



Hugo Middle School



2018-2019 Student Handbook

Your Choices,
Your Future,
Own It!



The School of Choice
Engaging Students in Meaningful Learning Every Day



Hugo Middle School
300 North E Street,
Hugo, Oklahoma
580.326.3365



Heather Samis, Principal- hsamis@hugoschools.com
Veta Massengale, Asst. Principal- vmassengale@hugoschools.com
Christina Smith, School Counselor- csmith@hugoschools.com

Bell Schedule

First Period	7:45-8:45
Homeroom	8:50-9:10
Second Period	9:15-10:10
Third Period	10:15-11:10
Fourth Period	11:15-12:05
Lunch/Recess	12:10-12:45
Fifth Period	12:50-1:40
Sixth Period	1:45-2:40
Seventh Period	2:45-3:45

Hugo Public Schools

The School of Choice

"Engaging students in meaningful learning every day."

Board of Education

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

Superintendent

Dr. Earl Dalke

Administration

Principal	Heather Samis	hsamis@hugoschools.com
Assistant Principal	Veta Massengale	vmassengale@hugoschools.com
Counselor	Christina Smith	csmith@hugoschools.com

School Security

Deputy Ron Miller	580-326-9648	Ext. 9048	rmiller@hugoschools.com
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HMS Report Times

Office Open	7:30-4:15	Mon-Thurs
Students	7:45-3:45	Mon-Thurs
Certified Staff	7:30-4:15	Mon-Thurs
Office Staff & Paraprofessionals	8 Hours (not paid for lunch)	Mon-Thurs
Custodial/Maintenance Staff	8 Hours (not paid for lunch)	Mon-Fri

Hugo Middle School Faculty and Staff

6th Grade	Teacher	Conference	Email Address
ELA/Football	Mike Morris	12:50-1:40	mmorris@hugoschools.com
Math/Girls Basketball	Patricia McGee	11:10-12:00	pmcgee@hugoschools.com
Science/Keyboarding	Mike Whitbeck	9:20-10:10	mwhitbeck@hugoschools.com
S.S./Study Hall	Darlene Mueller	10:15-11:05	dmueller@hugoschools.com
Keyboarding/Expedition	Angela Bruno	7:45-8:35	abruno@hugoschools.com
P.E./Health	Chris Scott	10:15-11:05	chrisscott@hugoschools.com

7th Grade	Teacher	Conference	Email Address
ELA/Creative Writing	Tausha Stone	12:50-1:40	tstone@hugoschools.com
Math	Patricia Richard	11:10-12:00	prichard@hugoschools.com
Science	Brandi Cook	9:20-10:10	bcook@hugoschools.com
Geography/Current Events	Anthony Lewis	10:15-11:05	alewis@hugoschools.com

8th Grade	Teacher	Conference	Email Address
ELA/Speech/Debate	Randa Covington	12:50-1:40	rcovington@hugoschools.com
PA/Alg./Study Hall	Ricardo Ibarra	11:10-12:00	ribarra@hugoschools.com
Science/Cheer	Kelsie Lopez	9:20-10:10	klopez@hugoschools.com
History/Softball	Randal Copeland	10:15-11:05	rcopeland@hugoschools.com

Electives	Teacher	Conference	Email Address
Football	Brandon Debo	12:40-1:40	bdebo@hugoschools.com
Agriculture	Sammy Drinkard	7:45-8:45	sdrinkard@hugoschools.com
Basketball/RTI Math	John Paul McKinley	2:45-3:45	jmckinley@hugoschools.com
Basketball	Darnell Shanklin	10:45-11:10	sshanklin@hugoschools.com
Intermediate Band	John Sinibaldi	12:40-1:40	jsinibaldi@hugoschools.com
Choir/Band	Monique Sinibaldi	1:45-2:40	msinibaldi@hugoschools.com

Art/Drama	Beverly Summitt	11:10-12:00	bsummitt@hugoschools.com
Resource	Cindy McDowell	9:15-10:10	cmcdowell@hugoschools.com
Resource	Lashonda Johnson	12:50-1:40	ljohnson@hugoschools.com
Self-Contained	Julie Scott	11:10-12:00	jscott@hugoschools.com
Library/Track	Charlotte Debo		cdebo@hugoschools.com
Cheer	Kelsie Lopez	9:20-10:10	klopez@hugoschools.com
Baseball	Chance Baker	1:45-2:40	cbaker@hugoschools.com

Paraprofessionals

Email Address

Kathy Burchfield	kburchfield@hugoschools.com
Donald Dangerfield	ddangerfield@hugoschools.com
Tracy Huskins	thuskins@hugoschools.com
Robin Jordan	rjordan@hugoschools.com
ShaQuan King	sking@hugoschools.com
John Paul McKinley	jmckinley@hugoschools.com

Secretary

Email Address

Suzanne Clapper	sclapper@hugoschools.com
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Welcome to Hugo Middle School!

Buffaloes,

Welcome to another great year at Hugo Middle School. For some, this is a year to tear down and rebuild; for others, it is a year to make a lasting impression of excellence. As you embark upon this school year, remember that every single choice you make has a consequence. Every minute is important, and every assignment counts. It is up to you to take advantage of these opportunities. We are here to guide you along the journey, but ultimately, the choice to succeed is yours. You are your best advocate. It's all about your choices and your future. Own it!

Heather Samis
Hugo Middle School Principal

Hugo Middle School Buffaloes,

I hope you all are ready for the new school year. My goal is to ensure that all students have a safe and positive learning experience. I encourage all students to be responsible, self-reliant, to set high goals for themselves and take advantage of their educational experience. Be an active part of more activities, be a better citizen and student, work smarter in class, try out new sports, and make new friends. Have pride in yourself and in your school. While the staff is here to guide and teach you, what you take from and put into your education is your responsibility. The choices you make will help prepare you for your future. Together we can build a successful school by building upon the foundation you have been given. I am looking forward to seeing each of you and to a great year!

Veta Massengale
Hugo Middle School Assistant Principal

Welcome to Hugo Middle School! Smith. I hope you and your family had a relaxing summer and you are ready to start a new year. My mission is to support the school community by integrating a comprehensive counseling program that will assist students in academics, career, and personal/social programs. I look forward to another year at HMS, and remember: ***Be the Best You Can Be*** .

Sincerely,

Christina Smith, M. Ed.
Hugo Middle School Counselor

Hugo Middle School Calendar

August 1, 2018	Teachers Report
August 6, 2018	Students Report
September 3, 2018	Labor Day Break
October 18-19, 2018	Fall Break
November 19-23, 2018	Thanksgiving Break
December 19, 2018-January 1, 2019	Christmas Break
January 2-3, 2019	Teachers Return
January 7, 2019	Students Return
January 21, 2019	Martin Luther King Jr. Day -- No School
March 18-22, 2019	Spring Break
May 23, 2019	Last Day of Classes for Students

Student-Led Conferences

September 11 & 13, 2018	3:30 p.m. to 6:30 p.m.
February 5 & 7, 2019	3:30 p.m. to 6:30 p.m.

Activity Fund Raising

All fundraisers must be approved in advance by the Board of Education. All money collected must be properly receipted and deposited in the bank. The funds may only be used for the purpose(s) stated on the Fundraiser Request. Students will not be dismissed from class to sell or distribute products, unless approved by the building principal.

Athletics

Hugo Public Schools sees athletics as an integral part of the total educational package and will continuously strive to maintain a competitive, well-balanced athletic program. For those who desire to be a part of the program, stringent rules involving hard work, discipline and academic achievement are invoked. Hugo athletics is a dynamic program that fosters total growth of the young persons who participate. It is set up to teach student-athletes about winning effort, loyalty, and character. The life lessons that can be developed as a part of an athletic program are invaluable and can contribute to the student-athlete's overall development physically, mentally, emotionally and socially. Every student will be given an opportunity to participate in a highly competitive interscholastic atmosphere where athletics is viewed as a "privilege", not a right and therefore carries with it the responsibility for the student-athlete to represent himself/herself, the student body, team, school, and community in a positive manner at all times. The coach and administration have the authority to revoke this privilege when the student-athlete is unable to comply with the rules/standards set forth.

Attendance

The State of Oklahoma and the Hugo Board of Education recognize that school attendance is vital for student success. Oklahoma State Law states that, "it shall be unlawful for a parent, guardian, custodian, or other person having control of a minor child to neglect or refuse to cause or compel such child to attend and comply with the rules of a public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session." The law further states that, "it is the duty of the parent or guardian of a school-aged child to notify the school concerning the cause of any absence of such child. It is the responsibility of the school principal or attendance officer to report violations of the school attendance laws to the district attorney in the county wherein the school is located for juvenile proceeding pursuant to Title 70 of the Oklahoma Statutes."

Oklahoma State Law requires that in order for a student to receive credit for a course, he or she must be in attendance in that class for at least ninety percent (90%) of the time. Upon the sixth absence youth, services may be contacted to assist the parents, students, and school with attendance concerns. Students will not receive credit for classes in which they miss more than eight (8) times. This means that upon the 8th absence, a student will not receive credit. All non-activity absences count in this policy. Parents/guardians are asked to make every effort to schedule medical and other appointments so as to not create an absence. **Please note: DOCTOR/DENTIST APPOINTMENTS ARE ABSENCES AND COUNT TOWARD THE TOTAL NUMBER OF ABSENCES ALLOWED PER SEMESTER.** Exceptions will be made for extenuating circumstances, such as hospital stays, death of immediate family members or court mandates. Exceptions may be made for documented medical absences. Students are required to provide the office with signed doctors' notes **within five days of returning to school after a medical absence.**

When a student is absent due to documented medical reasons for more than ten (8) days, a homebound educational plan may be arranged.

Hugo Public Schools will be in session for a total of 147 days during the 2018-2019 school year (1st semester-72 days, 2nd semester-75 days). This means that students missing more than 8 days per semester have not met the 90% requirement.

When a student is absent from school, a parent or guardian should notify the school office as soon as possible. The office will request work for an absent student to be picked up by the parent/guardian or his/her designee if the notification and request are made before 8:30 a.m. **Upon returning to school from any absence, it is the student's responsibility to request his/her missing work from each teacher. Students will be given one day for every day they were absent to make up missed work.**

A student is considered tardy if he/she is not in the proper location to begin working at the time the class begins (typically signaled by the bell). A student is considered absent if he/she is not in the classroom within fifteen (15) minutes of the time the class begins. Students who are more than fifteen (15) minutes late for First Hour (only) or are arriving at school for the first time after First Hour are required to report to the office to sign in. **Students who are tardy for the third and all subsequent times during a semester will be assigned detention by the teacher in whose class they are tardy.**

Skipping is defined as not being present in an assigned class. Leaving class without permission and or leaving class with permission and not returning is also considered skipping. Skipping will result in a day of ISP for each hour skipped as deemed necessary by an administrator.

Students are allowed up to ten (10) activity absences per class during the school year. Requests for additional days may be made to the building principal. A committee made up of at least three faculty/administrative members will decide whether or not to grant additional activity absences based on attendance and academic performance.

Students must meet the eligibility requirements in order to participate in any school activity. Eligibility is calculated following OSSAA guidelines and applies to all activities, OSSAA sanctioned or not.

Bullying, Harassment, and Threatening Behavior

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.

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.

Bus Riding

In accordance with the policies of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers. All buses are equipped with cameras.

Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. School bus drivers will use a bus incident report form to inform parents and the school administration of misconduct by students waiting for or being transported on school buses.

The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout or otherwise cause a disturbance that may distract the driver.

Smoking and the consumption of food or beverage is not permitted on school buses.

School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through the window.

Any passenger who defaces or vandalizes a school bus shall be immediately suspended from riding school buses in the district. The first suspension shall be for three (3) days; the second suspension shall be for five (5) days; the third suspension shall be for ten (10) days; and the next suspension shall be for the remainder of the school year. No suspended student shall be permitted to resume school bus privilege until he/she has made payment for the damages he/she caused.

Students must board the school bus at designated bus stops, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and the driver gives boarding permission. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.

After the bus is moving, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the driver can observe the passengers. If a passenger must cross the street to reach the residence, the passenger will advise the driver.

If a student is denied transportation for any reason, parents/guardians will be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

Cell Phones and Other Electronic Devices

Cell phones must be turned completely off and kept in a backpack or purse after the first bell and must remain put away throughout the school day until the last bell at 3:45 p.m. If a student brings a cell phone to school, it is the student's responsibility to keep the item secure. The school will not be responsible for cell phones that are damaged, lost, or stolen. Unclaimed cell phones will be donated if not claimed by the parent/guardian within 30 days of surrendering the cell phone to the office. Please see discipline guidelines for the consequences of non-compliance to cell phone policy. Violation of the privacy of others is a serious matter, often defined as a crime. Recording of others without their permission is not allowed (including pictures, videos, and audio). These violations will be dealt with harshly. See Disciplinary Guidelines for consequences of electronic device misuse and violation of the privacy of others.

Check Out Procedures

No student will be allowed to leave the school during the school day without checking out through the attendance office. A parent/guardian or an adult authorized by the parent/guardian to pick up the student on school records may check a student out of school **in person through the attendance office**. Photo identification may be required to verify the identity of those checking a student out of school. The student must be signed out. If the student returns during the school day, he/she must sign back in. This procedure is meant to protect the safety of students.

Citizenship and Civic Observances

Good citizenship is an important aspect of success in life. As students experience democratic processes and participate in civic celebrations, they develop a sense of community and obligation to one another. Students will be led in the Pledge of Allegiance and a moment of silence will be recognized each day at Hugo Middle School. As citizens of the State of Oklahoma and of the United States of America, we will observe the following:

September 11th Remembrance
Constitution Day - September 17th
Freedom Week - Week of Veterans' Day (November 11th)
Martin Luther King, Jr. Day - January 21st
Presidents' Day - February 18th
Oklahoma City Bombing Remembrance - April 19th.

Closed Campus

Hugo Middle School is a closed campus. This means that students must stay on campus from arrival to dismissal of school unless they are on a school sponsored activity. Students are to eat in the cafeteria. Students may bring a lunch from home, but must eat it in the cafeteria. Outside food,

aside from that which is deemed necessary according to strict dietary needs, will be delivered to the student at the end of the day. This is to ensure all students have the right to a safe and healthy campus. Students who need to be checked out of school during the school day must follow the checkout procedure.

Conferences

We recognize that educating a child requires a partnership between parents and teachers, and good communication is vital to this partnership. Parents who wish to schedule an appointment are to call the office. The teacher with whom a parent wants to have a conference will be notified, and the teacher will schedule the conference with the parent. Conferences will not be scheduled during class time.

Contact with Students

The school may let those other than parents/guardians have contact with students at school, but only at the discretion of school officials and parents or guardians, in the presence of school officials, and only to discuss school functions or emergencies.

Corporal Punishment

Corporal punishment will only be administered by an administrator to students with returned written permission slips, according to the student's Individual Education Plan when applicable. As a courtesy to parents and or guardians, parents will also be notified that corporal punishment has been administered.

Counseling Services

Students are encouraged to discuss academic, college/career, and personal issues with the certified school counselor. Outside counselors may meet with students outside of school hours.

Detention

Students serving detention will eat lunch in the detention room. Students are expected to arrive on time with paper and pencil. Students will not be allowed to talk and will be expected to complete the assignment assigned by the detention teacher. Failure to comply with the rules will result in another day of detention or ISP at the discretion of the administrators and supervising staff member.

Disciplinary Records

Disciplinary records will be maintained by the school for every student and may be forwarded to schools to which students transfer. These records will be used as a basis for deciding proper consequences for misbehavior, keeping in mind that the goal of disciplinary action is to protect the physical and psychological safety of all students and to deter future misbehavior. The Attendance Office Administrative Assistant will make a copy for the Special Needs Teacher of Record if applicable and enter the information into the student information system. When applicable, the Special Needs Teacher of Record will enter the information in OK EdPlan System.

Distribution of Outside Materials

No outside literature may be distributed within the school without the permission of the building principal.

Dress Code for School and School Sponsored Activities

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. Documented medical conditions and religious beliefs may require exceptions to the dress code. In order to obtain exceptions, students must contact the building principal. Alerts will be added to student records for all exceptions. Dress code infractions will result in a visit to the school store or zip tie. If

- Clothing that directly or indirectly pictures, names, mentions, or insinuates alcohol, tobacco, drugs, sex, profanity, gang symbols, or any inappropriate expressions may not be worn.
- No sunglasses, hats, or head-coverings may be worn inside the school buildings.
- Shoes must be worn at all times.
- Undergarments and pajamas may not be worn as outer clothing.
- Shirts must have a neckline and sleeves. Cleavage is not to be showing.
- No see-through clothing may be worn.
- Leggings and jeggings may only be worn under another garment that is fingertip length. No spandex material will be allowed.
- Shirts must cover the top of a student's pants, so the bare midriff does not show.
- Shorts, skirts, dresses, and garments worn over leggings and jeggings must be as long as the longest finger all around the leg when hands are placed to the student's side while standing straight.
- Pants with holes or tears above the knee are not allowed, unless leggings or shorts are worn underneath them.
- Sagging is not allowed.
- Accessories such as chains and spiked necklaces that may be used as weapons may not be worn.
- All school uniforms must comply with the dress code during the school day

Driver's Education

According to Oklahoma law, any person under the age of eighteen (18) years of age wanting to apply for a driver's license or permit must be regularly attending school and successfully reading at the eighth grade level. This is determined by a student scoring proficient or better on the Oklahoma Core Curriculum Reading Test. Driver's Education for Hugo students will be offered during the month of June each year. Students must be 15 years or older and be currently enrolled in Hugo Schools. Students may sign up for the summer Driver's Education course beginning March of each year.

Drug and Weapon Free Zone

The Hugo Middle School Campus (including adjacent roadways) is a drug and weapon free zone. Vehicles driven onto campus are subject to search. Law enforcement officers including School Resource Officers and school employees authorized by the Board of Education may carry weapons on campus in order to protect the safety of students, staff, and faculty.

Educational Records/FERPA

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:

eligibility list will be generated and distributed to all faculty/staff on Thursday mornings. This list is confidential and must be kept secure at all times. **The first time that a student appears on the list in any particular subject, he/she will be on probation and may be eligible to participate. If student is on the list for a second time and is determined to be ineligible, he or she will also be required to attend tutoring from 3:30-4:15 during his or her ineligibility period.** The probationary/ineligibility period will run from the Monday following the generation of the list until Sunday.

Hugo Student athletes are strictly prohibited from receiving gifts and or monies. A student is not eligible to participate in interscholastic contests in any sport in which he/she has used his/her knowledge or skill for financial gain. See [OSSAA Rule 5](#)

Evacuation Drills

In our efforts to protect the safety of students, faculty, and staff, the school will conduct various evacuation drills. Students will proceed to the predetermined locations during these drills and remain under the direction and supervision of their teacher. Evacuation procedures are posted in every classroom.

Equal Opportunity

It is the policy of Hugo Public Schools 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.

Field Trips

Students will be allowed to go on school-sponsored trips with a written permission slip signed by a parent/guardian. Out of state trips with a destination of over one-hundred (100) miles must be approved by the Board of Education.

Flower and Gift Deliveries

When flowers or gifts are delivered to the school for students, the items will be kept in the office. Students will be notified and allowed to pick up the items as they leave the school after classes are over for the day. Prohibited items include balloons, glass containers/items, wooden or plastic picks in flower arrangements. Each item delivered must have the recipient's full name clearly marked on the item.

Food and Drinks

Food and drinks are not allowed in the classrooms except for certain celebratory events approved by the building principal. Students are welcome to bring their lunch from home but must eat it in the cafeteria.

Gifted & Talented

Students are identified as gifted and talented following District Policy EHBB-R1. Hugo Middle School provides a variety of programs to serve the needs of those students identified as gifted and talented as well as those who show an aptitude or interest to be part of these programs including Quiz Bowl competitions, instrumental music, vocal music, and drama.

Grade Reporting

Parents and students may access current grades at <https://goo.gl/K2B23G>. Students will be given a confidential username and password for this system.

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.

Health, Wellness, and Medications

During the school day and when possible and needed, students are to report to the office for emergency medical care. Minor care items will be provided for students in the office when available. All student injuries are to be reported to the office and students are to seek care in the office for these injuries. A parent/guardian will be notified immediately in the event of a serious injury or sudden illness. When necessary, transportation to a care facility, such as a hospital, will be arranged. All of the coaches on staff have been trained in the care and prevention of athletic injuries and will provide assistance to students during athletic practice and competition.

In an attempt to stop the spread of infections and communicable diseases, guidelines recommended by the State Health Department will be followed. All open or draining wounds must be medicated and covered with a bandage in order for a student to attend school. When a child has a temperature of 100°F or more, the child will not be allowed to attend school.

Medicine will be given to a student by school personnel only if it is necessary for him/her to take during school hours and only if the guidelines required by state law are followed.

All medicine must be brought from home by a parent/guardian to the office. At no time while at school or while participating in a school activity are students allowed to possess medication or have medication in their lockers or backpacks except those that the law allows because of the necessity of rapid administration such as inhalers and EpiPen's (must have a doctor's authorization to carry). Over-the-counter medications must be in the original container with the label intact and the name legible. Prescription medication must have a pharmacy label that includes the name of the pharmacy, the name of the medicine, the prescription number, the name of the student to whom the medicine is being administered, and directions for giving the medicine. All medicines, prescription and non-prescription, must be accompanied by an Administration of Medication Form completed by the student's parent/guardian requesting that the medicine be given by school personnel. Forms are available in the office.

Honors Class Placement

To be placed in an honors class, a student must meet the following criteria: no grades lower than a "B" in the subject area considered and a teacher referral. Students may be removed or denied placement in an honors course upon administrator approval or poor performance. Parental request is not enough to be placed in an honors class.

Honor Roll

Each semester, students who receive all A's will be named to the Superintendent's Honor Roll and students who receive no grade below a B will be named to the Principal's Honor Roll.

GRADE	% RANGE
A	90-100
B	80-89
C	70-79
D	60-69
F	BELOW 60

Immunizations

Oklahoma state law requires that children be properly immunized in order to attend school. Students must have proof up-to-date immunizations.

Inclement Weather Policy

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 & KTIK

KTEN (CHANNEL 10) AND KXII(CHANNEL 12)

SCHOOL WEBSITE

In School Placement (ISP)

Serious or continuous discipline problems may require the administrator to remove a student from the classroom. Hugo Middle School believes that a suspension of a student out-of-school should be the last resort.

In-school suspension is a behavior reduction technique with which a student is removed from his/her classroom and required to work in an environment with a minimum of privileges. It is a less-restrictive alternative to sending students home, and it permits better supervision of pupils while they are in suspension. Adequate space and personnel to manage the In School Placement (ISP) room will be provided.

Students will report to the In School Placement (ISP) room by 7:45 a.m. and remain with the In School Placement (ISP) teacher until 3:45. A day in ISP shall consist of seven (7) consecutive class periods plus a noon hour. If a student is checked out or is absent for any part of the assigned ISP, an additional ISP day will be assigned to that student.

Insurance

The school assumes no financial responsibility for the medical costs of an accident occurring to a student while participating in a sport or other school activity. An accident insurance program is offered for your convenience. Student insurance may be purchased. The school provides no insurance. Information and applications for student insurance are available in the office. All athletes must have this insurance or the parent/guardian must provide the school with the name and policy number of their family medical insurance. The coaches are responsible for verifying that each athlete has proper insurance and physicals on file.

Internet Policy

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.

Lockdown Procedure

It may be necessary to lock down the school in the event of an intruder or other circumstance requiring students and staff to be separated from potential danger. The lockdown procedures will be reviewed and practiced.

Mandatory Detention/RTI

In addition to RTI, Hugo Middle School also intends to provide mandatory tutoring time. From 3:30-4:15, students with an average of 59 and below will be required to attend tutoring. Each student will receive a checklist to complete while in tutoring until he or she is off of the ineligible list. The consequence for not attending tutoring, aside from administrator approval, is detention. The goal of this is to provide students with additional tools to be successful.

National Junior Honor Society

Membership in the Hugo Chapter of the National Junior Honor Society is very selective. Students are chosen based on the NJHS Principles - Character, Leadership, Service, and Scholarship. In order to apply for membership, students must:

- Applicant must have been in attendance at Hugo Junior High School for at least one full semester;
- Applicant must be a student in good standing;
- Applicant must have a grade point average of a 3.5 or better;
- Applicant must not have had any suspensions or placement in ISP for the last full and current semesters.

Application Process:

- The applications submitted must not be anonymous;
- Two (2) letters of recommendation must be included -- one from a teacher and one from a non-related adult;
- Students must write an essay that describes the role of service in leadership;

Selection Process:

- A selection committee of five (5) Hugo Middle School faculty members will be appointed by the chapter sponsor;
- The committee will meet together to review all applications that meet the prerequisite requirements, are complete, and have been turned in within the time frame;
- Each committee member will rate the application based on the society's principles;
- The committee will discuss each application and vote. A majority of the committee is required for an applicant to be added to the membership of the Hugo Middle School Chapter of the National Junior Honor Society.

Continued Membership Requirements:

- Membership is not conferred until a student participates in an induction ceremony;
- Attendance at National Junior Honor Society meeting is mandatory. A student may not miss more than three (3) meetings during the school year;
- Members must not have ISP or be placed on suspension for any reason while in the society;
- Members must complete ten (10) hours of community service during each school year;
- Any member who violates these requirements while a member of the society could be removed from the organization at the discretion of the chapter's sponsor and an administrator.

Non-Discrimination Statement

Hugo Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person believing that an act of discrimination has taken place has the right to file a grievance under Board Policy FBA.

Parents' Bill of Rights

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.

Promotion: From Grade to Grade

Students will be promoted to the next grade level on the basis that they have completed the required coursework- math, ELA, and either science or social studies- with a passing grade within the attendance policy guidelines. Students not satisfying the requirements for promotion will be **required** to forfeit the privilege of an elective course and repeat the course or remediation course during the next school year. IF summer school is offered, students may complete a school approved online course with the accountability of a Hugo Middle School administrator.

Promotion: Valedictorian/Salutatorian

Students will be selected from each promoted class for the award of valedictorian and salutatorian. The student(s) with the highest grade point average will be selected as class valedictorian(s). The next highest will be selected as class salutatorian(s). Grade point averages will include all coursework for the first six semesters of middle school from accredited schools and will be calculated as alpha

grades to the one-thousandth place. Multiple valedictorians and salutatorians may be named in case of tied alpha grade point averages to the one-thousandth place. The valedictorian(s) and salutatorian(s), will be recognized during graduation.

Schedule Changes

Schedule changes will only be done for good reasons and only during the first two weeks of each semester. All schedule changes are at the discretion of the counselor or the administration.

School Closing Information

School closing information will be provided through eNotes, K95.5, KTEN, KXII, and on the school's Website (www.hugoschools.com).

School Resource Officer (SRO)

This armed officer is on campus to protect the safety of students, faculty, and staff. Students are required to follow the instructions of the SRO as they would any law enforcement officer.

Student Residency Policy

It is the policy of the Hugo Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition.

State Law Section 1041.1

Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

Student Searches

Oklahoma state law ensures the authority of the principal and his/her designee to search a student when there is reasonable suspicion that such a search is needed.

Students with Special Needs

Hugo Public Schools provides a free and appropriate education for all children with disabilities. PUBLIC LAW 94-142 and its revision, IDEA '97, mandates a free and appropriate public education

for all children with disabilities. The law makes parents and educators responsible for developing an educationally appropriate program for each child who qualifies.

Qualification for special educational services is based on the results of a comprehensive evaluation. A multidisciplinary team of knowledgeable persons, including the parent/guardian, will review the evaluation components. This team will determine if the child is eligible under one of the following categories: Autism, Deaf-Blindness, Deafness/Hearing Impaired, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disturbance, Speech/Language Impairment, Specific Learning Disability, Traumatic Brain Injury, Visual Impairment, or Developmental Delays.

Suspension

Each principal is authorized to suspend students from school for disciplinary reasons. The custodial parent or guardian will be given written notice of each suspension, duration of suspension, and the manner in which the student may be readmitted to school. Such notice will be hand delivered or mailed to the parent at the address reflected on the records of the school district on the day the suspension is imposed.

Suspended students are not allowed on school property or to attend any school sponsored activity during the duration of the suspension.

Parents/guardians have the right to appeal a suspension by contacting the Superintendent of Schools.

Hugo Public Schools
Dr. Earl Dalke
208 North Second Street
Hugo, OK 74743
580-326-6483

Telephones

Students may use the telephone in the office only for emergencies. Students will be called to the office to receive telephone calls from parents/guardians in emergency situations.

Textbooks

Education today is increasingly using more and more electronic resources including Internet-based materials. While we continue to utilize hard-copy textbooks in many classes, they are not used as curriculum guides and may or may not be used in day-to-day lessons. In many classes, we utilize only classroom sets of textbooks and students may not necessarily be issued a personal copy of a textbook. When students are issued textbooks, it is the student's responsibility to keep up with the book. Lost or damaged textbooks will be paid for by the student.

Tobacco-Free Policy

As required by Oklahoma State Law, Hugo Public Schools maintains smoke-free facilities. Smoking and the use of tobacco of any kind is strictly prohibited on all school property by anyone at any time. This includes vapor/electronic cigarettes. It is illegal for minors to buy or possess tobacco. Those students found to be in possession of tobacco are subject to disciplinary action as well as referral to the police.

Transfer Policy

Open Transfer

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.

3. 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.

Visitors

All visitors must report to the Office, sign in, and receive a Visitor's Pass. Proper identification may be required. Unauthorized people on campus will be considered to be trespassing and may be subject to arrest. This policy is aimed at protecting the safety of our students, faculty, and staff.

Weapons-Free School

Hugo Public Schools maintains weapons-free facilities, except for those weapons carried by law enforcement personnel and other board approved employees. Weapons include, but are not limited to: firearms, knives of any kind, and objects purposed to harm others.

Withdrawal from School

A student withdrawing from school will notify the Attendance Office Administrative Assistant. The student will be given a form for each teacher, the librarian, and lunchroom personnel to sign. The Administrative Assistant will give a copy of the form to the student. When a student enrolls in a new school, the new school will fax a Request for Records signed by a parent/guardian to 580-326-7352, and the records will be faxed to the new school.

Disciplinary Guidelines

VIOLATION	FIRST OFFENSE	SUBSEQUENT OFFENSES
Alcohol	LT Suspension and Referral to Law Enforcement; referral to Youth Services for First Time Offender Program	Referral to Police and Expulsion
Arson	Referral to Police and LT Suspension	Referral to Police and Expulsion
Bomb Threat	Referral to Police and LT Suspension	Referral to Police and Expulsion
Battery Against Staff	LT Suspension (Sem and Next); Possible referral to police; referral to Youth Services for First Time Offender Program	LT Suspension (Sem and Next); Possible referral to police; referral to Youth Services for First Time Offender Program
Bullying	ISP, ST Suspension, Corporal Punishment	ST, LT suspension possible referral to youth service for first time offender program
Bus Rules Violation	Detention or ISP, Loss of Bus Privilege, Corporal Punishment	Loss of Bus Privilege; ST Suspension
Cell Phone or Other Electronic Device Violation	Phone is confiscated and held in office until picked up by the parent after 3:30. Refuse teacher request to give up phone= ISP; ST suspension	2nd offense--Phone is confiscated and held in office until picked up by the parent after 3:30 plus 1 day of ISP. 3rd offense ---Phone is confiscated and held in office until picked up by the parent after 3:30 plus 2 days of ISP. 4th or more--ST suspension Refuse teacher request to give up phone= ISP; ST suspension
Cheating	ISP, Zero on assignment (s), Corporal Punishment	ISP, (Zero on assignments (s), Corporal Punishment
Classroom Rules Violation	Detention (Assigned by Teacher)	Detention (Assigned by Teacher)
Trespassing	ST Suspension; Possible Referral	ST or LT Suspension; Possible Referral
Disorderly Conduct, <i>failure to leave scene of fight/disturbance, leaving classroom during fight/disturbance</i>	ISP, ST or LT Suspension (leaving class to interject oneself into fight), Corporal Punishment	ISP, ST or LT Suspension (leaving class to interject oneself into fight)

Disrespectful	ISP, ST Suspension, Corporal Punishment	2+ Days of ISP, ST Suspension, Corporal Punishment
Dress Code Violation	ISP, Arrive to school appropriately dressed	ISP, Arrive to school appropriately dressed
School Electronic Device Misuse	Detention (Assigned by Teacher)	Detention (Assigned by Teacher), ISP, Corporal Punishment
Failure to Serve Detention	ISP	ISP, ST Suspension
Fighting	4 days Suspension + 1day ISP Inability to attend school activities	8 day suspension + 2 days ISP; LT Suspension; Inability to attend school activities
Fire Alarm	LT Suspension; ISP Upon Return	LT Suspension; ISP Upon Return
Harassment (<i>includes social media</i>)	ISP, ST Suspension, Corporal Punishment	ST Suspension, LT Suspension
Horseplay	Detention, ISP, Corporal Punishment	ISP, Corporal Punishment
Illicit Drugs	Referral to Police; LT Suspension	Referral to Police; LT Suspension
Instigating/Promoting Violence	Detention	ISP; ST suspension
Internet Misuse	Detention, ISP, Loss of Privilege	ISP, ST Suspension, Loss of Privilege
Insubordination	Detention, ISP, ST Suspension, Corporal Punishment	ISP, ST Suspension, Corporal Punishment
ISP Rules Violation	Additional ISP, Corporal Punishment	ST Suspension, Corporal Punishment
Medication Misuse	ISP; Possible Referral	ST Suspension; Possible Referral
Obscene Behavior	Detention, ISP, ST or LT Suspension, Corporal Punishment	ISP, ST or LT Suspension
Other	Determined by Situation	Determined by Situation
Privacy Violation (<i>images, videos, or audio recordings</i>)	ISP, ST Suspension, Corporal Punishment	ST or LT Suspension
Possession of Banned Materials	ISP, ST or LT Suspension	ST or LT Suspension

Profanity	Detention, ISP, Corporal Punishment	ISP, Corporal Punishment
Public Display of Affection	Detention or ISP	ISP or ST Suspension
Skipping Class	ISP; ST Suspension, Corporal Punishment	ISP; ST Suspension
Tardiness	1st - No disciplinary action	2nd-No disciplinary action 3rd and each subsequent tardy-1 day of detention.
Theft	ST or LT Suspension; Possible Referral	LT Suspension; Possible Referral
Threat	ISP, ST, LT Suspension	ST or LT Suspension
Tobacco	ST Suspension; Possible Referral	ST Suspension; Possible Referral
Trespassing/Refusing to leave	ISP, ST Suspension, Possible Referral	ST Suspension, Possible Referral
Truancy	Youth Services, Referral to District Attorney	Youth Services, Referral to District Attorney
Vandalism	ISP or ST Suspension; Payment for Damages	LT Suspension; Payment for Damages
Weapons	Referral to Police; LT Suspension (Year)	Referral to Police; LT Suspension (Year)

If at any time a student becomes belligerent with a staff member and deemed unconsolable, the Student Resource Officer will be called to assist in the situation. The student will be suspended, and a parent or guardian will be notified. If the parent or guardian refuses to retrieve his or her student, the student will be transported home by the Student Resource Officer. If the parent or guardian cannot be reached, the student will be removed from campus and taken to another facility by the Student Resource Officer and the parent will be notified by an official agency.