

Olive Public Schools



Student Handbook 2022-2023

For any COVID-19 related questions, please refer to the “Return to Learn” plan.

Welcome to Olive Public Schools

Home of the Wildcats! At Olive, it is our mission to maximize the academic potential and personal responsibility of every student. Olive is truly a special place because of our outstanding teachers, hardworking and respectful students, supportive parents, and an underlying belief that it is our collective goal to meet the individual needs of every child.

The Olive staff works tirelessly to assure that every “Wildcat” student...

- Feels safe and respected
- Meets high expectations
- Has numerous opportunities for “exploration”
- Has access to state of the art technology
- Has Fun!

The following school rules and guidelines are designed to promote student safety and teach traits of future success. We are confident that if our students follow “The Wildcat Way”, they will be successful in high school and beyond. We are looking forward to a great year!

A MESSAGE FROM YOUR PRINCIPAL, Braiden Black

Welcome to Olive School! At Olive, we recognize that student’s experience great changes intellectually, socially, emotionally, and physically during the years between elementary and graduating high school. We have dedicated, caring, staff members that are committed to help students successfully transition through these years. We offer many programs and services to meet the unique needs of young adolescent learners. Middle/high school is a time of growth and exploration, students actively participate in a wide range of elective classes to discover their interests. The school offers several programs during the school day after school, and over the summer for students who need extra academic instruction. There are a multitude of extracurricular and cocurricular offerings for students. Online grade reporting is also available for students and parents to help increase communication between home and school regarding student progress. If you have any questions or concerns that arise throughout the school year, please feel free to contact your child’s teacher or the school office. I hope that each student will have an enjoyable, rewarding, and positive experience at Olive Public Schools this year.

Parental Handbook Review Confirmation

This student handbook is composed of most of the rules and regulations that students will need to know while attending Olive Public Schools. However, it does not include every rule, regulations, qualification, or other relevant information of the district or building policies. Olive Public Schools will not waive student’s responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students’ responsibility to know the rules that they must live by in Olive Public Schools.

Students and/or parents wishing to see the policies and standards for the school district may view a copy of these documents in the principal’s office. If any questions arise you may contact the principal’s office at (918) 375-2261.

With that said, by signing below the student and parent/guardian is verifying they have read and understand the regulations provided in the Olive High School Student Handbook.

Student Name – Print _____

Student Signature _____ Date Signed ___ / ___ / ___

Parent/Guardian Signature _____ Date Signed ___ / ___ / ___

Please detach and return this form to the principal’s office of Olive High School.

Thank You,
Olive Public Schools

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General Information

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Students and/or parents wishing to see the policies and standards for the school district may view a copy of these documents in the principal's office.

The staff wishes you a very successful year. We encourage open communication between parents and teachers, and we ask parents to bring their concerns to the school's attention so they can be resolved at the lowest level.

Accidents

The school will administer only minimal first-aid in case of injury if a parental consent form is on file for the individual student. If the injury is serious, the parents, doctor or emergency room technician will be notified immediately. In the event of serious injury, an accident report will be filed in the principal's office.

Alternative Education

The Olive Alternative Education site is located at the High School and serves the district's needs as required by the Oklahoma State Department of Education. The alternative program serves grades 7-12 and 'at risk' students in the district. Criteria for "At-Risk" identification are based on academic performance, attendance, behavior and personal family issues. For further information contact the principal's office.

Announcements

Announcements should be kept brief and related directly to school activities and must be authorized by faculty sponsor and administrator. Students are responsible for compliance with the information given.

Asbestos Notice

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

Assaults upon School Employees/Students

It is the policy of the Olive Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student. Student victims of sex offenses have the right to be separated from their offender as well as the siblings of that victim. The student victim's decision with regard to separation will be final.

Assembly Schedule, Purpose, and Expectations

Assembly programs and pep assemblies are held for several purposes; some to teach, some to entertain, some to honor, some to display school spirit, etc. Good student behavior and responsibility in assemblies is of the utmost importance. Students are expected to show extreme courtesy and attention in assemblies. Each student should observe appropriate rules of etiquette so that the Wildcat tradition will be held in high esteem. Attendance at assemblies is required. Failure to report to assemblies will be considered skipping and will result in disciplinary action.

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
 2. Sit where you are assigned to sit.
 3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate (ex: The National Honor Society induction requires silence; pep rallies require audience participation). Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
 4. Honor and respect the dignity of the program.
 5. During pep assemblies, students will not be dismissed until the Fight Song is complete.
 6. You are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.
 7. Disciplinary action will be taken against those students who are disruptive or uncooperative.
- An assembly, pep rallies, etc. may be discontinued if the behavior continues to be inappropriate.

Athletic Code of Conduct for Spectators

The following conduct code for spectators was drafted by the Oklahoma Secondary School Activities Association and should serve as a model for sports fans at all high school athletic events.

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will, and the centering of attention on the good qualities involved; and BELIEVING THAT conduct is an important part of the school's athletic program; I pledge to act in accordance with these principles.

As An Athletic Spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my action at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat the visiting team and spectators as guests, being courteous and fair.
7. Avoid actions, which will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encourage my team rather than booing the officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.
21. Obscene cheers, littering of basketball courts, the throwing of objects, and verbal indignities directed toward visiting athletes, spectators or referees have no place in high school athletics.

Building Hours

Students are not to arrive at school until after 7:30 am. When students arrive at school in the morning, they must wait until the 1st bell rings at 7:55 am to enter the hallway/outer buildings. Students may check with the morning duty teacher or principal if they need to enter the hallway early. No hanging out in the hallway before school. Students may enter the hallway for teacher assistance before 7:45 am with teacher permission.

Calendar

Monday, August 8	Professional Day
Tuesday, August 9	Professional Day
Wednesday, August 10	Professional Day
Thursday, August 11	1st Day of 1st Semester
Monday, September 5	Labor Day (No School)
Tuesday, October 4	P/T Conferences
Thursday, October 6	P/T Conferences
October 10-14	Fall Break
November 21-25	Thanksgiving Break (No School)
Friday, December 16	End of the 1st Semester
December 19-January 2	Christmas Break (No School)
Tuesday, January 3	1st Day of Second Semester
Monday, January 16	No School
Friday, February 20	No School
Tuesday, March 7	P/T Conferences
Friday, March 9	P/T Conferences
March 13-17	Spring Break (No School)
Friday March 24	Snow Day
Friday March 31	Snow Day
Friday, April 7	Snow Day
Friday April 14	Snow Day
Friday April 21	Snow Day
Friday April 28	Snow Day
Friday May 5	Snow Day
Friday May 12	Snow Day
Thursday, May 12	Last Day of School

Changes of Student Information

Students are to notify the school immediately if there is a change in their address, telephone number, or person to contact in an emergency. This information is very important in case a student becomes ill or injured.

Child Abuse

School officials must report any suspected incidents of child abuse or neglect to the proper legal authorities. 1(800)522-3511

Child Nutrition Program

Breakfast will be served from 7:30– 7:55 am each morning. Students planning to eat breakfast should be at school no later than 7:45 am. Lunch menus will be available in the office. Weekly menus will be posted in the daily bulletin. Free and reduced meal applications are available and will be sent home with all students the first week of school. A NEW FORM MUST BE FILLED OUT EACH YEAR TO BE ELIGIBLE. The forms must be completed and returned to school as soon as possible. Lunch charges will not be allowed for more than 2 weeks unless parents have made prior arrangements with the school. Any student who owes for breakfast/lunch from the previous year will not be allowed to charge until previous charges are paid in full. Lunchroom privileges will be terminated for anyone 2 weeks delinquent on payment of lunch charges.

*If a student is allergic to milk or any other food, a note from a physician should be sent to the school office.

Closing School (Bad Weather)

Announcements regarding school closing and delayed opening times due to bad weather will be made on radio and television stations and through School Reach.

Code Blue (Announced Code)

Any unusual disturbance at the school, teachers and students should:

1. Call 911 and leave the phone off the hook.
2. Determine where the problem is located, inside the building or outside the building.
3. If inside the building, exit the building through the safest window or door.
4. If outside the building, remain in a safe place within the building.
5. After determining the type of problem, take appropriate actions.
6. If you hear shooting, be sure to protect yourself with anything you can.

*One or more scheduled drills per school year.

Code of Conduct

Student behavior in Olive Public Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

Concerns of Students & Parents

GRIEVANCE PROCEDURE: PARENT-TEACHER -

The Olive Board of Education realizes that parents have a fundamental right to discuss any grievances they might have with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. The board's action shall be a final determination of the grievance.

Crisis Management

Olive Public School has a crisis management plan. The purpose of a crisis plan is to better prepare everyone and ensure the safety of our students in the event of a real crisis. Parents can view the plan in the principal's office.

Custodial and Noncustodial Parental Rights

It is the policy of the Olive Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent/teacher conferences.

Daily Schedule

7:30 am Students may be on campus (Lobby or Cafeteria)

8:00 am First Bell

8:05 – 8:50 am 1st Period

8:55 – 9:40 am 2nd Period

9:45 – 10:30 am 3rd Period

10:35 – 11:20 am 4th Period

11:25am – 11:55 pm Lunch

12:00 – 12:45 pm 5th Period

12:50 – 1:35 pm 6th Period

1:40 – 2:25 pm 7th Period

2:30- 3:15 pm 8th Period

Dangerous Intruder Code Blue

Teachers will ensure their doors are locked and move the students to a section of the room where they are out of the line-of-sight. Students should be seated and remain quiet. Students in the hallway should go to the closest classroom.

*Two intruder drills will be conducted per semester.

Delivering Messages to Students

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick – up, job times, meeting places, etc. should be made before the student arrives at school. Any non-emergency notes or deliveries will be made between classes.

Diabetes Management in Schools Act

A student with diabetes will have a medical management plan while at school and while participating in activities.

Dismissal Times for Non-Emergencies

So as not to interrupt instructional times, except for emergencies, we prefer to dismiss students only during the time when they change classes. Students may also be dismissed when they are at lunch, but only if a parent notifies the office. If a student leaves school without notification, they will receive an unexcused absence.

Driver's License Information

On order to park on school grounds you must provide insurance verification and a driver's license. When those documents are turned in you will receive a parking pass to be places in your vehicle. You are not allowed to park without the pass.

Drug Free School

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote health, safety, and welfare of employees, students, and the community as a whole, Olive Public Schools will provide a drug free school in compliance with the

Drug Free Schools and Community Act Amendments of 1989 (P.L. 101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drug is prohibited anywhere on school premises or as part of any activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employees is prohibited on school premises.

Expectations of Students

Every individual is entitled to courtesy and consideration in relationships with fellow students and with instructors. Students must earn this courtesy and consideration by extending the same respect to every person they meet during the course of the day. Only under unusual circumstances should students enter a class while in session. If there is a need the student must have permission from the sending and receiving teacher.

Items such as ipods, yo-yo's, hacky-sacks, headphones, pocket video games, etc. should not be used inside the building. If such items are used inside the school, they will be confiscated and turned into the principal's office. Confiscated items will be kept in the principal's office until the end of the school year unless a parent comes to pick up the item.

Family Education & Rights to Privacy Act (FERPA)

ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write the school principal clearly, identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an

attorney, auditors medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

In compliance with this policy, the District proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name.
2. The student's extra curricular participation.
3. The student's achievement awards or honors.
4. The student's weight and height if a member of an athletic team.
5. The student's photograph.

The above list will be considered directory information and may be disclosed unless notified as follows:

Upon this notification student's parent/legal guardians or eligible students will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student. These are the major points in summary and are not intended to represent the plan in its entirety.

Fire Drill Instructions

Evacuation maps are posted in every classroom on campus. Upon hearing the alarm, the teacher in charge of the class will designate a person to lead the way from the building, going to the exit, which has been designated, on the FIRE DRILL PLAN. Students will leave SINGLE FILE, using only one side of the exit and grouping quickly at the rendezvous area. The teacher will be the last to leave the room, closing the door, turning off the light, and will check roll after the class has regrouped outside. Failure to report to the designated area will result in disciplinary action. Tampering with the Fire Alarm System or Fire Safety Equipment (Fire Extinguishers) is illegal, as is making false hazard reports. Violators in these areas will be subject to suspension, expulsion, restitution, and/or legal action.

Head Lice

In order to limit the spread of head lice, teachers, the school health aide and other staff will perform “head checks” on a regular basis, beginning with the first week of school. For these efforts to be effective, the following procedures are necessary: All students with any head lice or nits must be picked up immediately, when the school health aide, secretary, or other staff notifies the parent or emergency contact person. OHS Mission: To maximize every student’s academic potential and personal responsibility! After your child has been properly treated, you (or another adult) must bring your child to the school health aide to be checked. Please do not just send your child back to school. If the health aide finds your child to be nitfree, your child will be allowed to go to class. If any lice or nits are still in the hair, your child will have to be taken home. Your child will be allowed back in class only after the health aide has checked and he/she is nitfree. Seven to ten days after returning, your child will be rechecked at school. If lice or nits are found, you will need to treat your child again.

Highly Qualified Teachers

No Child Left Behind Act of 2001

Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Olive Public School may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information.

Homework Statement

It is imperative that students, parents, and educators realize the importance of independent practice, study, and the responsibilities and self-discipline associated with his/her independence. Homework is a natural extension of classroom instruction and does provide a necessary expansion of curriculum objectives. Parents should be fully informed of homework expectations as well as other components of the curriculum. It is desirable to provide an environment, at home, conducive to good work habits and also provide appropriate enrichment, support, and encouragement to the child. The focus of homework is that of expanded learning opportunities. The responsibility for success in this area is that of all parties, students, teachers, and parents. Successful practice of this responsibility will allow students to experience success at their own rate and in a more self-directed environment.

Immunizations

The Oklahoma State Board of Health, effective with the Fall, 1996 semester, requires children entering kindergarten, or 1st grade without attending kindergarten, to have received 5 doses of DTP or a combination of DTP and DTP vaccines totaling 5 doses (unless the 4th DTP/DTP was received after the 4th birthday) and 4 doses of polio vaccine (unless the 3rd dose was received after the 4th birthday). Effective with the Fall, 1997 semester all students entering the 7th grade must provide documentation of having received 3 doses of hepatitis B vaccine. Since completion of the series of 3 doses of hepatitis B vaccine require 4-6 months parents should plan for this requirement while the students are in the 6th grade. Effective with the Fall, 1998 semester all students entering kindergarten, or 1st grade without attending kindergarten must provide documentation of having received 3 doses of hepatitis B vaccine. Please note that hepatitis B vaccine is now routinely recommended for all children beginning in infancy. Every subsequent year the hepatitis B requirements will be extended by one grade level. It is the intent of the law that all students, regardless of age or circumstances, have received hepatitis B vaccine if they are in these grade levels. All children transferring from other school districts or other states; all students in these grade levels due to retention; and all students in transitional levels between these grades; are also required to have hepatitis B vaccine. Students entering kindergarten and 7th grade in the Fall of 1998 will be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later.

Students entering kindergarten the Fall, 1998 will be required to have had one dose of vermicelli (chickenpox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted. Children following a medically approved schedule of completion of an immunization series may be allowed to attend school. However, the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. This means that students who have not completed the hepatitis B vaccine series or any other vaccine series when the semester starts may attend school while completing the series. Oklahoma's School Immunization Law allows exemptions to immunization for medical, religious or personal objectives. The exemption forms are available from the Oklahoma State Department of Health. Schools should maintain a supply of Certificate of Exemption forms for parents and guardians claiming an exemption from the immunization requirements for their children.

Insurance

The school system assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. The Insurance Company compensates neither the school nor any school official. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma. The school accident insurance will be made available at enrollment time. Insurance is not compulsory and the school cannot be held responsible in case the payment of claims does not meet expectations of students and/or parents.

Library Media Services

All students are eligible for Media Center privileges. The Media Center is open from 7:45 am to 3:20 p.m. daily.

1. In the event that a teacher must send a student to the library, the student must have a signed pass from the teacher.
2. General reference books may be checked out for one day at a time.
3. Lost or damaged books must be paid for at the full replacement cost.
4. Students with overdue books will not be permitted to check out other books until those overdue have been returned to the library or paid for.
5. Books may be checked out for two weeks.
6. No food, drinks, or candy allowed in the library except on special occasions.
7. Teachers will schedule class library time with the librarian in advance to ensure proper use of the library.
8. Students may be charged \$.25 per day for overdue books.

Lockers

Book lockers are assigned through the Principal's office. The coaches assign gym lockers. Students are not to share lockers or change lockers without permission. In the event the locker is defective or the combination does not work, the student should report that fact to the office secretary. Students should keep lockers locked for security purposes. Items are not to be glued or taped to the lockers inside or outside. There will be a \$150.00 replacement fee for damaged lockers.

Lockdown Drill

The school will conduct one lockdown drill per semester.

Loitering

If anyone has legitimate business to transact in or about the buildings and has not made previous arrangements, that person should go to the office for assistance. No unauthorized visitors are allowed in buildings or on school grounds.

Lost and Found

All lost and found items should be taken to the office. Check with secretaries for items misplaced.

Medication

State law and Olive Schools procedures strictly govern the administration of medication during school hours and if the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,

- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration,
- D. termination date for administering the medication, and
- E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide to the school an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

E. Definitions:

- 1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
- 2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
- 3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or

changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. (FFACA)

Meningitis Public Health Information

What is meningitis? Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungi may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses. Meningococcal meningitis is caused by the bacteria *Neisseria meningitidis*, and causes a more severe disease that requires prompt treatment of the patient with antibiotics. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. What are the symptoms of meningitis? Symptoms may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. Since viral and bacterial meningitis often have similar symptoms, it is important to see a healthcare provider immediately if you or your child has these symptoms. What causes meningitis and how is it spread? Approximately 90% of viral meningitis cases are due to a group of common intestinal viruses called enteroviruses. These viruses are typically spread from person to person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. Viruses can be passed on to others beginning about three days after someone is infected until about 10 days after symptoms occur, although very few exposed persons develop meningitis. Bacterial meningitis can be caused by bacteria which are spread by direct contact with saliva or respiratory droplets from the nose and throat of an infected person. How is meningitis diagnosed and treated? It can be confirmed through lab tests performed on spinal fluid. There is no specific treatment for viral meningitis, most patients will recover on their own with rest and fluids, however health care providers will recommend medicine to relieve fever and headache. Antibiotics specific for the bacterial cause are used to treat bacterial meningitis. Should people who have been around a person infected with meningitis receive any treatment? Antibiotics are only recommended as a preventative measure for those persons who were in close contact and exposed to a case of meningitis caused by the bacteria *Neisseria meningitidis*. Casual contact is not at an increased risk of disease and does not need antibiotics. How do you prevent meningitis? Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, and before preparing and eating food. Use alcohol based hand gels when hands are not visibly soiled. In institutions, washing objects and surfaces with a diluted bleach solution is recommended. The routine recommended childhood vaccines protect children from some of the common causes of meningitis such as the Hib. These and other vaccines are available and are recommended for certain people at

increased risk of complications from a bacterial infection such as the elderly or immunocompromised persons or people living in certain group settings.

For further information call or visit on the World Wide Web at <http://ads.health.ok.gov> or by calling 405-271-4060.

MIDDLE SCHOOL/High School OKLAHOMA HONOR SOCIETY

Grades are calculated over the first semester of the current school year and the second semester of the past school year. The scholastic grades plus citizenship grades are compiled. The upper 10% of each class are selected for Middle School Honor Society. Students must be in school two (2) semesters to be eligible.

NJHS – National Junior Honors Society (N.J.H.S.) is open to 7th and 8th grade Olive students who maintain a 3.5 grade point average. The purpose of NJHS is to foster high standards of scholarship, service, and citizenship at the middle school level.

NHS The National Honor Society (NHS) is a recognition program for high school students in grades 10 through 12 in the United States and in several other countries.

NHS honors those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.

Minute of Silence

Olive Public Schools in compliance with Senate Bill 815 will observe one minute of silence each day. Students may “reflect, meditate, pray or engage in other silent activity” that is not disruptive to the classroom. This will occur at the beginning of the first hour each day.

Non-Discrimination Policy

Olive Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, age, or qualified disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries concerning application of the policy may be referred to the Board of Education, Olive Public Schools, Olive, OK 74030.

Online Grading System

Grades will be available for viewing through our online grading system. Parents will be given a login and password in August. This login and password allows parents to view their student's assignments and grades for any class in which he or she is enrolled.

Parent/Teacher Conferences

All students should do a certain amount of studying at home. If a student is not progressing, he/she should make an appointment with this teacher sometime before or after school to get extra help. Parents who wish to have a conference with a teacher should make an appointment before school, after school or during a conference period. Teachers should not be taken from the classroom. Parents and students are urged to make personal contact with teachers in order to facilitate understanding. Scheduled Parent/Teacher Conferences will be announced. All parents are encouraged to attend.

QUEEN CANDIDATES, QUEENS, ESCORTS, CAPTAINS

1. Queen candidates will be chosen ONLY from grades 9,10, 11, 12
2. Candidates will be selected by the athletes participating in that sport. Athletes will vote by secret ballot.
Each class,9th, 10th, 11th, 12th, will select 2 candidates. Queen candidates must be actively involved in and/or supportive of that sport (player, manager, cheerleader, band member, attend games, etc..). Queen candidates will be selected and announced approximately two weeks prior to Homecoming.
3. All students in grades 9-12 will vote, by secret ballot, for Homecoming Queen.
4. Escorts will be appointed or chosen in a manner, which the head coach of each sport believes is best for his or her program.
5. Students may be selected as a queen candidate once a year.
6. Students participating in Homecoming must be eligible.
7. Only a SENIOR student may be elected queen.

Saturday School

Students who violate any school rules may earn Saturday School. Students may be assigned Saturday School based on the severity of the incident, the student's prior discipline incidents, response to interventions, and tardies etc... Also, Saturday School can be used to replace absences (one Saturday School=one absence)

Valedictorian/Salutatorian

In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors recognition. Students will be selected from each graduating class for the award of valedictorian and salutatorian. The student with the highest grade point average will be selected as class valedictorian. The next or second highest grade point average will be selected as class salutatorian. The grade average for this honor will be determined by those grades earned in ninth grade through the first semester of the twelfth grade years. Grade average will be determined on a 100-point scale. Students will be considered "tied" for the honor when their grade averages are equal at the hundredths place value. When a tie occurs, co-valedictorians and/or co-salutatorians will be named as needed. Valedictorian and salutatorian honors will be considered only for seniors in attendance at least the second semester of their eleventh grade year as well as their twelfth grade year. To be eligible for consideration, students must be enrolled in a minimum of four units during their senior year.

The Superintendent's Honor Roll are those full time students that have no grades lower than an "A" for the previous grading period.

The Principal's Honor Roll are those full time students that have no grades lower than a "B" for the previous grading period. The local school district and the State Board of Education shall recognize graduating seniors who meet all of the requirements listed below as an "Oklahoma Academic Scholar".

1. Accumulate over Grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average of 3.7 on a four point scale or be in the top 10 percent of their graduating class.
2. Complete (or will complete) 24 units for graduation, which consists of at least:

- a. English 4 units (Grammar, Composition, Literature)
- b. Mathematics 3 units (Algebra 1, Algebra 2, Geometry, Trigonometry, Analysis, Calculus) or (Applied Math 1 and 2 and Algebra 2)
- i. Note: one unit for the mathematics requirement may be completed prior to the 9th grade.
- c. Science 3 units (Biology 1, Biology 2, Chemistry 1, Chemistry 2, Physical Science, Botany, Zoology, Physics, Physiology)
- d. Social Studies 3 units (History, Government, Sociology, Psychology, Economics Anthropology, Geography) or (a combination of 2 units of social studies and 2 units of the same foreign language may be used to satisfy the requirement).

3. Score 27 on the American College Test (ACT) or 1,180 combined score on the Scholastic Assessment Test (SAT).

The ACT or SAT must have been taken on a national test date before the date of graduation.

Sexual Harassment Policy

The Board of Education of Olive Public Schools forbids discrimination against, or harassment of any student or employee on basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students and employees including substitute teachers, non-employee volunteers, or anyone whose work is subject to the control of school personnel. The Board of Education authorizes the Superintendent to develop procedures for implementation of this policy. Any student found to have engaged in the sexual harassment of other students or employees shall be subject to the appropriate punishment subject to the applicable procedural and due process requirements. Examples of sexual harassment may include but are not limited to the following examples: cursing or profanity, obscene gestures, writing sexually oriented statements to or about others, "off color" jokes, or any acts of a sexually oriented nature that may be offensive to another person.

Special Education

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Olive Schools has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

Tornado Drill Instructions

Evacuation maps are posted in every classroom on campus. All classes should go to their assigned rooms as instructed by the teachers. Students should proceed in single file and stand closely together once they arrive. Students in the dome should go to the locker rooms.

Tornado warnings that do not permit time to evacuate to the storm shelter will require that students move to the hallway and sit with their legs crossed and heads covered, as closely together as space will permit.

Work-Study Employment

The Olive Board of Education recognizes that those seniors who do not require a full school day schedule may wish to arrange their schedule to accommodate part-time employment. Seniors are reminded, however, that state law requires students to be in school a minimum of six hours

each school day, and board policy requires students to be in school a minimum of six consecutive periods each day. In accordance with the policy of the board of education, this regulation shall govern the work-study program in the Olive Public School system.

1. In order to qualify for the work-study program, a senior high school student must be able to complete graduation requirements during the senior year.
2. The student must obtain parental and school permission.
3. The student may be absent from school for employment purposes a maximum of two hours each school day.
4. Classes must be consecutive. That is, the student may be absent for employment during hours 1 and 2, or 8th hour
5. The student must be passing in three solid subjects during the first semester to be eligible for work-study the second semester. Classes in physical education, band, vocal music, yearbook, and athletics will not apply toward work-study eligibility.
6. School officials may visit the student's place of employment on a periodic basis to insure that the student is maintaining satisfactory employment during the hours the student is excused from class.
7. If the student's employment is terminated, the student must obtain other employment within one week or return to full time attendance.

Visitors

NO VISITORS will be allowed to attend classes with a Olive Public Schools student. Only persons with approved business at the school or parents will be allowed in the building. A visitor must check in the main office, obtain a visitor's pass, and leave promptly after business is transacted. Teachers are not to allow any visitor into their classroom without proper authorization from the office.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any persons out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months.

Philosophy & Academic Information

Our democratic form of government and our way of life depend entirely upon how well the public schools do the job of educating our boys and girls and training them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal.

Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's constitution; therefore, our function in the Olive Public Schools is to provide the opportunity for each student to develop the skills and attitudes, which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, spiritual enrichment, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he or she may live and develop those qualities and attitudes that will enrich and strengthen his or her life.

District Outcomes & Educational Goals

It is the goal of the Olive Board of Education that, as graduates of Olive Public Schools, each individual will be:

- * Positive community contributors and responsible, integrated citizens
- * Self-directed learners with fundamental academic skills
- * Problem solvers with survival skills
- * Effective communicators
- * Quality and goal-oriented performers/producers
- * Cooperative learner/workers

Dropping Classes

Students must attend all classes that they are enrolled in until the end of the term even if they are failing the class or have lost credit due to absences or tardies. We expect students to continue attending class in such situations because we believe that there is value in the scheduled class without officially dropping. A student not attending the class will be considered truant and will be subject to disciplinary action.

Students who are absent for any part of the day or all day for ten consecutive days without any valid reason will be dropped from the roll. This could include a student being absent from one period per day for ten consecutive days. Upon being dropped from the roll, students will be reported as truant to both the District Attorney and the Department of Transportation. If a student is withdrawn by the administration for non-attendance, that student will not be permitted to re-enroll without a parent conference and proof of residency.

Eligibility

The Oklahoma Secondary Schools Activities Associations Eligibility Policy will be enforced for participation and attendance at all extracurricular activities (this includes assemblies, concerts, ball games, dances, vocational activities, etc.) for each student. A student must be in attendance 90% of the time to be eligible to participate in any school sponsored extracurricular activity.

Academic eligibility for the following week will be determined each Monday and will be based on grades through Sunday of the previous week. If a student receives a failing grade in any class, that student is declared to be on academic probation. When a student receives a failing grade for a second consecutive week, regardless of which class, the student is declared to be academically ineligible. Said student will remain ineligible for participation in extracurricular activities until he or she is passing all classes. THE INELIGIBILITY PERIOD WILL BEGIN ON MONDAY AND END ON SUNDAY.

A student who does not receive passing grades in five subjects for the semester will become ineligible for the first six weeks of the following semester at which time their eligibility will be determined. After this six-week period, said student will remain ineligible for participation in extracurricular activities until he or she is passing all classes.

If student is enrolled in athletics and not participating in the current sport, they will report to the off-season program. After that sport's season is over, they may then attend the next current sport's class.

Grading

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

S Satisfactory

U Unsatisfactory (failure)

"AP" courses have an additional 10-point value.

"Honors" courses have an additional 5-point value.

The grade issued at the end of each semester reflects the student's work for the entire semester. Credit will be awarded to a student who has 10 or fewer absences and has completed the required work successfully. Retakes will be at the discretion of the individual teachers.

Grading Policies will be posted in individual classrooms.

*Parents may access student grades online. Login and password information will be distributed in September.

Guidance Services

The purpose of the guidance department is to help you in planning your school program, in preparing for your vocational or college interest, resolving your personal problems or preparing you for the world of work. Guidance counseling is available for individual consultation on any problem. Information concerning colleges and careers is available in the counselor's office. Students should have the sending teacher's permission before going to the counselor's office. Otherwise, the counselor will send a request for a student to go to their office. Students must check in with their classroom teacher before going to the counselor's office. If the counselor is not available, the student is to sign an 'appointment sheet' outside the counselor's office and the counselor will send for the student as soon as possible. Students are not to wait outside the

counselor's office unless directed to do so by the counselor. The counselor will send the student back to class as soon as possible.

Office Aides

Grades will be assigned and will count on the students GPA and class rank.

Mid-Term Grades

A progress report will be sent to the parents/guardians during the fourth week of every quarter (via the student).

Proficiency Based Promotion

Students may take Proficiency Examinations to test out of any subject area. Administration of proficiency based promotion tests occur once every nine weeks. Students must score 90% or above to be considered PASSING. Students will receive a Pass as a grade on their transcript. If a student fails the test, nothing will appear on the transcript, nor is the student penalized in any way. Registration for these tests will be required twenty-one (21) days in advance of the assessment date. Students and Parents must notify the High School Counselor on the dates listed below in order to take a Proficiency Test on the date of the testing in any subject area. The spring test may not be taken for a course currently in progress.

Middle School Promotion Policy

To achieve promotion, sixth, seventh, and eighth grade students must receive a passing grade in ten (10) semesters of class work during the school year. Six (6) of the ten (10) semesters of classwork must be from core classes (science, math, social studies, language arts, reading, ect.) Students who do not achieve promotion will be retained. Summer school may be provided by the school district. If adequate success in current year math and reading course work, as demonstrated on OSTP test, is not achieved. Students will be required to be remediated the following school year during the school day by retaking courses or participating in arranged remediation if available. If courses are required to be retaken, electives will be reduced. As currently provided by the state law, parents may appeal retention to the Olive Board of Education. Proficiency Based Promotion shall be available as per state law and state Department of Education guidelines. Students interested in proficiency based promotion should contact their principal.

Schedule Change Procedures

All class changes must be made through the Principal or Counselor's office. Class changes must be made within the first three days of school. Exceptions can be made for extreme cases, but only with approval of both the principal and counselor.

School Protection Act

It is a misdemeanor for anyone 18 or over to intentionally make a false accusation of criminal activity against a school employee to law enforcement officials or school district officials. The act authorizes the Court to impose sanctions on any student between 7 and 17 years of age who acts with specific intent in making a false accusation of criminal activity against an education

employee to law enforcement or school officials. The act authorizes a court to award attorneys' fees to the prevailing party in a civil lawsuit brought against a school district.

Semester Test

Students will be required to take the semester test in all classes unless they qualify for exempt status. Teachers are to keep students in their rooms the entire testing period. Students will not be allowed to check out if they finish their test prior to the end of the time allotted.

Semester Test Exemption

Students will have the opportunity to be exempt from semester tests by meeting grade and attendance requirements in all class periods. To earn exempt status students must: Have an "A" average and a maximum of 3 absences, a "B" average and a maximum of 2 absences. For the purpose of earning exempt status on semester tests there will be no excused absences granted. *Students missing class while participating in an approved school sponsored function, field trip or extra-curricular activity are considered present when calculating attendance for exemptions. Missing class for any other reason will be counted.

Suggestions for Effective Studying

First, develop a good philosophy of education. Decide what you want out of life. Then, realize that only hard work can help you achieve your goal. Learn to look at school not only as a present way of life, but also as a preparation for a more satisfying adult life. Some of the following suggestions can help you to become the student you wish to be.

1. Begin your day by allowing yourself time in the morning for a leisurely preparation for school. Studies have shown that a student who eats a good breakfast is in a better physical and mental condition for class work.
2. When you report for class, concentrate on the subject at hand; participate in the class discussion, even though the particular topic may not interest you. You will get out of a subject as much as you put into it.
3. As a safeguard against forgetting, write down the assignment, taking full notes on both required and suggested tasks and suggestions on how to study the material. If illustrative examples are given, copy these. Later, review these notes.
4. Before launching into the study of a lesson, determine what materials will be needed, such as reference books, paper, notebooks, writing materials, etc. By having these at hand, valuable time and effort can be saved.
5. Learn to utilize your study time. A lot of work can be accomplished in an hour's time if a student really gets down to business.
6. For home study, find yourself a special place to study where you will have adequate light and privacy. Set aside a certain time each evening to do your homework, and stay with it until you feel you have mastered it.
7. In doing written problems, recheck your answers to be sure they are correct and thereby review yourself on your method of working them.
8. In studying reading matter, observe the following efficiency rules:
 - a. Scan the entire chapter quickly, looking at headlines and subtitles, to see what you are going to read.

- b. Read through quickly once to get the general thought.
- c. Read through again, trying to “react” in some way to everything read by agreeing, disagreeing, and comparing.
- d. Stop occasionally to see how well you can recall the more important points. Writing them down from memory is a good plan. Take notes for questions.

Withdrawal Procedures

The procedure for withdrawing from school is as follows:

1. Authorization for withdrawal must be made by telephone or in person by your parent or guardian to the principal’s office.
2. Obtain appropriate form from the principal’s office.
3. Have the form signed (1) by your teachers, (2) the Library Media Center, (3) the Principal. All school books and property need to be turned in at the time of withdrawal.
4. Return completed form to the main principal’s office for final clearance.
5. All financial obligations must be cleared before final withdrawal.

Graduation, College & Testing Information

Class Ranking

* Class rankings will be updated at the conclusion of every semester.

* Valedictorian / Salutatorian selection will be based on the class ranking at the conclusion of the first semester of the senior year. All grades including additional points earned in AP courses through the first semester of the senior year will be included.

Concurrent Enrollment

Students who qualify may enroll in regular classes or in any night class at the college. Students who enroll in high school and college classes cannot total more than 19 college and/or high school hours. College classes must not interfere with individual classes at the high school. Work with the counselor and principal regarding current state requirements and regulations.

Concurrent Enrollment - Olive Public Schools

The Olive Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. In order to assist students in acquiring the increased opportunities as per Senate Bill 290, Olive High School will offer secondary credit to those who successfully complete the college coursework as listed in Table A with a passing grade. Additionally, the following provisions will be followed:

1. All college courses will be posted on the student’s transcript.
2. Any course taken for high school credit in which the concurrent course’s content and objective align to Priority Academic Student Skills (PASS) will be posted on the transcript, and the grade of that course or courses will be averaged for the final.
3. Students will bump a grade based on the letter grade they receive from the college. (Example: A student making a “B” will receive an “A” on his/her official transcript).
4. If the concurrent course does not align to Priority Academic Student Skills (PASS), the student will receive elective credit. These credits will be posted on the transcript.

Table A

College Course Title	High School Credit
College Algebra	1 unit of Algebra II
General Biology	1 unit of Biology II
General Botany	1 unit of Botany
English Composition I	½ unit English IV
English Composition II	½ unit English IV
Introduction to Chemistry	1 unit of Chemistry
Chemistry I	1 unit of Chemistry
American History Survey to 1877	½ unit of U.S. History
American History Survey to 1877	½ unit of U.S. History
Introduction to Geography	½ credit of World Geography
American Federal Government	½ credit of American Government
Introduction to Speech	½ credit for Speech

Graduation Requirements

*Beginning with the 2015-16 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 9th grade and graduation. A school administrator 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.

Graduation Practice

Senior students at Olive High School may not be allowed to graduate or go through graduation exercises if they do not fully meet the district and state requirements for graduation. Graduates must participate in graduation practice to be eligible for inclusion in graduation exercises. The practice will take place on the morning of the Graduation Ceremony. All graduates will wear the traditional cap and gown during commencement exercises.

Achieving Classroom Excellence Act (A.C.E.) of 2006

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level:

1. Four units of English to include Grammar, Composition, Literature, or any English course approved for college admissions.
2. Three units of mathematics, limited to Alg. 1, Alg. 2, Geometry, Trig, Math Analysis, Calculus, AP Statistics, math course with rigor above Alg. 1 and approved for college admissions.
3. Three units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and rigor equal to or above Biology and approved for college admissions.
4. Three units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma Hist., one-half unit of U.S. Govt. and one unit from the subjects of History,

Govt., Geography, Economics, Civics, or Non-western culture and approved for college admissions.

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

6. One additional unit selected from parOlivephs 1 through 5 or career and technology education courses approved for college admissions.

7. One unit or set of competencies of fine arts, such as music, art, drama, or one unit or set of competencies of speech

REMEMBER!!!! Graduation requirements and college entrance requirements are not the same. Work with counselors and principals to be sure you meet requirements.

Please be informed that the Oklahoma State Regents for Higher Education approved a regulation on April 3, 1998, that requires students to be proficient in the use of computers when they graduate from Oklahoma's two-year and four-year colleges.

Colleges and universities may choose one or more of the following three options for their students: 1) successfully complete a high school computer science course (one or more units) that meets the State Regents' high school curricular requirements, or 2) satisfy an institutions computer proficiency assessment, or 3) successfully complete college-level course work that the institution designates. Although this is a college graduation requirement and not an admission requirement, it provides an incentive for students to develop their computer proficiencies while still in high school. Computer science is one of the subject areas high school students can use to meet the 15-unit curricular requirement for college admission.

Oklahoma Higher Learning Access Program

For more information or a complete listing of requirements, contact the Oklahoma State Regents for Higher Education at (405) 524-9100. The Oklahoma Higher Learning Access Program (OHLAP) has been available to students since 1992. The program provides resident tuition for courses needed to complete a degree or program within five years from award. House Bill 2728 changed the eligibility requirements for OHLAP raising the family income threshold from \$32,000 to \$50,000.

To be eligible, students must:

1. Be a resident of Oklahoma
2. Make a commitment to the program as an 8th, 9th, or 10th grader
3. Complete the courses required for admission to any Oklahoma college or university plus 1 unit (these courses must include two units of foreign language or technology, and 1 unit of fine arts)
4. Graduate with a 2.5 grade point average within the previous three years
5. Have a family income of \$50,000 or less
6. Have been admitted and enrolled in an institution of higher education or postsecondary career-tech program

Attendance Information

Absences & Excuses

The Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities. In accordance with the policy of the Board of Education, each student in High School is required to attend each class a minimum of 88% of the time in order to receive credit for that class. A maximum of 10 days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class.

EXCUSED ABSENCES will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multi-county grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school by 8:00 am if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. The student will receive one day for every day missed to make up the work. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

SCHOOL ACTIVITY

1. The student will be allowed to be absent from the classroom for a maximum of ten days per year to participate in activities sponsored by the school.
2. Five additional days may be given upon request and approval by the Activity Review Committee.
3. Only state level competition will be exempt from the 10-day rule.
4. The student will be allowed to make up any work missed while participating.

ABSENCE BY ARRANGEMENT

1. The student may take up to 10 days of absences by arrangement per semester.
 2. A student may make up for all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
 3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
- Any student who exceeds the 10-day limit may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Parents must call in advance before students are allowed to leave the school building. If the school is not notified prior to a student leaving campus, the student will receive an unexcused absence.

Absences – Unexcused

These are any absences that do not fall within one of the above categories. Such as, students who are absent due to suspension, truancy (skipping), students sent home to change inappropriate clothing, students absent without knowledge of parent or guardian or when parent or guardian does not notify the Principal's office. (Slips from professionals may be accepted in office.) Work may be made up. Eleven (11) absences will result in the student not receiving credit for the semester. Unexcused absences could result in disciplinary action such as parent/student conferences, detention, corporal punishment, Saturday school, and/or suspension.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent.

Make – Up Work

It is the responsibility of the student to make up any work missed during an unexcused or excused absence. For an absence, the student will be given one (1) day for each day he/she was absent to make up work that was missed, UNLESS he/she knew in advance that the work was due on the day of the absence. For excused absences, the student will receive credit for their work. For students participating in activities, if they are going to be gone from school, they are required to pick up their work prior to the absence. The work must be turned in upon return to the school. All assignments made on the day the student is absent must be turned in according to the following policy: When a student returns to school, he/she will have time equivalent to his/her absence to make up for work missed during the absence. Work due on a day missed because of illness must be turned in on the day the student returns unless prior arrangements have been made between the teacher and student. The student should initiate these arrangements. The same applies for any test(s) missed due to absence.

Tardy Policy

A student is tardy who is not in his/her seat when the bell to begin the period sounds. A student who is more than 15 minutes late is counted absent for the period. Each 3 tardies will constitute one unexcused absence from that class. (3 tardies = 1 unexcused absence) Excessive tardies will result in disciplinary action. (3 tardies will = 1 day of ISD)

All final decisions on attendance will be left to the discretion of the Principal.

Olive High School Rules

This student handbook is composed of most of the rules and regulations that students will need to know while attending Olive High school. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies. Olive High School will not waive student's responsibilities simply because a state regulation, district, or building

policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules that they must live by in this school. Each teacher and administrator will strictly enforce all school rules. Students and/or parents wishing to see the policies and standards for the school district may view a copy of these documents in the principal's office.

Bullying and Harassment

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

Definitions

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
2. "Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

Bus Conduct

Students who ride the bus to and /or from school or on school activity trips must observe the following safety rules.

1. Be on time.
2. Observe safety practices (check traffic both ways before boarding or departing the bus).
3. Keep hands inside the bus.
4. Stay seated at all times.
5. Place trash in the proper place.
6. No loud, disruptive behavior.
7. Do not leave items on the bus. The driver is not responsible for lost or stolen items.
8. Do not throw objects on, or out of the bus.
9. In case of an emergency, remain on the bus unless the driver instructs you otherwise.
10. Be courteous.

Care of School Property

Students of Ag High School should take great pride in buildings and equipment. Others will follow in the use of the same buildings and equipment, and those that follow will appreciate the care that has been given their school. All students should guard against marking on buildings, desks, and equipment. You are urged to cooperate to the maximum with the custodians in keeping the buildings and grounds clean. Food and/or drinks are prohibited in the classrooms, with exception for special occasions.

Cheating

Students are encouraged to do their best on all assignments and tests. Students caught cheating may be given a zero for the test/daily work and may forfeit their right to make up the work. Teachers, Parents, and Administrators should communicate to insure the best possible testing and work habits for our students.

More specifically, cheating involves, but is not limited to the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, them, book report, term paper, or notebook (unless allowed to do so by teacher).

3. To plagiarize – plagiarism means using another person’s idea, expression of words without giving the original author credit.
4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no turning around in seat, raise hand to ask questions, clear your desk, etc.)
6. To furnish to another student information which can be used to cheat.
7. Grade tampering of any kind.

Conduct at Athletic Events

1. Focus on the game and supporting our team, not on harassment of opposing players.
2. Be enthusiastic, but do not lose control.
3. Stay off the floor/field during the contest.
4. Sit on the bleachers, not on the floor.
5. When an opposing player is hurt, do not make fun of him/her.
6. Be respectful of the National Anthem or flag salute. Do not sing off key, move, or talk to others.
7. Remember, wildcats are gracious in defeat, as well as in victory.
8. Respect decisions made by contest officials.
9. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs. Signs and praise should not demean or antagonize opponents.
10. Recognize outstanding performances on either side of the playing field.
11. Maintain enthusiasm and composure, serving as a role model.

Conduct at Off – Campus Events

Students at school – sponsored or authorized off – campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Students may be disciplined for off campus misconduct when such misconduct has an adverse effect upon school operation, school personnel, school property and the well-being or safety of students.

Corporal Punishment

The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the principal or the principal’s designee and the parent or guardian, and with the approval of the parent or guardian, and only in the presence of another certified employee. Corporal punishment shall only be administered in the principal’s office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the

employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

Dances/Prom

The Junior-Senior Prom is restricted to Olive High School students, their date, and sponsors. The AHS Homecoming dance is restricted to Olive High School students and sponsors only. Students are expected to remain at the dance until ready to leave for the night. Students leaving without permission may not return to the dance. Blue jeans will not be allowed, black jeans will be. No ball caps, but cowboy hats are allowed.

Defiance

Student acts of defiance to school personnel could result in suspension out of school.

Derogatory Language

Derogatory racial, ethnic, profane, indecent or sexual language, verbal or non-verbal, intended to offend or abuse, IS NOT ALLOWED.

Detention

Teachers have the right to issue detention to students due to their disregard of school rules or classroom rules. The detention will be assigned at the discretion of the individual teacher.

Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

Oklahoma State Law (70-6-114) gives the teacher the same rights as parents to control and discipline such a child according to local policies. The following schedule is an aid to them in control and discipline. However, every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents not covered by the policy in a responsible manner that they deem necessary at the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district. Teachers shall enforce this policy in a reasonable manner.

Infractions	Minimum Action	Maximum Action
1. Unexcused tardiness	Refer to Attendance Policy -----	
2. Disruption of class or assembly	School Conference Parent Conference	Suspension
3. Lunchroom misconduct	School Conference Parent Conference	Suspension
4. Bus/playground misconduct	Refer to Bus Conduct Policy -----	
5. Negligence in completing class work	School Conference Parent Conference	Suspension
6. Cutting class	Refer to Attendance Policy-----	
7. Leaving school without permission	Refer to Leaving School Grounds Policy—	
8. Truancy	Refer to Attendance Policy-----	
9. Tobacco on grounds	School Conference Parent Conference	Suspension
10. Drugs or Alcohol Possession	Parent Conference	Suspension

11. Gambling	School Conference Parent Conference	Suspension
12. Theft	Parent Conference	Suspension
13. Assault-physical or verbal	Parent Conference	Suspension
14. Fighting	Parent Conference	Suspension
15. Destruction of property, vandalism	Parent Conference	Suspension
16. Threats/Harassment	School Conference Parent Conference	Suspension
17. Extortion	School Conference	Suspension
18. Refusal to obey school officials	School Conference Parent Conference	Suspension
19. Possession of weapons or other items with the potential to cause harm		Suspension
20. Vapes or Liquid of any type	Conference with Parents	Suspension

Numbers 9, 10, 12, 13, 15, 16, 17, 19, and 20 may require counseling and rehabilitative efforts before reinstated in school programs and may require notification of legal authorities.

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. In addition, student discipline consequences may include an inability to participate in the graduation ceremony, prom, prom activities, school dances, and/or class trip.

Suspension alternatives may include In School Detention (ISD) or out-of-school suspension. Refer to the Suspension Policy for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).

On any infraction, all parties involved will be given the opportunity to express themselves. Additionally, administrators and teachers shall have the authority to enforce other reasonable actions, which they find warranted by a situation not covered in the discipline policy.

Dress Code

The Olive School District has established a code to govern dress in the school. The District recognizes the right of student expression in the manner of dress. Students have the right to choose their own grooming and clothing styles, provided that such apparel is not disruptive to learning or discipline. Community standards of health, safety, and morality shall not be violated nor shall the style of dress disrupt the learning climate of the school.

In choosing school attire, students and parents should give strong consideration to the effect such attire will have upon other students in the school. Footwear must be worn. The wearing of the following apparel is prohibited:

1. Shorts and skirts that do not extend to the fingertips with student standing and arms hanging by their side;
2. Leggings and/or tights must be covered by apparel that meets the standard listed above.
3. Tank tops less than two (2) inches wide;
4. Clothing that reveals the chest or midriff, such as net shirts and undershirts; see-through blouses, halters and tube tops;
5. Gang dress, such as bandannas and other gang associated symbols or colors / Clothes or jewelry which display gang/cult identifications;

6. Satanic cult dress and related symbols;
7. T-shirts, sweatshirts and other clothing with profanity or suggestive slogans or slogans related to the purchase and use of tobacco, drugs, alcohol, sex and violence;
8. T-shirts, sweatshirts and other clothing with double meanings which could be interpreted as vulgar or crude;
9. Obscene, vulgar or excessive jewelry;
10. Long chains;
11. Caps, hats or head coverings of any kind worn inside the building;
12. Torn, cut-up or slit clothing that is revealing or too excessive;
13. Pajama-type or bedtime wear or house shoes;
14. Spandex sportswear pants or shorts;
15. Jeans, slacks or pants worn below the waistline (sagging);

This regulation prohibits the following:

1. Sunglasses worn in the building;
2. Any type of body piercing deemed to be a distraction to the educational process. Ear piercings are allowed with regular posts. (Earrings with oversized posts, eyebrow rings, tongue rings and lip rings are prohibited)
3. Any other clothing, grooming or piercing deemed inappropriate by the administration.
4. Tattoos deemed inappropriate by the administration must be covered.

This dress code is subject to immediate revision by the administration at any time during the school year.

Extra Curricular Activity Dress Code

Each teacher/coach, who has the responsibility of taking students to represent Olive Schools in any type of activity, also has the right and responsibility to administer an appropriate "Dress Code". This shall be approved and coordinated by the Principal.

Fake Phone Call to Excuse an Absence

Only a parent/guardian can call the school with an excuse for absences. If any other person calls in for the student, the student will face disciplinary action, including an unexcused absence.

Food & Drink

Food and/or drinks will not be permitted in the halls or classrooms except on occasions approved by the principal.

Hazing

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school related activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity that recklessly or

intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

In – School Detention

Students will be assigned to ISD as a disciplinary measure. A separate room in the high school has been designated as the ISD room and is monitored by the principal and office staff.

Participation in extracurricular activities while assigned to ISD will be at the discretion of the principal. Students will be expected to report to this room, upon assignment, at 8:00 a.m. and will be dismissed at 3:30 p.m. A sack lunch will be provided to the student from the school cafeteria at the expense of the student. No outside food or drink is permitted.

Internet

Students and parents will complete an Internet usage form prior to students being allowed to utilize the Internet at school.

Lunch Detention

Students will be assigned to lunch detention as a disciplinary measure. A separate room in the high school has been designated as the lunch detention room. Students will report to lunch detention immediately after the 11:35 bell and will remain the entire lunch period. A sack lunch will be provided to the student from the school cafeteria at the expense of the student.

Absolutely no outside food or drink is permitted.

Parking – Student Vehicle

The Olive Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized

materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Students must be a licensed driver before driving onto campus. Students are to only park in the west parking lot of the high school. Students must park appropriately.

Any unauthorized parking or unidentified vehicles will result in the vehicle being towed at the expense of the vehicle's owner.

Public Display of Affection

There should be no public display of affection between students while on or near school property, during school hours or while attending a school-sponsored activity. If such occurs, disciplinary actions may occur.

Search & Seizure Policy

It shall be the policy of the board that the superintendent, principal, and teacher shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent, principal, or teacher may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any item with or without reasonable suspicion. Students are not to use any school area or property to contain any items that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student whenever the student consents to such a search. Consent will not be obtained through threats or coercion.
4. Authorized personnel conducting a search shall have the authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather garments will be removed before or during a search.

7. Items that may be seized during a lawful search – in addition to those mentioned in section 1 above – shall include, but not be limited to, any time, objects, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. A student suspended as a result of this regulation may appeal the suspension.

Senior College Day

Seniors will be excused for two (2) college days throughout the school year. They are to pick up a Senior College Day form in the office to be filled out prior to the college visit. The parents will be required to sign the form along with all of the senior's teachers. To be approved or denied as an excused absence, the principal will review the form.

Smoking

Students are not allowed to use tobacco or have tobacco in their possession at school, school activities or on school property. Failure to comply will result in disciplinary action. This also applies to Vapes.

Staff-Student Communications

Student's parents or guardians will be given the opportunity to outline the method of staff-student communications outside of the school setting.

Staff Questioning of Students

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way that does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action.

Principals and their designees shall determine when the necessity exists to contact law enforcement officers, when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

Substitutes

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at Olive High School.

Suspension of Students (Regulation)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

- * Violations of policy or regulations
- * Possession of an intoxicating beverage
- * Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities
- * Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act)
- * Possession of a firearm may result in out-of-school suspension of not less than one year
- * Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
- * Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun Free Schools Act which provides suspensions for up to one calendar year or longer.

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.

3. Out-of-school suspension.

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of five (5) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee.

The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The

superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final. NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Telephone Use

The school phone must be kept open for school business. Students will not be allowed to use the phone except for emergencies or when given specific permission by the principal or school

secretary. Parents or guardians who need to get a message to students may call the office and have that message sent to the student in between classes.

Vandalism

Students who vandalize the building or the contents within could be suspended and will pay for damages.

Weapons Policy

The possession or use of any weapon during the time a student is in attendance at Olive High School, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited. A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (*knives of any type or length are strictly prohibited), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires projectiles (such as bullets or shells); explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

Wellness Policy

Olive Public Schools recognizes that a link exists between nutrition, physical activity, and learning. The district wellness committee in conjunction with Senate Bill 1627 has adopted a school wellness policy that supports student and staff wellness. Highlights of this policy include setting nutrition education goals, setting physical activity goals which includes offering physical education to all students, establishing nutrition standards for all foods available on school campus during the school day which will always include foods that meet nutritional criteria except for 10 days that are set aside for "special occasions", setting goals of other school-based activities designed to promote student wellness, and setting goals for measurement and evaluation. Complete copy can be found on the school website.

Wireless Telecommunication Devices

In order to maintain a quiet and orderly learning environment, students may not use or turn on any electronic signaling device, or cellular telecommunications device during instructional time, passing periods or while in the school buildings. Olive Public Schools expects students to exercise due care and common courtesy when using cell phones during extracurricular time after receiving approval for such use. Any exceptions must be authorized and approved by the administration or supervising faculty member. Unauthorized use of a personal cell phone or other device to photograph or video during the school day is prohibited. Students may bring their cellular phones into the building (if they are turned off) so that they may store them in their lockers. Olive Public Schools are not responsible for lost or stolen cellular phones. Electronic signaling devices include, but are not limited to, pocket, and all similar electronic paging

devices, laser pointers, and any electronic device that could disrupt the educational setting or process. Cellular radio telecommunication devices include, but are not limited to, Personal digital assistant devices, laptop computers, walkie-talkies, and devices that incorporate voice communication, texting capabilities, or can function as a cellular phone. The use of personal digital assistant devices and laptop computers for instructional purposes is generally permitted, but the administration and/or the classroom teacher, in their sole discretion, may limit or prohibit their use. Upon reasonable suspicion, the superintendent, principal, teacher, or staff shall have the authority to detain and search, or authorized the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Confiscated electronic telecommunication devices will be released only to a parent or guardian. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take "photographs" of any kind. Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, suspension, or a combination thereof. Disciplinary action will be left to the discretion of the principal.