

OLIVE PUBLIC SCHOOL

STUDENT HANDBOOK

2021-2022

4th – 12th

REVISED AUGUST 2, 2021

Verification of Receipt of 2021-2022 Student/Parent Handbook

Olive Public Schools
2021-2022

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Administration Phone Numbers

Superintendent's Office	918-352-9567 Olive
High School	918-352-9568 Olive
Elementary School	918-352-9569 Olive Public
School.....	918-352-4044

School Address

9352 South 436th West Avenue, Drumright, Oklahoma 74030

www.olive.k12.ok.us

Jimmy Reynolds Superintendent jreynolds@olive.k12.ok.us Joanna Lobaugh Principal

jlobaugh@olive.k12.ok.us Patrick Martin Assistant Principal pmartin@olive.k12.ok.us

Olive Public School Board of Education

President Bob Pruitt
 Vice-President Steve Weaver
 Clerk Ginger Maxville
 Member Tina Winford
 Member Jessica Ochoa Santos

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Child- Find, identification, location and evaluation

Operation Child -Find is a special program to identify disabled children from age three to twenty-one who are not presently receiving a free appropriate public education. Children with disabilities may include the mentally disabled, hard of hearing, speech language impaired, hearing impaired, deaf, visually disabled, blind, seriously emotionally disturbed, orthopedic impairment, other health impairment, deaf-blind, autistic, developmentally delayed, multi-handicapped, or specific learning disabled, who, because of impairments, need special education. For further information or referrals, please call Olive Public Schools, 918-352-9568.

School Visitors

ADMINISTRATIVE GUIDELINES REQUIRE THAT ANY PERSON ENTERING THE SCHOOL CAMPUS MUST REPORT DIRECTLY TO AN ADMINISTRATIVE OFFICE FOR CLEARANCE. PERSONS ON THE SCHOOL CAMPUS WITHOUT AUTHORIZATION ARE TRESPASSING AND SUBJECT TO ARREST.

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Faculty and Staff

Banks, Kara kbanks@olive.k12.ok.us
Bishop, Libbi lbishop@olive.k12.ok.us
Carter, Darcy dcarter@olive.k12.ok.us
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Thomas, Kelli kthomas@olive.k12.ok.us
Thomas, Nancy nthomas@olive.k12.ok.us
Warwick, Matt mwarwick@olive.k12.ok.us

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General Information

RIGHT of Assembly/ Petitions/Freedom of expression

Students have the right to assemble lawfully and present petitions to the administration.

In exercising their right, students are expected to avoid interrupting the educational process or causing an unsafe environment for other students. The collection of signatures is only permitted before and after school, and during lunch.

Pledge of Allegiance

The Pledge of Allegiance to the United States Flag and the Oklahoma Pledge will be said daily in class and during programs or assemblies throughout the year. Students have the right not to participate, but non-participating students MUST remain silent and respect the rights of others during the ceremony.

Minute of Silence

The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her own individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Section 238.1 **School Laws of Oklahoma (70-11-101.2)**

Student Care / Release

Students are only released to the custodial parent/guardian and the non-custodial parent (with written authorization of the custodial parent and presentation of legal documentation providing the relationship to the student) or the custodial parent's designee. Photo identification is required for release. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a child, such as a divorce decree that limit or deny access to school information. The non-custodial parent is responsible for providing mailing information to the school principal.

Admission of Non-Resident Students

Provided that space is available and the student has not been suspended or voluntarily withdrawn for acts of violence or reckless disregard for others, the Olive Public School District will admit a nonresident student whose parents have acquired a signed legal transfer from their district of residence.

Admission of Foreign Students

The Olive School District will accept foreign exchange students participating in certified exchange programs and immigrant and refugee students. Sponsoring agencies and host

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families should contact the superintendent's office before enrollment.

Enrollment Requirements

Students are required to have up to date vaccinations, reside with a parent or legal guardian living within the Olive School District or have a legal transfer. Residency verification must be provided each school year. A certified birth certificate is required at the time of enrollment.

Students Entering / Reentering the District from Home School / Private Schools

Students entering or returning to the district from a non-accredited school will be tested and placed according to their test results. Transcripts from accredited programs will be evaluated for possible course and grade credit.

Affidavit of Support / Change of Guardianship / Residence Verification Adults serving as guardians for students in the district are required to show proof of guardianship with a certified court document, adoption papers, or transfer of guardianship through DHS or Social Security. Photo identification is required for both parties. Documentation such as property deed, notarized rental/lease agreement, or utility bill in residents name is required as verification of residency.

Student Insurance

The Olive School District does not provide students with health or accident insurance.

Student Welfare / Child Abuse

All employees are required by Oklahoma law to report suspected cases of child abuse or neglect to the Creek County Department of Human Services or Sheriff's office.

Students Records / F.E.R.P.A.

Upon request, the official records of a student may be inspected and reviewed by the student's parent/ legal guardian or a student eighteen (18) years or older.

Additionally, parents or eligible students have the right to: request amendment to the educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights; consent to disclose educational records, except where consent is not required to authorize the disclosure; file complaints concerning noncompliance to the U.S. Department of Education. The district complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.2). Records may be inspected at the school office between 8:00 a.m. and 3:00 p.m. Monday through Friday. A copy of the F.E.R.P.A. policy is available in all school administrative offices.

Pupil Rights Amendment / P.P.R.A.

Rights under the Protection of Pupil Rights Amendment affords parents and students

who are 7

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18 or emancipated minors (eligible students) certain rights regarding surveys conducted, collection and use of information for marketing purposes and certain physical exams. A copy of the complete amendment is available in all school administrative offices.

Emergency Care

Parents are required to provide emergency phone numbers to the school office. These phone numbers will be used in case of accident or emergency. A school employee will provide first aid and attempt to notify the parent/guardian as soon as possible.

Emergency medical services may be called if parents are unavailable. Expenses for emergency care will be directed to the parents/guardians. It is important that phone numbers be updated when there are changes.

Sexual Harassment / Race / Religion / Gender / National Origin or Disability Discriminations

District policy prohibits: unwelcome sexual advances; requests of sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs, or other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, playing cards, articles, books, magazines, photos or cartoons, which adversely affect a student's educational performance.

Victims shall be referred to the school counselor or principal. Perpetrators will be referred to the school counselor or principal and may be reported to the police. Any student who has been a victim of sexual harassment or harassment based on race, religion, national origin or disability should immediately report the incident to the teacher and / or principal.

The district does not discriminate, based on race, color, gender, national origin, religion, disability or age, in hiring, or access to, any of its services, programs or activities. Additionally, the district does not tolerate discrimination based upon race, color, gender, national origin, religion, disability or age. Any student who believes that he or she has been a victim of discrimination should immediately file a complaint with the principal / superintendent.

Closed Campus

Students (PK- 12) are required to remain on campus throughout the school day. Lunches are provided in the school cafeteria.

Drug Free Schools Policy

It is district policy that no student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other

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controlled substance or any non-intoxicating alcoholic beverage (example: low point beer); fortified wine or other intoxicating liquor; or transmit drug paraphernalia or counterfeit drugs; or possess, use, transmit or be under the influence of any other chemical or products. This policy shall apply to all students before, during and after school hours, in any school building, on the premises, in a school vehicle, at a school sponsored event or function, or during any period of time when students are subject to the authority of school personnel. Students in violation of this policy are subject to an out of school suspension.

Tobacco and Vaping Free Schools

Students will not be permitted to use tobacco, in any form, on district property. Smoking or use of tobacco in any form by anyone shall be prohibited in all school buildings or in any school vehicle at all times.

Gun Free Law

Any student, in this school district, who uses or possesses a firearm or weapon, at any school sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for not less than one full calendar year.

Weapon Free Law

Firearms or weapons will be confiscated and released only to the proper authorities. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individual with Disabilities Act Section 504 of the Rehabilitation Act.

Weapons are:

- A. 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.
- B. The frame or receiver of any such weapon.
- C. Any firearm muffler or firearm silencer.
- D. Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket, missile having any explosive or incendiary charge or any device similar to the above.
- E. Any object that may be used as a knife (sharpened to a point).

Student Enrollment Information

A. Pre-kindergarten – A child must be four years of age on or before September 1. Proof of birth date (birth certificate) and immunization is required.

B. Kindergarten – A child must be five years of age on or before September 1. Proof of birth date (birth certificate) and immunization is required.

C. 1st grade – A child must be six years of age on or before September 1. Proof of birth date (birth certificate) must be provided by parent if the child was not enrolled in Olive

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Public Schools for Kindergarten. Proof of immunizations and proof of successful completion of a Kindergarten program are required to enter first grade. Grade card or the withdrawal form from the last accredited school attended may be presented for proof of grade attendance.

D. Grades PK – 8 – A student will be placed in a grade according to grade information from the last accredited school attended. Grade card or the withdrawal form from the last accredited school attended will satisfy the proof of grade requirement. Students enrolling from home schooling or non-accredited private schools must demonstrate grade level knowledge of core subject areas.

E. Grades 9 – 12 – A student will be placed in the grade that is certified on the grade

card or certified student academic transcript or academic record from an accredited school. Students enrolling from a non-accredited school or home schooling will be required to demonstrate knowledge of subject matter before academic credit is certified.

F. Students with Individualized Education Plans should bring a copy of the I.E.P.to ensure placement in appropriate classes.

G. As a result of a Supreme Court ruling no school district shall deny admission and enrollment to a student based on undocumented alien status or the parents refusal to disclose their immigration status or social security numbers, which may expose undocumented status. (457 U.S. 200, 1982).

Bullying

Bullying, repetitive and intentional intimidation or harassment, whether written or verbal, is not allowed in the Olive School District. Behaviors that place another student in fear of harm, or insult or demean any student or group of students, such as name calling, racial slurs, pushing, crowding or hitting, pinching, making fun or threatening to hurt someone, shooting the finger at someone, telling mean jokes about someone, spreading rumors about someone, or taking things without permission are not allowed. These and other bullying behaviors are prohibited on school premises; at school, sponsored or school related activities, events or functions, where students are under the supervision of school personnel.

Withdrawal Procedures

A twenty- four (24) hour notice is required before withdrawing a student to move to a new school district. The notice will allow sufficient time for students to return books issued and clear outstanding financial obligations. Parents will receive a copy of the withdrawal form to use as proof of attendance when enrolling their child in the new district.

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Students withdrawing to home schooling must have parent or legal guardian complete home schooling affidavit.

Health Care

Olive Public Schools is a Medicaid provider under contract with the Oklahoma Health

Care Authority. Under this contract, Olive Public Schools may receive reimbursement for I.E.P., 504 and related services such as occupational therapy, physical therapy and speech therapy.

Students will need a doctor's statement to return to school when absence from school is caused by a common Non-Vaccine Controlled illness. This includes the following: scabies, fifth disease, hepatitis A, and chicken pox.

Students with a diagnosed illness must have a medical release to return to Immunization Requirements (Pre K – 12)

Oklahoma Law requires parents to present proof of immunization for: diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis, varicella, hepatitis A and hepatitis B before a student is admitted to or enrolled in any Oklahoma public school. The Olive Public Schools monitors and implements the immunization program according to State Law #1210-191.

Dispensing of Medication

- 1) All medication is to be brought by parent or guardian.
- 2) Arrangements can be made to meet parents.

All student medication is to be kept in the school office. Medication will only be dispensed to a student after a parent or guardian has completed the medication form. All medication (prescription and non-prescription) must be in the original container with directions for dispensing. All medication will be given by authorized employees of the school district and will be logged daily when dispensed. Prescribed inhalers will be allowed to be carried and dispensed by the student with proper documentation.

Remediation

When a student is in need of remediation in any subject they will be required to attend mandatory in-school remediation. The remediation will be provided each day. Examples of a need for remediation could include but not limited to failing a class or falling behind in total credits. The length of the remediation will be determined by the administration.

Student Responsibilities

Student Attendance

Students who are between the ages of 5 and 18 who reside in the Olive School District

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should be enrolled in school. Parents are responsible for their child's attendance and can be fined if they allow children to remain absent from school. Parents are also reminded that regular attendance is critical to academic success. Parents are advised that students are considered present only when they are actually in the classroom, virtually reported in by a parent, or participating in a school sponsored event. A child is recorded as absent, whether the absence is excused or unexcused. All absences are recorded on the student's attendance record. Attendance in grades PK-5 is recorded in half day increments. Attendance for students in grades 6-12 is recorded in each of the 6 periods of class time.

Excused Absences

Parents must contact the school before 9:00 a.m. **the day a student is absent**, to verify the reason for the absence. Excused absences include: illness or injury, doctor or dental appointments, bereavement, emergency in the immediate family.

Once a student moves to virtual learning, all assignments for that week are due by 11:59 each Sunday or they will be counted absent. It is the responsibility of the student or parent of the student to ask for missed work due to an absence. Work, including missed tests will have one day for each day absent to make up missed work. A maximum of 10 (activity absences) from any one class as a result of school activities is permitted each school year.

Tardy Students

Tardiness will not be tolerated and will be punished after the second tardy by detention with a warning that on the third tardy an absence will be issued. If this does not stop the problem then discipline will repeat i.e.: second tardy results in one hour after school detention and on the third another absence is assessed. If tardiness persists and becomes a chronic problem harsher discipline will be administered. At the end of the semester it will start all over again.

Activity Absences

A maximum of 10 activity absences for each class a student attends are permitted during the school year. A student, with the approval of parents may request in writing to exceed the 10-day activity limit. The principal has the authority to approve or deny the request.

Unexcused Absences

Eight unexcused or non-exempt absences during the school year will result in a failing grade.

Truancy

Oklahoma school law holds the parent responsible for a child's attendance at school.

Parents may be fined by the court if they allow their child to remain absent without a legal excuse. Police can detain children out of school. Parents are advised that the fifth

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absence constitutes truancy and the student will be dropped from school registers after ten consecutive day's absence. School officials must report truant students to the Creek County District Attorney.

College Absence

2 days for College Visits – Not counted against attendance if proper paperwork is provided.

Extra-Curricular & Co Curricular Activities

Olive Public School follows the regulations regarding eligibility outlined by the Oklahoma Secondary Schools Activity Association. To participate in a co- curricular activity the student must be enrolled in the class participating in the activity and have a passing grade. To participate in extracurricular activities a student must have a passing grade in all subject areas and a physical examination, parental consent certificate, insurance verification or waiver and a negative drug test. Students involved in disciplinary actions are not eligible for participation in extracurricular activities.

Care of School Property / Textbook / School Equipment Responsibility Students are responsible for the proper use and care of school property such as textbooks, library books, desks, uniforms, chrome book, and equipment, etc. The parent or legal guardian of a student is responsible for the replacement cost or damage repair to school property if it can be determined the damage was committed due to the student's negligence. Failure to meet financial obligations will result in the withholding of student records.

Financial Obligations

The principal may withhold grades, transcript, withdrawal form, report card or other records of any student who fails to make financial restitution for lost or damaged textbooks or library books, meals from the cafeteria or any other equipment that is property of the school district.

Personal Property

Students are responsible for the care and safety of their own personal property. The

student's first and last name should be visible on all personal property. The school district does not carry theft insurance to cover personal property and is not responsible for the loss, damage or theft of a student's personal property. Losses to students should be filed with the parent's homeowners or renters insurance.

Electronic devices are not allowed at school or at school sponsored events where students are under the direct supervision of school personnel. Devices will be confiscated and the parent/guardian contacted may retrieve the item from the school office.

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Use / Misuse of On-line Computer Services

Access to online computer services is provided by the Olive School District to staff, students and the community. The sole purpose of facilitating this resource is for educational purposes only. The district is not responsible for misuse of on-line services. Such misuse includes but is not limited to: obtaining inappropriate or sexually explicit material, illegal copying of information or music, causing a computer to code to self-replicate that might cause a virus or otherwise hinder computer performance or the use of another student's password for educational purposes. Students found guilty of such behaviors are subject to the loss of computer privileges and other disciplinary action.

Motor Vehicle Registration

High School students who drive motor vehicles to school must register their vehicle at the beginning of the school year or upon enrollment. Proof of driver's license and insurance verification are required. A parent's signature is required on the student driver form found in the appendix of this handbook. The sticker issued for the vehicle must be displayed at all times. Failure to follow parking and vehicle identification rules could result in the loss of the student's privilege to drive a vehicle to school. Students have the responsibility to know and follow rules and regulations established for the parking area.

Cell Phone Policy/Contract

A contract between the parent/guardian and the students must be signed agreeing to the following stipulations if a student is caught using a cell phone in the classroom or abusing cell phones use:

Disciplinary Measures for Misuse of Cell Phone

Students will be able to check their phones for calls or texts from parent/guardians between classes only, and if they need to contact them they have to get permission from a teacher or the office. Phones used otherwise to send texts, pictures and videos in any shape or form will be punished by prohibiting the student to bring their phone to school for a designated time set by the principal. If any of the communication is of a criminal nature like: videos or pictures of fights, occupied locker rooms, bathrooms or nudity, the student will be suspended three days immediately and the phone will be confiscated and turned over to the proper authorities for review and or prosecution. Anyone that is suspended due to illegal use of a cell phone will not be allowed to bring their phone to school for a time equal to a year.

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The first offense the phone will be confiscated and will be kept until the end of the day. Parents will be contacted. A student who has their phone confiscated for the second time will be prohibited to bring their phones to school unless the parent/guardian calls for an exception due to medical reasons or for after school extra-curricular events and need to contact them when they need to be picked up etc. In this case, if approved, they will need to bring the phone to the office and check it in at the beginning of school and pick it up when they leave school.

We want to be on the same page with parent/guardian as far as what we expect of our students. We want to make sure we have your child's focus in the classroom. Cell phones can become a distraction to their learning process.

Transportation Bus Rider Rules

The Olive School District has developed a Bus Rider's Handbook for the safety of all students who utilize the bus for transportation to and from school. Students and parents should familiarize themselves with the handbook in order for the safe transportation of students and how the school can best provide the bus service to each eligible student.

Safety Tips

Be aware of the Danger Zone – The Danger Zone is the ten (10) feet area around the bus. The bus driver cannot see you when you are in the Danger Zone. If the bus starts moving while you are in the Danger Zone, you could be injured.

Safety Tips at the Bus Stop

Wait at a safe distance for the bus to stop, away from the road

Do not play around while waiting for the bus

Wait until the bus comes to a complete stop before approaching

Walk to the bus single file

Use the handrail to get on and off the bus

Move away from the bus door quickly once you are off the bus

Walk at least (10) steps ahead of the bus along the edge of the road

Wait until the driver signals you to cross the road – check traffic first

Eligibility to Ride a Bus

Elementary, Junior High, and High School students who legally reside within the boundaries of the school district and live more than one and one-half miles from the school are eligible for bus transportation.

Students who transfer into the district are not eligible to ride a district school bus and must provide their own transportation.

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Students must ride the same bus every day.

Emergencies

In the event of an emergency on the school bus, students must always cooperate with the bus driver. Student's should remain calm and be quiet so they can hear the driver's instructions. This is especially critical if it becomes necessary to evacuate the bus due to an immediate hazardous condition.

Riding a Different Bus

Students are expected to ride their assigned bus each day to and from school and to

get on and off at their assigned bus stops. Any student who wishes to be picked up or dropped off at a different place other than the assigned must have permission before the request. Notes

to the bus drivers will not be accepted. A written request must be submitted to the principal's office prior to any deviation to the assigned pick up and drop off location.

While on the bus.

All rules for the classroom apply to the bus. No loud talking or yelling permitted. Always cooperate with the bus drivers and other school officials.

Remain seated and face forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only be effective if you are sitting properly.

Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and the parents will be held responsible for damage to the bus or property outside the bus if damage is caused by the student. Vandalism caused by the student will be responsibility of the student or parent.

Be courteous to the bus driver and fellow passengers. Use of profanity will not be tolerated.

Help keep the bus clean.

Keep all parts of the body inside the bus at all times.

Only food or beverages allowed by the bus driver is acceptable.

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Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus.

Remain absolutely quiet when the bus is approaching and stopped at a railroad crossing.

When leaving the bus

Exit the bus in an orderly manner (no pushing or shoving).

If you must cross the street, walk away from the bus and forward about twelve (12) feet until you can see the driver's face. Cross only after the driver motions for you to cross. Check traffic as you cross the street. Never cross behind the bus.

Cross over about six (6) feet away from the side of the bus and stay away from the wheels. Do not attempt to grab the bus or to run after the bus.

Never crawl under the bus for any reason.

Go directly home after leaving the bus.

Parent's Responsibilities

The task of transporting students safely and efficiently can only be successfully accomplished with the cooperation and help of parents who are encouraged to reinforce safety guidelines with their children and to support and appreciate disciplinary measures. All the guideline are designed to help insure a SAFE and pleasant ride for ALL students. Knowledge and support by parents concerning student responsibilities and disciplinary procedures will help the children retain their privilege of riding the bus. Listed below are responsibilities which parents should be familiar to insure a safe ride for everyone.

Make sure students are at the bus stop five (5) minutes before the scheduled bus arrival. Be sure they dress appropriately for the weather.

Supervise your children to, from, and at the bus stop for their safety and protection.

Teach children to keep their hands free for balancing and holding onto the hand rail.

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Teach children the rules for safe bus riding.

Teach children their address, phone number, and bus number.

Accept responsibility for the behavior of your children while riding the bus and at the bus stop. If bus riding privileges are revoked, parents must provide transportation to and from school until privileges are reinstated.

Send a written note if your child is to be dropped off or picked up somewhere on the bus route. The bus drivers will not recognize a written note that has not been approved by the principal's office.

Student's Responsibilities

Before the bus arrives

Arrive at the bus stop five (5) minutes before the bus is due. Dress appropriately for the weather.

Wait for the bus in a safe area, stand ten (10) feet back from the roadway and wait until the bus comes to a complete stop before approaching.

Form a single line and enter the bus in an orderly manner (no pushing or shoving).

When entering or exiting the bus, always use the handrail.

Once you have entered the bus, find a seat quickly (if none assigned).

Never try to pick something up that has fallen close to the bus.

Transportation

In accordance with Oklahoma State Law, the Olive School District provides transportation to all students living more than one and one half miles from school and those students attending the vocational/technical program. The driver is in charge of students while they are aboard the bus. Students should:

- Respect the driver at all times.**
- Remain seated while the bus is moving.**
- Keep the bus clean.**
- Avoid tampering with bus equipment.**
- Sit in seat assigned by driver.**



- Keep the aisle clear of books, coats and other objects.
- Avoid loud talking, laughing or actions that may distract the driver.
- Not extend any body part out of the window.
- Not throw any object from the bus.
- Not smoke or use smokeless tobacco.
- Not bring alcohol or any illegal substance on the bus.
- Not board the bus if under the influence of alcohol or controlled substances.
- Not bring guns, weapons, or weapon replicas on the bus as prohibited by State law.

It is the bus driver's duty to report any violation of bus rules to the principal. The principal has the authority to withdraw the privilege of riding the bus or use of other disciplinary measures when violations occur. Withdrawn privileges to ride the school bus or other disciplinary measures may be appealed to the superintendent of schools by the parent or child's guardian. The parent or guardian may appeal the superintendent's ruling to the Olive School board. Child safety seats and seatbelts are not provided by the school district.

Bicycle Rules

Students may ride bicycles to and from school but not on the school campus when school is in session. Students should dismount from the bicycle, and walk the bicycle to the designated area. The school district does not provide theft insurance and is not responsible for lost, stolen or damaged bicycles. Students should follow safety procedures when riding a bicycle. The use of a safety helmet is recommended for students.

Student Dress / Personal Appearance

Students may choose their own grooming and clothing styles, provided that: such apparel or hairstyle does not interfere with schoolwork or create disorder in the learning environment. Community standards of health, safety and morality must be maintained at all times. Footwear, pants, and shirts must be worn at all times. The wearing of the following apparel is prohibited:

- 1 Sun glasses in the buildings or classrooms;
- 2 Cutoffs or shorts shorter than fingertip length while standing straight;
- 3 Clothing that reveals the chest, such as net shirts or undershirts, see-through blouses, low cut blouses or shirts, halters, tube tops, sleeveless shirts that reveal the underarm;
- 4 Clothing that exposes a bare midriff or abdomen;
- 5 Shirts or dresses with straps less than one inch wide (4th through 12th);
- 6 Satanic cult dress, witchcraft and related symbols or gothic dress;
- 7 Any item of clothing with profanity or suggestive slogans related to the purchase or use of tobacco products, alcohol, drugs, sex or violence;
- 8 Obscene or vulgar jewelry;
- 9 Caps, hats or head coverings of any kind in the building

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- 10 Spandex sportswear or biker shorts – Blouse or shirt must cover buttocks;
- 11 Jeans, pants or slacks worn below the waistline that result in sagging or the abdomen being exposed;
- 12 Untied tennis or athletic shoes worn in an unsafe manner;
- 13 Tattoos referencing profanity, sex, violence, satanic cults, witchcraft or suggestive slogans related to the purchase or use of tobacco products, alcohol, or drugs.
- 14 Expensive or excessive jewelry (multi chains, rope necklaces or multi-finger rings);
- 15 Shoes with wheels;
- 16 Facial paint (except on special occasions as determined by the administration);
- 17 Any item of dress that is a distraction to the educational process;
18. Unnaturally colored contact lenses or those that cause distraction during school or school activities.

The building principal has the authority to determine if any item of clothing, jewelry or hair is a distraction to the educational process.

The student will be required to wear a proper garment over any garment found to be in violation of the dress code.

Student Conduct and Discipline

District regulations state that student behavior should be based on respect and consideration for the rights of others. Students who violate the rights of others or violate district, school or classroom rules shall be subject to disciplinary actions, whether on or off campus. This includes activities in conjunction with or independent of classes and school sponsored activities. The discipline of a student with a disability shall be in accordance with the specific laws, policies and regulations governing such students.

Olive Public School may use several forms disciplinary action for misconduct. This may include, but is not limited to, detention (in-school or after school), Saturday school, school or community service, restitution, parent shadowing, corporal punishment or suspension.

The following are considered acts of misconduct and may warrant disciplinary action:

- Profanity
- Excessive tardiness
- Property damage
- Possession of tobacco

- Larceny, theft or burglary
- Defiance of school personnel
- Truancy
- Fighting
- Vandalism
- Distribution of medication to another student
- Assault on any school personnel
- Assault on another student

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- Disruption of school environment
- Violation of dress code
- Possession of any device that is designed to use as a weapon or cause injury to another person.
- Possession of any item that is designed as a weapon or could be used to injure another person.
- Possession of any incendiary device
- Sexual misconduct (action, verbal or written)
- Violation of computer use policy
- Violation of bus rules
- Bullying, harassment or intimidation (written, verbal, or physical act)
- Any activity or behavior that promotes student to act in a manner that interferes with academic behavior, (drugs, alcohol, choking of another student etc.)
- Any criminal act according to Oklahoma state law

Any disciplinary action may be used at the discretion of the building principal. Disciplinary action should be appropriate to the level of misconduct and it should take into account the educational wellbeing of the student.

Suspension of Student

A student in violation of district policy or regulation may be suspended short or long term. A short- term suspension can last for up to ten (10) days. A long- term suspension shall not exceed the current semester and the succeeding semester. A student that is suspended cannot attend or participate in school or extra-curricular activities.

A suspension is defined as an out of school placement for one of the following reasons:

1. Violation of district policy, rule or regulation
2. Immorality
3. Adjudication as a delinquent for an offense that is defined as a non-violent or violent offense by Oklahoma Statutes
4. Possession of an intoxicating beverage or low-point beer
5. Possession of stolen property taken from another student or school employee or from the school itself or items taken while at school or during a school activity
6. Possession of a dangerous weapon (any confiscated weapon will be sent to the sheriff's department)
7. Possession of a controlled or illegal substance as defined by statute
8. Any act of violence at school or while attending or participating in a school related

activity. **Students suspended for possession of dangerous weapons, controlled substances or**

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firearms must be suspended long-term. The student is entitled to an education plan.

Education Plan

Any student who has been suspended for violating District policy or regulation, or who is suspended for reasons stated under suspension, shall be placed on an education plan during the suspension. The student's teacher or teachers must design the education plan. Parents or guardians are responsible for supervising the completion of the plan within the designated time period. The plan should be designed to reintegrate the student into school when the suspension is expired. A copy of the plan shall be given to the student and to the student's parents or guardians.

Due Process

Each student is entitled to due process during the educational process. This includes disciplinary action. Each student should be advised of the misconduct he or she is being charged with and each student should be allowed to present his or her view of the

misconduct. Written notice should be given immediately to the student following an evidentiary hearing. Parents should be notified in writing as soon as possible for minor incidents. Parents should be notified immediately if a student faces long or short term suspension from school.

A student is entitled to an evidentiary due process hearing before a long- term or short-term suspension can be assigned. A student found in possession of alcohol, a controlled dangerous substance or a dangerous weapon or firearm, or whose presence poses a continuing danger to a person or property, or an ongoing disruption of the educational process may be immediately removed from school. Written notice should be given to the parents not later than 72 hours after the removal from school. A suspended student has the right to an appeal. A student or his parents may request a hearing with the Superintendent of Schools within five school days of the written notice of suspension. Any student who fails to schedule a hearing within five school days waives their right to appeal. The principal is responsible for making clear to the student and their parents that they have a right to appeal any suspension to the Superintendent of Schools.

The suspended student is entitled to a fair hearing with the Superintendent of Schools. The hearing will serve to determine the facts of the suspension and to determine guilt or innocence of the accused student. The length of the suspension should be commensurate with the seriousness of the misconduct. The decision of the Superintendent is final. At the hearing with the Superintendent the following due process procedure will occur:

1. A statement of the charge, specifically identifying the rule allegedly violated and stating the length of the proposed suspension;

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2. An explanation of the evidence, summarizing the facts of the incident which form the basis of the charge;
3. The names of all witnesses who will be called to testify against the student and a brief summary of the expected testimony of each witness. Further identification of witnesses who are not students or employees of the school district shall be provided upon request.
4. The identity of any affidavit, statement or other document the school plans to introduce as an exhibit, and their right to inspect the same within a reasonable time before the hearing;
5. The date, time and location of the hearing;

6. The procedure to be followed at the hearing;
7. The right to be represented by a person of their choosing;
8. The right to confront and cross-examine adverse witnesses who give oral testimony at the hearing;
9. The right to present witnesses, affidavits, statements and other documentary evidence on behalf of the student;
10. The right to remain silent;
11. The further appeal process if found guilty following the appeal to the Superintendent of Schools;

Appeal of Student Suspension

Any student may appeal a short or long-term suspension. The student will remain on suspension while the appeal is pending. After a hearing with the building principal that results in a suspension and after a due process hearing with the Superintendent of Schools, a suspended student may then request a hearing before the Olive Board of Education. The request must be in writing and it must be addressed to the Clerk of the Board within three school days after receiving written notice of the result of the due process hearing before the Superintendent of Schools.

Discipline of Student with Disabilities

The discipline of students with disabilities shall be in accordance with the specifics outlined in the *Individuals with Disabilities Education Act (IDEA)*.

Honors Classes

The Olive Board of Education is pleased that Olive High School is included in the program of the Regional Center for the Oklahoma School of Science and Mathematics which provides advanced educational opportunities for eligible students who are gifted in math and science. The Board encourages students to participate in these classes. Additionally, the Board accepts the Guidelines established by the Oklahoma School for Science and Mathematics Regional Center. Copies of the guidelines are on file in the offices of the Superintendent of Schools, High School Principal, and High School Counselor.



students may be eligible to earn college credits while attending high school. Oklahoma law provides the opportunity for provisional admission to a college or university in the Oklahoma State System of Higher Education as a special student when the student meets certain requirements. The student shall be eligible to satisfy graduation requirements in the spring of their senior year, including curricular requirements for college admission, as attested by the high school principal. The student must meet or exceed composite ACT or SAT score requirements. Beginning the 2010-2011 school year, concurrent enrollment at a college may be applied toward a core curriculum requirement for high school credit. To qualify, the course must meet the same rigor and cover all required curriculum of the high school core curriculum. Principal approval must be obtained prior to a course being transcribed for high school curriculum classes. Other course restrictions may also apply. Course work on the Olive campus, at the college or university site, and travel time of one hour may be used to compute the 7 hour school day attendance requirement. The District shall not be responsible for transportation.

Because of the rigorous academic requirements of the accelerated curriculum offered at the Regional Center* and Oklahoma colleges and universities**, it is the policy of this school district that students who are enrolled at the Regional Center or concurrently enrolled at an Oklahoma university or college will receive an additional credit (0.5 unit) for each semester-length class successfully completed, with "Honors" notation, and the point value of grade earned increased by one point. Example: Jane Student completes Advanced Calculus and Advanced Chemistry at the Regional Center with grades of B and A. The grades become two 4.0 A's and two 5.0 A's on Jane's Olive High School transcript, with appropriate "Honors" notation.

Because Olive High School does not provide courses at the level of those taught at the Regional Center, and because a minimum credit is of one semester's length, establishing a satisfactory revised schedule for a student who returns to Olive High

School midterm will generally not be possible. It is, therefore, the policy of this school district that a student who applies, is accepted, and enrolls at the Regional Center for the Oklahoma School of Science and Mathematics will commit to complete the full semester at the Regional Center.

The Olive Board of Education on October 1, 2018 approved Honors Classes, on the local level, as weighted with the stipulation that any Honors Class will meet the rigor of an upper level class.

*verification of "Honors" designation classes will be obtained from CareerTech annually



Student Evaluation and Grading

The Olive Public School District provides an instructional program, which enables all students to learn. High priority is given to learning experiences, which serve as a foundation for a child's total educational development (reading, writing computing, etc.), as well as the stimulation of intellectual curiosity, critical thinking, problem solving abilities and aesthetic appreciation.

The Olive Public School District believes that grades and grading practices should be administered in a fair, equitable and consistent manner. The evaluation of student progress is based upon skill mastery. Each discipline is represented by instructional objectives and is described in the Oklahoma OAS objectives.

Student evaluation and grades are based on daily performance, homework, classroom tests, essential skills tests, individual and group projects and portfolios, attendance and any other activities.

Pre-Kindergarten

A Conference Skills Checklist is completed each semester to indicate progress made in the pre-kindergarten program. Parent conferences to discuss progress will occur each semester.

Kindergarten

Kindergarten students' skills are measured to indicate a mastery of skills. Each student's progress is measured in Language Arts, Reading, Math and Social Growth.

1stthrough 3rd Grade

Progress of Olive Elementary students is measured in Language Arts, Reading, Math, Science and Social Studies. Students are assigned a letter grade of A, B, C, D or F in those core areas.

4ththrough 8th grade

Progress of students is measured in the core curriculum areas, science, social studies, language arts, mathematics, and elective classes. Students are assigned a letter grade for each class taken.

Letter Grading System

The letter grading system for Olive Public Schools is as follows:

A 100-90 4.0 D 69-60 1.0

B 89-80 3.0 F 59 and below 0.0

C 79-70 2.0

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High School Credit System (9-12)

Students earn credits at the high school level. Students will earn a letter grade depending on the level of demonstrated competency in a course.

Students are classified by the number of units they have completed. Minimum credits required for each classification are as follows:

Freshmen 0 to 7 units

Sophomore 7 to 14 units

Junior 14 to 21 units

Senior 21 to 28 units

Oklahoma graduation requirements for incoming freshman beginning 2007-08 will be distributed at enrollment and the student and parent/guardian must sign the intent form for college preparatory track classes or the general education class track. This form is available in the high school office for parents and students to review.

GRADUATION REQUIREMENTS

The Olive Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

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

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

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

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

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

For those graduating prior to July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements. For those graduating after July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Science

3 units or sets of competencies required for those graduating prior to July 1, 2018 as follows:

1 unit of Biology I¹
and

2 units which may include:

Chemistry I
Physics
Biology II
Chemistry II
Physical Science
Earth Science
Botany
Zoology

Physiology
Astronomy
Applied Biology/Chemistry
Applied Physics
Principles of Technology
Qualified agricultural education courses
Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

¹ These courses may be taught in a contextual methodology. Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
Other science courses with content and/or rigor equal to or above Biology I
A science, technology, engineering and math (STEM) block course.

For those graduating after July 1, 2018, 3 units or sets of competencies of laboratory science approved for college admission requirements:
1 unit or set of competencies of life science, meeting the standards for Biology I:
1 unit or set of competencies of physical science, meeting the standards for
Physical Science, Chemistry or

Physics; and
1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

Language Arts

4 units or sets of competencies
1 unit of Grammar and Composition and
3 units which may include
American Literature



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English Literature
World Literature
Advanced English Courses
Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies
1 unit of United States History
½ to 1 unit of United States Government

Mathematics

3 units or sets of competencies
1 unit of Algebra I¹
and
2 units which may include:
Algebra II
Geometry¹
Trigonometry
Math Analysis or Precalculus
Statistics and/or Probability
Calculus
Computer Science I and II
Intermediate Algebra
Mathematics of Finance
Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or

twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education

Other mathematics courses with content and/or rigor equal to or above Algebra I
A science, technology, engineering and math (STEM) block course.

Updated changes to these plans are given to students yearly.

½ unit of Oklahoma History
½ unit to 1 unit which may include:
World History
Geography
Economics
Anthropology
Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

The Arts and Computer Education

2 units or sets of competencies for those graduating prior to July 1, 2018. Those graduating after July 1, 2018 will be

required to earn 1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Electives

Units or sets of competencies
7 College/9 Work

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In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act as well as state requirements for ICAP and citizenship

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school

credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator

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may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade pr

prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Promotion Criteria for K-12 Students

Students who demonstrate academic competency will be considered eligible for promotion to the next higher level. Academic competency is indicated by use of criterion- referenced tests, teacher observation, course grades, and attendance in grades K-8. **Students in grades 1-8 must have a final grade that of 60 or higher in each core curriculum area to be promoted to the next grade.** 9 -12th grade students must receive a passing grade in order to receive credit. Students who do not satisfactorily complete a course do not receive credit. Students who do not meet the district attendance policy also will not receive credit.

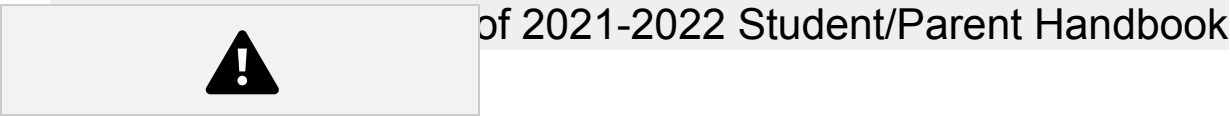
Retention of Students

Olive Public School reserves the right to retain a student who does not meet the district’s requirement for promotion. Parents or guardians must be notified of the decision to retain their child in writing. Any parent or guardian, who is dissatisfied with the decision to retain a child, may appeal the decision by contacting the building principal within three school days of notification.

The principal will set up a conference with the Superintendent of Schools and the parents. The Superintendent of Schools will render a decision within 5 (five) school days. Parents or guardians who are dissatisfied with the decision may appeal to the Olive School Board of Education within 5 (five) school days by contacting the Clerk of the Board of Education by written notification at 9352 S. 436th West Avenue, Drumright, OK 74030. A hearing with the Board of Education will then be set up to hear the appeal.

Class Assignments

Students are required to complete any class work that is missed as a result of an absence. The students will be given one school day for every school day of the absence if the absence is excused. Work that is missed due to an unexcused absence must be made up but credit may not be awarded for the assignment.



Proficiency Testing

Students may advance forward by subject, course or grade level based upon mastery of the Oklahoma Academic Standards. A student must score at least ninety percent (90%)

on the test. Grade level tests are available for grades 1-8.

Course level tests are available for grades 9-12. Interested students may contact the school principal for more information.

Criteria for Academic Recognition

Students will be recognized for academic success in the following manner:

Superintendent's Honor Roll Students with a 4.0 grade point average

Principal's Honor Roll Students with a 3.0-3.9 grade point average

Honor Rolls will be based on a semester grade only for the first and second semester of each year. Honor Roll student names will be released to the press for publication. Their names will not be sold for profit to any agency.

Presidential Academic Scholars recognition will follow guidelines designated for qualification by the United States Department of Education.

Students completing all areas successfully of the President's Physical Fitness Test will be recognized for that achievement through the physical education program.

Alternative Education

Olive Public School offers an alternative to those students who may struggle to succeed in a traditional educational setting. Enrollment is limited and those students who may be interested in applying should do so through the High School Office.

Extra-Curricular Programs

Olive Public Schools offer a wide variety of extra-curricular activities. These include FFA, FCA, Academic Bowl, Cheerleading and others. Interscholastic extra-curricular activities are governed by the OSSAA. Olive Public Schools abides by the rules of that governing body. Each sponsor or coach will provide participants with a policy for participation in their activity. Extra-curricular participation is not a requirement. There

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should be no expectation of procedural due process in the participation in these activities.

Drug Testing

The Olive Public School Board of Education, in an effort to protect the health and safety of its student participants from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Olive Public School

District, has adopted a policy for drug testing of all student participants. The policy is located in appendix A of this handbook.

Tutoring

Various tutoring programs are available in our school throughout the school year. Parents who wish their children to participate in a tutoring program should contact the Principal’s office for specific information.

Mentoring

Mentors may be available through a variety of situations throughout the school year.

Child Nutrition

A well prepared, nutritious breakfast and lunch is served in the Olive School Cafeteria. Free and reduced meals are available for eligible children. Applications can be completed in the school office.

Additionally, the Olive School Board has passed the following School Wellness Policy: Olive Public Schools is committed to the philosophy that healthy children perform better in school and are therefore more likely than unhealthy children to successfully complete their education. Also, healthy staff members can more effectively perform their duties and serve as role models of appropriate wellness behaviors for the students in the district.

Reflecting this philosophy the following local wellness policy, is in compliance with the requirements of Public Law 108-265, shall serve as a framework for the students, staff and patrons of the district illustrative of a sound commitment to local health and fitness.

- 1. It is the goal of the Olive Public Schools to provide nutrition education, physical activity and other school-based activities designed to promote student wellness. Such activities shall be undertaken in a manner that the board of education determines is most appropriate for the students of the district.

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- 2. Guidelines selected by the district for all foods available on campus during the school day shall have the objective of promoting student health and reducing childhood obesity.
- 3. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections(a) and (b) of section 10 of the Child Nutrition Act(42 U.S.C. 1758(f)(1) and 17(a), as those

regulations and guidance apply to schools.

4. The district shall measure implementation of the wellness policy. At least one person within the district shall be responsible for such measurement, insuring that the district meets the guidelines and objectives of the Wellness Policy.
5. Wellness is an ongoing and dynamic process. As the Wellness Policy is developed

and implemented, the district shall involve parents, students, representatives of the school food authority, the school board, school administrators, teachers, and the public in this process.

Parent Conference Days

Parent conference days are scheduled two times per school year. Parents should plan to visit their student's teachers during these times. Parents may schedule times during the conference days to check the academic progress of their child.

Special Reports to Parents

Teachers are responsible for contacting parents as soon as they determine that a student is performing unsatisfactorily. In instances of unsatisfactory school performance, teachers are required to send written notifications to parents. These notifications will be sent weekly following the fifth week of each semester.

Parent Complaint Procedures

Any parent with a complaint must follow these procedures:

1. Set up a conference with the teacher
2. If the conference does not resolve the issue, a meeting including the Principal will be set up.
3. If the complaint cannot be resolved with the Principal, the parent may contact the Superintendent to set up a meeting.
4. If the Superintendent cannot resolve the complaint, the parent may ask for a hearing before the Board of Education. The Board's decision is final.

Parent Organizations

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The Olive Public School District encourages parental involvement in the district's educational process. Parents are encouraged to visit school, attend school programs and check on the progress of their children. The district also encourages parents to become involved in parent service organizations.

Title I

The Title I program is a pillar of the *No Child Left Behind Act of 2001*. This education legislation serves as the framework to improve academic achievement levels of disadvantaged students and is designed to give the school district more local control of the educational process. Our district uses these funds to provide a better opportunity for educational success. Parent/Teacher learning compacts will be distributed to parents at school enrollment. It is the obligation of the teacher and parent to work together to enhance the education of each child attending Olive Public Schools.

Parents Right-to-Know

Of a parent of a student in a Title I school you have the right to request and receive information in a timely manner regarding the professional qualifications of your child's classroom teachers. The information regarding the professional qualifications of your child's classroom teachers shall include the following:

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

Guidance Program

The district provides a guidance program for students in PK-12 grades. The guidance program is designed to assist students in decision making throughout their school career. The program includes testing, evaluation, career orientation, college assistance and general guidance as well as in character education and bullying intervention.

Alumni Association

Persons who are graduates of Olive High School, former students, teachers, and supporters are encouraged to become involved in their association. The name and



office.

Homecoming

Football

King and queen. Each sport nominates a senior female candidate. Sports include golf, softball, football, cheerleading, and baseball. Basketball does not participate. Each candidate must be in good standing with their grades and attendance according to eligibility.

King senior candidates will be nominated by football players. Football votes on senior king. The queen will be selected by all kids 9th-12th grades. Approved September 7, 2021.

Basketball

Homecoming will be set each year by the school administration. The coronation ceremony will be held between the varsity girl's game and the varsity boy's game.

The Homecoming King and Queen will be selected by secret ballot vote of the participating boys and girls. All senior members will be eligible as candidates. One girl and One boy from each of the junior, sophomore and freshmen class may represent their class as an attendant only once during their three years as an underclassman, unless the number of participants in a class is less than three.

Honors Banquet

Each spring the top students of each grade are chosen to attend a banquet in their honor. The students are chosen on their cumulative GPA for that academic year. The first twenty-seven weeks are used to average GPA's for selection to the banquet. If there is a tie, those students involved will be invited.

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Valedictorian

The valedictorian will be selected from a cumulative GPA for seven semesters. The valedictorian of the senior class will be that student with the highest overall grade point average. If there is a tie, the students will be co-valedictorians.

The eighth grade valedictorian will be the student with highest cumulative GPA from the previous three semesters. If there is a tie, students will be co-valedictorians.

Salutatorian

The salutatorian of the senior class and of the eighth grade class will be the next highest cumulative GPA. In the senior class it will be a seven- semester average and in the eighth grade it will be the previous three semesters.

To be eligible for valedictorian and salutatorian, students must have attended Olive Public Schools for the entire school year and must have met all graduation requirements by the end of the first semester of their senior year.

Commencement

Graduation will be held in May of each year at the end of the academic school year. Seniors will graduate on the Friday evening following the last day of school.

Kindergarten will have a promotion assembly during the last week of school; eighth grade will have a promotion ceremony during the last week of school.

Escorts for graduation will be chosen from the junior class and from the seventh grade. The top two academic grade points will be chosen as escorts for graduation based on cumulative grade point averages. In case of a tie, students will be added as ushers as needed.

Olive Public Schools strive to present our seniors in the most professional light during commencement. To do this, seniors will be expected to follow a dress code during commencement. Women will wear a dress or slacks with appropriate shoes. No flip-flops will be allowed. Men will wear slacks or jeans (without tears or fraying) and a dress shirt. Caps and gowns will be worn during the commencement ceremony. Writing on the caps must be approved by school administration.

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In addition, the senior panel pictures will require seniors to follow the same dress code as required for commencement.

8th grade commencement promotes 8th graders to high school. To show the growth and maturity of the students, the 8th graders will have a dress code for commencement. The girls will wear a dress or slacks, and appropriate shoes. No flip-flops will be allowed.

Boys will wear slacks or jeans (without tears or fraying), and a dress shirt. Caps and gowns will be worn during the commencement ceremony. Writing on the caps must be approved by school administration.

School Sponsored Dances

Olive Public School encourages student organizations to sponsor dances. Each year there will be a Homecoming Dance and the Junior-Senior Prom. Organizations may ask for approval of additional dances. Olive students may invite one guest to attend a school dance. In order to do so, a dance permission form signed by the Olive student's parents must be submitted to the school prior to the day of the dance.

A final decision will be made by the Olive Public School administration. Non-Olive students without signed permission forms will not be allowed to attend the dance. The Olive School Dress code applies to school sponsored dances. Any student who does not comply will not be allowed to attend the dance. This applies to student guests as

well as Olive students.

Olive Junior Senior Prom is considered a formal event and attendees must adhere to the dress code as set forth by the Olive Board of Education. The dress code is for anyone that is attending the prom, including all outside guests. Any questions regarding the appropriateness of clothing should be brought to the attention of the high school principal prior to purchasing the clothing.

The prom dress code is as follows:

Formal dresses in good taste.

Jeans will be allowed, but they must be starched.

No footwear that is prohibited in the standard school dress code is allowed.

No T-shirts or any other type of clothing that is not considered formal.

Backpacks and School Bags

Students in Pre-kindergarten through 12th grade may carry school bags. Students may also carry a hand- bag or purse. Any bag or backpack is subject to search by any school employee according to Oklahoma State Law and Olive School Policy. All

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backpacks must be kept in lockers.

Gym Bags

Students who participate in athletics may bring their equipment, gear and uniforms in a gym bag. The bag must be taken to their respective coaches and checked into a locker

before first hour begins. It is advisable to bring a lock to use during the school day. The school will not be responsible for items stolen from the locker room. Locks should be combination or keyed locks. A spare key or the combination may be given to the coach or to the office for safekeeping and in case something happens to the original. Varsity athletes will be allowed to leave their bags in their vehicles during the school day. Coaches will allow athletes to get personal items from their bags only with permission and direct supervision.

Driving Policy as it relates to the end of school day

From the hour of 3:00 p.m. to 4:00 p.m. no students' vehicles will be driven onto campus west of, or past, the gate north of the gymnasium. All students will be seat belted. The school district assumes no responsibility if this policy is not followed.



Appendix A

Student Participant Drug Testing Policy and Forms of Consent

The Olive Board of Education, in an effort to protect the health and safety of its student participants from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Olive Public School District, adopts the following policy for drug testing of student participants.

STATEMENT OF PURPOSE AND INTENT

It is the desire of the Board of Education, administration, and staff that every student in the Olive Public School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extra-curricular activities. This policy is intended to supplement and compliment all other policies, rules and regulations of the Olive Public School District regarding possession or use of illegal drugs.

Participation in school sponsored extra-curricular activities at the Olive Public School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student extra-curricular participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct. This includes avoiding the use or possession of illegal drugs. Additionally this school district is contracted to follow the rules and regulations of the OSSAA whose Rule No. 4 Section 1 (a) specifically states: A student whose conduct or character at school is under discipline or whose conduct outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purpose of this policy is to prevent illegal drug use, to educate students as to the serious physical, mental and emotional harm caused by illegal drug use, to alert students with possible substance abuse problems to the potential harms of illegal drug use, to prevent injury,



illness and harm as a result of illegal drug use, and to

strive within the Olive Public School

District for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature.

The sanctions of this policy relate solely to limiting the opportunity of any students found to be in violation of the policy to participate in extra-curricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in activities on behalf of the Olive Public School District. For the safety, health and wellbeing of the student participant of the Public School District, the Olive Public School District has adopted this policy for use by all students participating in extra-curricular activities in grades 7-12.

I. Definitions: “Participant” means a member of any middle school or high school, public school district student activity team. This includes athletes and cheerleaders and other participants.

“Drug use test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person’s urine.

“Random Selection Basis” means a mechanism for selecting student participants for drug testing that:

A. results in an equal probability that any student from a group of student participants subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any student participant selected under the mechanism.

“Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

“Performance-enhancing drugs” include anabolic steroids and any other natural or 40



synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not

include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute “reasonable suspicion”. In the context of performance-enhancing drugs, “reasonable suspicion” specifically includes unusual increases in size, strength, weight or other athletic abilities.

II. Procedures

A physical examination form signed by a parent/guardian is required before a student may participate on an Olive School extra-curricular team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on student participants health and performance will be included as part of that physical examination.

Each student participant shall be provided with a copy of this policy and a “Student Drug Testing Consent Form” which must be read, signed and dated by the student participant, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent shall provide a urine sample: a) as part of their annual physical; b) as chosen by the random selection basis; and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities unless the student has returned the properly signed “Student Drug Testing Consent Form” activities.

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All student participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of their annual physical examination. Student participants who have physical examinations done by their personal physician must nonetheless comply with the policy

requirements set out below regarding drug use testing. A student athlete who moves into the district after the school year begins will have to undergo a drug test or provide proof of a clear drug test administered during the school year before they will be eligible for participation.

Drug use testing for student participants will also be chosen on a random selection basis monthly from a list of all athletes who are involved in off-season or in-season activities. The Olive Public School District will determine a monthly number of student's names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug tests required above, any student may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the director, principal, teacher, sponsor or coach of the student participants.

The Olive Public School District will set a fee to be collected from each student when this consent is signed and returned to the coach before the beginning of the athletic season.

Any drug use test required by the Olive Public School District under the terms of the policy will be administered by or under the direction of a professional laboratory chosen by the Olive Public School District using scientifically validated toxicological methods.

The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student participants to the

maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The athletic director shall designate a

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school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the

specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student participant is tampering with the specimen, insurance, speed or other athletic ability. The term “performance-enhancing drugs” does the monitor may stop the procedure and inform the athletic director who will then determine if a new sample should be obtained. The monitor shall give each student participant a form on which the student participant may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student athlete records will be retained until the end of the school year.

III. Confidentiality

If the drug test for any student has a positive result, the laboratory will contact the Athletic Director or designee with the results. Procedures for maintaining confidentiality will be practiced. The Athletic Director or designee will contact the Principal, the student, the head

coach, and the parent or custodial guardian of the student and schedule a conference. At the conference the student will be given the opportunity to submit additional information to the athletic director or to the lab.

The Olive Public School District will rely on the opinion of the laboratory which 43

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performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or a performance-enhancing drug. Under no circumstances will results from a drug test under this policy be turned over to any law enforcement officer or agency.

IV. Appeal

A student participant who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee (s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense as stated in this policy, during which time the participant will remain eligible to participate in any activities. The Superintendent or his/her designee (s) shall then determine whether the original finding was justified. There is no further appeal right from the Superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation of application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final, and non-appeal able.

V. Consequences

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

Participant's in-season - Suspension from participation for four (4) weeks, and successful completion of four (4) hours of substance abuse education/counseling provided by the school.

The student participant may not participate in any practices, scrimmages or competitions during this period. The participant will be randomly tested monthly for the remainder of the school year.

Participants in off-season - The student will be required to successfully complete four (4) hours of substance abuse education/counseling provided by the school, and the student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the Athletic Director.

These restrictions and requirements shall begin immediately following the reporting of the results of a positive drug use test as stated in this policy.

A student who self-refers to the Athletic Director, Principal, or school employee before

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being notified to submit to a drug use test will be allowed to remain active in all extra-curricular

activities; such students will however, be considered to have committed his/her first offense under this policy, and will be required to re-test as would a student who has tested positive. Self-referral may be used only once in a student's lifetime.

B. For the Second Offense (in the same school year): Complete suspension from

participation in all extra-curricular participant activities including all meetings, practices, performances, and competition for the remainder of the school year.

VI. Refusal to Submit to Drug Use Test

If a participating student refuses to submit to a drug use test under this policy, such student shall not be eligible to participate in any extra-curricular activities including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any honors or awards given by the school and shall forfeit any awards/honors already received.

Olive Public School is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Olive Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

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Student's Name _____ Grade Level _____

Parent/Guardian Signature _____ date _____

Student Signature _____ date _____

Return form to school office upon receipt of handbook containing rules and policies of the Olive Public School District

Student signature date

Parent/guardian signature date

