

It is indeed a pleasure to welcome all our returning students and our new students to the 2023-2024 school year! The teachers and staff are excited and look forward to sharing many academic experiences with our students. As we partner with our parents, we will work together for a rich education for your students. We strive to create positive, inspiring and safe environments that foster sharing, learning, and growth. Our focus this school year will be on providing each child with new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas of reading, language arts, science, social studies and math will remain a priority. Instruction in the fine arts, foreign language, technology and physical education complete our program by providing each student with an opportunity to develop areas of interest and skill.

This handbook has been created to inform students, parents and school staff of our school's expectations. Our hopes are that it will be a helpful tool for you to utilize when referring to important information during the 2023-2024 school year. Please keep in mind that this is a condensed version for student and parent reference.

Together, teachers, students and parents/guardians make a strong Lone Star family. We appreciate your support as your child enters the classroom, learns and grows through the year. Let's all commit to having a good school year, setting everyone, students as well as teachers up for success! Here's to a great school year!

Lone Star Faculty



Lone Star School Creed

I am a Lone Star Brave

I am the future of America

**I accept the challenge to respect myself, others and Lone Star
School**

Yesterday is behind me today's successes are before me

With a pioneer spirit, there is no limit to what I can achieve

I will make today the best day of all

I accept the responsibility for my behavior and its results

**I will be cooperative, productive, responsible and a positive
influence in the world**

With the help of my family and teachers

I will determine what I will become

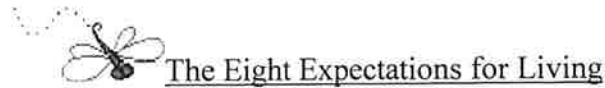
**The education I receive today will make me a leader of
tomorrow!**

Great Expectations

Lone Star is a Great Expectations school. Great Expectations is a method and school of thought that is being used in many Oklahoma schools. It has a proven success record and is based on the premise of mutual respect and values.



Responsibility	Respect	Self-discipline	Honesty	Integrity
Courage	Compassion	Perseverance	Loyalty	Effort
Friendship	Cooperation	Common Sense	Flexibility	Initiative
Curiosity	Patience	Problem Solving	Justice	Commitment
Esprit De Corps	Citizenship	Service	Fortitude	Optimism
Humanitarianism	Propriety	Courtesy	Temperance	Dedication
Humility	Empathy	Forgiveness	Sincerity	Patriotism
Resiliency				



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

General Rules and Regulations

THE OFFICE:

- A. The elementary school office is open from 7:45 a.m. until 4:00 p.m. each school day. The junior high office is open from 7:30-3:45 p.m. daily. All school business should be conducted during these hours.
- B. Telephone- Please make arrangements with your child as to what and where he/she is supposed to do after school. In an emergency, we will give a message to the students of a change of plans. Do not call DAILY to give your child after school instructions. Students who come to the office during class time for assistance must bring a pass from the teacher.

Students should not arrive before 7:45 am, as there will be no teacher supervision on the playgrounds before that time. Students should leave the school grounds as soon as their teachers dismiss them for the day. The only exceptions to this are: (1) students involved in a teacher or parent supervised activity, or (2) Latch Key.

SCHOOL ATTENDANCE

Regular school attendance is a primary factor in student success and in obtaining a quality education. We encourage our students to be at school daily but our priority is always the health and safety of our students. Please do not send your child to school when they are not well or need to stay home to prevent the spread of illness to others.

Tardies/Leaving School Early: Students arriving after the 8:15 am bell, must report to the Attendance Office to pick up an admit slip to class. Excessive tardies will be reported to parents and will result in noon detention.

If a student needs to leave school before the dismissal time, he must have a permission to leave the building slip (blue slip) signed by his teacher. This slip must be turned in at the Attendance Office or the Main Office before the student may leave the building. It is imperative that students remain in class until the end of school unless for an occasional planned appointment. Excessive early pick-ups will be treated as tardies.

Withdrawals: Withdrawals of students must be done through the office. A withdrawal form must be signed by all teachers of the student to clear the student in each subject, assign a grade average and to clear for textbooks, library materials, lunchroom charges or reimbursements, and fundraiser balances.

School Records: A cumulative folder of student records is kept on file in the Main Office. Parents may inspect and review any school records concerning their child upon request.

Telephone or Address Changes: Please notify the school immediately of any change in your address, telephone number, baby-sitter or person to contact in case of emergency. This information is very important in case a student should become ill or be injured.

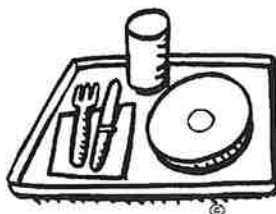
LATCH KEY

Before and after-school Latch Key programs are available for all students who attend Lone Star School. Latch Key begins at 6:45 a.m. until school begins and when school is dismissed, children can stay up to 6:00 pm. There is a minimal charge for each 15 minutes of attendance. These rates change periodically. Latchkey is not a state requirement and is an extra service offered for parents and students. Students must maintain good behavior and accounts remain in "good standing" to provide uninterrupted service. For updated information on charges for after school care, call the main office at 918-224-0201.

Lone Star School Daily Schedule

School begins....	8:15 a.m.	5 th grade	11:45 a.m.
Pre-K lunch...	12:20 p.m.	6 th grade	11:45 a.m.
KG lunch...	10:45 a.m.	7 th grade	11:50 a.m.
1 st grade lunch...	11:07 a.m.	8 th grade	11:50 a.m.
2 nd grade lunch...	11:15 a.m.		
3 rd grade lunch	11:25 a.m.		Students dismissed at 3:15 p.m.
4 th grade lunch	11:35 a.m.		

Cafeteria



Lunchroom personnel work to provide students with nutritious, appetizing breakfast and lunches.

- Breakfast is served each morning at 7:45 am
- Lunches are served daily to students
- Menu information is sent home on a monthly basis
- Information on free and reduced meals can be found in the offices and cafeteria.
- The student cost for meals this year will be \$1.75 for breakfast and \$2.25 for lunch.
- We are currently not allowing guests to join students for meals due to space and safety issues.
- Accounts for students that charge breakfast and lunch fees must be paid in a timely manner.
- **Please limit lunch deliveries/fast food to special occasions only.**

Leaving School Grounds

No student may leave school grounds during the school day unless that student is checked out in the office. Parents picking students up for lunch must check him/her out through the office.

STUDENTS



STUDENT ACADEMICS

Oklahoma Academic Standards (OAS) represent the basic skills and knowledge all students should learn in the elementary and secondary grades. These skills will form the basis of student achievement testing in 3rd through 8th grade at the state level. These tests will be given multiple times per year. Based on State Department of Education and Board of Education requirements curriculum is reviewed for improvement each year.

STUDENT RESPONSIBILITY

Lone Star students have the responsibility to be in class on time with the necessary items to perform their classroom activities and assignments. Lone Star students are also responsible for completing all assignments on time. In an effort to assist students with completing assignments, we recommend setting time aside each evening to complete homework assignment.

Before School: Before school academic help may be provided by prior arrangement with the teacher.

Before School Detention: This may be arranged by the teacher for any student who does not have an assignment ready when it is due.

HOMEWORK

The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, the home, and the grade level of the student. There are three main purposes for the assignment of homework:

1. Homework may need to be given to ensure satisfactory progress at the student's grade level.
2. Homework may be given to accelerated students to give enrichment to the student's program. This may include differentiated activities to reflect individual students' varying abilities.
3. Homework may need to be given to the student who has been absent in order to make up work missed so the student will be able to continue working successfully with the rest of the class. Students must be absent at least two consecutive days before a homework sheet will be completed by teachers. Some teachers may require homework to be completed and turned in prior to planned absences.

GRADUATION

Students who do not pass the eighth grade will not be allowed to go through the graduation ceremony. Students must have met district requirement for attendance as specified on graduation contract during their eighth grade year (unless the administration determines that there have been extenuating circumstances) in order to take part in the graduation ceremony.

STUDENT BEHAVIOR

School behavior is important. For effective teaching and learning to take place, there must be a controlled environment. Teachers will handle their own discipline in most cases. Repeated behavior problems will be referred to the school administration. Parents will be contacted, when necessary and feasible, and will be expected to come to the school to help resolve major student discipline problems. Other forms of discipline are outlined in the Lone Star discipline policies that are found in the office.

Disciplinary Referrals: Disciplinary referrals may be given to any student who does not follow the school and/or classroom rules. A student who receives a referral will usually serve one or more days of noon restriction. Students are provided a copy of their referral, which must be signed by a parent and returned to the detention supervisor. A copy of the referral is placed in the student file.

Students who receive excessive referrals in a nine week period (usually four or more) may be subject to out-of-school suspension as determined by the administration.

Suspension of Students: Students who violate the laws, board policies and administrative regulations by actions which infringe upon the rights of others to receive instruction, by action which deface or destroy school property, or otherwise intrude upon the work of the school shall be immediately suspended. Any student who shall be determined to be guilty by the school administration of participating in a fight with another student or of causing physical injury to another student or school official, except in self-defense, or attempting to precipitate a fight or to cause such injury during school hours or at a school sponsored activity, shall be automatically suspended for such period deemed necessary by the school administration, 3 day, 5 day, 10 day, remainder of quarter, or up to remainder of the current semester and succeeding semester. Corporal punishment may be used as an optional means of discipline.

The following offenses may be punishable by suspension:

1. Truancy
2. Theft
3. Vandalism of school property
4. Use of profane or obscene language on school property or at any school function.
5. Physical or verbal abuse of other students or members of the faculty or staff on school property or at any school function.
6. Smoking or possession of tobacco or smokeless cigarettes, also known as e-cigarettes, in any form on school property or at any school function.
7. Drug paraphernalia
8. Failure to serve detentions prescribed by teachers unless duly excused.
9. Gambling on school property.
10. Illegal use or possession of narcotics, misuse of OTC medications, or other illegal substances.
11. Flagrant abuse of dress regulations prescribed by the proper administrative authority on school property or at any school function.
12. Drinking or possession of any alcoholic beverage on school property or at any school function.
13. Possession of dangerous weapons as described in Section 24-102 of Title 70, Oklahoma Statute, on school property or at any school function.
14. Improper, violent or unruly conduct on school property.
15. Deliberate refusal to obey an order of a member of the faculty or administrative staff duly given concerning a school matter or incident thereto.
16. Improper use of motor vehicles on school property.
17. Deliberate refusal to attempt a reasonable academic effort.
18. Without limiting the foregoing act, any persistent violation of regulations or duly constituted school authority and any conduct on school property or at school functions in violation of the generally accepted moral standards of the community.

In the case of a student who may be suspended or expelled, as prescribed by law, the administrator suspending or expelling the child should make a reasonable effort to notify the parent or guardian as soon as possible.

Dangerous Items: No knives or other potentially dangerous items will be allowed on school grounds. If a student is found to be in possession of such an item, it will be taken from the student and returned only to the parent or guardian of the student upon request. The student may receive punishment for bringing dangerous items to school.

Bicycles or Motor Bikes: Due to Lone Star's location on Hickory Street, it is not safe for our students to ride bicycles to school. Therefore, bicycles are not permitted on school grounds and cannot be ridden to school.

Cell phones or electronic devices: Students are not permitted to use cell phones or electronic devices such as earbuds, headphones, Airpods, and smartwatches on the bus or on school grounds during school hours. If found, these items will be taken and only parents may pick them up. Multiple offenses will result in discipline. These devices may on occasion, be permitted only for education purposes and only when directed/supervised by a teacher.

Types of Suspension: Lone Star School recognizes two types of suspension.

Short Term Suspension

If students are suspended from one (1) to ten (10) days these procedures are followed:

1. Before the suspension is made the student is afforded an opportunity for a conference with the administrator.
2. Oral or written notification to the parent or guardian of the violation and the intended length of punishment with their right to a review with the Discipline Review Committee.
3. Before the student can be re-admitted to school, the administration may require a conference with the suspended student and his parents or guardian.

Long Term Suspension

Long-term suspension will not exceed the current semester, plus the following semester with the procedure as follows:

1. Same as in short term suspension above.
2. Oral or written notification to the parent or guardian of the violation and the intended length of punishment.
3. Long-term suspensions must be approved by the Board of Education and the parent will be notified of their right to appeal to the Board.

Education Plan During Suspension

Any student suspended out of school for 3 days or more will be given an educational plan. It is the responsibility of the parent to monitor and carry out this educational plan. The student will not be permitted on school grounds after school, including evening and extracurricular activities, unless approved by administration. Any student suspended out of school will not be allowed to return to class until he or she has met with a school administrator on the day of his/her return to school.

Corporal Punishment

Corporal punishment may be used as a form of discipline for more severe behavior issues. If a student or parent refuses corporal punishment, the student has only the option of out-of-school suspension as punishment for the offense.

Positive Behavior Incentives for Grades 5,6,7,8

This program is based on a reward system for positive behavior. It begins and ends at the end of the nine weeks periods. At the end of each nine weeks, a special event is planned for those who have met the requirements. Each teacher keeps a behavior chart for each solid subject taught. Every student will begin each nine weeks with 5 points. A student must have at least one point left on the chart at the end of each nine weeks for each teacher. Teachers will make the decision on loss of points based on student behavior and responsibility. Other requirements to be met during the nine weeks to be part of the special event each nine weeks are as follows: 1) no D's or F's on report cards; 2) no more than one noon restriction; 3) no excessive absences 4) no suspensions. Students who do not meet the requirements above will remain in the classroom for regular instruction during the special event. Awards, recognition and special speakers may be part of the assembly

STUDENT DRESS CODE



We believe students know what is proper for school dress. We do not want student dress or appearance to be disruptive to other students and to a good learning environment.

We do not want students to wear clothes that promote sex, violence, drugs, death, alcohol, or cigarettes.

Clothes: See-through tops, tank tops (unless straps are at least three fingers-width wide), strapless or "spaghetti" strap tops, and tops which do not cover the mid-riff or show cleavage will not be permitted. Items with unacceptable markings or individuals that promote things such as drugs, alcohol, violence, gang activity, sex, etc will not be permitted. Shorts and skirts must be fingertip length or longer. Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleepwear, including pajama pants are not permitted. Jeans and shorts may not have holes above the knees. Leggings/tights/spandex may be worn only under other garments which are finger-tip length or longer. "Muscle shirts" which reveal a student's chest, torso, or abdomen will not be allowed.

Earrings: Girls will not wear extremely large earrings or other body piercing items. Boys will not wear earrings or other body piercing items.

Hair/Make-up: Outlandish or distracting coloring or cut of hair or make-up will not be permitted. Hair cannot cover the eyes.

Hats: Students (boys and girls) are not allowed to wear hats or caps inside the school building at any time except on days specified for such.

Consequences The school administration will make decisions, based on the policy guidelines and the safe operation of the school as to what is not permissible. Students who do not adhere to the dress code will:

First Offense: be asked to change or cover the top, or they may call home to have other clothes brought to school.

Second Offense: asked to change clothes and will receive a disciplinary referral. There will not be any intentional embarrassing of students in such a situation.

ABSENCES

Regular school attendance is predicative of student and school success. Research indicates that chronic absenteeism may place students at academic risk. Under the State of Oklahoma Guidelines, it is recommended that students must be in attendance a minimum of 90% of the school year to receive full credit for a course or grade level. However, if your child exceeds the maximum number of absences for the semester, your principal will take into consideration the priority our district has placed on health and safety during this unique time related to the coronavirus. Our principals will work with families should any student have excessive absences due to illness or due to staying home to prevent the spread of illness to others. **For the sake of your child and other families in our district, do not send your child to school when they are not well or have been exposed to someone exhibiting symptoms.**

Medical appointments should be scheduled outside the school day. Car problems, parental lateness, oversleeping, and family trips are not valid reasons to be absent.

It is the responsibility of the parent to notify the school by 9:10 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call by email and/or phone call. If no contact is made, the parent should send a note or call the day the child returns.

Truancy:

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student may be subject to further disciplinary action.

Tardies:

1. Kindergarten through 4th grade: a student is considered tardy if he/she arrives after 8:15 a.m. through 9:30 a.m.
2. Kindergarten through 4th grade: a student will be given one half day absence if arriving after 9:31 a.m. to noon.
3. 5th grade through 8th grade: a student is considered tardy if he/she arrives after 8:15 a.m. through 8:40 a.m.
4. 5th grade through 8th grade: a student will be considered absent if arriving after 8:41 am
5. Elem. students who leave before 2:00 pm will be counted absent one half day.
6. 5th-8th grade students: Attendance is taken hourly. If you miss 25 minutes of any class, you are considered absent in that hour.
7. KG-8th grade: On the fourth tardy in a class period, a referral will be issued for noon detention. An extra day of detention will result for each additional three tardies. Excessive early departures will have the same consequences as tardies.

Grades and Advancement

1. Any student that has missed more than 8 days during a nine weeks may make up all class work missed, but will receive only 80% credit.
2. At the end of each school year, any student who has missed more than 32 days of the school year may be subject to failing the class missed or failing for the school year at the discretion of the administration. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism

Make up work after absences: Students are responsible to make up all work missed during any absence. Students need to be absent two consecutive days before a homework sheet can be requested. It is the student's responsibility to ask the teacher for assignments missed. Teachers will allow a reasonable amount of time to complete make-up work. If work is not completed within the set time frame, a grade of zero will be recorded for each missing assignment.

1. Any student who is absent will receive one day for each day absent to make up assignments missed.
2. All make-up work or missing assignments should be submitted to the teacher assigning the work. Teachers are not required to ask for missing work
3. Some teachers require assignments to be turned in prior to a planned absence. No due date extensions will be given for planned absences or vacations.

BUS TRANSPORTATION



Bus transportation is a privilege, not a right. If students do not follow the rules and regulations established by the Board of Education that deal with bus behavior, disciplinary action will be taken. The penalty for these offenses may range from a parent conference to suspension from the bus. **REMEMBER: Good behavior while riding a school bus helps to assure a safe ride!** As dictated by state law, Lone Star School cannot transport transfer students to and from school.

BUS BEHAVIOR

Conduct of Students School transportation is a privilege provided for the convenience and safety of students. Undesirable conduct by students can create a very dangerous situation. It can cause not only someone to be injured inside the bus but could lead to collision with another vehicle. If the driver is distracted by student behavior any of the above could result. Quiet visiting among students is permissible. There is to be no loud talking or moving about while on the bus. Students are to obey requests of the driver the same as they would a teacher. Smoking, eating and soft drinks are prohibited on the school bus. No one is to put any part of his or her body out of a window or throw any object out of the school bus. Hands and feet are to be kept out of the aisles and any object carried on the bus is to be held in the student's lap or where the driver requests.

Entering the bus All students are to stand back until the bus comes to a complete stop, then line up in order to enter the bus single file with no pushing. Once inside the bus, go directly to a seat and sit down. Bus drivers may make seat assignments for students based on their judgment for the bus route. The driver will determine how many students should be in each seat. Seats are not to be held or "saved" for or by a student. Students will be expected to share seats.

Departing the bus All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at the stop are to depart single-file as quickly and safely as possible and move away from the bus. If a student must cross the road, he is to quickly walk approximately ten steps in front of the bus and wait for the driver to hand signal when it is safe for him to cross in front of the bus. **NEVER WALK BEHIND THE BUS!** All students are to get off the bus at school or at their regular stops.

Defacing a school bus Any student caught writing on, tearing or cutting a seat, tearing off padding or defacing a bus in any manner will be suspended immediately from riding the school bus. Parents of the student are liable for damages. The **first offense** for defacing a school bus will be mandatory suspension from riding the school bus for five school days and payment of damages in full before the student may return to riding the bus. The **second offense** for defacing a school bus will be mandatory suspension from riding the bus for the remainder of the school year and full payment of damages.

BUS DISCIPLINE

First Offense -Upon the first offense of unacceptable conduct the administration will notify the student and parent by referral. The administration will take whatever action it deems necessary.

Second Offense -Upon the second offense the administration will notify the student and parent that the student is suspended from school bus riding privileges for five school days.

Third Offense -Upon the third offense the administration will notify the student and parent that the student is suspended from bus riding privileges for the equivalent of one semester.

LOST OR STOLEN PROPERTY

Lone Star School and the Board of Education are not responsible for lost or stolen personal items or money that are brought to school. Lockers are provided for all upper grade students for classroom items and in the locker rooms for gym items. Gym lockers will require students to provide their own locks. Students should put their name on all personal items brought to school, such as purses, jackets, other clothing, band instruments, etc. A lost and found barrel should be checked for lost items.

Bringing personal items to school: Students will assume responsibility for any items brought to school. Items that are brought to school without permission from the teacher or administration will be confiscated. These items will be returned to parents upon request.

SAFETY INFORMATION

Throwing objects

The throwing of any object is forbidden. Such activity frequently involves danger to the sight or hearing or in other ways can cause injury. This includes throwing pencils, erasers, books, snowballs, food, rocks, etc. A student who violates this rule should expect strict punishment.

Drills

Lone Star School will have periodic practice for fire, tornado, lockdown, and intruder drills. These drills will take place during the first two weeks of the semester and at specified times throughout the year for a total of ten drills for the year or more if needed. Teachers and students are instructed on emergency procedures and drills are practiced. Emergency procedure plans are posted in each classroom. An Emergency Plan for the school district is filed with the county yearly.

EMERGENCY AND SECURITY PLANS

Lone Star School has an employee Emergency Procedures Guide that instructs staff on what to do in case of the following emergencies: runaway student, abducted student, fire, evacuation, tornado, bomb threat, child abuse, serious injury, unwanted intruder. This guide is designed to help school personnel act quickly and efficiently should a real or potential crises situation arise.

Closed Campus

In the interest of providing the safest atmosphere possible for our students, Lone Star is a closed campus school. If it is necessary to take your child out of school for any reason during the school day, a blue permission slip to leave school must be issued by the student's teacher, signed, and left at either the upper grade attendance or elementary office.

Walking

Due to the traffic volume on Hickory Avenue, we do not allow students to walk south on Hickory. Upper grade students may be allowed to walk on sidewalks between school and the Blackburn Addition/Hickory South Addition

Inclement Weather Radio and television stations will be notified if school is to be dismissed. This will be the means of notifying parents of school closure. In the event **of severe weather during the day** or other unforeseen emergencies that would necessitate dismissing school early, medial stations will be notified.

VISITORS

Student Visitors

Students will not be allowed to bring student visitors to school to spend the day or part of it without special permission from the administration.

School visitors

All visitors are required to report to the office and obtain a visitor badge when they arrive at school. Due to safety reasons we will need to limit all visitors in the building, unless it is for official school business and there is a prior appointment scheduled with a teacher or administrator. Visitors will also be asked to abide by health guidelines for building entry.

PARENTS AND TEACHERS

Parent-Teacher Communication

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, email, or on Parent Square. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher(s), please call to make an appointment, as teachers' schedules do not allow for drop-in conferences.

Parent-Teacher Organization

The Lone Star School PTO exists to promote the education welfare of our children. Parents are encouraged to join and participate in the activities of the PTO.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. They are

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents should submit to the school administration a written request that identifies the records(s) they wish to inspect. The administration will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent 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 the administration, clearly identifying 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, the District will notify the parent 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 when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Accidental Student Insurance Policy

On the first day of school, information will be sent home about an optional accident insurance policy that may be purchased for students to help with medical expenses due to injuries, accidents, or even sports related injuries. Parents also have the option to access this information on our website or enroll their students online: www.studentinsurance-kk.com

NON-DISCRIMINATION

The Lone Star School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designate youth groups. For inquiries regarding the non-discrimination policies, please contact Tracie Hale-Superintendent Lone Star School 2945 S. Hickory St. Sapulpa, OK 74066 918-224-0201

POLICY ON STUDENT DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM

Standard of Conduct—The possession, use or distribution of any illicit drugs or alcohol by students is strictly prohibited on school grounds, property or any school sponsored activities

1. **Disciplinary Sanctions**—Students who are found to be in possession of illicit drugs or alcohol will be suspended for not less than one week and up to a nine week period and will be referred to the local authorities for prosecution. Parents may choose for their child to complete a locally provided and appropriate rehabilitation program in place of suspension or reduced length of suspension.
2. Information about drug and alcohol counseling and rehabilitation programs that are available to students will be given upon request and made available through the school counselor's office.

TOBACCO

Lone Star School is a 24/7 tobacco free campus.

No tobacco in any form including e-cigarettes will be allowed in a student's possession or belongings at any time. Students found in possession of/or using tobacco in any form will be referred to the administration for disciplinary action.

SEARCH OF STUDENTS

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the school, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property, alcohol, dangerous weapons, electronic devices, controlled dangerous substances as defined by law, stolen property, if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectations of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

ADMINISTERING MEDICATION TO STUDENTS

If a student is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate that it is in the best interest of the student that non-prescribed medication be dispensed to that student, only by the school nurse, and administrator, or person designated by the administration may give the medication.

Medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following; a) purpose of medication; b) time to be administered; and c) termination date for administering the medication.

Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities are inappropriate or ineffective. The parent or guardian must provide their own non-prescription medication and this medication must be age specific to be administered. A permission form needs to be signed by parents for any medication to be given at school.

THREATENING BEHAVIOR

Threatening behavior is defined as an activity which portrays that another person, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" 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, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, electronic, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, gesture toward another student or school personnel, while under school supervision, or which takes place outside of school but disrupts the educational process, shall be subject to the following:

The student will be referred immediately to an administrator who may refer it to the school counselor for intervention and assessment of the incident. A report will be made based on the accusation and patterns of behavior. If the problem cannot be resolved at the counselor level, it will be referred to an administrator.

The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a probationary period, or (b) implement any or all of the following intervention procedures:

- A. The student will be subject to an immediate suspension from school for a minimum of three days.
- B. The student's parent(s)/guardian will be notified.
- C. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Other" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
- D. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.
- E. A conference shall be held with the school counselor, an administrator, and student prior to the students' re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.
- F. Based on the level of serious threat, the Sapulpa Police Department will be notified.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

Parents may report incidents of serious threats to the school through the internet at the following email address:

bully@lonestar.k12.ok.us

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) prevention education is presented to Lone Star School seventh graders as mandated by Oklahoma State Law. The curriculum and materials used are developed by the State Department of Education and approved for medical accuracy by the State Department of Health. Lone Star School's AIDS curriculum is based on a heavy emphasis on abstinence of all HIV conveyance activities. This curriculum will be available for review by parents or guardians. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

MENINGOCOCCAL DISEASE AND PREVENTION

Meningococcal Disease spreads by direct contact with infected persons by coughing, kissing, or sharing anything by mouth, such as water bottles, eating utensils, lipsticks, or toothbrushes. It can cause pneumonia, bloodstream infection, and meningitis. Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life threatening infection is rare. Symptoms include fever, severe headache, nausea, vomiting, rash, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Adolescents and young adults are more likely to get Meningococcal Disease, especially if they live in group settings, like college dorms. There are vaccines for Meningococcal Disease and more information may be obtained from the school nurse.

HEADLICE

Periodically the school nurse will check students for head lice. If your child is found to have nits or live lice, he/she will be sent home for treatment. After treating your child for lice and removing all nits, please call the school nurse at 224-0202 ext. 31 and arrange for an appointment. Your child must have a clearance note from the Lone Star School nurse before returning to school.

NO-NIT POLICY

The Oklahoma State Department of Health requires a NO-NIT policy for all schools and childcare centers. Lone Star School also maintains a strict NO-NIT policy. All nits must be removed from the child's head before the nurse will authorize reinstatement to school.

COVID-19

As we begin the new school year we are working diligently to provide a safe learning environment for our students. We have the following mitigation practices to assist with the decreasing the possibility of exposure to the coronavirus if needed; optional masks, seating charts, daily cleaning, sanitizing stations, social distancing whenever possible, increasing air flow, water bottle filling stations, and plexi-glass barriers. Plans are subject to change as new information becomes available or as new situations arise related to Covid-19. Please do not send your child to school if he/she is feeling ill or has a fever.

INTERNET & COPUTER NETWORKS ACCEPTABLE USE POLICY

Staff members will educate students on appropriate online behavior yearly. Users will be courteous and polite and personal information should not be revealed. Records of Internet use will be considered confidential, however, users must be aware that any message or information posted on the internet may be accessed by others for whom it is not intended. Users of the service will respect all copyright and license agreements. A complete Internet/Computer Network Use Agreement will be sent home and signed by students and parents annually as provided by the school district. Students must agree to adhere to the guidelines in this policy regarding appropriate use of the school network, internet copyright laws, and internet etiquette. Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. The district shall not be liable for users' inappropriate use of the electronic communication resources, or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

1:1 INSTRUCTIONAL TECHNOLOGY

It is expected that students and families will keep Chromebooks and electronic devices secure and damage free. The school will provide the parent and student with a 1:1 Instructional Technology Student/Parent Agreement prior to assigning a student equipment. This will list the acceptable use guidelines, repair/replacement costs, and consequences for failure to return or misuse of a device. Parents also have the option of purchasing insurance coverage at \$25 a year, per student, to cover specified repair costs. Loss and theft are not covered.

Students will only use school issued devices at school for continuity of the educational process to streamline instruction and provide district approved/purchased curriculum and resources.

The use of electronic resources is a privilege, not a right, and may be revoked at any time. The system administrator may close an account at any time. The system administrator's decision may be appealed to the building principal or superintendent. The account shall remain closed through the appeal process. The decision of the building principal or superintendent is final.

CHILD FIND POLICY

The purpose of this policy is to state the intention of the Lone Star Public School to fulfill its responsibility to establish and implement an ongoing child Find System to locate, identify, and evaluate students ages 3 through 21 years, who are suspected of having a disability and may need special education, regardless of the severity of the disability, and to coordinate with Sooner Start Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age.

The District's Child Find system will include all children within the District's geographic boundaries

The district will coordinate with other agencies and promote public awareness to locate children who may have disabilities.

The District will take appropriate and necessary steps to ensure that District staff and the general public are informed of:

- the availability of special education services;
- a student's rights to a free appropriate public education;
- confidentiality protections; and
- the special education referral process,

and will provide this information through a variety of methods. Lone Star Public School will accomplish this by distributing child Find flyers in the community, publishing a Child Find notice in the local newspaper, posting the notice on the District website and/or including it in school publications, including student handbooks.

In the identification process, the District may use screening or coordinated early intervening services. The District's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability.

If through Child Find activities, a child is identified as possibly having a disability and needing special education services, the District may seek parent consent to evaluate the child. All such evaluations will be conducted in compliance with applicable federal and state law and regulations.

Lone Star School
2023-2024
Handbooks Acknowledgement
Sign-Off Sheet for Parents/Guardians

The Lone Star In-Person Handbook is available on our website: www.lonestarbraves.org

If you would like a printed copy of the handbook, it is available in both offices.

I have read the Lone Star School Handbook and understand the contents. I understand that my child is responsible for following the procedures outlined in the Student Handbook. I understand and agree to the terms listed.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Please return this handbook acknowledgment sheet to your child's homeroom teacher. Thank you!