2017-2018 Hugo Elementary School

First Day of School
August 7, 2017

Last Day of School
May 24, 2018

First Semester
August 1, 2017-December 14, 2017

Second Semester
January 2, 2018-May 25, 2018

Holidays (No School)
September 4, 2017-Labor Day
October 19-20, 2017-Fall Break
November 20-24, 2017-Thanksgiving
December 18, 2017-January 1, 2018 Christmas
(Students return January 3, 2018)
January 15, 2018- MLK Day
March 19-23, 2018-Spring Break

Professional Development Day (No School)
(No School for Students)
August 1,2&3, 2017
January 2, 2018
May 25, 2018

Parent Teacher Conference Days
4:00 p.m. to 7:00 p.m.
September 26 &28 2017
February 20 & 22, 2018
2017-2018 HUGO ELEMENTARY FACULTY AND STAFF

**KINDERGARTEN**
Allen, Sandra
Green, Julie
Matthews, Pam
Austin, Shayla
Dansby, Stormy
Tonubbee, Margaret

**FIRST GRADE**
Carter, Sonya
McGee, Barbara
Nelson, Jennifer
Rickman, Sheryl
Smith, Whitney
Allen, Stacey

**Second Grade**
Cannon, Carrie
McClellan, Cherie
Pitt, Jacey
Butler, Janet

**Third Grade**
Woolridge, Jeri
Jetton, Brenda
Dawes, Shelby
Schreurs, Jane

**READING SPECIALISTS**
Moyer, Jennifer
Wallace, Lisa

**SpEd**
Dalke, Rena...Special Services
Director
Grammer, Tessa...Speech Pathologist
Clark, Rena
Vaughn, Patty

**PARAS**
Debo, Madison
Friscia, Patty
Harrison, Lauren
Grisson, Jennifer

**SpEd**
James, Kelsey
Thompson, Brittany

**RESOURCE STAFF**
Jones, Lacey...P.E.
Goolsby, Sarah...Art
Milligan, Erin...Computer/STEM
Taylor, Mary...Character Ed

**LIBRARY**
Robb McClure

**KITCHEN STAFF**
Rucker, Brenda
Gardner, Tammy
Robinson, Johnni
Sherfield, Stephanie
Jenkins, Ernest
King, Sue

**CUSTODIANS**
Godbey, Sandra
Trapp, Chad

**OFFICE STAFF**
Malone, Carey...Building Principal
Hayes, Melissa...Vice Principal
Hayes, Marsha...School Nurse
Craddock, Misty...Secretary
McClure, Beverly...Secretary

**CUSTODIANS**
Godbey, Sandra
Trapp, Chad

**OFFICE STAFF**
Malone, Carey...Building Principal
Hayes, Melissa...Vice Principal
Hayes, Marsha...School Nurse
Craddock, Misty...Secretary
McClure, Beverly...Secretary
Introduction

To Students and Parents:

Welcome to a new school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Hugo Elementary Student Handbook is designed to provide basic information that you and your child will need during the school year. This handbook will assist you in responding to school-related issues. We encourage you to take some time to closely review each section of the handbook and call for clarification of any questions you may have.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Hugo Elementary School handbook in order to promote school safety and an atmosphere for learning.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy and any provisions of the Student Handbook, the current provisions of board policy are to be followed.

Also, please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although this handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact the Hugo Elementary Office.

We hope you have a great school year and take full advantage of all programs offered within the school.
Arrivals and Departures

Supervision is provided for students beginning at 7:30. School begins at 8:00. Students arriving after 8:10 will be considered tardy. Breakfast is served from 7:30 to 7:50.

Car rider drop off will be on the south side of the school. Pick up locations for car riders will be on the south and west sides of the building. All buses will drop-off and pick-up on the north side of building. Any students leaving school between the hours of 8:00 am and 3:30 pm must be checked out through the office and will be released only to persons listed on the enrollment form.

ATTENDANCE

Hugo students are required to attend school on a regular basis. Students are expected to be in class on time and attend school the entire day. Oklahoma state law requires students to attend school a minimum of 90% of the days scheduled per school year. The current school year establishes 149 school days and if a student misses more than 9 days per semester he/she will be outside the boundaries required by state law. Students with excessive absences are also subject to retention. Student attendance is the responsibility of the student’s parent or guardian.

ATTENDANCE POLICY/PROCEDURE

The principal is the person in charge of the attendance for the campus. Parent/Guardian should call the Administrative Assistant in that office the day your child is absent or is going to be absent from school. When possible, it is helpful to submit written documentation for your child’s absence to the Administrative Assistant promptly upon the child’s return to school. If an absence is necessary, the parent/guardian should notify the Attendance Office. Students arriving after 9:30 or checking out prior to 2:30 will be counted absent for a half day.

CHARACTER COUNTS

Philosophy statement: we believe in providing a school environment which enhances self-esteem, promotes learning, and fosters respect for self, property and others. We work in partnership with families to develop responsible citizens.

BREAKFAST AND LUNCH IS FREE FOR ALL STUDENTS
PARTIES AND CELEBRATIONS

Selected school parties will be held during the school year. Personal birthday parties and invitations to such are not allowed at school. If you would like to send a birthday snack, please contact your child’s teacher and remember, all items must be store-bought products.

Flower arrangements sent to students during the school day will be delivered at the end of the school day and should be in non-breakable containers. For safety reasons, balloon bouquets are not allowed.

VISITORS

Parents are welcomed at school, but must always check in with the office and get a visitor’s pass before walking through the building. Always stop by the office to bring lunches, books, paper etc. so that classes are not disturbed. If you need to confer with a teacher or visit a class, please call ahead for an appointment.

Bus Students

Bus transportation is available, and information about bus stops can be obtained by calling the Bus Barn at 326-5668. In the interest of safety, bus riders’ behavior is closely monitored and videoed. The privilege of free transportation is contingent upon reasonable behavior. Misbehavior on the bus may result in disciplinary action: A bus conduct report, investigation by the Director of Transportation, parental contact, and suspension of the student from the bus. Some behavior may result in immediate loss of bus riding privileges.

Bully Prevention ACT

(70 OKLA. STAT 24-100.2)

The Oklahoma Legislation established the School Bully Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. The terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize that will:

1. Harm another student.
2. Damage another student’s property.
3. Place another student’s person or damage to the student’s property.
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District’s education mission of the student or other students.

BOOKS

Students will bring home books and textbooks from time to time. Please help your child assume the responsibility for the books and their return. Parents are asked to pay for books that are lost or damaged.
CARE OF SCHOOL PROPERTY

The superintendent will make the decision, if school is to be closed due to bad weather or other emergencies. Listen to your local radio and television stations for these types of announcements and we will also use the School Reach telephone messaging system.

KIHN & KTIX
KTEN (CHANNEL 10) AND KXII(CHANNEL 12)

SCHOOL WEBSITE

eNotes

The Hugo School District has partnered with eNotes. This program allows your child’s teacher or the principal to get in touch with you for notifications of school closings, emergency communications, meeting reminders and much more. Please make sure your contact information is always up to date. Please do not call the school or school staff at home.

CONDUCT AND DISCIPLINE

All members of the Hugo Elementary School can expect to be treated with respect and dignity. Students are expected to behave in a manner that fosters and develops mutual respect and dignity. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Although the State Law of Oklahoma places the school in “loco parentis” (in place of the parent, we believe that a well-disciplined school is the result of cooperation between school and home. Parents, teachers and principals must make a concerted effort to foster the development of manners, self-control, and respect for authority in the children entrusted in our care. We encourage parents to become actively involved in the discipline of their children. “Loco parentis” means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students therefore may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. Teachers have authority over the Hugo students at all times during the school day and at all school sponsored activities.

In School Suspension

For certain types of disciplinary infractions students will be referred to the In School Suspension program. ISS provides students the opportunity to stay in school in a monitored classroom to complete academic assignments rather than be suspended from school. Students assigned to ISS will remain on campus for the entire school day. Students in ISS will not be allowed to attend any activities during the school day including assemblies, and extra-curricular activities.
**Elementary Disciplinary Guidelines**

**ISS- In School Suspension (under certain circumstances may be substituted for suspension)**

These are guidelines only, and at the discretion of administration disciplinary action may be revised. Students engaging in offenses that are criminal in nature of that violate local, state, or federal laws may be subject to citations, fines, and or prosecution.

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<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<tbody>
<tr>
<td>Bullying of Student with Physical</td>
<td>1-3 days Suspension</td>
<td>3-5 days Suspension</td>
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<tr>
<td>Bullying of Student without Physical Injury</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
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<td>Disrespect for authority</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
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<td>Disruptive Conduct</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
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<td>Dress Code Violation</td>
<td>Correct Violation</td>
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<tr>
<td>Fighting</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
<td>Suspension</td>
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<td>Profanity</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
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<tr>
<td>Profanity to Teacher</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
<td>Suspension</td>
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<tr>
<td>Stealing</td>
<td>1-3 days ISS</td>
<td>3-5 days ISS</td>
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<tr>
<td>Wireless Devices</td>
<td>Confiscation+ parents must pick up</td>
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Family Educational Rights and Privacy Act

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

They are:

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

2. Parents or eligible students should submit to the summer school principal (or appropriate school official) a written request for the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. The right to request the amendment of the student’s education records that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.
   If the District decides to not amend the record as requested by 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.

4. The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosures without consent. One exception that permits disclosure without consent is disclosure to school official 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 participating in a school service program serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official as a legitimate education interest if the school official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the Hugo Public School District discloses educational record without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right of any person to file a complaint with the Department of Education if the Hugo School District violated the FERA.

The name and office that administers FERPA: Family Compliance Policy

It is the policy of the Hugo School District to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational programs and activities. Inquiries concerning Section 505 may be made to Special Services at 326-0205.

US Department of Education

600 Independence Avenue, SW

Washington, D.C. 20202-4605
Hugo Public Schools

Parents’ Bill of Rights

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.

5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;

6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.

7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
   a. the right to opt out of a sex education curriculum if one is provided by the school district.
   b. open enrollment rights.
   c. the right to opt out of assignments.
   d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,

f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,

g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

h. the right to review test results,

i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,

j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,

k. the right to receive a school report card,

l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,

m. the right to public review of courses of study and textbooks,

n. the right to be excused from school attendance for religious purposes,

o. policies related to parental involvement pursuant to this section,

p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and

q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.
Hugo Public Schools Board of Education

Anti-Bullying Policy

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING
(REGULATION)

The Hugo Public Schools’ student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to
carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim’s or bystander’s ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms “bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

A. Harm another student;

B. Damage another student’s property;

C. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or

D. 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.

2. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim;
and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another’s self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another’s group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was
made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment also prohibited by Hugo Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. **Student and Staff Education and Training**

All staff will be provided with a copy of the district’s policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Hugo Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district’s prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. **Hugo Public Schools’ Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

**Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

**Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall
encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member’s judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district’s program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.hugoschools.com and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

**Cell Phones & Electronic Devices**

**Hugo Elementary will not be responsible for lost, stolen, or broken items that are brought to school.**

Hugo Elementary School desires to provide a learning environment that is free from the distraction and concerns posed by cellular phones, electronic games, CD players, Bluetooth devices, MP3 player, lasers, IPODS or newly developed electronic devices are prohibited. Upon reasonable suspicion, the superintendent, principal or designee has the authority to detain and search any student for unauthorized devices.

Students will turn in all cell phones to the office as they enter the building. Students may not have cell phones between the hours of 7:20-3:30.

Cell phones (electronic devices) not turned in at the beginning of the school day will not be returned to the student, but will have to be picked up by student’s parent/guardian.
Continued disregard to follow district cell phone policy may result in student loss of privilege to bring cell phones to school.

**Cell phones and Electronic devices brought to school will warrant CONSEQUENCES.**

**FIDGET SPINNERS ARE NOT ALLOWED UNLESS APPROVED BY ADMINISTRATION**

**STUDENT APPEARANCE (DRESS CODE)**

In accordance with the policy of the Board of Education, the following regulations shall establish a dress and grooming code of the Hugo Elementary School. Generally, students should regard neatness and cleanliness in grooming and clothing is important. Dress and grooming which is in any way disruptive in the operation of the school will not be permitted. Final authority on any dress code matter of policy will be at the discretion of the building principal or the superintendent.

To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities.

The following is both appropriate for male and female students:

1. Combs, bandanas, skull caps, doo-rags are not allowed in any building on campus during school hours.
2. Bare feet and house shoes are not allowed. Shoes are required at all times.
3. Clothing designed to be worn as undergarments and pajamas will not be allowed.
4. Shirts must have a neckline that shows no cleavage or higher and must have sleeves at least 3 fingers wide. Button down skirts will be allowed as long as they are buttoned up to an acceptable point (no cleavage showing). No see through clothing will be allowed.
5. Shirts must cover the top of the student’s pants, shorts, or skirt.
6. Any apparel worn by students that directly or indirectly pictures, names mentions, or insinuates alcohol, tobacco, drug, sex, profanity, gang symbols, or any inappropriate expressions will not be allowed.
7. Pants, jeans, short, skirts, and dresses that are neat, clean and free of holes above the knees may be worn year round (clothes that have been patched are acceptable). Pajama pants, boxers, and spandex shorts will not be allowed. If pants have holes above the knees, they must be patched or have an outer garment underneath the holes. Pants with print on the bottom cannot be worn. Skin tight pants or pants made out of spandex cannot be worn.
8. All clothing will be worn in an appropriate manner at a level that does not expose undergarments; the practice of “sagging” will not be allowed. If pants are too loose, a belt should be worn.
9. Wear shirts that doesn’t expose your undergarments

Final authority on any dress code matter of policy will be at the discretion of the building principal, superintendent, or designee.

**CYBER BULLYING**

Cyber bullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices. Any form of cyber bullying is prohibited at Hugo Public Schools. Any student participating in this action will be subject to disciplinary action. **(ONLY ON SCHOOL PROPERTY DURING SCHOOL HOURS.)**

**FIRE AND SECURITY DRILLS**

Fire and security drills will be explained during the first week of school. Drills will be conducted during each semester.

**MAKE UP WORK**

Students who have been absent have the privilege of doing make-up work, but it is their responsibility to get the work from their teacher. Time given for this make-up work should correspond to time of the absence; i.e. if absent two days,
they should be given two days beginning the day of return, to make up the work. Your child may pick up their makeup work their first day back to school. If they are going to be gone 3 days or longer a parent/guardian may come by and pick it up.

HEALTH RELATED ISSUES

Guide to Immunization Requirements in Oklahoma

For the 2017-2018 School Year

Kindergarten – 6th Grade

. 5 DTP/DTaP***
. 4 Polio
. 2 MMR
. 3 Hep B****
. 2 HepA
. 1 Varicella

***If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.

****Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of Hepatitis B vaccine.

New students must present immunization records to the school at the time of enrollment. Oklahoma's School Immunization law allows exemptions for medical, religious, or personal objections. Exemption forms are available from the Oklahoma State Department of Health.
**MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Hugo Board of Education that if a student is required 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 it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
   
   A. Student’s name,
   
   B. Name and strength of medication,
   
   C. Dosage and directions for administration,
   
   D. Name of physician or dentist,
   
   E. Date and name of pharmacy, and
   
   F. Whether the child has asthma or other disability which may require immediate dispensation of medication.

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

   A. Purpose of the medication,
   
   B. Time to be administered,
   
   C. Whether the medication must be retained by student for self-administration,
   
   D. Termination date for administering the medication, and
   
   E. Other appropriate information requested by the principal or the principal's designee.

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

   A. The parent or guardian must provide the school with an emergency supply of the student’s medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

E. Definitions:

1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

2. Self-administration means a student’s use of medication pursuant to prescription or written direction from a physician.

3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student’s physician.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered

B. Keep an accurate record of the administration of the medication

C. Keep all medication in a locked cabinet except medication retained by a student per physician's order

D. Return unused prescription to the parent or guardian only

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

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

MEDICATIONS GIVEN AT SCHOOL

(REGULATION)

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student’s health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.

2. The school nurse: Marsha Hayes
A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;

B. Communicates between the physician, parent, student, and school personnel concerning medications;

C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;

D. Provides an annual inservice for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.

3. Designated school employees: Marsha Hayes

A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;

B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

The director of health services will contact local physicians and pharmacists annually to remind them of the district’s medication policy. Pharmacists will be asked to make a separate prescription container to be taken to school.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district’s policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district’s policy is available for parents to help them understand the need for the policy and these regulations.

**Head lice Policy:** If a student is checked by the nurse and found to have live bugs, the parents will be notified and asked to come pick the child up. The student may return to school once the head has been treated and live bugs are no longer present and they have been rechecked by the school nurse.

**Fever and Vomiting:** Students, who present a temperature of **100.0 or higher**, and/or vomiting will be sent home and MUST be fever free without medication for 24 hours before returning to school.

**Food Allergy:** If a student has a food allergy, physician documentation of the allergy must be given to the school nurse.

Any student who requires an epi-pen must have an anaphylactic care plan from their physician.

Any student with a medical diagnosis i.e. diabetes, seizures, asthma, etc must have a completed plan of care for school from their physician.

**Conjunctivitis:** Redness in the white of the eye, yellow discharge and matted lashes are symptoms of pinkeye which is highly contagious.
PARENT MESSAGES

We understand that there will be times that parents may need to call the school to have a message delivered to a student or to the student’s teacher. To ensure that instructional time is protected as much as possible, messages will be delivered to students during their lunch time and they will be allowed to return phone calls at that time if necessary. We ask that parents call prior to 2:15pm to ensure that your message can be delivered as that is a very busy time of the day for teachers and the office staff. Thank you for understanding and supporting this procedure. *Any change in the student’s transportation/dismissal routine will only be honored if received in writing from a parent/guardian or call the office. Students who do not have a written note/ or a parent hasn’t called will be required to follow their normal dismissal routine.*

SAFETY

Every effort is made to protect your child at school. Parental support of safety procedures is very important. Discuss with your child what to do if you are late picking him/her up or cannot be home when he/she arrives home, in other words, what to do if things are different. Caution your child not to leave or ride with strangers.
Hugo School District

**Mission:** Hugo School District is Engaging Students in Meaningful Learning Every Day.

**Vision:** Hugo School District is The District of Choice.
Acknowledgement Form

My child and I have received a copy of the Hugo Elementary Handbook dated, August 7, 2017.

Print name of student:_______________________________________
Signature of student:________________________________________
Signature of Parent:_______________________________________
Date:__________________________