



Copan Elementary School

Student Handbook

2023-2024

## SECTION 1 ORGANIZATION AND STAFF

### 1.01 Mission Statement

To pursue excellence by protecting and enhancing the educational opportunities for students to be productive citizens who are lifelong learners through an effective teaching/learning environment with cooperative commitment of community, home, and school. Our goals are as follows:

- To provide an effective school through cooperative effort to the community, school and home, with the idea that a common mission and trust are essential and possible.
- To challenge each student to achieve at his/her maximum potential by offering a diversified curriculum that is adaptable to the current needs of each student so he/she can become a productive citizen of our society.
- To develop a school atmosphere that will influence each student to foster a good personal moral code which includes respect for law and order, obedience of established rules, regard for honesty, and understanding of justice, a sympathetic concern for the welfare of others and love and loyalty for our country.
- To produce as well-rounded individuals as is possible, by encouraging students' participating in activities which will develop and maintain their physical fitness, instill in them an appreciation and enjoyment of the fine arts, and provide them with a wide range of interests which will fill their leisure time with worthwhile, To provide an effective school through a cooperative effort to the community, as well as satisfying, pursuits.
- To employ competent individuals at every level, from administrators through faculty members, and including non-professional personnel, all of whom must recognize the necessity of planning and coordinating the various aspects of the total education program and who must wholly dedicate themselves to the task of educating children.
- To develop and maintain, facilities which provide a continuously up-dated physical plant in which personnel may freely minister to the needs of the students.

### 1.02 Board of Education

President.....Julie Jennings  
Vice-President... Shanda Davis  
Clerk..... Andrea Hunter  
Member.....Shane Cameron  
Member.....Tony Holland

- **Administration and Staff**

Chris Smith, <i>Superintendent/Elem Principal</i>	532-4344 ext. 1003	<a href="mailto:csmith@copan.k12.ok.us">csmith@copan.k12.ok.us</a>
Lydia Hinkle, <i>Supt/HS Secretary</i>	532-4344 ext. 1001	<a href="mailto:lhinkle@copan.k12.ok.us">lhinkle@copan.k12.ok.us</a>
Jerry Werts, <i>HS Principal</i>	532-4344 ext. 1004	<a href="mailto:jerrywerts@copan.k12.ok.us">jerrywerts@copan.k12.ok.us</a>
Angela Handke, <i>Elementary Secretary</i>	532-4344 ext. 1002	<a href="mailto:ahandke@copan.k12.ok.us">ahandke@copan.k12.ok.us</a>
Jerry Werts, <i>Athletic Director</i>	532-4344	<a href="mailto:jerrywerts@copan.k12.ok.us">jerrywerts@copan.k12.ok.us</a>
Tracy Barnett, <i>Transportation/Janitorial Manager</i>	534-4344	

#### **1.04 Faculty/Staff Members and bulletins**

For a complete list of faculty and staff members emails and pertinent information, please access the following web address:

[www.copan.k12.ok.us](http://www.copan.k12.ok.us)

- **Lunch Schedule**

Pre - 2 <sup>nd</sup> grades:	10:45 -11:08
3 <sup>rd</sup> -7 <sup>th</sup> grades:	11:13 -11:36
Grades 8-12:	11:55-12:18

## SECTION 2 ATTENDANCE PROCEDURES

### 2.01 Legal Attendance

- All children residing in the Copan School District, who will be five years of age on or before September 1 of the school year, and who will not be 21 years of age on or before September 1 of the school year, will be admitted free of charge to the Copan Public Schools.
- All pupils entering kindergarten must furnish a birth certificate, or Baptismal record, or hospital record and immunization record.
- Pupils entering the Copan Schools who reside outside the school district must have legal transfers, or pay full tuition in advance and must be responsible for their own transportation.
- Students in the Copan district desiring to attend school other than in Copan must submit their request to the Board of Education, or its designee for approval.
- All students must conform to the health regulations of Oklahoma School Law.
- Underage children and persons aged 21 years of age or older, may be enrolled in the Copan Public School as provided by state law.

### 2.02 Procedure for Occurrence of Absence

- Parents are expected to call (532-4344) the school on or before the day that a student is absent. Notes may only be used if the family does not have a phone.
- Students who are absent without consent and/or knowledge of the parent are unexcused and truant. Repeated truancy will be just cause for legal action to be taken against the parent.

Examples of truancy include the following:

- Leaving school without signing out through the office or being present on school grounds but not in the appropriate classroom or area
- *Being more than 10 minutes late to a class--the student may be placed in in-school-suspension for this offense.*

### 2.03 Tardy

*A student is considered tardy when he/she is not in his/her assigned desk when the bell rings.*

Tardies will be counted on a per class basis and will accumulate for a semester only. After the first (1<sup>st</sup>) tardy to a class, the following consequences will apply:

- 2<sup>nd</sup> and 3<sup>rd</sup> tardy: 1 detention
- 4<sup>th</sup> tardy: 3 detentions
- 5<sup>th</sup> and 6<sup>th</sup> tardy: 1 day in in-school suspension
- 7<sup>th</sup> tardy: may lead to out-of-school suspension

### 2.04 Early Dismissal

Parents are required to personally check their students out through the appropriate office. Any

student checked out must leave the premises. Upon returning to school, a student is required to check in at the appropriate office.

### **2.05 Absentee Policy**

A student is allowed 8 total excused and unexcused absences per semester per class. The first ten (10) school sponsored activity absences will not count in calculating a student number of absences. A parent will be notified after five (5) days absence and kept updated from then on. In the case of an extended illness, only three absences will be counted per illness. On the 9<sup>th</sup> absence a student will receive N/C no credit in said class.

### **2.06 Absentee Appeals Committee**

If a student misses nine (9) or more days due to extenuating circumstances, the parent and student may present their case to the *Attendance Appeals Committee* who will have the power to grant exceptions. The committee will be established by the school. A written request to be heard must be submitted to the building principal within ten (10) days of the end of the semester.

### **2.07 Absence Make-Up Work**

The student will be given two (2) days to make up one (1) day's absentee assignments and an additional day for each additional consecutive excused absence. Assignments missed during an unexcused absence may not be made up.

### **2.08 Activity Absences**

Students are afforded ten (10) school sponsored activity absences. Before a student may miss his/her eleventh (11) activity absence of the school year without being penalized, he/she must first seek permission from the Athletic Director and the Building Principal.

## SECTIONS 3 - 5 STANDARDS OF BEHAVIOR

### 3.01 Student Code of Conduct

It is the District's intent to provide an orderly school climate that will foster the maximum learning time for each student. ***ANY behavior that detracts from student learning will not be tolerated.***

- **Disciplinary Alternatives**

Detention will be assigned and monitored by the classroom teacher or the principal. The detention will be served before school, after school, or during lunch in an area designated by the person administering the detention. Students will be required to do homework or assigned academic work.

Corporal punishment may be administered by the principal when the punishment is age-appropriate for the student in question.

#### Suspensions

***Participation in extra curricular activities is a privilege and not a right. Whenever a student is suspended, he/she automatically forfeits the privilege in all extra curricular activities including, but not limited to, sports, socials, trips, sporting events, and graduation ceremonies. The student may not be on campus unless granted permission by an administrator.***

- In-school suspension will be assigned by an administrator or his/her designee. A student assigned to in-school placement (ISP) must serve from 8:00 a.m. to 3:00 p.m. in order for the day to count. An additional day will be required for any incomplete days during ISP regardless of the reason. Students will be isolated from other students. For extra curricular participation purposes, a student will be suspended from the time a decision is made by the administrator until 8:00 a.m. on the day the student is released to a regular school day. All work must be complete and of acceptable quality before the student can re-enter the classroom. Any misbehavior or refusal to work while serving *in-school suspension* will be immediate grounds for out of school suspension.
- Out of school suspension will be assigned following the distribution of a description of due process rights to the student. The student will be given his/her work to be completed at home while under suspension. All work is due upon his/her return. *Short-term suspension* (3-10 days) work will be gathered and made available to the student. *Long-term suspension* (11+ days) work will be provided in core subjects only. The work will be of independent nature and similar to, but not necessarily identical to, what is being done in the regular classroom. Students on *long-term suspension* will be given a grade of *P* Pass or *N/C* No Credit based upon completion of the assigned work.

- **Habitual Offender**

Any student who repeatedly breaks school policies, classroom policies, or in other ways disrupts the learning process on a consistent basis will be suspended long-term.

- **Non-functioning student**

Any student who will not complete his/her assignment, participate in class, and/or attend school on a regular basis, may be suspended long-term after the school has made reasonable attempts to intervene and assist the student.

- **Nuisance Items**

Any item that may create a nuisance should not be brought to school and may be confiscated. This may include but not limited to mp3 players, games, playing cards, laser pointers, etc.

- **Tobacco Possession**

The Board of Education asserts that tobacco use is harmful to an individual's health. Students are not allowed to possess tobacco or imitation tobacco in school buildings, on school grounds, or on school buses. This rule applies to any school sponsored activity on or off campus. *Any student found to be in possession of tobacco or imitation tobacco while attending any school sponsored activity or while transporting to or from an event or while on school premises shall be subject to suspension:*

- **Fighting**

Fighting will not be tolerated at Copan Schools. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who willingly engages in a fight but has the opportunity to walk away, on Copan school grounds or during any school sanctioned activity, may be subject to the following consequences and/or suspension up to the remainder of the school year:

- 1<sup>st</sup> offense Up to three (3) days out-of-school suspension
- 2<sup>nd</sup> offense Up to five (5) days out-of-school suspension
- 3<sup>rd</sup> offense long term out-of-school suspension

- **Pupil Search and Seizure**

The school administration or any other administrative designee of any public school in the State of Oklahoma upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when the said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school as defined by Section 163.2 of Title 37 of Oklahoma State Law.

- **Use of Trained Drug Dog Search**

To enforce the Copan School District Student Drug Abuse Policy, the Superintendent shall arrange for periodic unannounced searches of the school grounds by a trained dog.

- **Physical and/or Verbal Assaults on Adults**

Any act of physical violence or the verbal threat of physical violence directed at the administration, teacher, or staff may result in a suspension of up to 1(one) calendar year.

- **Sexual Harassment**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. Students who sexually harass may be suspended out of school for up to 1(one) calendar year.

- Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or verbal, physical, or other sexually offensive conduct made by any student on school property or during any school sanctioned event.
- Examples of Sexual Harassment are as follows:
  - Written: Sexually suggestive or obscene letter, notes, invitations, and graffiti
  - Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, double meanings, demeaning comments about of person of a particular sex, solicitation of sexual favor or attention.
  - Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage
  - Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters
  - Any other action that emphasizes the vulnerability of the victim specifically because of gender

- **Bullying, Harassment, Hazing**

No student in this district will be subject to bullying, hazing, harassment of any other form of persecution by any other student or group on school grounds or during school sanctioned activities. **Students that bully, harass, or haze will be subject to an out-of-school suspension up to 1(one) calendar year.** For purposes of this policy, the following definitions will apply:

- Bullying is a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.
- Hazing is an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission to any organization operating subject to the sanction of the school district.
- Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or a group uses rough practical jokes or causes a student to perform meaningless, difficult, or humiliating tasks.

- **Alcohol and Controlled Dangerous Substances**

The school prohibits students from using, possessing, furnishing, distributing, selling or conspiring to sell or being in the chain of sale or distribution of illicit drugs, controlled dangerous substances, turkey drugs, or any substance represented to be illicit drugs or dangerous controlled substances including low point beer (3.2) or any other alcohol.



Illicit drugs include steroids, prescription and over-the-counter medications not used in compliance with the prescription or directions for use. Mood altering substances include paint, glue, aerosol sprays, and similar substances.

Students possessing or under the influence of any of the above on school grounds or during any school sanctioned activity will be subject to suspension.

### **● Policy Prohibiting Possession of Weapons in School**

It is the policy of Copan Schools to comply fully with the Gun Free Schools Act.

- *Any student who possesses a firearm at school, any school sponsored event, or in or upon any school property including school transportation may be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or an device similar to the above.*
- *Oklahoma Statutes, Title 21, section 1280.01 prohibits any person, except a peace officer or other person authorized by the board of education of the district to have in a person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation or students or teachers any weapon defined as "Any firearm, knife, club, or any other offensive weapon"*

### **3.15 Dress Code**

All students are encouraged to take pride in their appearance while at school or at any school function. Cleanliness and neatness reflect personal attitudes of the students and their parents as well as those of the school. *Appearance that interrupts classes or draws undue attention will not be allowed. Adjustment to dress code policies can be changed at any time by the administration.*

The following are examples of unacceptable clothing:

- Under garments may not be visible.
- Shirts/Blouses that expose bare shoulders
- Halter tops
- Tops that do not touch the lower garment at all times thus exposing the bare midriff
- Tops with excessively low necklines
- Writing or pictures which are suggestive or symbolic of drugs, alcohol, sex, violence, or anything illegal or immoral
- Shorts and Skirt lengths must be no shorter than fingertip length, when worn properly at the waist, when arms are relaxed at the students' side. Spandex or any other material that is deemed stretchy is also prohibited as shorts or shirts. The Administration will have the authority in determining whether a students' wardrobe is acceptable as proper attire while at school or any school function.
- Holes or tears above the knee
- Sagging pants or shorts
- Gang related items
- Any clothing that exposes the side of the body.
- Facial piercing including eyebrow, lip, chin, cheek, below lip, forehead or other exposed

areas deemed unacceptable by the administration.

- Hats or sunglasses are prohibited in the school buildings including banquets and assemblies
- **Any clothing that interferes with the learning process.**

*In the event that a student is not in compliance with the dress code, parents will be called and asked to bring a change of clothing to the school.*

- **Transportation and Bus Expectations**

*BUS TRANSPORTATION IS NOT A RIGHT BUT A PRIVILEGE.* Therefore, any student who does not fully cooperate and comply with all of the following bus expectations may be removed from the bus permanently:

- Be on time at the bus stops; drivers can not wait
- The bus driver has the right to assign seats as he/she deems fit
- Obey all safety rules set forth by the driver.

- **Vandalism**

Any act of vandalism will result in a requirement of restitution and may also include a suspension up to 1(one) calendar year.

- **Police Involvement**

Any time an incident occurs that infringes upon local, state, or federal law, law enforcement may be involved.

#### **4.08 Extracurricular Attendance Rules**

- Any student leaving a game or gym will not be re-admitted.
- Food and drinks are not to be brought into the event when provided by the school.
- Students are encouraged to remain in the stands, watch the game, cheer for their team, and exhibit proper sportsmanship.
- Cheers, comments or vulgar language directed to the other team, any coach, an official, or members from the other school are prohibited.
- School dress code will be enforced. Spirit clothes are permitted as long as they are not derogative in nature or distasteful.
- Students who do not abide by these rules will be subject to removal from the event and could lose the privilege of attending future activities at home or away.

All fans, including parents, must understand that it is a privilege, not a right, to attend any extracurricular event sponsored by the Copan School District. Sportsman-like behavior is expected by all fans in attendance. Any fan exhibiting behavior that is an embarrassment to either school, any participants, or other fans will be subject to removal from the event. Any fan can be prohibited from future events.

#### **5.05 Proficiency Based Promotions**

In order to advance to the next grade/level of study, students will have the opportunity to demonstrate proficiency in the learner outcomes. In grades one through eight, students may demonstrate proficiency in a grade. In grades nine through twelve, students may demonstrate proficiency in core area subjects: mathematics, science, social studies, the arts, English and foreign language. Proficiency based testing will be scheduled twice a year, at a time that will enable the School District to make appropriate decisions regarding the advancement and placement of students who choose to take advantage of this option. A completed application for testing must be submitted to the school counselor 30 days prior to the testing date. Contact the school counselor for testing procedures.

● **Grading System**

A - 90 – 100

B - 80 – 89

C - 70 – 79

D – 60 – 69

F – 0 – 59

P- Pass

N/C – No Credit

I-Incomplete

**VIRTUAL STUDENT REQUIREMENTS/GUIDELINES**

**5.07 Progress Reports**

Pupils will receive progress reports periodically throughout the year.

**5.11 Retention for Failure to attain Reading Level**

Copan School will comply with all new laws requiring retention of students for failure to achieve required reading levels in different grades.

**5.12 Student Retention**

State law allows a teacher to recommend that a student be retained at the present grade level or failed in a specific academic course. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District's appeal process. The decision of the Board of Education shall be final.

● **Homebound Status**

Students that are incapacitated to the extent they cannot attend regular school, may qualify for home bound tutoring. A licensed physician will be required to submit information concerning the reason for the inability to attend regular school to the principal.

## SECTION 6 GENERAL PROCEDURES

### • Telephone Use

The office telephones are for school business and are to be used by students only in case of emergency. Students using the telephone must have the approval of the secretary or other school official. ***Parents needing to contact their student during school hours should do so only through the school office phone (532-4344) and not by the student's cell phone.***

***Cell phones, (K-5) are not to be HEARD NOR SEEN during class time unless permitted by the teacher for use in a lesson.***

- 1<sup>st</sup> offense-phone confiscated and returned to student at the end of the day.
- 2<sup>nd</sup> offense-phone confiscated, returned to parent. 1 day ISD.
- 3<sup>rd</sup> offense-phone confiscated, returned to parent 3 days ISD.
- 4<sup>th</sup> offense-phone confiscated, returned to parent and short term suspension.
- 5<sup>th</sup> offense – phone could be banned from school grounds, long term suspension.

***Cell phones(Grades 6-8) are not to be HEARD NOR SEEN during any class unless permitted by the teacher for participation is a specific lesson created for their use. Any cell phone seen or heard during class time not within the lesson plan will be confiscated by the teacher and given to the principal. To receive permission to leave a class for the restroom or for any other reason, phone must be given to teacher before leaving room. If this is not done and student is found to be using phone while out of office, it will carry the possible consequences of a fourth offense.***

- 1<sup>st</sup> offense-phone confiscated and returned to student at the end of the day.
- 2<sup>nd</sup> offense-phone confiscated, returned to parent. 1 day ISD.

3<sup>rd</sup> offense-phone confiscated, returned to parent 3 days ISD.

4<sup>th</sup> offense-phone confiscated, returned to parent and short term suspension.

5<sup>th</sup> offense – phone could be banned from school grounds, long term suspension.

- **Food, Candy, and Drinks**

Food, candy, and soda pop are not to be brought to school by students for consumption during a regular class period, or between classes, except for special projects that have been scheduled by the instructor and approved by the principal. All food and treats for parties must be purchased and not homemade. *Water is acceptable in the classrooms and halls.*

- **Visitors**

Copan Public Schools encourages visitations by parents, guardians and interested patrons; however, visitors should observe the following guidelines:

- All visitors must report to the office and state the purpose of the visit; administration will either deny or approve the visitation at that point
- Visitors may be required to wear name tags
- Students will not be called from class to see visitors unless the visitor is a legal guardian
- Visits by students from other school or other persons interested only in personal visits with Copan students will not be allowed.

- **Lunch Program**

Breakfast and lunch are completely free for every student at Copan Public School. Parents and adults will still be required to pay for their lunch as applicable.

- **Disasters and School Closings**

- In the event of a disaster or school closing, parents will be notified using the School Facebook Page and One Call system as early as possible.
- In case of disasters, children will be kept at the school in the best-suited building under the supervision of the child's teacher until the child's parent arrives.
- Should such disasters occur, parents are asked to enter the school grounds from Weldon Street, south of the school, and exit north of the school on Highway 10.
- On days when inclement weather may cause school to be closed for the day, students should listen to one of the following sources:
  - Copan Public School Facebook Page
  - TV: Channels 2, 6, & 8
  - RADIO: KYFM (FM100.0), KRIG (FM 104.9), K107 (FM 107)
  - KVOO (FM 98.5), KRMG (AM 740) KGGF (AM 690)

- **Administering Medication to Students**

Medication, both prescription and/or non-prescription given at school will be dispensed by an administrator or administrator's designee in compliance with the regulations that follow:

- Prescription medication must be in the **original** container that indicates the following:
  - Student's name
  - Name and strength of medication
  - Dosage and directions for administration
  - Name of physician or dentist
  - Date and name of pharmacy

Such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

- Purpose of medication
- Time to be administered
- Termination date for administering the medication

Students may administer their own medication if they use an asthma inhaler, provided a parent has signed a waiver in the office.

- Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive non-prescription medication during the school day, and may give permission for prescription medication to be given. A permission form may be obtained at the school.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change of medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

- **Conditions of Internet Use**

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. Each student who receives access will participate in a discussion with a faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Following are general guidelines:

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should not be assumed to be private property.

- **Transfer Students**

The Board of Education has the right to remove any transfer student that does not adhere to our rules and regulations.

- **Family Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records.
- 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.
- 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.
- The right of any person to file a complaint with the U.S. Department of Education, if the School District violated FERPA.
- 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.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- **Asbestos**

Copan Public Schools is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). A complete Asbestos Inspection Report and management Plan is on file in the Superintendent’s office for public review.

## **Notice of Non-Discrimination**

The Copan Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent Christopher Smith  
527 Hornet Lane  
PO Box 429  
Copan, OK 74022  
918-532-4344

The persons responsible for coordinating the District's efforts to comply with and carry out the District's responsibilities under Section 504 and Title II of the Americans with Disabilities Act are:

Section 504 Coordinator  
Kristi Delapp  
527 Hornet Lane  
PO Box 429  
Copan, OK 74022  
918-532-4344

Title II Coordinator  
Kristi Delapp  
527 Hornet Lane  
PO Box 429  
Copan, OK 74022  
918-532-4344

For further information on notice of non-discrimination, you may call 1-800-421-3481 or contact the OCR enforcement office below that serves Oklahoma.

Kansas City Office  
Office of Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550  
Fax: 816-823-1404: TDD: 877-521-2172  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)



**COPAN GRIEVANCE PROCEDURE FOR FILING, PROCESSING  
AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION  
DEFINITIONS**

**Discrimination Complaint:** A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, age or disability (including harassment and retaliation).

**Grievant:** Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

**Title VI, Title IX, 504/Title II, and Age Act Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

**Section 504 Coordinator – Kristi Delapp** (for questions or complaints based on disability concerning students and employees)

PO Box 429, Copan, OK 74022                      918- 532-4344

**Title II of the Americans with Disabilities Act Coordinator- Kristi Delapp** (for questions or complaints based on disability concerning students, employees, patrons, and other adults).

PO Box 429, Copan, OK 74022                      918-532-4344

**Title VI Coordinator** (for questions or complaints based on race, color and national origin), **Title IX** (for questions or complaints based on sex), **and Age Act** (for questions or complaints based on age)-

**Superintendent Christopher Smith**

PO Box 429, Copan, OK 74022                      918-532-4344

Respondent: The person alleged to be responsible for the alleged discrimination 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 the procedures and policies in those areas covered in the complaint.

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.

***If as a result of a disability you need assistance in completing any of these forms, please contact the District's Section 504 or Title II Coordinator for assistance or accommodation.***

#### PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

#### FILING, INVESTIGATION, HEARING AND REVIEW PROCEDURES

The Grievant submits a written complaint to the Coordinator as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonable possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts: (b) indicate acceptance or rejection of the Grievant's requested action: and (c) outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the

applicable Coordinator within 5 days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.

Within 5 days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.

The Superintendent will act as a intermediate level of appeal by reviewing the principal or designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.

Within 5 days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Coordinator, in writing within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis for the appeal.

The Coordinator, will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal of a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

#### GENERAL PROVISIONS

**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 the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

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

**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 and employee. Complaint records shall be maintained on file for three years after complaint resolution.

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

**Retaliation:** The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

**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 the impartial hearing and review procedures under Section 504, the Grievant should Contact:

Section 504 Coordinator: **Kristi Delapp**

527 Hornet Lane  
PO Box 429  
Copan, OK 74022  
918-532-4344

**Notice:** The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

## **Discrimination Grievance Complaint Form**

**Name and Address of Charging Party (Grievant):**

Date:

---

Phone numbers where Grievant may be reached:

Home: \_\_\_\_\_

Office: \_\_\_\_\_

Cell: \_\_\_\_\_

Other: \_\_\_\_\_

Statement of grievance (please provide as detailed a statement as is possible and attach additional pages so that we may have a complete understanding of your concerns):

Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents or materials are not in your possession, please indicate where they are located.

Please identify what action or relief you are seeking as a result of this grievance.

---

Signature of Grievant

**REGULATION  
ASSURANCE AND NOTIFICATION  
OF EQUAL OPPORTUNITIES**

## Local Assurances

Generally, a grievance is defined as any allegation of non-compliance with the law. The initial approach to solving a grievance should be to talk with the building principal. In most cases, concerns can be resolved at this level. However, if further assistance is needed, the following steps are to be used in any complaint or grievance.

Step 1: The complainant must present, in written form, the complaint to the office of the superintendent within ten (10) working days of the alleged incident. Use Grievant Report 105..R.2.

Step 2: The superintendent shall have five (5) working days to investigate and respond to the complainant. Use Grievance Report 105..R.2.

Step 3: If not satisfied, the complainant may appeal within ten (10) working days to the local board of education, which will hear the complaint at the next regular public meeting or within thirty (30) calendar days. Use Appeal 105..R.3.

The local board hearing shall be conducted so as to accord due process to all parties involved in the complaint with written notice of hearing dates, right to council, right to present witnesses, right to cross examine, and the present written statements. The decision of the board shall be by a majority of the members in attendance.

Step 4: The local board of education shall respond to the complainant within thirty (30) calendar days. Use Appeal 105..R.3.

Step 5: If the complainant is not satisfied with the local board of education's decision, an appeal may be made to the State Board of Education.

## Assurance Forms

- The Office of Civil Rights, US Department of Education, requires assurance forms to be filed before an application for federal assistance can be approved.
- The forms are kept on file and are in force as long as the recipient continues to receive federal financial assistance.
- Recipients are prohibited from subcontracting with another entity that discriminates against protected class members.
- The recipient must also assure that it does not engage in discriminatory practices

indirectly by hiring another entity to do what it could do directly if that hiring of another entity would result in discrimination.

- The recipient is prohibited from participating in a contractual or other arrangement or relationship that has the effect of subjecting the covered entity's own qualified applicant or employee with a disability to discriminate.
- These assurances will be mailed to Office of Civil Rights, US Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas 75202-9998.
- A file copy shall be maintained in the district assurance files.

## Notification

- Prior to the beginning of each school year, the district shall provide students, parents, employees and the general public with a notice that the district does not discriminate.
- A shorter version of the policy notification shall be included on bulletins, course announcements, catalogs, application forms, enrollment forms, brochures and recruitment or promotional materials.

Reference: Title VI, Office of Civil Rights Act, 1964  
Title IX, Education Amendments, 1972  
Section 504, Rehabilitation Act, 1973  
Americans with Disabilities Act, 1990

**REGULATION  
GRIEVANCE REPORT**

**Copan Public Schools  
Grievance Report**

Name of Complainant:

\_\_\_\_\_

Date of Complaint:

\_\_\_\_\_

Statement of complaint (Attach additional sheets as necessary.)

\_\_\_\_\_  
Signature of Complainant

Date received by Superintendent

\_\_\_\_\_

Recommendation:

Date response given:

\_\_\_\_\_



\_\_\_\_\_  
Signature of Superintendent

**REGULATION  
APPEAL FORM**

**Copan Public Schools  
Appeal Form**

Name of Complainant: \_\_\_\_\_

Date of Appeal:

\_\_\_\_\_

Reason for Appeal:

\_\_\_\_\_  
Signature of Complainant

Date received by the clerk of the board: \_\_\_\_\_

Recommendations of the board of education:

Date recommendations given:

---

Signature of Board President

## **Signature Sheet**

By providing your signature below, you confirm that you have read these policies and procedures in the student handbook, understand them, and agree to abide by them.

---

---

Parent Signature

Date

---

---

Student Signature

Date