

# **Olive Elementary**



**2019-2020  
Handbook  
Pre-K to 3rd**

Revised 8/5/19

Dear Olive Elementary Families,

First, welcome to Olive Elementary for the new school year. I am excited to be a part of this wonderful school and community. It is an honor to be here, and I look forward to working with the students, staff, parents, and community members. My role as a principal is to lead the elementary to develop lifelong learners, so it is vital that we all work together.

You can help us by making sure your child arrives to school on time by 8:00 a.m. and is in attendance to learn.

**Remember that students may not be dropped off any earlier than 7:35 a.m.** There will be no supervision before that time. Please make a point to attend parent conferences and look for any notes coming home each day. It is also important to stay in contact with your child's teacher on a regular basis. The website will have a letter at the end of each month from me with the exciting things happening at Olive Elementary. It is important to us that we keep you informed, so please check the website when you have an opportunity. If you do not have access to the website, please let the office know so we can make other arrangements to keep you informed.

It is going to be a fantastic year. Thank you for sharing your children with us. Please feel free to contact me anytime with questions or concerns. I am looking forward to a great school year!

Sincerely,

Joanna Lobaugh -Olive Elementary Principal

## Olive Elementary Staff Directory

Elementary Principal.....Joanna Lobaugh  
Secretary.....Whitney Davis  
Counselor.....Lee Ann Johnson  
Custodian.....Diann Caudill

### **PRE-KINDERGARTEN**

Terisa Clark

### **KINDERGARTEN**

Ann Schmitt

### **1<sup>ST</sup> GRADE**

Kara Banks

### **2<sup>nd</sup>/3<sup>rd</sup> Grades**

Kimbra Shriver

Libbi Bishop

### **Specialty Teachers**

Darcy Carter-PE

Barbara Smythe-Library

Brandy Finney - Art

Lesa Shelley-Resource Teacher

Peggy Pool-Reading Specialist

Kim Hugueley-Speech

### **Paraprofessionals**

Jewel Caudill

Jamie Duncan

Maggie Sanderson

## **School Times:**

7:35	Breakfast begins	
8:00	Classes begin	
11:05-11:30	High School Lunch	
11:30-12:00	Prek and Kindergarten Lunch	Lunches to be determined
12:00-12:30	4-5-6 Lunch and 7-8 Lunch split	
12:30-1:00	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Lunch	
3:27	Pre-K thru 3 <sup>rd</sup> grade dismissed	
3:30	4 <sup>th</sup> thru 12 <sup>th</sup> dismissed	

### **Eight Expectations (Great Expectations)**

Great Expectations methodology is used by Olive staff members to help students academically and socially achieve. The eight expectations students and staff follow each day are:

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person's mistakes nor use sarcasms or putdowns.
3. We will use good manners, saying "please," "thank you," and "excuse me," and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

### **Olive School Creed**

I am an Olive School student.

I have Great Expectations for myself.

I accept the challenge to become the best that I can be.

Yesterday's failures are behind me.

Today's successes are now before me.

I will make today the very best day of all,

For this day begins the rest of my life.

I accept the responsibility for my behavior and its results.

I do not have the right to interfere with the learning and well-being of others.

With my family and teachers, I will determine what I will become.

For the education I receive today will make me a leader of tomorrow

## Attendance

When a student is unable to attend school, parents should call the office by 8:00 a.m.

Parents should give the student's name, teacher's name, and reason for the absence.

- Please contact the school office to confirm the reason for the student's absence.
- Absences for school-sponsored activities will not count against attendance.
- Absences due to illnesses will be excused; however a written statement or phone call from the parent is required to verify the illness. For extended absences a doctor's note will be requested.
- Absences will be excused due to death in the immediate family.
- Repeated unexcused absences may lead to notification of child's attendance to the district attorney for legal action.
- No penalty will be assessed for excused absences; however, the student shall:
  - Be responsible for making up the work.
  - Be responsible for getting work in on time.
  - Make up the work within the time limit specified by the teacher.
  - Receive a "0" in case the work is not made up within the time limit specified by the teacher.
  - Receive full credit for make-up work providing the student takes the responsibility and turns in make-up work within the time limit specified by the teacher.

## Arrival and Dismissal

Arrival and dismissal procedures will be strictly followed for your child's safety.

- Students can begin arriving at school at **7:35 a.m.**
- Parents delivering students to school must remain in their vehicle when dropping students off in front of the library. If you need to come in to the school building cars must be parked in a designated parking space before the adult enters the building. This will allow our buses to drop off students safely in the morning.
- Students participating in the breakfast program may be dropped off at 7:35 a.m. **(There is no adult supervision until 7:35 a.m.)**
- Students arriving after 8:00 a.m. must be accompanied to the school office by the parent or guardian. Student will be checked in by office staff and given a tardy pass to take to the homeroom teacher.
- During the school day, please use the Front entrance located on the North side of the building. All other doors are locked for the safety of the students and staff.

## Afternoon Dismissal

- Pre-Kindergarten, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade will be dismissed at 3:27.
- Fourth and Fifth grade students who are car riders will be dismissed 3:27 bell rings.
- Fourth and Fifth grade students who walk home or ride a bus will be dismissed at the 3:30 bell.
- Parents/Guardians who pick up their child/children please drive around to the back of the school (entering on the north end) to wait in the car rider line. This will allow for our students to load the buses without all the congestion.

## **Bullying**

Bullying, intimidation or harassment, whether written or verbal, is not allowed at Olive School District. Behaviors that are repetitive and intentionally done to place another student in fear of harm, or insults 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.

## **Bus Conduct for all Students**

The following rules have been established in order to ensure the safety of all students who ride buses.

### **Students must:**

- Behave in an orderly manner at the bus stop and in the bus line.
- Remain seated, facing forward at all times on the bus.
- Talk quietly and make no unnecessary noise.
- Refrain from talking to the driver, while the bus is in motion, unless it is necessary.
- Keep head and arms inside bus.
- Do not litter the inside of the bus
- Do not throw anything out the window.
- Keep hands and feet to self on the bus.
- Sit in seat assigned by the driver.
- **Do Not bring food, drinks, or gum that is open on the bus.**

Infractions of the above rules will be brought to the attention of parents. Abuse of bus privileges will result in change of seating assignment or in the denial of transportation.

## **Bus Route and Operating Policies**

Bus routes and stops are planned and established by the school district. Safety, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies.

## **Cafeteria Guidelines**

The same general rules for behavior that apply in the classroom are also required in the cafeteria.

- Students are to remain quiet in line and keep hands to themselves.
- Students are not allowed to save places in line or at the tables.
- Students are to follow directions of all staff in the cafeteria.

- Students will not share food.
- Breakfast is served from 7:35-8:00.
- Food or drinks are not to be taken from the cafeteria.

### **Cancellation of School**

Every attempt possible will be used to notify parents of a cancellation of the school day, including radio, TV, and use of the School Messenger telephone system. It is important that telephone numbers be kept up to date in the school office. The district superintendent or the principal will use this system to notify parents of school cancellations or changes in the schedule. Classes are cancelled only during circumstances such as bad weather or equipment failure.

### **Celebrations/Parties**

- Parents must check in with the front office staff when attending a class party.
- Store bought treats may only be brought to a classroom for special occasions with prior teacher approval.  
***No homemade treats are permitted due to state health codes.***

### **Change of Address and Telephone**

It is important that every student maintain an up-to-date address and telephone number at the school office. Notify **the office and your child's teacher** immediately if you have a change of address or telephone number during the school year. **An emergency telephone number is required by the school district.**

### **Child Find**

If you know of a child in need of special education services please contact the school (918)352-9569.

### **Conferences**

Parent-Teacher conferences are scheduled during the fall and spring. Attendance by parents is very important. It is our goal to have 100% participation at conferences.

- Teachers will schedule an appointment, regardless of the progress of the child.
- Parent conferences are encouraged and can be arranged at any time during the school year. Please do not hesitate to call your child's teacher if you have a concern.

### **Counseling Services**

A school counselor is employed as a full-time staff member at Olive Public School. Students are encouraged to make use of the school counseling services when needed. An appropriate time for the student to meet with the counselor will be arranged by the student's teacher.

## Doctor and Dentist Appointments

Parents are encouraged to make every effort to schedule medical appointments outside school hours. Prior notification to the teacher is encouraged. Parents must check students out from the office. If a student misses school due to an appointment please bring a medical excuse form to the office when the student returns to school.

## Dress Code

Students enrolled at Olive will follow the school district dress code.

While enrolled at Olive Elementary, grades PK-5, students are expected to dress appropriately for school. The guidelines listed below are relevant for all school days. All clothing must be appropriate for school and **may not have slashes, cuts, or large torn holes.**

## 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 and shirts must be worn at all times. The wearing of the following apparel is prohibited:

- Sunglasses in the buildings or classrooms
- Cutoffs or shorts shorter than fingertip length while standing straight
- 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
- Clothing that exposes a bare midriff or abdomen
- Any item of clothing with profanity or suggestive slogans related to the purchase or use of tobacco products, alcohol, drugs, sex or violence
- Obscene or vulgar jewelry
- Caps, hats or head coverings of any kind
- Torn slits above the knee that expose skin are not allowed
- Pajama or bedtime wear, or house shoes
- Spandex sportswear or biker shorts
- Jeans, pants or slacks worn below the waistline that result in sagging or the abdomen being exposed
- Un-strapped overalls
- Untied tennis or athletic shoes worn in an unsafe manner
- Uncovered tattoos on the body, no facial or visible body piercing will be allowed
- Expensive or excessive jewelry (multi chains, rope necklaces or multi-finger rings);
- Shoes with wheels
- Any item of dress that is a distraction to the educational process
- Unnaturally colored contact lenses or those that cause distraction during school or school activities.
- \*\*\*\*Painted faces

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.

### **E.L.L.**

Students who speak any language other than English as a first language will be tested for need of additional services to learn the English language. An English Language survey is to be completed yearly by a parent/guardian for each child attending school.

### **Enrollment**

Enrollment may only be completed by a custodial parent or legal guardian.

The following will be required. If a student enrolls during the school year the following items are required. A student will not be enrolled or allowed to attend class until all of the following items are received.

- birth certificate from state of birth
- bill with current address or lease agreement (proof of residence)
- social security card
- vaccination record

School personnel will fax a request for additional records to the previous school.

### **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, head lice, fifth disease, hepatitis A, chicken pox.

### **Homework/Make-Up Work**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

- Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed.

- Most homework is daily work that has not been completed by the student at school and must be completed at home on the day sent and returned to the teacher on the following school day. When a teacher assigns a specific homework project, it is expected to be completed and returned to the teacher on time.
- Make-up work will be assigned if a student is absent due to illness.

### **Illness or Injury**

In case of illness or injury, the school secretary or a member of the school staff will care for a student.

- School personnel will render first aid treatment if needed.
- If **emergency** medical treatment is necessary, the parents will be contacted. If needed emergency medical personnel will be contacted (911). If parents are not available, the student will be taken to the emergency room.
- An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at school.

**YOUR CHILD NEEDS TO BE FREE OF FEVER, DIARRHEA, OR VOMITING FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL**

### **Leaving Campus**

Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by a parent/guardian and signed out in the office by a parent or parent designee. Picture identification will be required if the person signing the student out of school is not known by the staff person on duty in the office.

### **Library Procedures**

Students are allowed to check out two books at a time from the school library. All books must be returned to the library two weeks before the last day of school. Parents are responsible for the replacement cost of lost or damaged books. Parents may purchase and donate a book to the library in honor of their child at any time during the school year.

### **Lost and Found**

All items found on campus are placed in the Lost and Found area in the elementary auditorium. Please label all personal items including coats, lunch boxes, backpacks, and clothing.

### **Medication**

Medication and relevant equipment must be delivered to the school office by the parent or guardian of the student. Office hours are **7:35 a.m. – 4:00 p.m.**

- An Authorization form for dispensing medication will be supplied by the office; this form must accompany **all** medications to be given to the student at school.

- If a student brings medications to school without a properly completed Authorization Form, the school will inform the legal guardian of District policy and the inability to give the medication. The legal custodian may, however, come to the school and dispense the student's medication. Students who have a completed form will be allowed to carry an asthma inhaler or Epi- pen with **required doctor's signature and prescription on file in the office.**
- **Children are not allowed to carry any other medications.**

### **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

## **Amendment to Elementary Handbook –**

### **Physical Education**

Federal law mandates that students in kindergarten through fifth grade must receive 120 minutes a week of physical activity. The law provides for the implementation of a sequential, developmentally appropriate physical education curriculum and requires that at least fifty percent (50%) of physical education activities be performed at a moderate or vigorous level. Olive Public Schools follows all state and federal guidelines. Students unable to participate in physical education will need to bring a doctor's note stating they need to be excused from physical education and the date that they may begin participating in class.

### **Playground Rules**

1. Follow the Eight Expectations.
2. Stay inside the fenced area.
3. Only two students at a time on tire swing. No jumping out of tire swing. Students not swinging may not be in the swing area. Slide down the slide facing forward at all times. Do not walk up the slide.

Slide down one student at a time. Only grades Pre-kindergarten through 1st grade may use the tire swing.

4. Children may not leave the playground area without permission.
5. Basketball will be allowed as long as there is no rough play or fighting about fairness.
6. Quietly line up after recess before entering the building.
7. Do not pick up throw any objects including wood chips, rocks, sticks, etc.
8. No one is allowed in the outdoor play areas without adult staff supervision.
9. All playground equipment must be used safely.

### **Playground Supervision**

School staff will supervise the playground during all outside play times. The playground is not supervised before or after school. Students are expected to leave the school grounds immediately following dismissal.

### **Report Cards/Progress Reports**

Report cards are distributed following the completion of each nine-week grading period. Progress reports are sent at mid-term for each quarter. Please carefully review your child's progress and contact the school if you have questions regarding grades or attendance.

### **Student before School Supervision**

- **No supervision of students is provided before 7:35 a.m.**
- Students who eat breakfast will go to breakfast when they arrive. All other students will go straight to designated areas.

### **Rules for General Behavior**

One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following is a partial list of infractions which are not tolerated at school:

The following actions may result in suspension of a student from school.

1. Fighting(mutual participation by students in an altercation)
2. Defiance(refusal to follow the directions of any school staff member)
3. Use of profanity( use of words, written or verbal, that are not acceptable for a school environment)
4. Possession or use of weapons (real or toy gun, loaded or unloaded, or real or toy knife or other dangerous objects to include any item that can be readily converted to harm another person).
5. Possession, sale, distribution, manufacture, purchase, cultivation, transportation of, or unlawful use of tobacco or controlled drug or narcotic substance, alcohol or beer or devices used for preparing or use of drugs.
6. Vandalism(destruction or defacing of school/teacher's or another person's property on school grounds)

7. Theft(taking without permission school/teacher's property or another student's property)
8. Threatening/bullying( any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, place another person in reasonable fear of harm to the person or property, insult or demean a person or group of people in such a way as to interfere with the school's educational mission. This includes intentionally intimidating, teasing, or threatening another person).
9. Sexual Harassment (verbal or written comment/act that refers to a sexual act with or by another person).
10. Arson (intentionally damages with fire a person's personal property or school property).
11. Assault (inflicting bodily injury on another person, this includes all students and school personnel and other persons on the school grounds).
12. Bomb Threat(a threat to detonate an explosive device, the threat may be either verbal or written)
13. Gang Related Incident (an identifiable group targeting through verbal, written or physical act a person or group of people and/or the property of the individual or group).
14. Hate Crime (an incident when a person/s is targeted or defamed because of their relation to a certain social religious, racial, sexual orientation, political, gender identity, nationality, ethnicity, disability, age or gender group). This may be an incident of verbal or written insults, damage to property, offensive graffiti, or physical attack.

### **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.

### **Special Education**

Students will be serviced in special education classes only after testing by an educational psychologist is completed and a current IEP has been written and signed by members of the IEP team. If a child has a current IEP from another school please inform the school office at the time of the student's enrollment. The current IEP will be requested with student's other educational records.

### **Tardiness**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **Any student who arrives to school after 8:00 a.m. is considered tardy and must be signed in by an adult through the office for an admission to class.** Repeated tardiness may lead to a telephone call or a home visit by a school official and /or notification to the district attorney for legal action.

### **Textbooks and Library Materials**

Textbooks, library books, and workbooks are furnished for each student. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book or material at current value.

### **Toys, Electronic Games, Cell Phones, etc.**

**CHILDREN ARE NOT TO BRING PERSONAL BELONGINGS TO SCHOOL.** The school is not responsible for personal items, such as headphones, radios, toys, etc. Personal items brought to school may be lost, broken, or confiscated by the teacher (students are not to bring toys, headphones, video games, radios, etc. to school). If it is necessary for a student to bring a cell phone to school, the phone is to be turned off during the school day. The cell phone must be kept in their back pack. If the student does not follow these guidelines Olive staff will bring the item to the school office. A parent/ guardian must come to school and take the item home.

### **Transportation**

It is our responsibility to make sure your child makes it home safely from school. Therefore, it is very important to inform the school as soon as possible if there is a change in your child's after school transportation. Please do this by sending a note to school. If there is an emergency, you may call the office to inform us of the change. Please do this **before 2:00 p.m.** Students thrive on the security of a regular schedule. **Please let your child know how (s)he is getting home BEFORE you send him/her to school.**

### **Visitors/Parent Volunteers**

Students being checked out during the school day will be called to the office. For our student's safety, all visitors are required to report to the office upon entering the building. Visitors will be assigned a badge. Parents are welcome and encouraged to visit our school with teacher and principal permission.

### **Withdrawals**

When withdrawing a student during the school year to attend another school or home school a parent must complete a form for withdrawal. Teachers will summarize the student's progress and prepare the student's file for forwarding to his/her next school. The school requires 24 hour notice to complete the required withdrawal form. All textbooks, library books and cafeteria bills must be reconciled on the date the student is withdrawn from school.