

Pansy Kidd Middle School

BOARD OF EDUCATION

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Marshall Brence, Principal
Jennifer Lamb, Assistant Principal

Home of the Pirates

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Poteau, OK 74953
918-647-7741
FAX # 918-647-4286
www.pkms.poteau.k12.ok.us

STUDENT HANDBOOK 2018-2019

This Student Handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

GRADE _____

GUIDANCE GROUP TEACHER _____

Para traducción al español, favor de ponerse en contacto con la oficina de la escuela.

STUDENTS

Welcome to Pansy Kidd Middle School. Whether this is your first year or you are a returning student, we hope to make this coming year productive and rewarding. To help us attain this goal, you need to begin this school year planning to do the best you can to succeed.

The middle school is the bridge between elementary and senior high school. While here, you will reinforce your basic knowledge, and skills; explore a variety of interest areas to broaden your education; expand your present knowledge base; and gain direction through a strong guidance program.

Education is a partnership between educators and students. As teachers and administrators, we agree to provide the opportunity for you to improve your abilities. It is your responsibility to become an active learner. The Pansy Kidd Middle School faculty and administrators challenge you to increase your knowledge, to improve your skills, and to become active in every phase of your education.

To help you better understand our school, this handbook of general information has been prepared. You should become familiar with this information to gain a better understanding of the expectations for all students. Each student will be issued a handbook. It would be beneficial for the students to get a calendar or notebook to keep a list of daily assignments and activities.

NOTE TO PARENTS:

We, as teachers and administrators, realize and accept the awesome responsibility entrusted to us daily by the parents and patrons of Poteau schools. Your input into the learning experiences of your child is an essential part of his/her total educational program. Together we share the hope that your child will realize his/her fullest potential. The degree of success we achieve in reaching that goal will be determined largely by the extent to which home and school can work together. With your cooperation and support we can maintain a productive, effective, orderly and safe environment for our students.

At no time should you be in doubt of your child's progress. Key information that you should gain from your child daily is:

1. The learning activities that he/she participated in today.
2. The homework assignment that he/she needs to prepare for tomorrow.
3. Does he/she have adequate supplies for each class?

This handbook is designed to provide general information about our school. It is our hope that you will become familiar with the information and discuss expectations with your child.

The PKMS Student Handbook and Parent's Rights may be viewed at our website.

PHILOSOPHY OF POTEAU SCHOOLS

The purpose of the Poteau School System is to provide guidance and instruction so each student will become a contributing, self-supporting member of an ever-changing democratic society by attaining the following attributes: an awareness of potentialities, as well as limitations; an acceptance of self; confidence in his/her own feelings; an acceptance of society; the capability to adapt to both individual needs and the needs of associates; a self-sufficiency vocationally and as a consumer; literacy; and capability to advance 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 that 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 ideas 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 unique abilities and interests at his own rate, and a utilizer of 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.

Because, in a world of change, the most important content is "learning to learn," learning to think must also 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 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 rational powers effectively and make appropriate choices.

The student will have awareness and an acceptance of his/her potentialities and limitations as a functioning, adapting member of society who is literate and self-sufficient in a vocation and as a consumer.

MISSION STATEMENT

The mission of the Poteau Public Schools, in cooperation with other institutions of society, is to ensure the opportunity for all students to acquire and use within their ability the knowledge, skills and behaviors necessary for today and tomorrow. This mission is carried out within the philosophy of the district.

EXIT OUTCOMES

To assure our graduates have acquired appropriate knowledge, skills and understanding from the instructional program of Poteau ISD #29, Exit Outcomes have been developed. These Exit Outcomes are considered essential learning that must be demonstrated at a minimum level within each student's ability by all who graduate from this school district.

A GRADUATE OF POTEAU ISD #29 WILL BE EXPECTED TO DEMONSTRATE KNOWLEDGE AND SKILLS IN THE FOLLOWING AREAS:

1. LEARN TO LEARN
2. READING, WRITING, SPEAKING AND LISTENING
3. MATHEMATICS, SCIENCE AND TECHNOLOGY
4. GOOD CITIZENSHIP
5. GOOD USE OF LEISURE TIME AND APPRECIATION OF CULTURE AND BEAUTY
6. PHYSICAL FITNESS, HEALTH AND SAFETY
7. ECONOMIC PRINCIPLES AND GOOD MANAGEMENT OF MONEY, PROPERTY AND NATURAL RESOURCES
8. SELF-UNDERSTANDING, A FEELING OF POSITIVE SELF-WORTH AND PRIDE IN ACCOMPLISHMENTS
9. CAREER DECISIONS AND SUCCESS
10. SKILLS FOR FAMILY LIVING

2018-2019 SCHOOL CALENDAR

August 9	First Day of Class	January 7	Classes Resume
September 3	Labor Day	January 14	Professional Day
September 4.....	Professional Day	February 8.....	Parent/Teacher Conf.
September 14.....	Parent/Teacher Conf.	March 18-22.....	Spring Break
October 18-19.....	Fall Break	April 19.....	Easter Break
October 22.....	Professional Day	April 22.....	Last Day of Classes
November 19-23	Thanksgiving Break	May 23.....	Work Day
December 21	Work Day	May 24.....	H.S. Graduation
December 24-Jan. 4	Christmas Break		

CRT Testing will be the months of April and/or May.

Weather Makeup Possibilities

The 176th Instructional Day and the week beginning May 20th, would be possible make up days for bad weather.

The school calendar is set by the Board of Education and can be changed if the need arises.

Parents are encouraged to consider this when planning vacations or trips. Should it become necessary to close school due to inclement weather, only the local radio station will be notified. Listen to 92.5 FM or call 647-7790. You can also check our website: www.poteau.k12.ok.us. Schedule is subject to change until school starts.

DAILY SCHEDULE

7:30 to 7:55.....Breakfast available	11:35--12:25..... 8th Grade Fifth Period
8:00 – 8:50.....First Period	11:35 – 12:10.....7 th Grade Lunch
8:55 – 9:45.....Second Period	12:25--1:00..... 8th Grade Lunch
9:50 – 10:40Third Period	12:15 – 1:05....6th & 7th Gr. Fifth Period
10:40 -- 11:15.....6 th grade lunch	1:05 -- 1:15.....6th,7th,8th DEAR
10:45 – 11:35.....7th & 8 th gr. Fourth Period	1:20 -- 2:10.....Sixth Period
11:20--12:10.....6 th Grade Fourth Period	2:15—3:05.....Seventh Period

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

STUDENT'S CREED

"I believe in Pansy Kidd Middle School and in the things for which she stands, health in body, honest work, generous comradeship, and reverence for the spiritual. I believe in achievement and I pray for forcefulness to accomplish what I set out to do. I believe in loyalty to our school and her traditions. I pledge upon my honor to help in all her undertakings and in all that will make her a stronger and nobler school."

SCHOOL SPIRIT

School spirit is reflected by each student wanting to be a part of Pansy Kidd Middle School. It is the desire to belong and also to make school life productive and exciting. School spirit is the willingness to participate positively and to influence others to do the same. It can be experienced by those who excel or lead, or by those who simply want to contribute their best effort. Every student is encouraged to actively support each and every phase of the school program. From the classroom to the playground, from the athletic competition to the fine arts and academic contest, enthusiasm is what creates school spirit.

CITIZENSHIP

Citizenship is encouraged on every hand in our school every hour of the day.

A GOOD CITIZEN OF OUR MIDDLE SCHOOL IS:

1. Quiet and orderly in the outside, classroom, gym, hall and library.
2. Honest, loyal, trustworthy, cooperative and dependable.
3. Thoughtful and respectful of the rights of others.
4. Respectful of authority.
5. Punctual in doing his/her best with homework and other responsibilities.
6. Neat in appearance and work.
7. Careful of school property.
8. Regular and punctual in school attendance.
9. Orderly on school buses.

ADMISSION

Any student who is a legal resident of Independent District #29, Poteau Public School, or has a legal transfer and who meets Oklahoma immunization requirements may attend.

Pansy Kidd Middle School strives to place students in classes where they can succeed. Academic performance, potential ability, rate of learning, and student's interest are all factors when scheduling students.

ATTENDANCE

Regular attendance and good daily work are essential to pupil and school success. Absence from school is one of the chief reasons students make low or failing grades. The first and one of the most important efforts a student has to make is to be present for every class.

In accordance with Board of Education policy #5115, a student in grades six through twelve must attend classes 85% of the time to receive a credit. Any exception to this policy will be made by the principal and then only when special circumstances exist which made the absences unavoidable and/or when the student's level of knowledge and skills of the course content is so high it would be of minimal benefit to the student to repeat the class. Recommendation can be made to the Attendance Committee by the Principal or designee. The Attendance Committee recommends to the Principal their rendered decision. If necessary the parent can appeal to the Superintendent. The maximum number of absences for activities, whether sponsored by the school or an outside organization, which removes a student from the classroom shall be ten (10) for any one class period of each school year.

In the event that a school activity is cancelled but school is not, all students need to attend school. Homework and book problems will be worked out due to the cancelled event. If a student does not attend school that day, he/she will receive an unexcused absence and the teachers do not have to allow the students to make up the work.

ABSENCES

A student is considered absent from school when he/she is not in class, unless he/she is participating in a school-sponsored activity. Only those students who are cleared through the office are excused from class to participate in school-sponsored activities.

When a student is absent from school for any reason, the student's parent or guardian is asked to phone the Principal's office (647-7741) by 9:00 am. If a phone call is not possible, the student should bring a note from a parent or guardian stating the specific reason for the absence and the date thereof. Parents will be contacted whenever unexplained absences occur. Teachers are notified of student absences through the office. According to Poteau School Board Policy and Oklahoma state law, the truancy officer will be contacted if a student has 4 unexcused absences in a 4 week period.

Truancy and/or excessive absences may result in a visit from the school truancy officer which may result in a warning or ticket.

EXCUSED ABSENCES

Excused absences are absences which occur with the knowledge and approval of the parent or guardian and for reasons deemed unavoidable by the principal. Examples of excused absences are: illness of the student, illness or death in the student's family, observance of holy days, and absences of an emergency nature.

A student shall be excused from attending school for the purpose of observing religious holy days if before the absence the parent or guardian of the student submits a written request for the excused absence. The student will be excused for the days on which the holy days are observed and for the days on which the student will travel to and from the site where the student will observe the holy days.

PARENT-APPROVED ABSENCES

A parent-approved absence is an absence which occurs with the knowledge and approval of a parent or guardian, but the absence cannot be categorized as an excused absence. **If this type of absence occurs too often, proper steps will be taken to correct the problem. If the problem persists, the absence will be unexcused.**

UNEXCUSED ABSENCES

A student is considered truant when he/she is absent from school without the knowledge and

consent of his/her parent or guardian or who leaves school without permission from the principal's office. An absence because of truancy is an unexcused absence.

TARDIES

Late attendance to class (tardies) by students affect the climate of learning for both students and teacher. Class presentations and discussions are often interrupted by late arrivals who monopolize the teacher's time with lengthy explanations or unnecessary discussion. To minimize these interruptions of valuable class time and to encourage all students to meet their responsibilities of being on time for class, it will take the cooperation and continued concern of teachers, students, counselors, administrators, and parents.

Through daily contact with students, teachers are the key professionals in approaching student problems. Their knowledge of student home situation, study habits, leisure time activities, and peer pressure is invaluable in working with other professional staff members when seeking solutions to these student problems.

The student has a primary responsibility to be prompt for his or her classes. Tardies hamper the student's endeavor to learn and severely disrupt the routine and educational processes of the school and the classroom.

The student and/or the parent may provide pertinent information relative to tardies, but the school will always make the decision as to whether a tardy is excused or unexcused. In all instances, the official records of the school will be used to determine the number of tardies a student has accumulated.

TYPES OF TARDIES

1. Excused: Tardies which are excused by a teacher or the office. The decision on whether tardies will be excused or unexcused will be left to the discretion of the teacher to whose class the student is tardy or to the appropriate office personnel.
2. Unexcused: All tardies not excused by a teacher or the office.

Work missed because of an unexcused tardy may not be made up until a later date and disciplinary action may result. If tardies become a serious problem, a referral will be sent to the office and it will be treated as a discipline problem.

TARDY POLICY

The following policies are in effect concerning tardies:

- A. Teachers handle all tardies up to 10 minutes.
- B. Tardies of more than 10 minutes -- the student must have obtained an admit slip from the attendance office before they can be admitted to class. The office will indicate on the admit if excused or unexcused. If it is excused, no action is necessary. If it is unexcused then the teacher will treat it as any other tardy except and may refer the incident to the assistant principal.

Any student who is more than ten (10) minutes late to class is recorded absent.

- C. When it is determined by the teacher that tardiness is a problem for a student which cannot be properly handled by the teacher, then the teacher refers the student to the assistant principal each time the student is tardy.

MAKE-UP WORK DUE TO ABSENCES

If a student is absent from class for any reason, **it is the student's responsibility** to contact the teacher and make up all work missed. Students will be given the number of days missed plus one day to turn in any missed assignments due to absences.

Parents may request homework for a student who has been absent **two or more days**. **This request should be made early in the day (before 9:00 a.m.)**. Homework may be found online on our homepage.

LEAVING SCHOOL

Pansy Kidd Middle School has a closed campus for all grades. **Students leaving school for any reason during the school day must secure an office permit before leaving. Students are to be picked up by the parent, guardian, or adult that the parent places on the permission card in the office. High School students are not allowed to sign out and take PKMS students.**

WITHDRAWALS

Students who withdraw during the school year should bring a note from their parents on the last full day they expect to be in attendance. A withdrawal sheet will be issued for the student to take to each of his/her teachers, cafeteria, office, and the librarian for signatures. When all books are checked in and all fees are paid, return the withdrawal sheet to the office. A copy of the sheet is given to the student to assist in enrolling him/her in a new school.

STUDENT SERVICES

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, development of study skills, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with either of the counselors.

Students needing to visit a counselor should contact a counselor or sign a referral available in the office.

MEDIA CENTER

The media center is a vital part of the middle school curriculum. The center is a means of housing and distributing books and equipment that are not practical to keep in individual classrooms. The media center is an extension for every classroom and its use is encouraged. All books in the library are catalogued according to the Dewey Decimal System and are labeled according to the subjects.

The media center contains books chosen especially for middle school students. These books may be checked out for two weeks. Each student is personally responsible for the return, in good condition, of all books checked out to him/her. All books should be checked in to the library on time.

A fine of five cents a day will be charged for all overdue books.

Computers that are housed in classrooms, in the library and in other computer labs are to be used by only those students that have been approved for usage. **Students and their parent must sign a computer use and Internet use contract before granted approval for use.** A librarian is on duty each period and before and after school to assist in any way possible. Library hours are 8:00 a.m.-3:15 p.m.

LUNCH

Students are given thirty five minutes for lunch. They may eat in the cafeteria or bring their lunch. **Cafeteria** - The cafeteria provides a well-balanced breakfast and lunch at a minimum cost. Prices for lunch are based on current lunch applications. Extra milk -.45, Extra Juice - .30, tea/bottled water - \$1.00. (All prices subject to change) Students are encouraged to pay for meals by the week or month **in advance**. Payment may be made in the cafeteria during meal time. The meals a student eats will be deducted each day and students will be notified when they need to purchase additional meals. The cost of meals is subject to change.

OFFICE TELEPHONE

The telephone is mainly for business. Student use is limited to local calls. The student should plan ahead with parents concerning after-school activities, thereby reducing the number of necessary calls. Students are not to leave class or be tardy to make phone calls. Messages from parent/guardians must be called in to the office by 2:30 pm.

LOCKERS

Students are assigned a locker with a combination lock. Only locks issued by the office are to be used. All personal items and books, when not in use, are to be kept in lockers. A student should use only the locker assigned to him/her. **The locker is school property and may be inspected or searched by school personnel.**

A spirit of cooperation is imperative in the locker area. Students are to make sure they have all the necessary books and supplies before going to class. Students needing to go to their lockers during class time must have a pass issued by the teacher.

VISITORS AND DELIVERIES

All Visitors and deliveries should come to the office. This is for the safety of our students. Parents are asked not to deliver food or supplies to students on the playground. No deliveries to school which includes: Outside food and drinks, balloons, gifts, flowers, etc....

BUS RIDER RULES

The opportunity to ride a bus to and from school is a **privilege** provided by the District. If a student's behavior becomes such that it is disruptive to other students or the bus driver, the student may be denied bus-riding privileges.

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 road 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 come to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

B. While on the Bus:

1. Keep hands and head inside the bus at all times after entering 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.

C. After Leaving the Bus:

1. When crossing the road, go at least ten feet in front of bus, stop, check traffic, watch for 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.

INSURANCE

A student's accident medical reimbursement insurance plan is available to all students at a nominal fee. This insurance covers injuries, not paid by other policies, resulting from accidents as specified in your policy. The school does not assume the responsibility for paying medical bills.

All students who participate in athletics should take school insurance unless the family has the necessary personal insurance coverage. The parent or guardian of each student who participates in athletics must sign a statement that they do or do not want their son or daughter to participate in the school athletic insurance program.

MEDICINE AT SCHOOL

All medication, prescription or non-prescription, must be checked into the office upon arrival at school, not kept in lockers or carried by the student. (Exception: Students may keep medicine if a doctor signs a written recommendation that the student carry medicine with him/her at all times.) Written authorization from the parent or guardian is required for students to take medicine at school. Only medicine that is in the original container and accompanied by a note from the parent stating the amount and time for medication will be administered and stored at PKMS.

EMERGENCY DRILLS

The purpose of these drills is to safeguard students in case of an emergency. Each person should be familiar with the rules regarding these drills. Regulations for procedure are posted in each classroom and teachers are instructed as to the proper exits for each group.

At the instruction of the teacher, students should stand, follow the teacher, and move in a quiet, orderly manner out of the room or building. As there are no means to distinguish between the alarm for a real emergency and a practice drill, every precaution should be taken to follow regulations and a drill should be viewed as an important part of school life. There will be 10 drills per year. 2-Fire Drills, 2_tornado drills, 2-Lockdown Drills, 2-Intruder Drills, and two additional drills.

CAMERA SURVEILLANCE VIDEOS

PKMS utilizes video cameras to enhance its security operation. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums,

and any other area except locker rooms and bathrooms.

STUDENT ACTIVITIES

ACADEMIC CONTEST AND COMPETITIVE EVENTS OR EXTRA-CURRICULAR ACTIVITIES

Any student who is regularly enrolled, who has attended at least **ninety percent** of the days school has been in session, who is scholastically eligible, and who is not under discipline from the office may represent our school in competitions or academic activities that are on his/her grade level. Only those students who have been declared eligible through the principal's office will be permitted to represent our school at academic, fine arts, athletic events, extra curricular, or all other school sponsored activities with their designated coach at a pre-approved competition.

The following situations place students under disciplinary action by the principal:

1. Truancy and/or excessive absences,
2. Dismissal from class because of misconduct;
3. Poor sportsmanship on the campus or in school-sponsored activity or contest.

Scholastic Eligibility Rule:

1. **ELIGIBILITY AT BEGINNING OF SEMESTER.** According to OSSAA and board policy all 6th, 7th and 8th grade students must have received passing grades in the five basic subjects during the last semester attended. A student who does not meet this requirement is ineligible to participate for a **six-week period**. If the student is passing all subjects at the end of six weeks, he/she regains his/her eligibility and may participate.

2. **ELIGIBILITY DURING SEMESTER.** At the end of the third week of each semester and each week thereafter, scholastic eligibility will be checked and is cumulative during each semester. A student must be passing in **all** subjects he/she is enrolled in during a semester. If a student is not passing all subjects, he/she will be placed on probation for the next one-week period. The ineligibility period will begin on Monday and end Sunday. If the student is not passing in all subjects at the end of the one-week probation, he/she will be ineligible to participate in competition the following week. Eligibility will be regained when the student is passing in all subjects.

STUDENT COUNCIL

The Student Council is made up of representatives elected by secret ballot, and 4 students are selected to be members at large. The election will be held by the end of the fourth week of the first semester for 6th graders only. 7th and 8th grade elections are held during the last month of school for the following school year. The purpose of the Student Council is to create higher ideals in citizenship and scholarship. Other aims of the council are:

1. To guide and, in a measure, control student activities and politics.
2. To create a better social atmosphere, to encourage true school spirit, and to build up strong school traditions.
3. To develop a sense of civic responsibility.
4. To train for constructive living and future service in democracy.
5. To develop personality.
6. To train in independence of thought and action.

The Student Council consists of eighteen members divided as follows:

1. President - from eighth grade class.
2. Vice President - from seventh grade class.
3. Four students from eighth grade class.
4. Four students from seventh grade class.
5. Four students from sixth grade class.
6. One member of the faculty from the Middle School.
7. The Middle School principal is an ex-officio member.

8. Four delegates at large.

A Student Council representative must be passing in all curricular and extra-curricular subjects and have a total average of "C" in scholarship during the preceding semester. During the term of office, each representative must have no nine-week or semester grade lower than a "C".

The president of the Student Council must be a member of the eighth grade and must have a "B" average for the preceding semester. During the term of office, the president must have no nine-week or semester grade lower than a "B".

The vice president of the Student Council must be a member of the seventh grade and must have a "B" average for the preceding semester. During the term of office, the vice president must have no nine-week or semester grade lower than a "B".

THE NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society is to stimulate scholarship, citizenship, service, leadership, and character among the students of the secondary schools of our nation.

Only seventh and eighth grade students are eligible for membership in this organization. The qualities stated above are used as a basis by the faculty for selecting the membership. The Poteau Chapter is an honored organization at our school and any student who becomes a member has reason to be proud.

To be eligible for membership a student must:

1. Have been in attendance at PKMS the equivalent of one semester prior to selection
2. Be a seventh or eighth grader
3. Have a GPA of at least 3.5 on a 4.0 scale
4. Complete an Information Form
5. Be recommended by the Faculty Council

A current member of NJHS must meet these requirements to be considered for membership the following year:

1. Attend 70% of the meetings
2. Earn 1 hour of service points per nine weeks through service at PKMS
3. Eighth grade members who do not complete service points and attend 70% of the meetings will be asked at the end of the year to return or pay for their NJHS pins, 1/2 price for service points, 1/2 price for attendance.

Students who move into the district and were members of honor society at his/her previous school will become members of PKMS NJHS upon receipt of a letter from the former principal.

OKLAHOMA JUNIOR HONOR SOCIETY

The purpose of the Oklahoma Junior Honor Society is to promote high standards of scholarship among the students in Oklahoma. Ten percent of the student body making the highest scholastic marks in school may be nominated.

THE SUPERINTENDENT'S HONOR ROLL

The Superintendent's Honor Roll is published at the end of each semester. To be placed on this list the student must have straight "A's" equaling a 4.0 GPA in all subjects for the semester.

THE PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll is published at the end of each semester. To be placed on this list the student must have a "B" or better in all subjects for the semester.

HONOR AWARDS

Certificate awards are given for perfect attendance, participation in service groups, competitive athletics, and outstanding student in each grade for each subject.

ACADEMIC INFORMATION AND REQUIREMENTS

ACADEMIC CURRICULUM FOR MIDDLE SCHOOL

Pansy Kidd Middle School offers a variety of required and elective subjects. Extensive curriculum planning and preparation by the faculty is an ongoing process. Objectives for each subject have been developed and are reviewed annually. Students are assessed annually to determine their mastery of the learning objectives. Parents may review the local curriculum and the PASS (Priority Academic Student Skills) and the Core Curriculum Standards by contacting the principal's office. Listed below are the subjects available for students. Sixth grade students are allowed to choose electives for two periods a day. Seventh grade students will choose two electives per day. Eighth grade students choose electives for two periods a day.

Required

English
Reading
Science/Health
Social Studies
Mathematics

Grade Six

Electives (1 semester except for Band, PE, & Athletics)

Band
Explore (Art, Tech Ed, FCS, Gen. Music,
Keyboarding, Tween Life/Intro to Financial
Literacy, Family & Consumer Science)
P.E Athletics

Required

English
Geography
Mathematics
Science

Grade Seven

Electives (1 semester except Band, PE, & Athletics)

Art General Music Choir
Band FCS
P. E. Technology Educ.
Athletics Keyboarding
Current Events

Grade Eight

Electives (Two semesters)

Art Choir Spanish
Band Technology Educ.
P. E. FCS Coding
Athletics General Music
Web Design Adv Computers/Yearbook
Current Events Robotics Library Science

Required

English
History/Civics
Mathematics
Science

SCHEDULE CHANGES

Class schedules for the entire year are finalized during the first week of school. Changes made in the schedule are considered **only for academic or medical reasons**. **Changes of this type must be approved by the principal, instructor, and counselor.**

CLASS PREPARATION

Students are expected to come to each class prepared with those essential materials, homework assignments, and books that will enable the student to fully participate in class activities. Those students who fail to turn in assignments when due may be required to complete classwork or homework during lunchtime or after school.

HOMEWORK

Homework is an extension of the work in the classroom. It provides the student needed independent practice to reinforce skills and can be an important communication between school and home. Homework assignments should be accurately completed and ready to turn in by the assigned due date.

GRADING SYSTEM

Student progress is measured by various methods including daily assignments, test scores, class preparation, projects, and teacher observation. Students must take the nine-week/semester test before a final grade can be given for a subject. Grades are made up of daily grades, weekly test or project grades, and nine-week/semester test grades.

This distribution of letter grades is based on the following scale:

- A Accurately Complete 90%-100%**
- B Accurately Complete 80%-89%**
- C Accurately Complete 70%-79%**
- D Accurately Complete 60%-69%**
- F Accurately Complete less than 60%**

For athletics/physical education, office and library aides, the following grading system will be used:

- S Satisfactory
- U Unsatisfactory

Special education students are evaluated in all classes on the basis of their **Individualized Education Plan**.

REPORTS TO PARENTS

Teachers feel they are informing parents of the student's progress each time they grade and return papers to students. It is the student's responsibility to take papers home for parents to see. **Parents**, please ask your son or daughter to see papers on a daily basis. Parents can view their child's progress on-line in our Grade-book Program. See the office to get your username and password.

At the end of the fifth week of the first and third 9 weeks grading period, parent /teacher conferences are held. The teacher will indicate ways the student may improve his/her work. Parents are encouraged to schedule conferences with teachers to discuss the progress of their child. At parent request, the school will notify the parent's employer concerning their need to attend conferences. Special parent transportation requests to attend conferences must be made to the principal.

Report cards are sent to parents at the end of the nine-week grading periods.

PROMOTION/RETENTION

School officials have the responsibility for placement of students in grades six through eight. Students that make five failing semester grades will not be promoted to the next grade.

Although academic achievement is the major consideration, other factors considered are: mental capacity; age and size; previous retentions; sibling grade placement; parent attitudes; student attitude and attendance; and the ability of the student to profit from repeating a grade. For further clarification, please see the principal about board policy dealing with promotion and retention. Summer school is an option for students. Satisfactory attendance and satisfactory performance may allow the student to advance in failed subjects and/or grade level.

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. Before formally requesting credit by assessment, the principal or counselor should be contacted for additional information. Information the student will need includes assessment dates, subjects available for assessment credit, and assessment methods and instruments. A student formally requesting such assessment shall do so four weeks prior to any assessment date.

OKLAHOMA SCHOOL TESTING PROGRAM

Poteau students take CRT tests each year. Criterion referenced skills tests for reading, writing, math, science, history/geography, and the arts will be given to all students during the spring semester. Parents are provided a copy of their child's results and conferences may be scheduled to discuss results.

SCHOOL BEHAVIOR

Good discipline occurs when students behave in a responsible manner. Therefore, it is imperative that acceptable behavior be encouraged and that misbehavior be discouraged. Self-discipline is our goal. Self-discipline is the key to good conduct and proper consideration for other people. When a student exhibits unacceptable behavior, effort will be made to help the students see his/her error and if possible correct the misdeed. Disciplinary action, including corporal punishment, may be required for serious acts of misbehavior or after a series of minor acts. Parental options to corporal punishment are: (1) Parents may request to be notified after their student has received corporal punishment; and (2) Parents may request their child be suspended from school in lieu of corporal punishment. Forms for these options are available in the office. Peer mediation /conflict resolution procedures are explained to the students at the beginning of each year. We feel this will provide a life skill for students to peacefully resolve conflicts.

SCHOOL DISCIPLINE

ZERO TOLERANCE POLICY

There will be no tolerance for certain infractions which concern the school. Alcohol, arson, assault, drugs, fighting, simulated drugs, threats, vandalism, weapons, weapon replicas, and other areas as specified by administration could result in immediate suspension or expulsion.

STUDENT DISCIPLINE

Depending upon the severity of the infraction, students may be suspended at any time due to misconduct or not following school policy.

PUBLIC DISPLAY OF AFFECTION

Physical contact by students is prohibited on campus (this does prohibit hand holding).

SCHOOL RULES AND THE LAW

Any unlawful act taking place on school grounds or on buses not only makes the student subject to police notification and the penalties which courts may prescribe, but also may result in suspension or dismissal from school.

Possession of pep pills, alcoholic beverages, marijuana, LSD, meth, prescription drugs, other controlled drugs, or buying drugs or selling drugs of any kind on school grounds will result in notification of police and could result in suspension or expulsion from school.

Possession of any type of medication -- prescription or over the counter -- could have serious consequences for the student who possesses them. If it is determined that any student is giving away, selling, or experimenting with any type of medication on school property or during school time, that student will be subject to immediate suspension.

This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above-listed substances in connection with an approved school project when such possession has been approved by the school official in charge of the project.

Possession of obscene magazines or pictures can result in notification of police and suspension from school.

If you tear up any part of the school property and it is deemed that you did so purposely or as a result of horseplay, fighting, or showing off, your parents will be responsible for the cost of replacing that item.

FIGHTING

If caught in the proximity of a fight, you may be considered part of the fight and may be punished accordingly. If it is determined you said anything to the participants or did anything to the participants (such as shove) to promote the fight in any way, you will be subject to suspension from school.

If it is determined that the fight is in any way pre-meditated (crowd gathered, meet at a certain spot, a confrontation has already been had, etc.), the participants will be subject to suspension from school. To avoid this, come to the office after a confrontation if you think a fight is possible.

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 measures have 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 Middle School, (ADC room) from 7:15 a.m. through 7:50 a.m. each Monday, Wednesday, and Friday and from 3:15 p.m. through 3:50 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. – next step on discipline sheet, 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.

PRINCIPAL DISCIPLINARY METHODS:

A building administrator will document action taken on the discipline referral form.

Level one: Conference with parent, teacher, principal, or student; reports, sentences, morning or afternoon detention, ADC, Saturday school, etc.

Level two: Suspensions or recommendation for expulsion.

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.

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.

SUSPENSIONS

Students who are suspended will be allowed to complete and receive credit for the work missed. (Please see exception in next paragraph.)

However, students who are suspended for the possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act, will not make up school work missed. Possession of a firearm shall result in out-of-school suspension of not less than one (1) year. The term of suspension may be modified by the district superintendent on a case-by-case basis. The terms "firearm" and "dangerous weapon" shall mean and include all weapons as defined by the District's policy related to Weapons-Free Schools.

SHORT TERM SUSPENSION

Any suspension which is 9 days or less is considered a short term suspension.

LONG TERM SUSPENSION

Any suspension which is 10 days or longer is considered to be a long term suspension.

GENERAL GUIDELINES

School rules have grown out of the democratic society in which we live and direct each of us in the paths of approved behavior. In addition to the Board policy previously stated, the following guidelines should be followed:

Entering the Building. Students are encouraged to remain outside the building until the bell rings for the beginning of class, both in the morning and at noon. Students may enter the building at 7:40 a.m. or noon to take care of business in the office, go to the media center, or with permission and supervision of the teacher, to work in a classroom. During bad weather, students may enter the building at 7:45 and go directly to the gym, media center or designated classroom and remain there until the bell rings for class. If it is necessary that a student go to a part of the building other than his/her assigned room, for rehearsals or to work on a project, he/she should secure a 'Hall Pass' from the teacher who will be in charge of the activity.

Vehicles. Park your bicycle or motorbike in the designated area where it can be taken care of during the day. Bikes should be locked and are not to be ridden on the school grounds. Middle School students are not to sit in parked cars before school or during the noon hour. No one is permitted to linger in the parking area.

Non-School Items.. Water pistols, bean shooters, firecrackers, knives, and other such nuisance items which create disturbances and cause discomfort to others are not permitted in the school or on the playground. Gaming devices, skateboards, wheelies, or trading cards should not be brought to school.

Gum and Candy. Chewing gum and eating candy in the school building are prohibited.

Lost and Found. All lost and found articles should be taken to the principal's office. Students should check with the principal's office about lost articles. Students who lose textbooks, library books, locks or athletic gear or any other item should check the lost and found area. Items confiscated from students and lost and found items must be picked up by the end of the 1st week school is out. If not, those items may be donated to charity or destroyed. Lost and Found items not claimed will be donated to charity or destroyed at the end of each 9 week period.

Visitors. Since students are enrolled in and are actively participating in a class for every period of the day, student visitors are not permitted to visit classrooms during the school day. All visitors are to report to the office.

School and Work. Our schedule does not make it possible for anyone to be excused from any part of the school day for work outside the school.

Change of Address or Telephone. Inform the principal's office if you change your address or telephone number.

Dress. Students are expected to dress in clothing that is appropriate for school. Any attire which draws undue attention to the individual or in any way interferes with the educational process is not appropriate for school dress. Young ladies will have no low-cut tops exposing cleavage, nor should undergarments be exposed by either males or females. Tank tops, spaghetti straps, tube tops, or any other top that is less than 2.5 inches wide across the shoulder is not acceptable. See-through clothing, midriff tops, half shirts and tank tops, Rompers, pajama pants, sagging pants, shorts and skirts that are above the student's middle finger hanging down to their side are examples of unacceptable clothing. Clothing and holes or tears in clothing can not be shorter than the student's middle finger of their hand hanging straight down to their side. Any tear or hole above this must be patched. Items of clothing which advertise alcoholic beverages, tobacco products, drugs, weapons, or have vulgar, obscene or

offensive messages are not appropriate for school. Chains and spiked bracelets or necklaces are not allowed. For safety reasons, shoes **MUST** be worn at school. (No house shoes are allowed.) Note: Non compliance with the PKMS dress code will insure that the student be assigned after-school detention or ADC!

Textbooks. Textbooks are checked out to students during enrollment and are the student's responsibility. Students are required to write their name in ink in the front of each textbook issued to them. At the end of the year, the books are returned and, except for reasonable wear, should be in as good a condition as when they were assigned to you. Students will pay for lost, damaged, or destroyed books on a prorated basis. A second textbook will not be issued unless the original book is paid for. In classes where class sets of books are used a student may check a copy of the textbook through the library. In classes where a class set of books are used a student may check out a copy of the text book through the library.

CELL PHONES

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 for incoming or outgoing calls or texts upon arrival at school (from the moment you step off the bus or leave the vehicle that brought you to school) until 3:05 p.m. Cellular telephones should not be visible and are not to be activated during school hours. 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 or other devices 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, Saturday school, 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. Use of these items may result in disciplinary action.

SEARCH OF STUDENTS

The Poteau Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

BACKPACKS, DUFFEL BAGS, PURSES/HANDBAGS, DRAWSTRING BAGS

BACKPACKS will be permitted at school and may be carried to and from classes.

DUFFEL BAGS. The coaches (or staff member) will designate an area where the school activity bags will be stored for the day. They may NOT be carried around and they may NOT be placed in or on the students' lockers.

OVERSIZED PURSES will remain in a locker during the school day. Smaller handbags may be carried during the school day.

CARE OF SCHOOL PROPERTY

It is imperative that students learn to admire and respect all school properties. Students are encouraged to help accept the responsibility of keeping our school attractive and in good order. Acts of mutilating, marring or destroying school property should be reported to a teacher or the principal immediately. Damage to property will be in violation of good ethics, and the student will be expected to pay for the damage.

Students need to realize the vast amount of money invested in facilities in Poteau Schools. The buildings and equipment are made available to the students of Poteau by the taxpayers of this state and district. Your parents and each of you are potential taxpayers of the present and future school facilities of our school district.

STATEMENT OF NON-DISCRIMINATION

Pansy Kidd Middle School was organized and facilities built for the purpose of providing an equal educational opportunity for all who attend here. Poteau Public School will provide equal opportunities without regard to race, color, national origin, sex, qualified handicap or veteran in its educational programs and activities.

Persons wanting additional information concerning the application of Title VI, Title IX, American Disabilities Act, and Section 504 or anyone needing assistance with a grievance procedure should contact Brenda Carpenter, Program Coordinator, at 647-7700 or at 100 Mockingbird Lane, Poteau, Oklahoma 74953.

Grievance Procedure: Any student that wishes to file a grievance must follow board policy. If you wish to file a grievance for student harassment, please contact the principal.

SAFETY/HAZARDOUS SUBSTANCES STATEMENT

Poteau Public School strives to provide a safe environment for our students, faculty and staff. In conformance with federal and state law, the district has developed a hazardous chemical and asbestos management plan to avoid and control any type of contamination that might occur. All schools have been inspected for asbestos. A copy of the management plan is available in the superintendent's office.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

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 School's policy concerning family rights and privacy which is available in the Superintendent's and each of the Principals' offices in Poteau. They also have the right to:

1. Inspect and review the student's education records
2. Request to amend 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.
6. The district will be free to release or use student information such as but limited to name, address, phone numbers, awards received, photos, and audio/visual recordings as appropriate without prior consent, unless notified in writing within 10 days of the date of receiving this handbook that any or all of the above information should not be released without consent. Directory information may be disclosed without prior consent in accordance with the provisions of FERPA and when requested by military recruiters in accordance with 10 U.S.C. SS503 (b).

Corporal Punishment

If is student is not to receive corporal punishment at school, the parent needs to request the No Corporal Punishment Form from the school, sign it and return it to the school as soon as possible.

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.”

Discipline of Students

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

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

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

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 210.S. § 850.0

70 O.S. § 24-100.2

**PROHIBITING BULLYING
(INVESTIGATION PROCEDURES)**

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

Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as identifying information such as e-mail address or web address shall be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine that bullying occurred, the severity of the incident and the potential for future violence.
3. The principal shall make a determination as to whether bullying has occurred. If it is determined that bullying has occurred the principal shall immediately contact the parent of the student bully, victim and any other students affected by the prohibited behavior.
4. If during the course of the investigation it appears that a crime may have been committed, the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
5. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
6. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other 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.
7. The principal shall provide written documentation of the bullying incident, disciplinary actions taken, prevention steps, remediation steps and any other relevant documentation to the superintendent or designee upon completing the investigation.

Definition of Terms

1. Statutory definition of bullying:

70 Okla. Stat. § 24-100.3(C) of the ***School Safety Bullying Prevention Act*** defines the term "bullying" as a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, or directed toward a student or groups of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or

the education of any student.”

2. General Display of Bullying Acts

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and 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 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.

b. **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.

c. **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.

d. **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

1. 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.

2. Poteau Public School's Safe School Committee

The District's Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, strategies for faculty to recognize bullying, and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the Committee shall review the board policy on bullying, traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The Committee shall also review the Oklahoma State Department of Education's list of research-based bullying prevention programs.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. Any student who knowingly makes a false report of bullying, shall be subject to the district policies regarding the discipline of the student.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a Report Form. For young students staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

Parents and students will be notified if major changes to the handbook and school policies are necessary.

**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 & 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

Compliance Coordinator: Issues within five (5) days after the hearing a written decision to the Grievant and Respondent.

7. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the Compliance Coordinator within five (5) days and request, in writing, a hearing with the superintendent or designee. This step is applicable only to situations in which Coordinator other than the superintendent or designee conducted the initial hearing.

8. **Superintendent or Designee:** Schedules within ten (10) days of request a hearing with the Grievant and Respondent

9. **Superintendent or Designee, Grievant and Respondent:** Hearing is conducted.

10. **Superintendent or Designee:** Issues a written decision within five (5) days following the hearing.

11. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within five (5) days and request a hearing with the Board of Education.

12. **Superintendent:** Notifies Board of Education, in writing, within five (5) days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

13. **Board, Grievant, Respondent, Superintendent and Compliance Coordinator:** Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

General Provisions:

1. **Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.

2. **Access to Regulations:** Upon request, the district shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, disability or veteran status.

3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

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

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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 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
