

Lukfata

School

Student / Parent Handbook

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Board of Education

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Clint Owens, Vice-President

Scott Jennings, Clerk

Superintendent

Kurt W. Neal

Principal

Clint Glasson

You just can't hide
that Falcon pride!

MISSION STATEMENT

The mission of Lukfata Public School is to provide students with multiple experiences, guidance, and materials necessary to develop capable, self-directed, life-long learners who can become productive and responsible contributors in a changing global society.

OUR COMMITMENT TO STUDENTS

Here at Lukfata our goal is to treat each student with respect, fairness and compassion. In so doing we will provide them with the best educational opportunities resulting in a well-rounded, confident student prepared for a successful future.

For additional information about our school please visit our website at www.lukfata.org

LUKFATA FALCON CREED

We are the Lukfata Falcon Family. We are unique and devoted individuals, strongly united in our endeavor to obtain knowledge. We choose to treat each other with consideration, respect and compassion.

We are responsible for our own actions, knowing that our choices result in consequences. We believe we must start today to prepare for the future by using every opportunity to learn.

We will work hard, use our time wisely, and do our best. Yesterday's failures are behind us. Today's successes are now before us. We will make today the very best day of all.

THE SCHOOL DAY

Breakfast begins.....7:30 a.m.

First Bell.....7:50 a.m.

Tardy Bell & School Starts.....8:00 a.m.

School Dismissal3:10 p.m.

ARRIVAL

PLEASE DO NOT BRING STUDENTS BEFORE 7:30 A.M.

Students arriving from the West should be dropped off at the front entrance of the gym or office. Students arriving from the East should be dropped off at the back of the gym and enter through the North gym double doors. Students who plan to eat breakfast should proceed to the lunchroom immediately in order to have time to eat. All other students should report immediately to the gym and sit in designated areas until the duty teacher dismisses classes.

STUDENT ATTENDANCE

In order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Lukfata School Board has adopted a policy requiring students to be in attendance a minimum of 90% of each semester to receive grade and credit for any course in which the student is enrolled. (Students cannot miss more than nine/9 days in any one semester. Excused absences do not apply.)

It is the responsibility of the parent to notify the school by 9:00 a.m. if a child is to be absent for any reason. Otherwise, the student must bring a note from the parent/guardian explaining the absence upon return to school. It is the responsibility of the student, on the day of return, to make arrangements to see that any missed work is made up.

Excessive absences may hurt student participation in extra-curricular activities.

TARDINESS

Student arriving after 8:00 a.m. will be considered Tardy and must report to the office for a Tardy Slip. Excessive tardies will be documented and reported to the authorities as necessary. Three tardies is considered one absence. Transfer students with excessive tardies could forfeit their transfer into Lukfata Elementary Schools.

STUDENT CHECK OUT PROCEDURE

If it is necessary to pick up your child during the school day, parents need to come to the office and sign their child out of school. The child will be called to the office from their classroom. No student shall be permitted to leave the school grounds without being properly checked out at the front office.

END OF THE DAY DISMISSAL

Bus Riders: Students who ride the buses should go directly to their buses.

Car Riders: Students who ride with parents should be picked up in the back parking lot, at the North covered double doorway of the gym. Students will be taken to the waiting area at the front office if their rides have not arrived by 3:20 p.m.

*Continual tardiness of student pick ups will be documented and Parents/Guardians will be required to meet with administrators to develop a plan of improvement and/or may be reported to the proper authorities.

*Transfer students may forfeit their transfer into Lukfata Elementary if continual tardiness by Parents/Guardians continues after meeting with administration.

Riding the Bus

Riding a school bus is a privilege and the privilege may be removed for not adhering to bus rules.

- Follow all safety procedures while waiting for the bus.
- Be on time at the designated school bus stop--please keep the bus on schedule.
- Remember that loud talking, laughing or unnecessary activity is distracting to the driver and may result in a serious accident. (The life you save may be your own).
- Keep all parts of the body inside the bus.
- Do not throw objects in or out of the bus.
- Remain in seats while the bus is in motion. No horseplay or fighting.
- No eating or drinking on the bus.
- Assist in keeping the bus clean.
- Treat bus seats and equipment properly. Damages must be paid for by the offender.
- Be courteous to all and help look after the safety of others.
- Students riding to a different place other than their regular bus stop should have prior approval. A signed note from the parent or a call to the office is required by the parent. Students will not be allowed to call home.
- The above rules apply to all bus trips under school sponsorship.

Students that do not follow the rules are subject to disciplinary action and possible suspension from riding the school bus.

VISITING SCHOOL AND PARENTAL INVOLVEMENT

Parents and family are always welcome volunteers and visitors at school. However, to enhance the safety of your child's school, please note the following guidelines:

- * Please come by the office first, sign the visitors log book and receive a visitor's name tag.
- * Class time without distractions from visitors is vital to teaching and learning.
- * A parent-teacher conference can be arranged by calling the school or by contacting the teacher directly.
- * Discussions of problems, concerns, etc. should be in private with either the teacher or administration.
- * As a courtesy to all teachers...PLEASE DO NOT GO TO THE CLASSROOM TO VISIT WITH THE TEACHER DURING THE LAST 10 MINUTES OF THE SCHOOL DAY. This is a very busy time of the day for teachers and students.
- * Please do not loiter in the hallways waiting for your child to exit his/her classroom at the end of the day. Younger siblings can be very distracting while teachers are trying to teach until the bell rings for school dismissal and congested hallways can be a hazard when students are trying to exit quickly in case of an emergency.
- * We enjoy visits from former students; however, we want to limit distractions to learning. Permission for student visitors should be requested from administration prior to visit. Visits should be kept to lunch time and recess.
- * **Parent-Teacher-Organization (PTO)** – Lukfata School has an active and productive PTO that meets monthly at the school. Money raised is used for school projects and improvements that enhance students' experiences at school. We highly encourage parents to become involved.

CELL PHONE AND WIRELESS COMMUNICATION

- Students may possess a wireless telecommunication device on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the parent/guardian and a school administrator in the form of a wireless telecommunications device contract
- Cell phones and other wireless telecommunication devices must remain turned off during school hours 7:30-3:10.

- Cell phones or wireless telecommunication devices including but not limited to cell phones, smart watches ear buds, or anything that can send or receive texts, photos, calls or other forms of communication must remain OFF during school hours.(7:30-3:10)

CELL PHONE AND WIRELESS COMMUNICATION- continued

- Due to the capability of these devices to access inappropriate materials, video/photograph others, connect/post to the worldwide web, etc., violation of this rule will be reason for disciplinary action. Wireless telecommunication devices will be

confiscated and released only to a parent or legal guardian. Actual use of a wireless telecommunication device to access/connect/ post/distribute photos of others or accessing inappropriate materials on school property or during a school sponsored event is a serious offense and can be considered a violation of personal rights. Students and/or parents could be held responsible for such violations resulting in disciplinary or legal action.

E READERS

Students are allowed to bring an eReader tablet for personal reading use only, as long as all rules and regulations are followed:

1. **All users must have signed parent permission slips on file with the school.**
2. LPS is not responsible for any damages or losses.
3. LPS is not responsible for any costs incurred relating to downloads.
4. All devices must be registered with the school.
5. **All devices must be used for educational purposes only.**
6. Devices must not access the Internet during school hours or contain any inappropriate materials.
7. Lukfata faculty cannot be responsible for monitoring eReader content, therefore it is the parents sole responsibility to be aware of eReader content. However, LPS does reserve the right to check any device at any time for inappropriate content if a situation arises.
8. Bringing an eReader to school is a privilege and may be terminated at any time.

LIBRARY

The library media center contains a large collection of reading materials and resources for your research and pleasure. Each student checks out materials on their student identification number. Students may check out two items at a time. Do not let others use your library number or borrow materials checked out on your number. **Damaged materials are the responsibility of the student who has the item checked out in their name.** Check out all materials before

leaving the library. No food or drinks in the library. Use library time wisely- be courteous, quiet, and return to class promptly. Failure to comply may result in library privileges being revoked.

COMPUTER LAB

In the modern world of technology, the knowledge and use of computers, related devices and the Internet are essential. To provide all students with the opportunity to develop their technological skill, Lukfata provides its students with guided access to online research, exploration, and skills training.

Lab Rules:

1. No food, drink, or magnets of any kind is allowed.
2. Respect the equipment.

COMPUTER LAB-continued

3. Do not distract others.
4. Do not personalize the computers.
6. Print only with teacher permission.
7. Be courteous to the next class. (Close all programs/push your chair in/dispose of trash/take personal items with you).

INTERNET USE

The purpose of providing Internet and other computer network access is to promote the exchange of information and ideas with the global community. All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Access the Internet ONLY with teacher and parent permission. Only access sites and/or programs that have been approved by the teacher. No off-task Internet usage.
2. Be polite-messages should use appropriate language and not be abusive to others.
3. Do not reveal your personal address or telephone number or those of other persons.
4. Protect your passwords.
5. Illegal activities are strictly prohibited.

For more information, see Lukfata School's full Internet policy.

BEHAVIOR

A goal of Lukfata's educational program is to encourage responsibility and good character. An orderly environment is essential if learning is to take place. The following guidelines are for the personal welfare of the individual as well as for the common good of the entire school.

To optimize learning students should:

- ✧ Conduct themselves in a manner that optimizes instruction time and allows all students the opportunity to participate in a learning environment which promotes and encourages personal

fairness and academic excellence.

- ✧ Follow directions the first time asked.
- ✧ Allow teachers the opportunity to teach.
- ✧ Be honest at all times.
- ✧ Use kind words, actions and be helpful to others.
- ✧ Treat others and property with respect.
- ✧ Complete all assignments on time.
- ✧ Arrive to class on time with all needed materials ready to learn.
- ✧ Follow dress code by wearing appropriate clothing.
- ✧ Follow all school rules.

BEHAVIOR-continued

All students enrolled in Lukfata Elementary School will be expected to abide by the rules and regulations set forth by the board of education, administration and teachers while in attendance at school, school-sponsored activities, or while being transported to or from any school-sponsored activity in district-owned transportation equipment. Any student found to be disobeying the rules will be subject to disciplinary action. The disciplinary action to be taken will depend upon the severity of the violation and the number of times the student has broken school rules.

Good Performance Stats- Lukfata School's Conduct Plan

Lukfata School feels that good character is essential to the development of good students and citizens. Students in second thru eighth grade will receive a conduct grade. The intent of this conduct plan is to teach students to make wise choices. Each week students will be given a weekly conduct score that will be averaged and will count toward eligibility for participation in extra-curricular events. A student must maintain a conduct average of 80% or higher to be eligible to participate in extra-curricular events. Teachers will deduct points according to the student's conduct using the point value system assigned to each infraction. Anytime during the week that a student's score falls below 70%, they will be required to serve lunch & recess detention. Also, additional forms of discipline may be administered at the discretion of the administration. We believe it is important to recognize students who have good conduct, therefore, rewards will be given to students maintaining a GPS conduct average score of 95% or higher at the end of each grading period.

GPS Point Value System:

The following rules fit most situations, but are not exclusive of unstated situations.

5 points

Rule # 1: Students must be in their seats when the tardy bell rings. Students cannot use the phone to call home about extra-curricular activities unless approved by the coach/sponsor.

Rule # 2: Students must come to class prepared. Students will have all necessary materials requested by the teacher for each class period. (textbook, paper, pencil, red pen, etc.).

Rule # 3: Students will pay attention to the teacher, stay on task, do the required class work, sit quietly, and not interrupt learning.

10 points

Rule # 4: Students must have all homework assignments, notes, progress reports, report cards, tests, permission slips, etc. returned by the assigned deadline.

Lukfata School's Conduct Plan (continued)

Rule # 5: Students will be respectful of all other students and property. Participation in put downs, name calling, destruction of property, minor challenges to authority, etc. will not be permitted.

Rule # 6: Students will not participate in hitting, kicking, tripping, etc. of others. Flicking, throwing, etc. of objects will not be tolerated.

Rule # 7: Students will dress appropriately as stated in school policy dress code. Inappropriate shorts/skirts/shirts will not be permitted. Pajamas, slippers, caps will be allowed on special designated days. Public displays of affection, gum, MP3 players and electronic games will not be permitted unless on special designated days.

45 points

Rule # 8: Students should not violate cell phone policy. Severe misconduct and disrespect to school personnel including, but not limited to, bullying, cursing, fighting and extreme disobedience will not be tolerated.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

GPS (or other documented disciple tracking system)

Below 80 Average= ineligible

Below 75 during a week = 1 day ISD (In School Detention)

ASSEMBLIES

An indication of the cultural level of a school is the conduct of its student body at an assembly or special event. At all times a student's behavior should be refined and courteous. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include talking during a program, whistling, uncalled for clapping, and boisterousness. Teachers will sit in the audience at all assemblies to

help with students' behavior.

DRESS CODE

All Pre K-8th grade students are expected to dress in a manner that does not disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Any manner of dress or grooming that does not meet dress code guidelines will be corrected by furnishing appropriate clothing or contacting the parent.

The following dress code applies at school and all school sponsored events:

- Shirts should cover shoulders or at least have 2 inch or wider straps. (No spaghetti straps, strapless or one-arm garments unless worn under other clothing).
- Necklines should be modest and not show cleavage. (No undergarments showing).
- No muscle shirts or see-through shirts unless have minimum shirt code (above) underneath.
- Pants, skirts, and shorts should be worn at the natural waistline and should be below mid-thigh or longer in length (as a guide, most students can use 6" from top of knee cap). No undergarments showing.
- Pants without rips, holes, or shredded material showing skin above the knees using the criteria stated above for dresses, skirts, and shorts.
- No hats, Hoods or head coverings on in the Buildings or nightwear unless otherwise authorized (Hat Day, Pajama Day, etc.).
- No Hole in jeans above 6" from top of knee cap. If holes are present must have something under. No Skin Showing 6" above knee cap.
- No Racer back shirts
- If leggings are worn, must have a shirt long enough to cover back side. (REAR) Gluteus Maximus)
- Shorts must be at least 6" above the Knee Cap. (Will be measured with a dollar bill placed at the top of Knee cap)
- Shirts or tops must be long enough to cover stomach (mid drift), again no skin showing
- No clothing that portrays messages or suggests immoral, crude, violent, death-oriented,

vulgar/profane, gang related, sexually suggestive, drugs/tobacco/alcohol, or behavior illegal for minors.

- No distracting hair styles or colors.

o Dress Code Infractions

- 1st Offence 10 points off in GPS
- 2nd Offence 15 points off in GPS- Call home to get other attire if needed
- 3rd Offence 20 points off in GPS, 1 day In School Detention(ISD)
- Other Offences- Points in GPS, Multiple days in ISD.
- Note: Principle has the discretion to add to or take away or other consequences.

DISCIPLINE

Offence	1 st Time	2 nd Time	3 rd Time
Cheating	Zero on assignment, 45 GPS, 1day ISD	Zero,45 GPS 2days ISD	Zero,45 GPS 3 days ISD
Fighting	3 day ISD	5 Days ISD	5 Days OSS
Inappropriate Gestures or Language	1day ISD	2 days ISD	3 Days ISD

Public display of affection(Minor)	45 GPS 1 day ISD	45 GPS 2days ISD	45 GPS 3days ISD

***Note: Each case will be looked at case by case, exercise or corporal punishment may be used at principal's discretion.

More Severe

Possession of/or under the influence of drugs or Alcohol	Semester expulsion(two nine week periods)	Suspension of no less than one year
Selling of drugs or alcohol	Suspension of no less than one year	
Threat on School personnel	Semester expulsion	Suspension of no less than one year
Theft or Vandalism	Restitution and 3 days ISD	Restitution and 5 day ISD
Public Display of Affection	3days ISD	5days ISD
Sexual Harassment	5 days OSS	10 days OSS
Attack on School Personnel	Suspension of no less than one year	

Possession or distribution of tobacco or VAPE	5days ISD	5days OSS
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Note: Corporal punishment is still used in some offences. Should you desire that your child NOT receive corporal punishment, you must submit this request.

TOBACCO, ALCOHOL, AND DRUGS

The possession, distribution, or use of tobacco, illicit drugs and alcohol is wrong and harmful to students. Lukfata School prohibits the possession of these items on school premises or as part of any school activity. Disciplinary sanctions will be consistent with local, state, and federal laws.

WEAPONS

It is the policy of Lukfata School to comply fully with the Gun-Free Schools Act. Any student attending Lukfata, attending any school-sponsored event, or using school transportation that uses or possesses a firearm or other items with the potential to harm others will be removed from school for up to one full calendar year.

DISTRACTING DEVICES

Any item deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses is prohibited. Students who violate this policy shall be subject to disciplinary action, including confiscation of the item. The item will be turned over to the student’s parent after a conference which includes the parent, student, and an administrator.

Examples of distracting devices, but not limited to, include:

Cell Phones or Digital devices (audio or video)

Toys, trading cards, laser pointer pens

Skateboards, roller skates

Gum, candy, or food items, Etc.

SEARCHES

The Lukfata Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student’s property while on school property or while attending any functions sponsored or authorized by the school when there is reasonable suspicion for such searches.

Student desks and lockers shall remain the property of the school district and may be subjected to

inspection and searched by administration and/or teachers as deemed necessary upon suspicion that stolen articles, contraband, alcoholic beverages, controlled dangerous substances, or weapons may be found.

Students found to have in his/her possession any of the aforementioned articles shall be subject to disciplinary action and his/her parents will be notified of such action. However, if such acts of students are contrary to criminal law, that student will be referred to the parents and proper law officials.

PROGRESS REPORTING

Lukfata Public School observes four 9-week grade periods. Progress reports are sent to parents halfway through each grading period. Semester grades are figured by averaging the first two and last two 9-weeks periods respectively. Please see the school year calendar for specific beginning and ending dates for grading periods.

GRADES

In accordance with the policy of the board of education the following grading scale will be used for all subjects, including special education, depending on the grade level:

90 - 100 =	A Excellent	Excellent = E	Pass = P
80 - 89 =	B Above Average	Satisfactory = S	Fail = F
70 - 79 =	C Average	Needs Improvement = N	
60 - 69 =	D Below Average	Unsatisfactory = UN	
59 - Below =	F Failing		

GRADING SYSTEM WEIGHTS (5TH-8TH GRADES)

	Reading & Social Studies
Tests -----	60%
Daily work -----	40 %
	Math & Language Arts
Tests -----	70%
Daily work -----	30%
	Science
Tests -----	50%
Labs & quizzes -----	30%
Daily work -----	20%

HOMEWORK

It is the responsibility of the student to know what class work and homework is assigned by their teacher(s). Late work may only be accepted in extenuating circumstances. Students will have 11 points deducted for the first day late and will receive a grade of zero/no credit thereafter. Absent students will have the same number of days to make up missed work as the number of days absent.

STUDENT ELIGIBILITY

The following requirements must be met by students in order to participate in extra-curricular school sponsored activities. Eligibility will be calculated by the 9-weeks. Students will have a two week grace period at the beginning of each 9-weeks to establish eligibility.

In order to be eligible, students must maintain a grade average of 65% or above and conduct average of 80% or above.

Students that are ineligible for more than three weeks in a given semester, will be deemed ineligible from all activities for the remainder of that semester. This includes all events in which they may currently be participating. Re-entry into any extra-curricular activity that runs into the next semester will be determined by the coach/sponsor and administration.

Students who have an unexcused absence (as determined by the principal or designee) the day of the extra-curricular activity will not be able to participate in that day's extra-curricular activity.

Excessive absences may hurt student participation in extra-curricular activities.

REMEDIATION

It is Lukfata's desire for all students to improve their knowledge and skills and to be successful on state mandated tests. Students not meeting the minimum standards on Oklahoma's State Reading and Math tests in 5th-8th grade will receive additional instruction in those subjects in the following school year. This class will provide targeted instruction to help students improve their skills. Progress in these classes will be monitored by the class instructor and can be discussed with them.

Most students will complete a full year in Math Plus and/or Reading Plus. The class may occur during school hours in place of an elective. At the end of the semester, the Reading and/or Math team will determine if a student will continue with additional instruction/tutoring or be dismissed.

PROMOTION & RETENTION

Promotion is a highlight of a school year and affects the teacher, pupil, and parents. Therefore, serious consideration should be given in the following order for promotion: 1) number of years retained in present grade, 2) age, 3) scholastic achievement, and 4) ability.

Retention of a student should be in agreement between the schools professional staff and the student's parents or guardians. If the parents and staff cannot agree and the school staff recommends the student for retention, then the parent/guardian has the right to appeal the retention to the Board of Education. The School Board's decision will be final.

Oklahoma's Reading Sufficiency Act (RSA) states that a third grade student cannot be automatically promoted to the fourth grade if he or she scores Unsatisfactory on the reading portion of the Oklahoma Core Curriculum Test (OCCT) unless they meet the requirements for "Good Cause Exemptions".

PARENT / STUDENT ACKNOWLEDGEMENT OF HANDBOOK INFORMATION

All parents enrolling their student in Lukfata must view Lukfata School's Handbook and be willing to comply with Lukfata School's guidelines and assist their student and their student's teacher in a successful learning process. Parents must be willing to sign the Parent/Student/Teacher/Administrator Contract and should realize that failure to comply with guidelines may result in their student being dismissed from Lukfata School.

This handbook is a summary of information for students and parents from Lukfata School's Board of

Education Policy.

Lukfata Public School

**1685 Old Broken Bow Hwy Broken Bow, OK
74728-9637**

Tel: (580) 584-6834 Fax: (580) 584-9473

Kurt W. Neal, Superintendent Home of the Falcons

To the Parents of Lukfata School Students:

In 1986, congress passed the Asbestos Hazard Emergency Response Act. This Law requires that each school be tested to determine specific asbestos levels: An Asbestos Management Plan is then developed for each school based on asbestos that is found. The management plan discusses test results, locations of asbestos, asbestos that has been removed, and the results of all re-inspections. We are pleased to announce that the Lukfata School buildings have been asbestos-free for quite some time.

Federal law also requires schools to be re-inspected once every three years. In addition, schools are required to notify all employees and parents to make them aware of the AHERA program and the location of the Asbestos Management Plan for the school. A copy of this plan is available at the Superintendent's office and can be viewed during normal operational hours. For more information contact Kurt W. Neal at 584-6834.

Sincerely,

Kurt W. Neal
Superintendent

2017 SCHOOL PROFILES

*LUKFATA
ELEMENTARY (EC-8)
LUKFATA PUBLIC SCHOOLS*

MESSAGE FROM THE PRINCIPAL

Dear Parent/Guardian:

Lukfata Elementary School thanks you for your support and dedication to our students and community. Federal regulations require schools to notify parents about a school's Adequate Yearly Progress status. Information about our school district and our students' Oklahoma Core Curriculum Test results for third thru eighth graders for the 2016-2017 school year is included with this letter.

State tests provide a snapshot of how your child performed during testing and are not indicators of classroom performance. Your child's achievements must be measured by a multitude of accomplishments throughout the year. Classroom performance, along with their social and emotional development, should be the primary measure of your child's skills, knowledge, and growth.

The results of state testing help us improve the way we teach and, ultimately, do a better job of meeting every student's learning needs. Lukfata School uses the data from state assessments as a diagnostic tool for identifying areas of concern as well as strengths for each student and the school as a whole.

We know you want your child to succeed in school, and we are here to be partners with you to make that happen. Your child's growth and love of learning are our main goals at Lukfata Elementary School.

Sincerely,

Clint Glasson

Principal

