work Ready Curriculum Requirements or Core Curriculum Requirements if opted out prior to enrollment. See section 3 and 4. No local or state credit toward graduation shall be received for services as office or classroom aide.

Credit for competitive athletics may be earned only as a physical education course. A maximum of 2 units in physical education may be submitted towards the 23 units required by the state for graduation.

A maximum of 2 units from yearbook or newspaper may be applied towards the 23 units required by the state for graduation.

Not more than 4 units of laboratory music classes (performance) may be applied toward the minimum of 23 units required for graduation. Music theory and appreciation may be counted in addition to the 4 units mentioned.

Courses taken or that has been taken for high school credit in the 8th grade will not be calculated in the cumulative GPA, but will be transcribed on the official transcript.

In addition to earning 25 credits, the Poteau Board of Education requires that during the 2017-2018 school year a student must pass 2 of the 4 OSTP tests. During the 2018-2019 school year they must pass 3 or the 4 OSTP tests.

2. OKLAHOMA TUITION SCHOLARSHIP PROGRAM

Oklahoma's Promise is a program to help pay for a student's education if his or her parents' total yearly income is not more than \$50,000. Students must enroll in the program in eighth, ninth, or 10th grade. Students start early so that they can get ready for college by taking high school courses that will help them do well. Students must take certain courses and pass those courses with at least a 2.5 GPA. Students must go to class regularly and do their homework. Students also agree to stay out of serious trouble and away from drugs and alcohol.

Oklahoma's Promise will help pay the student's tuition at a public two-year college or four-year university in Oklahoma. It will also cover at least a portion of tuition at an accredited private college or university or for courses offered at public technology centers that qualify for credit from a public two-year college. The scholarship is good for up to five years or until the student completes a four-year undergraduate degree, whichever comes first. This program is funded by Oklahoma Legislature and is subject to be amended.

3. COLLEGE PREPRATORY/WORK READY CURRICULUM

English (4 units or sets of competencies)

to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

Mathematics (3 units or sets of competencies)

limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

Laboratory Science (3 units or sets of competencies)

limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

History and Citizenship Skills (3 units or sets of competencies)

to include 1 American History, 1/2 United States Government, 1/2 Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

Foreign or Non-English Language or Computer Technology (2 units or sets of competencies)

to include 2 units of the same foreign or non-English language OR 2 units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements;

Fine Arts or Speech (1 unit or set of competencies)

fine arts, such as music, art, or drama, OR speech.

23 Units or Sets of Competencies

are required in order to meet state graduation requirements, including this curriculum, other requirements in state law, electives, and additional units or sets of competencies as determined by the local board of education. The local school board's graduation requirements may exceed the state graduation requirement of 23 units. * Except in special circumstances, Poteau High School requires twenty-five (25) units for graduation.

4. CORE CURRICULUM**Language Arts (4 units or sets of competencies)**

1 Grammar and Composition, and

3 which may include, but are not limited to the following courses: American Lit., English Lit, World Lit., Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

Mathematics (3 units or sets of competencies)

1 Algebra I or Algebra I taught in a contextual methodology, and

2 Which may include, but are not limited to the following courses Algebra II, Geometry, or Geometry taught in a contextual methodology, Trig., Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Math of Finance, Intermediate Algebra or other math courses with content and/or rigor equal to or above Algebra I.

Laboratory Science (3 units or sets of competencies)

1 Biology I or Biology I taught in a contextual methodology and

2 in the areas of life, physical, or earth science or technology which may include but are not limited to Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics (all if applicable), or other science courses with content and/or rigor equal to or above Biology I.

History and Citizenship Skills (3 units or sets of competencies)

1 United States History,

½ to 1 United States Government,

½ Oklahoma History, and

½ to 1 which may include but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

The Arts (2 units or sets of competencies)

Which may include, but are not limited to the following courses in Visual Arts and General Music.

Electives (8 unit or set of competencies)

23 Units or Sets of Competencies *Except in special circumstances, Poteau High School requires twenty-five (25) units for graduation.

5. CONCURRENT COLLEGE-HIGH SCHOOL ENROLLMENT

A. A senior student may, if he or she meets the requirements set forth below, be enrolled in a college or university in the Oklahoma State System of Higher Education as a special student. He or she must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing program or a similar battery of tests (Scholastic Aptitude Test).

(1) He or she must be eligible to complete requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested to by the high school principal.

B. An eleventh grade student may be enrolled in a college or university in the Oklahoma State System of Higher Education as a special student by meeting the following requirements:

(1) He or she must meet the requirements of a. listed above.

(2) The student has achieved a composite score on the 90th percentile on the American College Test (ACT) using Oklahoma norms, or whose verbal and mathematics score on the Scholastic Aptitude Test (SAT) places him or her at or above the 90th percentile using national norms.

C. A high school student admitted under the provisions set forth in section 1 or 2 above may enroll in a

combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit-hours. Students wishing to exceed this limit may petition the higher education institution in which attendance is to occur. For purposes of calculating workload, 1 high school credit course shall be equivalent to 3 semester-credit hours. A high school student enrolled in 3 credit hours of evening hours shall be enrolled in 5 classes at the high school.

- D. A student who is otherwise eligible under this policy may enroll in a maximum of 9 semester-credit-hours during a summer session or term at a college university or term of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed the limit may petition the higher education institution in which attendance is to occur. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school purposes of admission. (Students may only enroll in curricular areas where the student has met the curricular requirements for college admission.)

Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

- E. Work completed at a college level cannot be counted toward high school graduation. In rare cases for the exceptionally able and high achieving students the graduation requirements of 25 units may be reduced by the principal so that a student can be concurrently enrolled in both the eleventh and twelfth grade. College enrollment will be approved by the principal only after a request by the student's parents. A student may not enroll in a college course during the school day if the course is available in Poteau High School. It is recommended only for students with a 3.0 grade point average earned in a college preparatory program.

6. CREDIT BY EXAMINATION

Upon request of a student, parent, guardian, or educator, a qualifying student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. The instrument and method of assessment will be determined by the school.

Students demonstrating proficiency at the ninety percent level or greater will be given credit for that subject and given the opportunity to advance to the next level of study.

The opportunity for proficiency-based promotion shall be provided at least twice each year, as determined by each school. Grade/course advancement would generally occur at natural transition points such as the beginning of a new school year or the beginning of second semester.

7. STUDENT CLASSIFICATION

A student is classified as a senior, junior, or sophomore according to the number of units earned. The purpose of this classification is to provide the student with a perspective of his standing as it relates to his satisfying graduation requirements. A senior classification does not guarantee or imply the students will graduate since 25 units are required for graduation.

Classification	Completed Units Required
Senior	17
Junior	11
Sophomore	4
Freshmen	0 (must have completed Eighth grade)

8. ENROLLMENT

A. General Requirements

All students, except seniors with concurrent enrollment, must enroll in at least seven (7) classes, four (4) of which must be solids. Solids are non-activity classes. Students will not be allowed to enroll in more than three (3) activity classes per year unless they receive special permission from the principal or assistant principal.

B. Course and Credits

For graduation the following schedule of units will apply:

A unit of work is defined as the amount of credit given for the successful completion of a two-semester course. One-

half (1/2) unit is the amount of credit given for the successful completion of a one semester course.

9. PROGRESS REPORTS

Report cards/progress reports are issued every four to five-weeks of a semester. Normally, report/progress cards are issued about the first of November, the first of January, the middle of March, and at the end of school.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are scheduled during the fifth week of each grading period. Parents are encouraged to meet with each teacher at this time. Should the need arise; teachers will contact parents at other times during the grading period.

If a parent desires a progress report other than the one that is routinely issued, please contact a school counselor. Parents with Internet access may check student’s grades and progress online. The website is: <https://www.wengage.com/PoteauGradebook/login.aspx>

10. DETERMINING GRADES

Grades represent the instructor’s evaluation of the student’s progress toward mastery of the course goals. Course goals in all areas should be determined by subject area and by student’s need.

Methods of determining student’s mastery of course goals will vary over the range of evaluation technique including, but not necessarily limited to, test scores, daily assignments, in-class participation, projects, and teacher observation.

For consistency of reporting grades within the total system, the end evaluation results should reflect the following:

- 90%-100% mastery of course goalsA
- 80%-89% mastery of course goalsB
- 70%-79% mastery of course goalsC

60%-69% mastery of course goals	D
Below 60% mastery of course goals.....	F
Work incomplete at end the end of grading period.....	I*

* A student receiving an “I” will have no more than nine (9) weeks beyond the grading period in which the “I” was incurred to complete the work. If the work is not completed in the allotted time, the “I” will be changed to the grade the student would have otherwise received. A time extension of nine weeks given to complete a course would be highly unusual. As soon as a student receives an incomplete grade, he is to contact his teacher and receive a due date for completion of the course work.

For athletics, physical education, driver’s education, library science, ACT Prep, directed study, and cheerleading, the following grading system is used:

Satisfactory mastery of course goals	S
Unsatisfactory mastery of course goals	F

A special student’s grade shall be based entirely on his mastery of course goals as determined by his Individualized Educational Program.

LEARNER OUTCOMES

Poteau High School has developed a set of outcomes for each course of study offered. These outcomes have been developed in conjunction with the State Department of Education’s Priority Academic Student Skills. Outcomes are available for viewing at the school site offices.

Parents and students who would like to view these or other curriculum guides are welcome.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Poteau High School shall recognize from each graduating class a valedictorian and a salutatorian. The valedictorian will be the student with the highest GPA and the salutatorian will be the student with the next highest average. In the case two or more students have equal grade point averages the following criteria will be used for the selection process.

Grade point averages will be computed on a 4.0 system by adding all grade points and dividing the total by the number of units taken for which grade points are awarded. Pass/Fail courses will not be considered in the computation of grade point average.

The grade point average for the students will be on the first seven semesters since the eighth semester will not have been completed at the time of computation. The grade for the last two semesters must have been earned in Poteau.

Students who move to Poteau for their senior year and who have a GPA that would qualify them for valedictorian or salutatorian will be given special acknowledgment.

Courses considered for the valedictorian/salutatorian are listed below. The two students who through the last eight semesters of high school have earned the greatest number of credits/units from these courses will be chosen as valedictorian and salutatorian. Only courses taken during the regular school year will be considered. In the case two or more students are still tied, these students will each be declared valedictorian. If there is a tie for salutatorian, each shall be declared salutatorian. If more than one student is named valedictorian, no salutatorian will be named.

Advanced Placement Classes

Physics, Biology II, Physiology, Calculus, Spanish III, Chemistry II, Trigonometry/Math Analysis, World History (2 semesters),

Other courses could be considered. Those listed would represent a minimum selection.

11. TRANSCRIPTS/RECORDS

Transcripts for graduating seniors are sent directly to colleges or to a prospective employer before time of their graduation. Seniors should request the principal to send their transcripts to the colleges or universities they plan to attend. Students leaving Poteau Senior High School and later enrolling in another school should request the new principal to write for a transcript of their high school work so that their transcript can be kept up-to-date at all times.

Transcripts and other records may be withheld when a student has failed to return a textbook or fails to pay for a non-returned textbook. As allowed by law, records may also be withheld when a student fails to reimburse the school for items other than textbooks.

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, 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.”

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:

- A. 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.

- B. 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.
- C. 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.
- D. 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.
- E. 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 student 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 of 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.
- F. 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

3. The following: 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. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to the following: 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.

- b. Social Bullying includes harm to another's group acceptance, including, but not limited to the following: 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.
- c. Sexual Bullying includes harm to another resulting from, but not limited to the following: 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 affect 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 District.

Procedures Applicable to the Understanding of and Prevention of The Bullying of Students

A. Student and Staff Education and Training

All staff will be provided with a copy of the District's Policy Prevention of the Bullying 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.

B. 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.

STUDENTS 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:

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

Adopted: August 12, 2002 Revised: February 12, 2007
November 12, 2012
Revised: August 12, 2013

12. STUDENT RECORDS

Introduction

- A. This policy and the procedures included with it are intended to satisfy the provisions of the Family Educational Rights and Privacy Act (FERPA). The School District is committed to implementing this policy and following its procedures.
- B. The Board of Education authorizes the Superintendent of Schools to inform parents, students and the public of the policy and to exercise his or her administrative resources to implement the policy as well as to deal with individuals who violate the policy.
- C. If a parent of a student, an eligible student or a citizen of the school district believes that the School District is violating FERPA, that person has a right to file a complaint with the Department of Education. The address is:

Family Policy Compliance Office

U.S. Department
of Education
400 Maryland
Avenue, SW
Washington, D.C. 20202-4605

Telephone: (202) 260-3887

DEFINITIONS

For the purpose of this policy, the following definitions apply:

- A. Student - Any person who attends or has attended a program of instruction sponsored by the Board of Education of the Poteau School District and for whom it maintains education records.
- B. Eligible student - A student or former student who has reached age 18 or is attending a post-secondary school.
- C. Parent - Either natural parent of a student, unless his or her rights under FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- D. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by the school district, an employee of the school district or an agent of the school district, which is directly related to a student and maintained by the school district or by a party acting for the school district, except:
 - (1) Records that are kept in the sole possession of the maker, are used only as a personal memory aid,

and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

- (2) Records of a law enforcement unit of the school district, but only if education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - a. Maintained separately from education records;
 - b. Maintained solely for law enforcement purposes; and
 - c. An employment record that is used only in relation to a student's employment by the school district. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
 - (4) Records on an eligible student, that are:
 - a. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or Paraprofessional acting in his or her professional capacity or assisting in a Para-professional capacity;
 - b. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
 - c. Disclosed only to individuals providing the treatment.
 - (5) Alumni records that relate to the student after he or she no longer attends classes provided by the School District, and the records do not relate to the person as a student.
- E. Personally identifiable information - Any data or information that make the subject of a record known. This includes the student's name, the student's parents' or other family member's name, the student's or family's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity easily traceable.
- F. Dates of attendance -
- (1) The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- G. Directory information - contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

ANNUAL NOTIFICATION

- A. Within the first three weeks of each school year, the school district will post or publish a notice to parents and eligible students of their rights under FERPA and this policy. The school district will also send home with each student a bulletin listing these rights, and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.
- B. The notice will include the following:
 - (1) The right of a student's parents and eligible students to inspect and review the student's education records.
 - (2) The intent of the school district to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible

student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA and the criteria for determining who constitutes a school official, and what constitutes a legitimate educational interest, for purposes of disclosure.

- (3) The right of a student's parent or an eligible student to seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading or in violation of student privacy rights, and the procedure for requesting amendment of records.
 - (4) The right of any person to file a complaint with the U.S. Department of Education, if the school district violated FERPA.
 - a. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
- C. The school district will arrange to provide translations of this notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.
- D. All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

LOCATIONS OF EDUCATION RECORDS

TYP ES	LOCATION	CUSTODIAN
Cumulative School Records	Poteau Primary Upper Elementary Pansy Kidd Middle School Poteau High School	Principal
Cumulative School Records (Former Students)	Poteau Primary Upper Elementary Pansy Kidd Middle School Poteau High School	Principal
Health Records	Poteau Primary Upper Elementary Pansy Kidd Middle School Poteau High School	School Nurse
Special Education Records	Poteau Primary Upper Elementary Pansy Kidd Middle School Poteau High School	Counselor
School Transportation Records	Poteau Primary Upper Elementary Pansy Kidd Middle School Poteau High School	Principal
Occasional Records (Student Education Records not identified above, such as those in Superintendent's office, in the school attorney's office or in the personal possession of teachers.)	Poteau Primary Upper Elementary Pansy Kidd Middle School Poteau High School	Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

- A. Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.
- B. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes .
- C. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
- D. The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
- E. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less from the receipt of the request for access.
- F. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
- G. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.
- H. The school district is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions Section of this Policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

FEEES FOR COPIES OF RECORDS

- A. The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. The school district may deny copies of records (except for those required by FERPA) in the following situations:
 - (1) The student has an unpaid financial obligation to the school.
 - (2) There is an unresolved disciplinary action against the student that warrants the denial of copies.
- B. FERPA requires the school district to provide copies of records:
 - (1) When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
 - (2) At the request of the parent or eligible student when the school district has provided the records to third parties by the prior consent of the parent or eligible student.
 - (3) At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.
- C. The fee for copies provided under FERPA may not include the costs for search and retrieval. This fee will be from no cost to twenty-five cents (\$.25) per page. (Actual copying cost less hardship factor.)

- D. The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be from ten cents (\$.10) to thirty-five cents (\$.35) per page (actual search, retrieval, and copying cost), plus postage, if that is involved.

DIRECTORY-INFORMATION

- A. The school district proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
- (1) The student's name;
 - (2) The names of the student's parents;
 - (3) The student's dates of attendance;
 - (4) The student's grade level (i.e., first grade, tenth grade, etc.);
 - (5) The student's participation in officially recognized activities and sports;
 - (6) The student's degrees, honors, and awards received;
 - (7) The student's weight and height, if a member of an athletic team;
 - (8) The student's photograph; and
 - (9) The most recent educational agency or institution attended.
- B. Within the first three weeks of each school year, the school district will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.
- C. After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the Superintendent of School's Office) of any or all of the items they refuse to permit the school district to designate as directory information about that student.
- D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the school district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Revised: March 14, 2011

USE AND DISCLOSURE OF STUDENT EDUCATION RECORDS

- A. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who school officials are. An official is:
- (1) A person duly elected to the school board;
 - (2) A person certified by the State and appointed by the school board to an administrative or supervisory position;
 - (3) A person certified by the State and under contract to the school board as an instructor;
 - (4) A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute;
 - (5) A person employed by or under contract to the school board to perform a special task such as

- secretary, a clerk, the school board attorney, or auditor for the period of his or her performance as an employee or contractor; or
- (6) A person participating in a school service program or an official school committee.
- B. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:
- (1) Perform an administrative task required (a) by the school employee's position description, or (b) by participation in the school service program.
 - (2) Perform a supervisory or instructional task directly related to the student's education; or
 - (3) Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
- C. The school district will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except that the Superintendent of Schools or a person designated in writing by the superintendent may permit disclosure:
- (1) When a student seeks or intends to enroll in another school district or a post-secondary school. Parents and students have a right to obtain copies of records transferred under this provision;
 - (2) When certain Federal, State and local officials need information in order to audit or enforce legal conditions related to federally supported education programs in the school district;
 - (3) The parties who provide or may provide financial aid to a student to:
 - a. Establish the student's eligibility for the aid;
 - b. Determine the amount of financial aid;
 - c. Establish the conditions for the receipt of the financial aid; or
 - d. Enforce the agreement between the provider and the receiver of financial aid.
 - (4) If a State law adopted before November 19, 1974, allowed certain specific items of information to be disclosed in personally identifiable form from student records to State and local officials or authorities concerning the Juvenile Justice System and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allowed such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released;
 - (5) When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
 - (6) To accrediting organizations to carry out their accrediting functions;
- (7). To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- (8) a. To comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a Federal Grand Jury Subpoena or other subpoena issued for a law enforcement purpose, and the court or issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

- a. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff;
 - b. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoenas, the student's education records that are relevant for the school district to defend itself; and
- (9) If the disclosure is an item of directory information and the student's parent has not refused to allow the school district to designate that item as directory information for that student.
- D. The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:
 - (1) He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
 - (2) The information is necessary and needed to meet the emergency;
 - (3) The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and
 - (4) Time is an important and limiting factor in dealing with the emergency.
- E. School district officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:
 - (1) A specification of the records to be released;
 - (2) The reasons for the disclosure;
 - (3) The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
 - (4) The parent or student's signature; and
 - (5) The date of the consent and, if appropriate, a date when the consent is to be terminated.
- F. The student's parent or the student may obtain a copy of any records disclosed under this provision.
- G. The school district will not release information contained in a student's education records, except disclosures made to parents of dependent students under 34 C.F.R. 99.31(a)(8), to disclosures pursuant to court orders, lawfully issued subpoenas or litigation under 99.31(a)(9), to disclosures of directory information under 99.31(a)(11), to disclosures made to a parent or student under Sec. 99.31(a)(12), and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the juvenile justice system, to any third parties, except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

RECORDS OR REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

- A. The school district will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of,

each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

B. The record will include at least:

- (1) The name of the person or agency that made the request;
- (2) The legitimate interest the person or agency had in the information;
- (3) The date the person or agency made the request; and
- (4) Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.

C. The School District will maintain this record as long as it maintains the student's education record.

D. The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the school district who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal Grand Jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

A. Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights. (NOTE: Under FERPA, the School District may decline to consider a request to change the grade a teacher assigns for a course.)

B. For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

C. To establish an orderly process to review and correct an education record for a requester, the school district may make a decision to comply with the request for a change at several levels in the procedure. First level decision - When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

D. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he or she will:

- (1) Provide the requester a copy of the questioned record at no cost;
- (2) Ask the requester to initiate a written request for the change; and
- (3) Follow the procedure for a second level decision.

- E. Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the school district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
- (1) Is inaccurate and why;
 - (2) Is misleading and why; or
 - (3) Violates student rights and why.
- F. The request will be dated and signed by the requester.
- G. Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the school district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
- H. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
- I. If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the superintendent.
- J. Third level decision - The superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials, such as the school attorney or the Board of Education (in Executive Session). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.
- K. If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.
- L. If the superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:
- (1) The school district's decision that the record is correct and the basis for the decision;
 - (2) A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect, and that the school district will grant such a hearing;
 - (3) Instructions for the requester to contact the superintendent or an officer he or she designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The school district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
 - (4) Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
- M. Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the school district will hold the hearing and who it has designated as the hearing officer.
- N. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to

present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

- O. Within one week after the hearing, the hearing officer will submit to the superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.
- P. The superintendent will prepare the school district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the school district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the school district's decision, the superintendent will take one of the following actions:
 - (1) If the decision is that the school district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
 - (2) If the decision is that the school district will not change the record, the superintendent will prepare a written notice to the requester, which will include:
 - a. The school district's decision that the record is correct and will not be changed; A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the school district's decision; and
 - b. Advise the requester that he or she may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.
- Q. Final administrative step in the procedure - When the school district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and at the superintendent's office.

Revised: July 10, 2006

Revised:

March 7, 2011

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 Brenda Carpenter at (918) 647-7700.
4. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Day means a working day when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

PRE-FILING PROCEDURES:

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

FILING AND PROCESSING DISCRIMINATION COMPLAINTS:

1. **Grievant:** Submits written complaint to the Compliance Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the applicable Compliance Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within ten (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 that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
6. **Compliance Coordinator:** Issues within five (5) days after the hearing a written decision to the Grievant and Respondent.
7. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the Compliance Coordinator within five (5) days and request, in writing, a hearing with the

superintendent or designee. This step is applicable only to situations in which Coordinator other than the superintendent or designee conducted the initial hearing.

8. **Superintendent or Designee:** Schedules within ten (10) days of request a hearing with the Grievant and Respondent
9. **Superintendent or Designee, Grievant and Respondent:** Hearing is conducted. **Superintendent or Designee:** Issues a written decision within five (5) days following the hearing.
10. **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.
11. **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.
12. **Board, Grievant, Respondent, Superintendent and Compliance Coordinator:** Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

GENERAL PROVISIONS:

1. **Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved.

The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.

2. **Access to Regulations:** Upon request, the district shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, disability or veteran status.
3. **Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.
4. **Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. **Retaliation:** No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. **Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
7. **Section 504 Due Process Procedures:** For information concerning due process procedures under Section 504, the Grievant should contact the Compliance Coordinator.

Revised: August 1, 1994; February 12, 2007

Revised:

February 8, 2010

POTEAU HIGH SCHOOL
100 PIRATE LANE
POTEAU, OK74953
918-647-7716

AUTHORIZATION FORM 2018-2019 SCHOOL YEAR

Student: _____ Grade: _____

Off Campus Trip Consent: I authorize Poteau High School to take my child on all off campus trips sponsored by the school, which include: field trips, competitions, class/grade trips, student workshops, and any other such trips scheduled throughout the year.

Parent/Guardian signature

School Handbook, Attendance, and Picture Authorization form: I accept the responsibility of reading and being aware of the policies and regulations of Poteau High School and Poteau Public Schools. I agree that my child and I will support and follow all the school rules, policies and procedures of Poteau High School. I am aware that not all rules, policies, and procedures will be contained in the handbook. I also give permission for Poteau Public Schools to take and publish pictures of students.

Student Signature

Parent/Guardian signature

Date: _____

LANGUAGE ARTS **UNITS**

English I	1
English II	1
English III	1
English IV	1
AP English III	1
Speech	1
Journalism	1
AP English	1
Photo Journalism	½

FOREIGN LANGUAGE **UNITS**

Spanish I	1
Spanish II	1

FINE ARTS **UNITS**

Humanities	1
General Art	1
Art	1
Advanced Art	1
Band	1
Music Theory	1
General Music	2
Advanced Chorus	1
Chorus	1
Music Appreciation	1
Percussion Ensemble	1

PRACTICAL ARTS **UNITS**

Word Processing	1/2
Computer Applications	1/2
Computer Programming	1/2
Computer Technology	1
Web Design	1
School-to-Work	1
General Business	1
Driver Education	1/2
Library	1/2
ACT Prep	1/2

MATHEMATICS **UNITS**

Algebra I	1
Algebra II	1
Geometry	1
AP Calculus	1
Trigonometry/Math Analysis	1
Math of Finance	1
Intermediate Algebra	1

SCIENCE **UNITS**

Physical Science I with lab	1
Biology I	1
Biology II	1
Physiology	1
Chemistry I	1
Chemistry II	1
AP Chemistry	2
Physics	1

PHYSICAL EDUCATION **UNITS**

Co-Ed Recreational Sports	1
Athletics (P.E.)	1
Health	1/2
Cheerleading	1

SOCIAL STUDIES **UNITS**

Oklahoma History	1/2
AP Government	1
American History	1
AP American History	1
World History	1
H.S. Geography	1
Government	1/2
Civics	1/2
Economics	1
Current Issues	1/2
Street Law	1

VOCATIONAL **UNITS**

Consumer Education	1
Housing	1
Foundations for Living I	1
Family Living	1
Agricultural Education I	1
Animal Science I	1
Animal Science II	1
Agricultural Mechanics	1
Equine Science	1
Agricultural Science I	1

AREA CAREER TECH SCHOOL **UNITS**

Air Con./Ref./Heating	3
Health Service Careers	3
Auto Mechanics	3
Industrial Electricity	3
Occupational Service Maintenance	3
Welding	3
Biomedical	4