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**OLUSTEE-ELDORADO PUBLIC SCHOOL DISTRICT**

**STUDENT HANDBOOK**

**2022-2023**

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### About OEPS

Introduction

This handbook has been prepared as a guideline to create a more effective and unified school program in the Olustee-Eldorado Public School District.

Olustee-Eldorado Public School District is devoted to the enrichment of the lives of this student body so that each student is provided equitable educational opportunities and a sound regiment of instruction maintained in all grades. It is through the cooperation of parents, students, teachers, school administrators, Board of Education, and the entire community that such educational opportunities for the student body are available.

OEPSD invites every stakeholder to visit Olustee-Public Schools whenever possible in an effort to create a stronger bond between community, school staff and the student body.

School History

Olustee-Eldorado Public Schools was established in 2017 via the consolidation of Olustee Public Schools District and Eldorado Public Schools District.

Mission/Vision Statement

School Philosophy

The mission of Olustee-Eldorado Public Schools is to create an alliance among students, teachers, parents, and the community, thus creating an environment where all students can learn and meet the academic and career challenges of the 21st Century, constantly striving to improve and meet the needs of our changing society.

School Loyalty

If your school is to be successful, students must be loyal, devoted, and faithful in both academics and extracurricular activities. Your school deserves the following commitment from each student: “I will obey and help others obey school rules, which further the good of all.”

Such rules include proper conduct in the halls, assemblies, classrooms, lunchroom, and anywhere on school premises; respect for superiors, classmates, and buildings, as well as self; faithful preparation of lessons; observance of appropriate language; a sportsmanlike attitude at all time; and the development of valuable citizenship traits.

To the Students of Olustee-Eldorado School

The Olustee-Eldorado Public Schools administration, faculty and staff are committed to ensure our students’ school experience is progressive, enriching, and memorable. However, ultimately, it will depend largely upon you as students. Students are happiest when they spend their time on worthwhile projects and activities. OE will provide all students opportunities to take an active part in a variety of activities in addition to regular classwork. It is the earnest hope of this school system that every student will take advantage of all opportunities provided for the student body at OEPS.

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School Colors and Mascots

OE school colors - Royal Blue, Black, & White

OE High School Mascot — Diamondback

OE Elementary Mascot - Lil' Rattler

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Everyone Should Know

* School begins at 8:10 am and ends at 3:00 pm, Monday through Friday unless otherwise notified by administration. Breakfast is served at 7:45am and ends by 8:07 am. Lunch begins at 11:45 am and ends at 12:15 pm, rotating grade school and high school.
* Students are not allowed to enter the building before 8:00am with the exception of the cafeteria for breakfast. Students may come in for homework assistance from a teacher if arrangements were made the day before or if permission is granted by hall duty teachers.
* Students attending SWTC eat lunch first and are picked up by the bus at 11:40 am. They are returned to OEPS by 2:50 pm. Because this transportation service is provided by SWTC, time may vary slightly.
* Students should take as much pride as possible in keeping the building and premises clean and free from paper and other waste. OEPS encourages a culture of ownership and leadership, expecting students to behave responsibly.
* Parents will be held responsible for any damages that are willfully and intentionally done to school property by their child (School Laws of Oklahoma: Section 663).
* No candy, food, or soda drinks are to be allowed in the classrooms at any time. The only time that soda and candy may be in classrooms is with special permission from the administration to have a party as a reward or as a special occasion.
* Students shall not leave the school grounds before 3:00pm, unless the parent notifies the administration ahead of time.

### Enrollment Guidelines and Info

Enrollment

Any student who is a legal resident of the Olustee-Eldorado Public School District or who has been legally transferred from another school district and who has attained the age of five (5) years of age on or before September 1, and twenty-one (21) years of age on or before September 1 shall be entitled to enroll in school free of charge. No child shall be enrolled in the first grade unless he or she will have reached the age of six (6) years on or before September 1 of the school year.

Students enrolling in Olustee-Eldorado Public School from a school not accredited by the State Department of Education shall take a standardized achievement test and/or comprehensive written subject area examination which may be used to determine grade placement and/or academic units of study. These tests shall be administered by certified personnel of the Olustee-Eldorado Public School system or by an agency designated by the school to administer such tests. The final decision concerning grade placement and/or academic units of credit shall be determined by designated officials of student records at the Olustee-Eldorado Public Schools.

These enrollment privileges may not be applicable to any student who has been suspended from any other school for disciplinary reasons.

Transfer of School - Open, Emergency, Denial

**Open Transfers:**

A student whose parent(s) reside(s) outside the Olustee-Eldorado Public School District must apply for a legal transfer to attend school in the OEPS District. A Student Transfers Application Form for an open transfer will be accepted from September 1 through February 1 of the school year for which the transfer is requested. The Student Transfers Application Form must be completed and submitted to the Superintendent’s office. A separate application must be submitted for each student which desires a transfer. The District shall notify the student’s resident school district of the application for transfer by March 1. The District’s Board shall approve or deny the application for transfer no later than June 1 of the school year in which the application is submitted. A student granted an open transfer shall be entitled to continue to attend school in the District unless the District notifies the student by April 10 of the cancellation of the transfer for the next succeeding school year.

Open transfers will be considered for the following students:

* Students who reside in a school district that does not offer the grade the child is entitled to pursue
* Students who have exhibited no discipline problems in their resident school, that has no suspensions or disciplinary referrals; and
* Students who have exhibited good attendance, that is, a minimum of 90% attendance in the previous semester or school year in their resident school.

Students meeting the above criteria shall be considered on a first-come, first-serve basis.

In order to ensure that sufficient Olustee-Eldorado Public School District resources exist for potential incoming resident students, requests for open transfers may be denied if the approval of such transfer would cause District staff, programs or space to exceed eighty percent (80%) of available capacity. Such transfers may also be denied if the District does not offer the program the student requires or desires.

**Emergency Transfers:**

A written application for an emergency transfer can be made by the parent and submitted to the Superintendent at OEPS. Pending adequate documentation of emergency, the OEPS Superintendent may order a transfer, subject to approval by the Oklahoma State Board of Education.

Students seeking emergency transfers will be required to meet requirements the same as open transfer students.

* Students who reside in a school district that does not offer the grade the child is entitled to pursue; and/or
* Students who have exhibited no discipline problems in their residence, which is no suspensions or disciplinary referrals; and
* Students who have exhibited good attendance, which is a minimum of 90% attendance in the previous semester or school year in their resident school. Determination of the student’s good standing will be made by the Olustee-Eldorado Public School Principal.

An emergency transfer previously approved may be canceled with the concurrence of the Olustee-Eldorado Public School Board and the parent of the student.

Unless canceled, a student granted an emergency transfer shall be entitled to continue to attend school in the OEPS District for the year in which the student is transferred, but must reapply for an emergency transfer on a yearly basis.

An emergency shall include only:

* The destruction or partial destruction of a school building
* The inability to offer the subject a pupil desires to pursue, if the pupil becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer
* A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body’s system or renders the risk unusually hazardous
* The total failure of transportation facilities
* The concurrence of both the sending and receiving school districts

**Student Transfer Denial**

The Olustee-Eldorado Public Schools Board of Education may deny application for student transfer to Olustee-Eldorado Public Schools from another school if the student request is due to discipline, suspension, expulsion, or other questionable circumstances at the previous school.

College Concurrent Enrollment

Juniors and Seniors may enroll in college courses while still in high school if the student meets the eligibility requirements as listed:

* Seniors are required to have the following:
  + an ACT composite score of 19 or higher
  + a high school cumulative GPA of 3.0
  + an ACT score of 19 or higher in the curricular area in which they wish to enroll
* Juniors are required to have the following:
  + an ACT composite of 21 or higher
  + a high school overall GPA of 3.5
  + an ACT score of 19 or higher in the curricular area in which they wish to enroll

All concurrent enrollment courses must be documented on student’s high school transcripts as either academic or elective credit pursuant to 70 O.S. 2001, Section 628.13.

Grades earned for concurrent courses taken as core courses and are needed for high school graduation will be included in the student's high school GPA.

Grades earned for concurrent courses which are not taken as core courses, whether or not they are needed for high school graduation, will not be included in the student's high school GPA.

Both parents and students may be required to sign a document acknowledging their understanding of Olustee-Eldorado Public School’s concurrent GPA policy.

Foreign Exchange Students

Olustee-Eldorado Public School-High School welcomes the opportunity to serve approved foreign exchange students. Note: Oklahoma state law prohibits foreign exchange students from receiving a high school diploma.

Withdrawal Procedure

Students who are moving or leaving this school for any reason should report to the principal’s office before the last full day of attendance to get proper instructions on withdrawing. All books must be checked in, records cleared, and any indebtedness paid before a transcript of the student’s record can be forwarded to another school.

### Other Educational Services

Olustee-Eldorado Public Schools - Child Serve

Child Serve is the active, ongoing process within Olustee Eldorado Public Schools of locating, identifying, evaluating and providing accommodations, services to meet the special needs of all handicapped children in addition to fair and equal access to education .

Public Law 94-142 is the Education for All Handicapped Children Act of 1975 - this law provides that each handicapped child is entitled to a free, appropriate public education; the State Department of Education has approved regulations to meet minimum guidelines to implement such services.

Olustee-Eldorado Public School is seeking assistance in the effort to identify and serve handicapped children from birth through 21 years of age who may be eligible to receive educational services.

Any information or referral of children with suspected mental or physical handicap should be directed to the Olustee-Eldorado Public Schools Special Education teacher or Superintendent of Olustee-Eldorado Public Schools, 580-648-2243.

IDEA-B

The Olustee-Eldorado School District provides educational services to students with disabilities utilizing federal assistance through IDEA-B funds to enhance the basic program. An application is on file at the Superintendent’s office and is available for examination and recommendations by district.

### Class Schedule

Change of Class Schedule

If a student finds just cause to change their class schedule at the beginning of the 1st or 2nd semester of the school year, the desired change must be validated and approved by the School Counselor. The student must also complete a Change of Class Schedule form, which requires a parent signature. The change must be completed within the first 5 days of said semester of school.

### Promotion/Retention

Retention

A final check of completed core units/credits for students enrolled in grades 7 through 12 will be made prior to the end of each current school year.

Student Retention 7th and 8th grade:

In grades 7 and 8, students failing any two (2) of the core curriculum units shall be retained in the same grade the next year.

Core curriculum are designated as those required by the State of Oklahoma for promotion.

High School Student Classification Guidelines

9th through 12th grade:

Beginning with the freshman class of 2001, 9th through 12th grade students must meet the following designated credit requirements to be eligible for the next grade level classification:

* To be classified as a sophomore, the student must have accumulated a total of 5 credits, 3 of which must be core curriculum.
* To be classified as a Junior, the student must have accumulated a total of 10 credits, 7 of which must be core curriculum.
* To be classified as a Senior, the student must have accumulated a total of 16 credits, 11 of which must be core curriculum.

Beginning in 2003, graduation requirements will include a total of 23 credits, 15 of which must be core curriculum.

Any student unable to schedule the remainder of his/her graduation requirements in a normal seven period day may be unable to graduate on schedule.

Core curriculum classes are designated as those required by the State of Oklahoma for graduation.

NOTE: Students moving to Oklahoma from another state and enrolling in a senior high school (10th, 11th, or 12th grade) may graduate without Oklahoma History and/or World History if the course is not taught in the senior high school, or if the out-of-state student is unable to take the course due to the scheduling of classes.

All provisions set aside by the State Board of Education will be followed.

### Graduation

Junior High Graduation - 8th grade

Students graduating from 8th grade must pass a total of five units, failing no more than one core curriculum class. Any student not fulfilling this requirement shall not be permitted to participate in Junior High Graduation.

High School Graduation - Seniors

Students must meet all graduation requirements to receive a high school diploma. A student may lack one credit and still be included in the graduation ceremony, but he/she will not receive a diploma until all class work is completed.

Graduation Ceremony

These events are formal occasions requiring that all students participating should dress appropriately. Appropriate dress for young men is considered to be a shirt with tie, slacks, and dress shoes. Proper dress for young women is considered to be dressy dress or dressy pants and shirt with dress shoes.

Attendants For Graduation

Attendants are selected from the 8th grade class. Students selected must be in good standing academically and be approved by sponsors and administration.

Valedictorian and Salutatorian

A student must have been enrolled as a full-time student in regular attendance at Olustee-Eldorado Public Schools the last year of elementary school (8th grade) or senior high school (12th grade) to be eligible for Valedictorian or Salutatorian for said grades.

Valedictorian and Salutatorian for 8th grade and 12th grade shall be determined approximately at the end of the last semester. The student with the highest GPA will be valedictorian and the second highest GPA will be salutatorian.

### Class Organizations

Student Classes (i.e., Senior Class) will be organized via an official Class meeting early at the beginning of each school year. Officers to be elected are President, Vice-President, Secretary-Treasurer, Reporter, and a Student Council Representative. (Seniors will elect two Student Council Representatives if their President is also Student Council President.)

Faculty members will be assigned as class sponsors in grades 7 through 12.

Class officers shall be elected by secret ballot of each class. To be eligible to run for a Class office, a student must have a 2.5 G.P.A. and maintain good attendance. No person who has failed two or more subjects the preceding semester will be eligible to run for Class office or Student Council.

Being an officer requires participation in many class projects and added responsibilities. The sponsors can remove officers who are not involved or do not meet the responsibilities of being a Class officer from office. The principal and Class sponsor may remove any student guilty of serious or habitual misconduct from an officer position.

Class meetings must have the approval of the principal. The sponsor of the Class is to arrange the meetings.

Grades 7 through 12 will be allowed one Class party during the school year and a Christmas party. All conditions of the party must be approved by the principal and Class sponsors.

### Junior/Senior Play

Olustee-Eldorado Public School will sponsor a combined Junior and Senior play. The play proceeds will be divided between the Junior and Senior Class, with the exception of ticket money going to the Class that sold those tickets. Students who are unwilling or unable to make practice before or after school hours should not try out for the play. The play director shall have the authority to remove any student from the play for lack of cooperation, excessive absences from practice, failure to learn part within prescribed period of time, or misconduct.

### Grades, Grade Cards

Grading Scale

The following is the grading scale for Olustee-Eldorado Public School District.

A+ 97 to 100

A 93 to 96

A- 90 to 92

B+ 87 to 89

B 83 to 86

B- 80to82

C- 77 to 79

C 73 to 76

C- 70 to72

D+ 67 to 69

D 63 to 66

D- 60 to 62

F 59 or below

Passing grades are required in each class for eligibility in extracurricular activities.

Grade cards are issued each nine weeks.

### Athletics

OSSAA Scholastic Eligibility Requirements

The following are requirements set forth by the Oklahoma Secondary Schools Activities Association and the Olustee-Eldorado Board of Education. They are minimum requirements. Local schools and organizations may adopt more restrictive guidelines. These standards are applicable to any activity that involves competition between two schools.

To be eligible. A student must be in attendance 90% of the time. They must have passed five (5) classes the previous semester to be eligible for competition at the beginning of a semester. If they did not pass S classes, they are ineligible for the first six (6) weeks of the current semester.

Students must also maintain passing grades in all classes. Scholastic eligibility will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. If a student is failing one class at the end of a week, he/she will be placed on probation for the next week period. If the student is still failing in any class at the end of the probationary period, he/she will be ineligible to participate during the next one-week period. He/she will continue to be ineligible until he/she no longer has a failing grade in any class. An eligible grade is a current passing grade above 59 in any class. This rule applies to all extracurricular activities and class activities.

To participate in extracurricular activities a student must be in attendance one half day at school. The principal can make exceptions for extenuating circumstances.

Athletic Policy

Olustee-Eldorado School provides an excellent opportunity for its students to participate in competitive athletics. As students become involved in this program, they assume a great responsibility. They travel to other schools and communities to compete and by that involvement they become official representatives of Olustee-Eldorado Public Schools. Therefore, since you are an official representative of the school, we feel that we should be proud of your conduct and involvement. In order to ensure that these expectations are met, the Board of Education has formulated the following rules. Violation of any of the rules can be grounds for suspension or expulsion from competitive programs.

The rules are as follows:

1. No profanity

2. No consumption of alcoholic beverages

3. No use of any harmful, illegal drugs

4. No use of tobacco

5. Obedience to basic school rules

6. Respect for coaching staff, officials, faculty, and peers

Furthermore, the coaches have the right to remove from their team any participating student whose conduct or attitude is considered detrimental to that particular activity. Any student with discipline action pending is ineligible for any activity.

The state regulations state that students must be in attendance at least 90% of the current semester in order to be eligible. For all other eligibility matters, Olustee-Eldorado School will go by the rules and regulations of the Oklahoma Secondary Schools Activity Association.

**Athletic Lettering**—All students are offered the opportunity to participate in any or all athletic programs offered by Olustee-Eldorado School. Yet, only those students that meet the following requirements will be allowed to letter.

1. Must be a team member in good standing at the close of the season

2. Must be either a 10th, 11th, or 12th grade student. 9th grade students can letter by participation in high school competition

3. There will be no provisions for junior high lettering.

4. Injured players can be lettered at the discretion of the coach

5. All students that participate in practice and suit up for all games will be allowed to letter.

**Ejections and Technicals**—Any ejection will carry OSSAA mandated 2 games suspension. If a player receives a technical foul, the penalty for the violation will be left up to the discretion of the coach.

**Quitting a Sport**—Athletes who quit a sport will be allowed to return to the team only at the discretion of the coach.

**Homecoming Candidate**—To be eligible as a Homecoming Candidate, a student cannot be ineligible more than two times before the vote to become a candidate. Homecoming candidates must be a team member in good standing as determined by the coach and the principal.

### Student Guidelines

Attendance

Regular attendance is the most important single factor to aid student success in school.

This policy is to provide for uniformity in student attendance recording and to explain the penalty assessment for absenteeism.

In accordance with the Policy of the Board of Education, each student in high school and grade school should attend class as much as possible to receive an appropriate education. In any instance that a student is absent for more than ten (10) days a semester, that student must bring a written doctor’s statement for each day over the 10 days limit. If no doctor’s statement is obtained, those absences over ten (10) days each semester will be unexcused.

Reasons excused absence may be granted:

* Personal or family illnesses
* Medical appointments
* Legal matters
* Extenuating circumstance deemed necessary by the principal
* Observance of holidays required by student’s religious affiliation including any days required for travel to and from the site where the holy days are to be observed

It is the responsibility of the parent to notify the school by 10:00am if their student is to be absent for one of the above reasons. The school will contact parents who do not call. If no contact is made, the parent must send a note or call the day the student returns before the student can be excused. The student may make up all classwork missed without penalty. Arrangements for making up the missed classwork is the responsibility of the student and should be done on the first day of return to school.

School Activity

To participate in activities sponsored by the school, the student will be allowed to be absent from the classroom for a maximum of ten days per year

The student will be allowed to make up any classwork missed while participating in school activities.

State and National contests excluded from this regulation

* Athletics—district, regional, area, and state tournaments
* 4-H Jackson County Fair
* Yearbook—workshops and ad sales
* Class Activities—seniors, juniors, school pictures (one day)
* Technology Education—Regional or state conferences or competitions

Absences by Arrangement

Absences by arrangement are absences in which the parents deem it necessary for a student to miss school for reasons other than those that fall within an excused absence. Said absences will follow the following guidelines.

* A student may take a trip up to five days of absences by arrangement per semester. These five absences are included in the total ten days allowed absences.
* A student may make up for all classwork missed without penalty. It is up to the student on the day of his return to make arrangements to see that the work is made up.
* In order to take an absence by arrangement, the parent or legal guardian must submit at least two (2) 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.

Unexcused Absence

An absence that does not fall within one of the above categories shall be considered an unexcused absence. Teachers and/or administrators may schedule a time other than regular classroom time for unexcused absence time and classwork or tests missed to be made up. All work/tests being made up must be completed during the scheduled make-up time unless otherwise stated by the teacher or administrator. Failure to make up time, work, or tests at the designated time and place may result in a grade of zero (0) for any work and/or tests missed during the unexcused absence. The Jackson County District Attorney may be contacted if a student has excessive unexcused absences pursuant to Title 10 of the Oklahoma Statutes (70-10-106)

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up the work missed during their truancy. One point will be deducted from their nine weeks average for each instance of truancy. The student may be subject to further disciplinary action.

Tardiness

* A student is tardy who is not in the student’s seat when the bell to begin the period sounds.
* A student who is more than 15 minutes late is counted absent for the period.
* Three times tardy will constitute an unexcused absence from that class.

Attendance Laws and Regulations

Oklahoma State Law: It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of five (5) years, unless such child has been screened as provided for in Section 1210.282 of this title and such child is determined not to be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session. (Note: The county district attorney will be notified in case of chronic absence.)

Oklahoma Secondary Schools Activities Association: A student who did not attend classes ninety percent (90%) of the previous semester and who has not attended classes ninety percent (90%) of the current semester is not eligible to compete in any inter- school competition governed by the association. i.e., athletics, TSA, etc.

Leaving the Building During School Hours

Students must check out of school through the office. Failure to do so may result in disciplinary action. Students may only check out of school with the personal permission of their parents or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

Closed Campus

In order to provide the safest environment possible, Olustee-Eldorado Public School adheres to a closed campus policy for grades 7 and 8. Students grades 10 through 12 will have open campus privileges as long as they adhere to school policy. This includes riding and driving privileges. Riding privileges extend to only parents/guardians or a person directly connected to school, i.e., student or school employee. Driving privileges extend only to those students with a valid driver’s license and own vehicle. Students in the 9th grade can have open campus privileges on Friday.

Students should park in designated student parking areas only Students who plan to drive to school shall obtain a driving permit from the office. In order to maintain security and safety on school campuses, all vehicles parked on school property are subject to being randomly checked for school contraband by detection canines. Any student vehicle identified by the detection team as possibly containing contraband will be manually searched by the administration and/or detection team. Students who refuse to have their cars searched will forfeit all driving privileges to school or a school function for a minimum of the remainder of the school year. In addition, the student will be instructed to leave school immediately and law enforcement will be notified.

Public Displays of Affection (PDA)

Public displays of affection, including holding hands, kissing, etc. are not acceptable behavior for OEPS students.

Tobacco

Use or possession of tobacco in any form, including e-cigarettes (vapes), by students at Olustee-Eldorado School is prohibited while on campus or any school sponsored trip. Any person who is in possession of any kind of tobacco product will be disciplined. Disciplinary action will include a three (3) day suspension for the first offense; additional offenses will result in additional suspensions

Tobacco products will be confiscated if seen by school personnel.

Any person who refuses to divulge his or her source for tobacco will be guilty of a misdemeanor and may be punished by fine, jail term or both if convicted. (State Law)

It is a violation of law for any adult to loan, give or furnish tobacco products to students. Failure to observe this law could result in a fine and/or confinement in the county jail.

### Cell Phones and Electronic Devices Policies

Cell Phone Usage

Due to cell phones causing excessive distractions chronically affecting the learning process, student cell phone usage is not allowed in any OEPS buildings during regular class hours, including but not limited to, hallways, gymnasium, library, restrooms or classrooms at any time for any reason. Laptops or tablets will be provided to students during class time for appropriate classroom assignments, activities, research and studying.

Emergency contact can be made by calling the school office at 580-648-2243; the student will be located immediately and given the emergency message/instructions.

Cell phones must be kept in the student’s backpack or other baggage at all times - with the exception of lunch. Cell phones are to be on silent and put away at all times. Cell phones are not allowed to be out in the open, on the student’s desk, in the student's hands, pants pocket, shirt pocket or lap, or otherwise be in sight while students are in OEPS buildings.

Students will be allowed the privilege to use cell phones only during their assigned lunch period. At the end of lunch, all cell phones must be put away - cell phones must be placed specifically in the student’s backpack or other baggage.

OEPS will not be responsible for lost or stolen cell phones. OEPS does not recommend cell phones be placed in student lockers, especially if the locker does not have a secure lock.

Teachers and coaches are expected to enforce this policy at all times.

This policy is a privilege for students in that students do have an opportunity daily to access their cell phones. Failure to comply with the policy may result in a permanent ban on cell phones on campus for all students.

Other Electronics

Other forms of electronics are not permitted on school campuses during class hours. These items will lead to discipline if brought to school. Exemptions to this rule may apply due to extenuating circumstances and the exemption must be approved by the principal.

### Dress and Appearance

Campus Dress Code

Students should regard neatness and cleanliness in grooming and clothing as important.

Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing, or clothing of extreme style may not be worn.

The following are specifically prohibited:

1. Shorts with an inseam less than 4”
2. Skirts shorter than fingertip length at the side with relaxed shoulders

(If the inseam is shorter than 4” or the skirt is too short, leggings or shorts must be worn underneath)

1. Loosely woven knit or mesh shirts without a shirt underneath
2. Muscle shirts
3. Shirts or blouses that do not overlap skirts, shorts, or pants
4. Sun tops, tube tops, and crop tops
5. Shirts with the sleeves removed
6. Tops designed to reveal a portion of the front, back or middle
7. Tank tops measuring less than 3 fingertip widths
8. Tops with large arm hole area exposing too much skin or undergarments
9. Hats or caps, rags that completely cover the head
10. Bicycle shorts
11. Tights by themselves
12. Shirts that do not cover the chest
13. Clothing displaying any figures or lettering which carry a connotation of immorality, vulgarity, obscenity including any display or lettering pertaining to alcoholic beverages, tobacco products, or controlled substances
14. Clothing that is baggy or loosely hung on the hips by a belt so the crotch hangs at the knees
15. Leggings unless worn with a shirt worn that reaches fingertip length with relaxed shoulders
16. Pants, shorts, or skirts with rips, tears, or frays above the 4” inseam (If there is exposure above the 4” mark, shorts or leggings must be worn underneath)
17. Any clothing that the administration or faculty recognizes as gang related

All other forms of appearance will be left up to the discretion of the principal.

Dress and Appearance for Extracurricular Activities

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity - especially if the student’s dress or grooming creates a hazard or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Violation of Dress Code

If a student’s dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student’s parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities.

### Care of Textbooks and School Issued Devices

A considerable amount of money has been spent on textbooks, tablets, and Chromebooks. Students are responsible for the care of all books and devices loaned to them by Olustee-Eldorado Public Schools.

If books or equipment are lost, destroyed, or vandalized in any way, students will be required to pay the purchase price for the replacement.

### Responsibility of Other School Property

Lockers

* Specific locker assignments to students will be made on the first day of school or as soon as possible thereafter.
* Lockers are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside.
* Locker locks are not provided by the school and are therefore, at the discretion of the student to be used. Students are strongly encouraged to provide their own locks on their lockers.
* Students should not keep money or other valuables in lockers. Students are encouraged not to have valuable items at school that might be lost, stolen, or damaged.

Inspection of School Property

It is the policy of the Olustee-Eldorado Board of Education that all student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

Students are allowed no expectation of privacy concerning lockers, desks, or other school property.

Reference:70 O.S.S24-102

### Disciplinary Action and Misconduct Defined

Student Discipline

The goal of the OEPS District disciplinary policy is to correct the misconduct of each individual student and to promote student adherence to the policies and regulations of the OEPS district.

Administration of discipline

The administration of discipline in the OEPS district includes:

* The hallmark of the exercise of disciplinary authority shall be fairness.
* Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
* A teacher has the authority to remove a student from class temporarily. If possible, the teacher shall accompany the student to the office of the principal and shall file with the principal a written statement of reasons for the student’s removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action.

Supervision of Students

Students enrolled in the OEPS District shall be under the supervision of and accountable to school personnel. The supervision of OEPS District students shall include said times or instances:

* attendance of a school sponsored activity in the district or away from the district
* going to and from a required activity
* in-transit time to activities on school transportation

Disruptive or Interfering Behavior

The OEPS District, in order to provide quality education for all students, will not tolerate disruptive behavior that would interfere with the process of the educational program of OEPS District and/or the safety of its students.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. All student discipline will be based on a careful assessment of circumstances surrounding each infraction (i.e. the student’s attitude, the seriousness of the offense, and its potential effect on other students).

The following behaviors/actions are hereby prohibited to the students of the OEPS District when under school authority. Commissions or omissions may result in disciplinary action at the discretion of the certified staff or Administrator under authority of this policy:

Disruptive or interfering behaviors include but are not limited to:

* inciting, encouraging, promoting, or participating in disruptive activities
* damaging school property
* demonstrations, sit-ins, blockages and walk-outs
* fighting, group violence
* disrespect or disobedience to school personnel
* harassment and/or intimidation, verbal or physical, of students or school personnel
* the use of obscene, lewd or profane language (visual and/or spoken)
* disruptive publications, including those on social media
* theft or inappropriate use of school property or the personal property of another person on campus
* possession or use of drugs, tobacco, alcohol or weapons
* failure to make a reasonable attempt at coursework

Other disallowed behaviors resulting in disciplinary action include but are not limited to:

* refusal to follow a directive or order, verbal or written, of any principal, teacher, or bus driver
* misbehavior during lunch or recess
* behavior which, per the bus driver or sponsor, endangers other students riding the bus
* sale, possession, or use of drugs and/or mind- or mood-altering substances at school or at any school activity
* violence, threats of violence or verbal abuse towards school personnel or to other students at any time
* fighting at school or at a school activity
* extortion
* refusal to do required assignment
* immorality at school or a school activity
* behavior in the classroom which interferes with the learning of others
* stealing or defacing school property or school personnel’s property
* stealing or defacing student’s personal property while on school property
* truancy and tardiness
* failure to show respect for school personnel
* cheating on school assignments or tests
* failure to do required assignments
* chewing gum or eating candy in class
* use or possession of tobacco on school grounds during school hours or during extracurricular activities at a school sponsored activity, regardless of student’s age
* use of foul language or obscene gestures at school or a school activity
* reckless driving on campus or any street adjacent to the campus at any time
* showing poor sportsmanship, especially that which results in disruptive behavior at school activities
* leaving school without checking out through the office of the principal
* wearing hats in the building
* wearing street shoes on the gym floor
* leaving classroom before the teacher dismisses the class
* not staying in the building once a student has arrived at a school activity
* not parking in assigned parking areas
* loitering in parking areas or inside cars during the school day or any activity
* being out of class during class period
* failure to take books and supplies to class
* wearing clothing or buttons with sexually suggestive or obscene words or pictures on them
* wearing shirts, tank tops, or tops that do not come down to the top of the pants
* wearing any advertisement or picture interfering with the education process
* passing notes in the classroom (this includes through texting or social media)
* running or being excessively noisy in the hallway
* public display of affection (PDA)
* violating posted classroom rules
* lunchroom misconduct
* violating administrative directives or rules
* any other action that is not covered, but warrants attention

The above lists give students examples of infractions not tolerated at OESP District. It is not all-inclusive and does not limit offenses subject to possible disciplinary action. This disciplinary explanation is not to be construed to deny a student’s right to a fair and orderly hearing, appeals, counsel and due process in determination of disciplinary action which may end in suspension or expulsion.

An incident of misconduct shall be interpreted by the principal and specified designees in a manner which they deem appropriate given the circumstances of the individual incident.

Please remember, this list is not intended to be a complete list of all possible offenses. It is a listing of those offenses OEPS deals with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action they deem warranted in situations not covered in the above list.

Disciplinary Consequences

In administering discipline, consideration should be given to various methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in such instances. Some possible disciplinary consequences are:

* conference with student
* advise parent
* remove from class or group (temporary or permanent)
* parental conference
* detention during lunch, before or after school
* in-school suspension
* financial restitution
* law enforcement
* referral to other school agencies
* suspension for 10 days or less
* expulsion (long-term suspension of more than 10 days)
* restriction of privileges
* clean or straighten items or facilities damaged
* change seating arrangement
* written behavioral contract
* refer to counselor
* corporal punishment
* any other action deemed appropriate

A steady progression of misconduct without remediation could lead to removal from the OEPS by suspension— short or long term.

Primary Methods of Student Discipline

**Teacher/Classroom:**

Teachers will use various appropriate methods to control activities in the classroom in order to provide the best possible learning atmosphere for students. Classroom rules should be discussed and posted by each individual teacher. Undesirable behavior of a serious nature or continuation of undesirable behavior will be referred to the principal’s office.

**Detention:**

Detention may be assigned by teachers in order to correct undesirable behavioral patterns or when a student fails to complete assigned work. Detention will consist of time spent with the teacher before or after regular school hours.

**Corporal Punishment:**

Olustee-Eldorado Public Schools reserve the right to invoke corporal punishment upon a student when it is deemed necessary in order to correct undesirable behavior patterns. Paddling/swats may be used for serious offenses or for repetitious offenses when other methods of control have failed.

**Suspension:**

Students who are continually experiencing behavioral problems, who commit serious offenses which threaten the rights of others, or who show a tendency to be uncooperative may be suspended for a period of one (I) to ten (10) days. During the suspension period, the student may be officially dropped from the rolls of Olustee-Eldorado Public Schools. At the end of the suspension period, a parent or guardian must accompany the student to the principal’s office for re-enrollment. The suspension will become part of the permanent record of the student.

**Expulsion:**

Students who have experienced a short-term suspension, often (10) days or less face the possibility of long-term suspension, referred to as expulsion, if the behavioral difficulties continue to be a detriment to the school climate. The student may be expelled for the remainder of the current school semester and/or the following semester.

**Interpretation:**

This disciplinary schedule shall be interpreted by the principal and specified designees in a manner which they deem just given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered by this disciplinary schedule.

**Corporal Punishment - Expounded**

Teachers have the right, when necessary, to discipline children. Oklahoma State Law protects this right. When corporal punishment is administered, it must be administered by an Administrator and must not be administered in the presence of other pupils. However, a witness must be present.

It is expected that all teachers in the school district will assume the responsibility that discipline and control is part of the classroom teacher responsibility. It is expected that students will know and expect to behave properly in the classroom and during other school activities. Special effort must be exerted by the principal and classroom teacher to ensure student behavior, both in the classroom and at other school functions, is acceptable. This is part of the total learning process.

When misbehavior occurs, a student is first verbally warned that if the behavior continues, a paddling may be given. Based on the seriousness and nature of the act, this warning can be circumvented.

The following steps will be followed by all OEPS District personnel when corporal punishment, also known as paddling or swats, is warranted:

* Explain to the student why they are being paddled.
* It is done in private.
* It is witnessed by the principal or another teacher.
* No more than three (3) swats will be given.
* Punishment shall not be given by a teacher who is angry or upset.
* A discipline record is filled out and kept on file until the end of the school year.
* The parent will be contacted after the paddling by telephone or by letter.
* In some situations, the parent may be contacted first and the problem discussed before any action is taken.

In the case a parent does not want a child to be paddled, the parent must provide written notification. In such cases, an alternative method of punishment will be invoked.

Suspension Infractions

Student suspension may result from any of the infractions listed in this section if committed while student is:

* in attendance at school
* in transit by school transportation
* under school supervision to or from school
* at any school function authorized by the school district
* present on any facility under the control of the school district

Infractions include but are not limited to:

* Immorality/deviant behavior
* Profanity
* Truancy
* Violation of written school rules, regulations, or policies
* Assault upon another student or person
* Possession, threat, or use of a dangerous weapon as defined by the State Statute
* Possession, distribution, or under the influence of any narcotic drug, stimulant, barbiturate, or alcohol
* Conduct disruptive to the operation of the school
* Conduct which jeopardized the safety of others
* Willful disobedience of the request of any school official in the performance of such school official’s duties
* Any other behavior deemed as an infraction per the discretion of OEPS Administration

Student Suspension—Procedural Rules and Regulations

The principal shall conduct an informational conference by telephone or in person with the student and/or parent/legal guardian for suspension of three school days or less.

Suspension involving ten or more school days is subject to the following system of constitutionality and legally sound procedures:

Guidelines for due process procedure in student suspension from school:

Step 1. Evidentiary hearing: Prior to any suspension, a student shall be given an oral or written notice of the charges against him/her. The student shall have an opportunity to present his/her version of the incident or circumstances involved in the accusation.

Step 2. Informal conference: Following the evidentiary hearing with the student, an informal conference with the parent, student, and principal, or his/her designee shall be scheduled in an effort to resolve the matter. The parents shall be notified by certified mail concerning the conference (Appendix 1). The principal shall make and retain a record of the conference. If the matter is resolved without suspension, then no further action is necessary at this time.

Step 3. Certified notification: If the matter is not resolved during the informal conference, and the principal decides upon suspension, then the parent shall be notified of the action by certified mail notification from the principal (Appendix 2). The letter shall set forth the student’s right to appeal to the board of education, to a closed hearing, and to an attorney. In addition, the notification will provide a clear concise statement of the evidence to be presented to the board.

Step 4. Schedule hearing: Should a parent decide to appeal the suspension to the board of education, they should notify the board clerk of that decision. The clerk shall schedule a hearing before the board of education and shall notify the student and his/her parents or guardian as to the time, place, purpose of the hearing and that, on request, a closed hearing will be held. The following guidelines shall be used in the hearing procedure:

* The charges against the student shall be stated in clear and concise terms and must be in writing
* A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present to represent the student if desired
* The student shall be allowed to observe all evidence offered against him/her and cross examine
* The student shall be given an opportunity to present his/her case in the fullest manner
* A record must be kept of the hearing
* The board of education shall state at the end of the hearing after closed deliberation, its findings as to whether the student is guilty or innocent (25 O.S.A., 307)

General considerations include:

* If the student is over 18 years of age, said student shall be accountable and not his/her parents. (70 O.S.A. 5-118)
* Any student with an IEP shall begin the procedure with a placement committee meeting. (70 O.S.A. 24-102)
* No suspension shall be for more than through the last day of the next succeeding semester. (70 O.S.A. 24-102)
* Any hearing with the board must be held within ten days, unless the student requests an extension.

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Educational Plan During Suspension

A student suspended out of school shall be provided with an education plan which provides only for the core units in which the child is enrolled. Full credit shall be given to the student for all satisfactory work that is completed. A copy of the plan will be provided to the student’s parent or guardian. The parent is responsible for a supervised, structured learning environment and must monitor the student’s educational progress until the suspension is complete.

Emergency Suspension

The principal, or administrator in charge in the principal’s absence, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parent/guardian will be contacted immediately by telephone, if possible, followed by written notification by certified mail (Appendix 3). Regular due process procedure will follow this action and the student will not be permitted to return to class until completion of the hearing procedure.

Right to Appeal:

Any disciplinary schedule shall not be construed to deny the student’s right to a fair and orderly hearing, appeal, counsel, and due process in cases which may end in suspension or expulsion. The student may request a hearing before the Board of Education in order to determine guilt or innocence. The decision of the Board shall be final.

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### Sexual Harassment, Intimidation, Bullying

Sexual Harassment

Olustee-Eldorado Public School is committed to maintaining a learning environment that is free from sexual harassment where all employees and students can work and study together comfortably and productively. The school district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Olustee-Eldorado School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The school district will act to investigate all complaints, either formal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school district.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests, for sexual favors, sexually motivated physical conduct or verbal or physical conduct or communication of a sexual nature when contact is:

1. Written suggestive or obscene
2. Letters, notes, invitations, or drawings
3. Computer terminal messages of a sexual nature
4. Verbal sexually suggestive or obscene comments, threats, jokes, (including jokes about racial and gender specific traits) any sexual propositions, comments about another’s body or sexual characteristics that are used in a negative or embarrassing way
5. Physical contact, any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another’s body, assault, blocking movement
6. Visual contact, suggestive looks, leering or staring at another’s body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines

The building principal is the person responsible for receiving oral or written reports of sexual harassment. The principal reports to the superintendent.

Harassment, Intimidation, Bullying and Cyberbullying

Harassment, intimidation and bullying/cyberbullying, as defined by Oklahoma Statutes at 70 OS. 24-100.2 means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another 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, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

“Cyberbullying” is the intentional and repeated harm of others through the use of computers, cell phones, and other electronic devices.

“At school” means on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school sanctioned activities.

Harassment, intimidation and bullying are specifically prohibited by the Olustee-Eldorado school District.

Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. 24-100.

Adopted by the Olustee-Eldorado Board of Education at its regular meeting on August 13, 2002.

### Drugs, Alcohol, Controlled Substances

Prescription and Nonprescription Drugs

All medicine brought on campus by students must be provided to the Counselor’s office, where its use will be monitored. Written permission from the student’s parent or legal guardian will be required before medicine is dispensed. Medicines will be given only in the principal’s office. This is for student protection. In the event an inhaler for asthma must be carried, the student will need to provide a note by his/her parent or legal guardian to the principal.

Students under the Influence of or Possessing Non-intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances

It shall be the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

* non-intoxicating beverages
* alcoholic beverages
* a controlled dangerous substance
* dangerous weapon
* missing or stolen property if missing or stolen from the school grounds

as the above are now defined by state law, shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. (70 O.S.A., 133)

Any suspension and or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Every teacher employed by the Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (70 O.S.A, 24-i 32)

Drug Dog Policy

Olustee-Eldorado Public School, through approval of the Olustee-Eldorado Board of Education, has acquired the services of a drug dog, which makes unscheduled periodic visits to our school building and its grounds. The EBS (extra-bio-sensory) handler and dog have access to all buildings, vehicles, and lockers located on school property.

The following policies and procedures are not absolute but reflect the normal response when drugs or alcohol are detected on students at OEPS.

* The dog alerts on a student or item belonging to the student (i.e., clothing, purse, etc.) - The student is asked to get all belongings and is escorted to the principal’s office by the principal. With student’s permission all items are checked to include pockets of all clothing.
* The dog alerts on a student locker - Principal or designated representative is notified. They will locate and escort the student to the locker. Students will observe as all items are removed from the locker and spread on the floor. The dog is then allowed to recheck the locker and all items from the locker. The student might also be checked by the dog if desired by the principal.
* The dog alerts on a student’s vehicle - Principal or designated representative is notified. They will then locate and escort the student to the vehicle. Students will be asked to sign an authorization to inspect form after which the interior of the vehicle is checked by the dog, handler and school official with the student observing.

Consequences of findings as follows:

* Substance found
  + First Offense—three (3) day suspension
  + Second Offense—Suspended for the remainder of the school year
* No substance found
  + First Offense—Warning to student
  + Second Offense—three (3) day suspension
  + Third Offense—Suspended for the remainder of the school year

In all cases the parents are notified as soon as possible as to the facts surrounding the dog’s alert and the results of the check.

If the student refuses to be checked or to have their vehicle examined after the dog has alerted, the situation and consequences will be treated the same as substance found.

OEPS believes this school has an obligation to all students to provide, in as much as possible, a drug free environment in which to study and learn. It is also the belief of Olustee-Eldorado Public School that students who are using drugs should be afforded any help possible to stop the use and or abuse of drugs and alcohol, more so than to punish them.

OEPS does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran.

### Search and Seizure Policy

The superintendent, principal, teacher or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student’s clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent or principal, teacher, or security personnel searching of authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverage, non-intoxicating beverages or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70 O.S.A. 24-102)

### Transportation

School bus transportation is not a requirement by law, but is an option given to the individual school district. Bus drivers are given complete authority to maintain control and discipline of students on the bus. Any student that is a frequent disciplinary problem may be deprived of the privilege of riding the bus.

OEPS transportation is provided for school sponsored trips and activities. Buses will be used on all school-sponsored trips and activities, unless prior permission is secured from the parent and authorized by the principal. Students must return on the bus unless released to the parents by the sponsor.

### SWTC Bus

All OEPS students enrolled in a career tech class at SWTC must ride the designated bus to SWTC and from SWTC unless the student receives authorization from the principal and the student's parents, as well as Southwest Technology Center. The same bus rules apply to SWTC students that apply to the other students at OEPS.

### Drills for Emergency Situations

Fire, Storm Warnings & Lockdown Procedures

State law requires that every school must have a fire drill during the first fifteen (15) days of school. A procedure for the orderly evacuation of buildings when a fire alarm is sounded should be formulated by the building principal under the direction of the superintendent. A record of each drill is to be kept and made available to the State Fire Marshall or his agent upon request. Disaster drills must occur once per year during the first fifteen (15) days of school.

* Fire—One continuous blast of the bell or fire alarm.
* Storm Threats—Three short blasts of the bell at 3 second intervals.

### Emergency Situations - Fire, Storm, Threat

Pick Up During Emergency Situations

Students will be instructed on how to react to emergency situations. It is very important that students follow their teacher’s instructions. In case of an emergency, parents are urged to not rush to pick up their children until such a time as all the children are put in a safe situation and can be accounted for.

Lockdown

Depending on the type of lockdown as determined by the type of threat to the school or surrounding community, interior and/or exterior doors on the school campus are locked. No one is allowed to enter or exit the building. Parents may not come into the school during a lockdown. This is for everyone’s safety. Parents will be reunited with their children as soon as the emergency allows.

### Visitor to School

Anyone visiting the school must come to the main office (superintendent’s office) for permission to contact school personnel or students. Students are not to bring guests or visitors to school.

Adult visitors, including parents, should also report to the main office immediately upon entering the building and advise the superintendent or principal of the nature of their visit.

### Orders to Leave School Property

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person 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 and 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 thereof shall be punished by a fine or not more than five hundred dollars ($500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70 O.S.A. 24-131)

### Restroom Breaks

Students should take advantage of opportunities to use restrooms during class intermissions and the noon break. Frequent excuses from class to go to the restroom are discouraged. Parents should notify the school of any health problems that might merit special consideration.

### Lost and Found Articles

The school will not be responsible for lost articles. You should not bring more money to school than is necessary for the day's activities. Loss of money or articles should be reported promptly to the teacher in charge or the principal and every effort will be made to find the missing items. Articles found should be brought to the principal’s office.

### Telephone Use — Front Office Only

The telephones at Olustee-Eldorado Public Schools are for business use only. Students will not be permitted to use these phones except in an emergency. If a student receives a call, a message will be delivered, but the student will not be allowed to leave class unless it is an emergency. Students should plan ahead so as not to have the need to call for forgotten books, clothes, etc.

### Head Lice Policy

Olustee-Eldorado Public Schools will conduct head checks randomly, or routinely at the discretion of administration. In the event that a student has been found to have head lice or nits, the following policy adopted by this school board will be followed.

***Live Lice:***

If a student or students are found to have live head lice, a parent will be called and the child will need to leave school and be treated with an approved head lice treatment. Before returning to school, the student will need to provide proof of treatment either from the health department, a doctor, or with a store receipt of the approved treatment. Approved treatments are RID, Nix, Licefreee Gel, and LiceMD. If a treatment is not on this list, a parent may obtain prior approval of another brand from administration.

***Nits:***

If no live lice are found, but a student is found to have nits, a parent will be notified either by phone or with a letter sent home to be signed by the parent. The student will be allowed to stay in school for the remainder of the day and the parent will be required to comb the nits from the child’s hair with a RID comb that day after school. The student will then have a head check the following morning to verify that the nits have been combed out. If no change is observed, the student will be sent home to have the nits combed out of their hair. If an apparent effort has been made to comb the nits, but a few nits are found, the student may remain in school and a note will be sent home notifying the parent that the student still has nits, and they will need to continue combing through the child’s hair until all nits are removed. The student will then be checked the following week for nits. As long as the number of nits is consistently being reduced and no live lice are found, the child may remain in school with weekly head checks until all nits are removed. If the number of nits appears to be increasing, the student will be sent home to have the nits combed from their hair.

This process will be repeated until all nits are gone from the student’s hair.

### Notice to Parents

Notice to Parents Regarding Teacher Qualifications

As a parent in the Olustee-Eldorado Public Schools that is receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

Whether the Oklahoma State Department of Education has licensed or qualified the teacher for the grades or subjects he or she teaches.

Whether the Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of certain circumstances.

The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

Whether any teacher’s aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Superintendent’s office, telephone number 580-642-2243.

Notice of Parental Rights Under Section 504

Section 504 of the Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one’s disability. It is the policy of this school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal. The designated school district 504 Coordinator is Traci Cotton.

Notice to Parents of FERPA Rights

The permanent record of each pupil who attends Olustee-Eldorado School is kept in the office of the principal. Students needing copies of transcripts for enrollment in college or universities should contact the principal or counselor.

Olustee-Eldorado School designates the following information as student directory information; (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in school activities and sports, (7) classification , (8) weight and height of athletic team members, (9) attendance dates, (10) awards received, (11) most recent previous school attendance.

The official educational records of a student may be inspected by the student’s parents, who upon filing a written request for a hearing, may also challenge the contents of the records, Parents also have a right to obtain a copy of these records.

The rights of parents become the rights of the student when the student attains the age of eighteen (18) years.

Notice of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational 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. These rights are:

The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent, 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.

The right to consent to disclosure of personally identifiable information contained in the student’s educational 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, auditor, 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 performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.

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 is Family Policy compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington. D.C. 20202-4605.

The right to object to the disclosure of directory information. Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least ten (10) days after receipt of this Notification of any or all items they refuse to permit the district to designate as directory information regarding the student. In addition, two federal laws require the district to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the district in writing that they do not want their student’s information disclosed without prior written consent.

“Directory Information” shall include a student’s name, parent’s name, parent’s or guardian’s name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, grade level, degrees, honors, and awards received, most recent previous school attended, student statements, photographs, audio or videotapes depicting students and/or a student’s work, and electronic mail addresses. Any parent or eligible student’s objection to the release of directory information shall be appropriately designated on the student’s educational records. 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.

Annual Asbestos Hazard Emergency Response Act of 1986 Notification to Parents, Teachers, Employees

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos.

The district has complied with this act. A management plan documenting these inspections is on file for public review. You may

examine the plan, located at the superintendent’s office, upon request.

Olustee-Eldorado Public School annually notifies all parents, teachers, and other employees by newspaper and social media. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by the local newspaper and social media when they arise.

The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

ASBESTOS NOTICE

To: Students, Parents and Employees

From: Olustee-Eldorado Board of Education

This is to inform you that Olustee-Eldorado School is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for all schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in some areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

This annual notice is presented in compliance with regulations established by AHERA.

### Signature of Agreement

Parents and students, please login to Wengage and sign and submit the Acknowledgement form as verification of reading this handbook and its acknowledgements.