

# Hugo Elementary Handbook

2018-2019



**The School of Choice**

**Engaging Students in Meaningful Learning Every Day**

# 2018-2019 Hugo Elementary School

## First Day of School

August 6, 2018

## Last Day of School

May 23, 2019

## First Semester

August 1, 2018-December 18, 2018

72 days

## Second Semester

January 2, 2019-May 23, 2019

75 days

## Holidays(No School)

September 3, 2018-Labor Day

October 18-19, 2018-Fall Break

November 19-23, 2018-Thanksgiving

December 19, 2018-January 1, 2019 Christmas Break

(Students return January 7, 2019)

January 21, 2019- MLK Day

March 18-22, 2019-Spring Break

## Professional Development Day (No School)

(No School for Students)

August 1, 2&3, 2018

January 2 & 3, 2019

## Parent Teacher Conference Days

3:30 p.m. to 6:00 p.m.

September 11th &13th 2018

February 5th & 7th, 2019

**2018-2019 HUGO ELEMENTARY FACULTY AND STAFF**

**KINDERGARTEN**

Allen, Sandra  
Austin, Shayla  
Dansby, Stormy  
Green, Julie  
Smith, Whitney  
Tonubbee, Margaret

**FIRST GRADE**

Allen, Stacey  
Carter, Sonya  
Houchen, Kristen  
McGee, Barbara  
Mintz, Brittany  
Nelson, Jennifer

**Second Grade**

Copeland, Samantha  
McClellan, Cherie  
Pitt, Jacey  
Butler, Janet  
Schreurs, Jane

**Third Grade**

Wooldridge, Jeri  
Rickman, Sheryl  
Dawes, Shelby  
Mitchell, Jana

**READING SPECIALISTS**

Moyer, Jennifer  
Wallace, Lisa

**SpEd**

Dalke, Rena...Special Services  
Director  
Grammer, Tessa...Speech Pathologist  
Baker, Cayley  
Vaughn, Patty  
Woods, Roberta

**PARAS**

Debo, Madison  
Frischia, Patty  
Grissom, Jennifer  
Harrison, Lauren

**SpEd**

Cavallini, Judith  
James, Kelsey  
Cochnauer, Joanie

**RESOURCE STAFF**

Jones, Lacey...P.E.  
Goolsby, Sarah...Art  
Perez Dee ...Character Ed  
Allen, Betty...Computers

**LIBRARY**

McDaniel, Rosie

**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  
Milligan, Erin...Secretary

**Superintendent**

Dr. Earl Dalke

**Board Members**

Brewer, Susan  
Greer, Brad  
Dr. Mike Irvin  
Spillman, Shane  
White, Jeff

## **Student/Parent Handbook**

Hugo Elementary School

Carey Malone, Principal

Site Location: 1100 David Roebuck LN

Hugo, Oklahoma 74743

Phone Number: 580-326-8373

Fax Number: 580-326-6312

### **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 7:20. School begins at 7:50. Students arriving after 8:10 will be considered tardy. Breakfast is served from 7:20 to 7:50.

Car rider drop off will be on the south side of the school. The building doors open at 7:20. **Do not leave your child/children unattended in the mornings for safety purposes.** Pick up locations for car riders will be on the south and west sides of the building. If you are picking your child up, please stay in the car rider line and a staff member will load your child. Second and third grade students without lower grade siblings will load on the west side of the building. Kindergarten and first grade students with siblings will load on the south side 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 147 school days and if a student misses more than 8 days per semester he/she will be outside the boundaries required by state law. **Students with excessive absences are also subject to retention.** Three tardies will equal one absence. Student attendance is the responsibility of the student's parent or guardian. **Perfect Attendance awards will only be given to those students that physically attend classes 100% of the time for the semester/school year.**

### 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.

## 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.

## School Closing

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 announcements.

eNotes

K95.5

KTEN (CHANNEL 10) AND KXII(CHANNEL 12)

SCHOOL WEBSITE [www.hugoschools.com](http://www.hugoschools.com)

## 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.

### Search of Students by Principal/Teacher-In-Charge

Whenever a campus administrator, teacher or school employee receives information, or suspects, that a student is in possession of illegal or harmful materials, and/or contraband that poses an imminent threat, he/she is obligated to make a reasonable search to see if such materials actually exist.

This is an issue of safety and security/welfare for our entire student body. Searches can include pockets, hats, backpacks, purses, shoes, lockers, and/or binders. Any search will be conducted in the presence of an administrator and the student's teacher or assistant principal.

Note: The principal, or designee, does not need a search warrant or prior parent approval before initiating a search. Items discovered in a search may be used in school disciplinary actions.

### In School Placement

For certain types of disciplinary infractions students will be referred to the In School Placement program. ISP 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 ISP will remain on campus for the entire school day. Students in ISP will not be allowed to attend any activities during the school day including assemblies, and extra-curricular activities. If behavior or work ethic in ISP is not satisfactory, the student may have another day added.

### Elementary Disciplinary Consequences

**Loss of Time at Recess**-This may/will be used for minor offenses. Students will walk laps around the basketball court for the time given by the teacher.

**ISP**- After 2 placements in ISP, corporal punishment or suspension will issued on the next offense.

**Corporal Punishment**- Swats will be issued by an administrator and only with a signed consent form form. **Parents will be contacted prior to any instance of corporal punishment being issued.**

**Suspension**-will occur when all other consequences have been used.

If the parent/guardian disagrees with one of the above consequences, the administration will go to the next consequence. Suspension from school will be the last consequence issued by the administration. If the parent/guardian disagrees with suspension, an appeal will need to be made to the administration office using the procedures on page

### **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 FERPA.

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, sexual orientation or qualified handicap in our educational programs and activities. Inquiries may be made by calling 580-326-6483.

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

It is the policy of Hugo Public Schools that threatening behavior, harassment, and bullying of students and others will not be tolerated. Those found to be bullying, harassing, or threatening others will face the consequences outlined in the Student Disciplinary Guidelines. A major focus of character education at the school includes anti-bullying efforts.

Bullying is defined as unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. It includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyberbullying includes sending or posting harmful or cruel material using the Internet or other methods of electronic communication.

Harassment involves intimidation by threats of or actual physical violence, the creation by whatever means of a climate of hostility; or language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual or group. Harassment includes, but is not limited to, harassment on the basis of race, gender, creed, color, national origin, religion, sexual orientation, marital status, or disability.

Sexual harassment includes verbal or physical advances, including subtle pressure for sexual activity, sexting, touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexual orientation kidding; teasing; double meaning jokes; writing graffiti which names a student or otherwise identifies a student which is slanderous or potentially slanderous.

### **INTERNET AND OTHER COMPUTER NETWORKS**

The use of the Internet has become an integral part of education and will be utilized regularly by students at Hugo Public Schools. Due to the nature of the Internet, the school makes no guarantees of the accuracy of the information or the appropriateness of material which a student may encounter. Students will be under teacher supervision and safeguards such as firewalls are utilized; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from accessing and/or downloading any text, picture, or online conferring that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will be courteous and polite. Messages will not be abusive in content or language. Personal information should not be revealed. Users must be aware that any message or information posted on the Internet may be accessed by other than those for whom the message was intended. Users will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for uses that violate copyrights. Violations of the Internet Policy will result in disciplinary action. Students are required to follow the district's Code of Conduct for Internet Use and to sign an acknowledgement form for verification.

## OPEN TRANSFER POLICY

### TRANSFERS AND ASSIGNMENTS

It is the policy of the Hugo Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning April 1 and ending the first Monday in June in the school year proceeding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having custody of the student or a competent student having reached the age of majority.

By the first Monday in June, the superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer within thirty (30) days of receipt of the transfer application. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs.
2. Staffing Availability.

If accepting the transfer will require the addition of personnel, the transfer application will be denied.

1. Space Limitations.

Space limitations will be considered when reviewing transfer requests.

2. Disciplinary Record.

Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's records, as to whether a transfer will be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district.

6. Adjudication as a Juvenile Sex Offender.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:

(i) The student has been the victim of harassment, intimidation, or bullying; and

(ii) The sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment. Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation? Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

### **EMERGENCY TRANSFERS**

Emergency transfer enrollment of a student will be permitted only under special conditions. The circumstances that enable the Hugo school district to accept enrollment of students by emergency transfer are specifically detailed below along with the qualifications that enable the enrollment to be continued from year to year. The conditions and circumstances are:

1. Students must follow the guidelines, rules, and regulations of this school district.

Each student in this district will be provided with a student handbook that clearly sets the standards for acceptable citizenship, behavior, and discipline.

2. Students must maintain academic progress that would lead to promotion to the next level.

At each grade level, several factors go into the decision to promote or retain students. In the primary grades, students are evaluated by norm and criterion testing, teacher observations, and administrative documentation that help give insight to student progress. At the upper and secondary levels, several evaluation instruments are used in making a promotion decision. These may include credit/grade progress, core curriculum testing in grades 5 and 8, teacher-made evaluation instruments, and administrative documentation which helps give insight to student progress.

3. Students must maintain attendance as set by state standards for promotion.

As set forth in state law, students missing 20% or more of a semester automatically fail due to lack of attendance. The only exceptions are medical circumstances or special conditions which have been pre-approved by the school administration. Tardies and truancy from school are also violations of board policy and call for student discipline.

4. Placement will depend on class size and availability.

As set forth in state law, class size may not exceed 20 students per teacher in grades 1-6 unless the school provides a teacher's assistant. Teachers counted for class size requirements for grades 7-12

shall not be responsible for the instruction of more than 140 students on any given six-hour school day with certain exceptions.

5. This school district will not enroll any student currently suspended from another school.

A student who has been expelled from school is serving a suspension from the home school serving the student's legal address or from the school at which the student is currently enrolled. Under no circumstances will any such student be allowed an emergency transfer into this school system.

Any student failing to comply with these conditions will not be considered as an applicant in good standing for future requests for an emergency transfer. Parents and students will be required to sign a form stating they have read and reviewed these regulations, are aware of the conditions set forth, and agree to these terms concerning an emergency transfer into this school system.

### **SUSPENSION OF STUDENTS**

It is the policy of the Hugo Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

NOTE: 70 O.S. §24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

THIS POLICY REQUIRED BY LAW.

### **AUDIO, VIDEO, AND IMAGE RECORDING**

The Hugo Board of Education recognizes the prevalence of technologies that facilitate the audio, video, and image recording of students and district employees. The Board also recognizes the need to reasonably protect the privacy of students and district employees. In order to protect the safety and privacy of students and district employees while utilizing recording technology to enhance education, the following is noted:

1. Parents/guardians/students who are eighteen years of age and older may request that their images not be published. The images of these students for whom such a written request has been made will not be intentionally published in yearbooks or elsewhere.
2. Students and district employees should expect to have their actions and images video recorded for security purposes in all public areas of school property. These video recordings will be used for security purposes and will not be intentionally published or displayed on social media.
3. Students and district employees should expect to have their video images recorded and used to improve performance skills. Online publication of these images will only be done for the purpose for which they were made.
4. Students and district employees should expect to have their still and video images recorded while in public areas of school property and at school activities for purposes such as school yearbooks and newspapers. These images will only be used for the specific purposes for which they were made.
5. Recording of others by students is prohibited unless the recording is being done for a specific school purpose and those being recorded know they are being recorded and have given their permission to be recorded. Such recording must be done under the supervision of a teacher, coach, or activity sponsor.
6. Audio recordings by anyone on school property or of district employees acting in their capacity as district employees is prohibited without the knowledge and written or recorded consent of the person(s) being recorded.



### HATCH Amendment

The Protection of Pupil Rights Amendment, recognized by the acronym PPRA, applies to programs that get their funding from The United States Department of Education[1], recognized by the acronym ED. The PPRA was written to protect the rights of parents and students in two specific ways. First, any material used by students in ED funded surveys, analyses, or evaluations will be made available to parents to inspect prior to use with their child. Secondly, it ensures that schools and contractors acquire written parental consent before a minor student is required to participate in ED funded surveys, analyses or evaluations which may reveal personal information about the following:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Parents are given the right to grant permission for their child to participate in the surveys, analyses or evaluations requiring the above content or they also have the choice to opt their child out of sharing such information with the school.

### 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 shirts 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 2018-2019 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**

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 in-service 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 degrees 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.

**Any medications left at the school after the last day of school will be destroyed unless it is picked up by a parent or guardian.**

#### **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

## Acknowledgement Form

My child and I have received a copy of the Hugo Elementary Handbook dated, August 6, 2018.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

