

**Lukeville Upper Elementary**

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Please cut out the  
dashed portion, sign,  
and return to your  
child's teacher.



I have read and understand the preceding student hand-  
book and agree to follow all information given.

Parent Signature \_\_\_\_\_

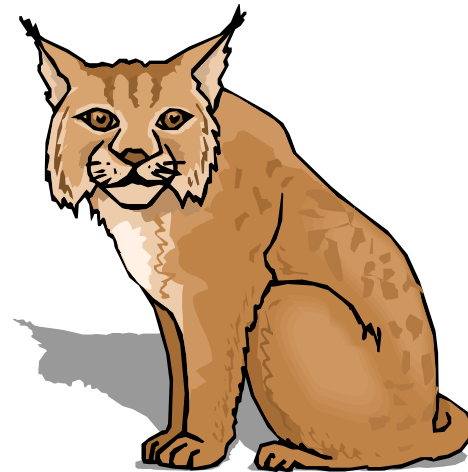
Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Lukeville Upper Elementary**

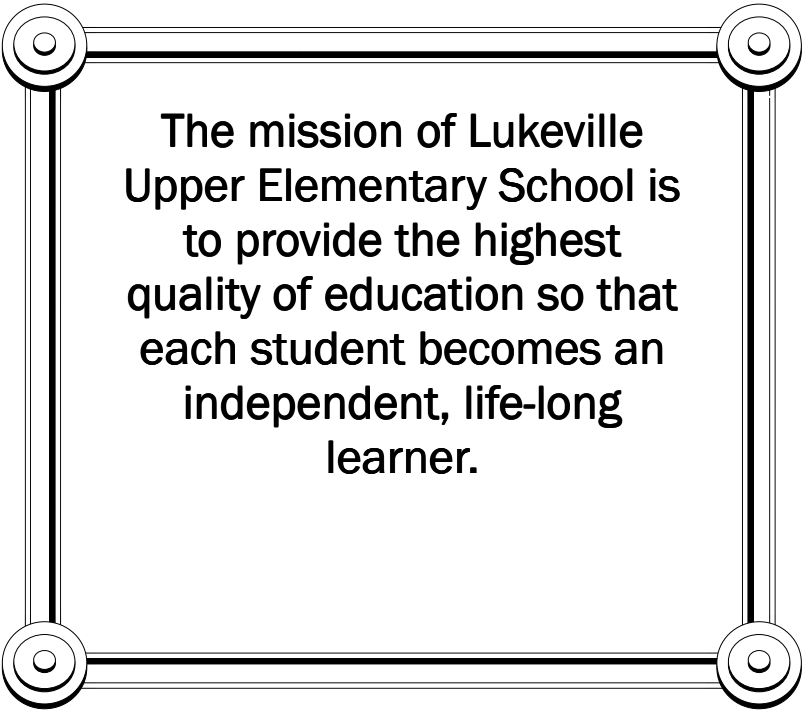
# Parent & Student Handbook

*2009-2010 School Year*



Revised on: 06/04/09

## Our Mission Statement



The mission of Lukeville Upper Elementary School is to provide the highest quality of education so that each student becomes an independent, life-long learner.

## Field Trips

### Permission Forms

West Baton Rouge Parish has a required field trip permission form that must be completely filled out, signed and returned to the school by a student's parent or legal guardian before the student can participate in a field trip. This is the only permission form that can be accepted by schools.

### Transportation of Students

Students must ride the bus to and from the field trip site. Students are not allowed to ride in any other vehicle at any time.

### Criteria for Participation

In order to participate in a field trip, a student must maintain good behavior. Students who have received a C-14 after the field trip notice has been sent home until the day of the field trip, will not be able to participate in the field trip. **Any money paid will not be refunded under any circumstances.** Conduct on the field must also be acceptable or parents will be called to pick up their child.

## Other Information (Cont.)

### Books

Students are responsible for all of their textbooks and library books. Students will have to pay the cost of lost or damaged books. A child will not be issued a second book until he/she has paid for the lost book. Students with outstanding fines at the end of the school year will not receive report cards until they are paid.

### Student Illness

Faculty and staff of Lukeville are not allowed to give any student medication. If a child brings medication to school, he/she will be sent to the office immediately. For special circumstances see the parish handbook. In the event of illness at school, the office will be emailed and that student's parents will be called. If a child is not feeling well enough to participate in class, he/she must leave school.

### Technology Consent

Please read the use of technology form received at the beginning of the year carefully. If you would not like your child's picture to be used on the teacher websites, please notify your child's teacher in writing by the end of the first school month.

### Fees

Students will not be allowed to participate in any extracurricular activities (i.e. field trips, jean days, purchasing snacks, etc.) until all fees have been paid.

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## Arrival and Dismissal

### Arrival

School begins at 8:25 a.m. for students. Any student arriving after 8:25 a.m. will be considered late. Students are not to come to school before 7:30 a.m. Once a child is at school, he/she may not leave campus for any reason without permission from the office. Students will not be allowed to go to breakfast after 8:15 a.m.

### Checking In Students

Students arriving late to school must check in through the office with a parent/guardian. A student will not be allowed in the classroom without a tardy slip from the office.

### Dismissal

School ends at 3:10 p.m. for students. If a student will be picked up in carpool or is riding a different bus, a note must be sent that morning to the student's teacher or to the office. **Students must ride the bus he/she has been assigned to unless otherwise authorized by the office.**

### Checking Out Students

A parent must submit a written request as well as a phone call if a student will be checked out early by anyone other than the parent/legal guardian. Before anyone can check a student out of school, he/she must be authorized to do so and must be properly identified. Any person checking a student out of school must be known by school officials or identification will be required.

### Car Pick Up

Parents/guardians who pick up students late (after 3:25) will be required to come into the library/office and sign the student out. After the student is picked up late more than 4 times, the student will be required to ride the bus the remainder of the school year.

## Other Information

### Make Up Work

Students will be given adequate time to make up work based on the amount of time missed from school. It is the student's responsibility to make up missed work in a timely manner. If you wish to pick up your child's missed work, please notify the office by 10:00 a.m. in order to give teachers enough time to put all work together.

### Metal Detectors

Any items taken during a metal detector search must be picked up by a parent/guardian. Any items not picked up by the last day of the school year will be thrown away. Items not permitted at school include:

- Any item consisting of glass
- Sharp, pointy scissors
- Any and all electronic devices (i.e. PSP, PDA, cell phones, IPODs, etc.)
- Games and/or movies
- Aerosol cans (perfumes, deodorant, etc.)
- Fingernail polish
- Super glue

### Grading Scale

A = 100-93

B = 92-85

C = 84-78

D = 77-70

F = 69-0

### Awards

End of the year awards are given for the highest average in each subject. A student must be on the honor roll/Principal's List for the first three nine weeks in order to be recognized at the awards ceremony.

## Parent Communication

### Parent/Teacher Conferences

In order to schedule a conference a parent/guardian must send a written request or email to the teacher. Conference times are as follows:

Monday & Friday (during specials)

Tuesday, Wednesday, & Thursday (7:45-8:05)

### Conduct Cards

Teachers will keep a conduct card for each student in the classroom. Each time a student breaks a school rule/policy a mark will be given. Conduct notices will be sent home daily. These notices must be signed and returned the following school day or the student will receive another conduct mark. Marks will be received each school day until the notification is signed and returned.

### Test Folders

Test folders will be sent home every other Wednesday. Please see the school calendar for test folder dates. These folders must be signed and returned with the test papers enclosed by the next day. **Replacement folders will cost each student \$2.00.**

### Planners

Planners will be provided for each student at the beginning of the school year. Students will be required to record any homework and/or tests in this planner. **Replacement planners will cost each student \$2.00.**

### My Teacher Center

Each teacher's website will be updated weekly.

### Newsletters

Each grade level will send home a weekly newsletter. The school will also send home a monthly newsletter with important dates and information.

## Attendance

### Absences

If a student is absent from school, he/she must bring a note from his/her parents stating the reason for the absence and the dates the student was absent. For the absence to be excused, this note must be brought within (3) school days. Appointments with doctors should ordinarily not be made during school time. Should school time be used, the student should bring a physician's note (excuse) upon return. **Remember that attendance affects performance. Students whose absences are unexcused will not be permitted to make up any schoolwork missed while absent.**

### Classifying Excused and Unexcused Absences

#### Excused Absences:

1. Death of a relative
2. Illness
  - A. self (this includes appointment with doctors)
  - B. family (serious illness of member of student's immediate family)
3. Religious Holidays (students must have a special religious function to perform)

#### Unexcused Absences:

1. Babysitting while mother goes shopping
2. Student shopping
3. Visiting (Leave on Fri. for/return on Mon. from a week-end visit)
4. Missing the bus

#### Consequences

Positive—> PBS offers incentives to students with perfect attendance.

Negative—> Notification of absences will be received once a student has missed 5, 8, or 13 days resulting in a possible court appearance and fines. **Students missing more than 18 days per year will not be given credit for the year's work.**

## Proper Uniforms



### PBS Incentives for Proper Dress Code

All students in compliance with dress code will receive Caught You Looking Good Tickets which can be turned into the goody cart for snacks!!!

### A Proper Uniform Consists of:

- Navy blue polo shirt tucked in
  - Solid navy blue or white undershirt (also tucked in and sleeves can not hang out from under uniform shirt)
  - Khaki pants, skirts, shorts (no shorter than 3 in. above knee), shorts, or capris (girls only)
  - Pants with belt loops must be worn with a solid black, brown, or blue belt
  - Socks must be solid white, tan/khaki, or navy blue and must cover the ankles
  - Shoes with laces/Velcro must be laced & tied/ fastened at all times
  - No sandals, crocs, or flip-flops (backless & open-toed shoes are not allowed)
  - Any sweatshirt or light jacket worn during class must be navy blue.
  - There is no restriction on coats but coats may not be worn in the classroom. All coats will be hung in cubby at the beginning of class.
- \*Earrings are not allowed for boys.  
 \*Purses are not allowed.  
 \*All book bags must be clear or mesh (no rolling bags).

### Consequences for Dress Code Violations:

Dress code violations will be recorded on individual student sheets.

The consequences are as follows:

1st Violation—Warning

2nd Violation—Parental Contact

3rd Violation—A C-14 is issued and students are required to go to clinic for one day.

Dress code violations start over after a day of clinic is served and after each nine week period.