



Hugo High School



2018-2019

Student Handbook

*The School of Choice
Engaging Students in Meaningful Learning Every Day*

The Hugo Public School District Student/Parent Policy Guide has been published to inform students and parents about policies and procedures of the District. The Student/Parent Policy Guide is revised and published each summer. The policy guide is distributed to each student in the school district at the beginning of the school year and is available on the district's website: www.hugoschools.com As state and federal statutes and regulations are changed, District policies will be changed to be in compliance. In addition, it is not possible for all policies and procedures to be included in this guide. All students are obligated to abide by all Hugo Public School District policies and regulations.

Subject to Change Notification: This handbook is designed to inform you of school policies and procedures. There may be instances in which it becomes necessary to revise policies and procedures without notice.

NOTICE OF NON-DISCRIMINATION

It is the policy of Hugo Public School not to discriminate on the basis of race, color, national origin, sex, veteran status, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. Inquiries may be made by calling 580-326-6483

Hugo High School

704 South Second Street
Hugo, Oklahoma 74743
Phone: 580-326-9648
Fax: 580-326-4811

Office Opens 7:30-4:15, M-TH
Students 7:40-3:45, M-TH

Bell Schedule

First Hour	7:45-8:45
Breakfast	8:50-9:10
Second Hour	9:15-10:10
Third Hour	10:15-11:10
Fourth Hour	11:15-12:10
Lunch	12:15-12:35
Fifth Hour	12:40-1:40
Sixth Hour	1:45-2:40
Seventh Hour	2:45-3:45

Board of Education

Susan Brewer

Brad Greer

Dr. Mike Irvin

Shane Spillman

Jeff White

Superintendent

Dr. Earl Dalke

Hugo High School Faculty and Staff

Baker, C.	Social Studies/Coach	Miller, R.	School Resource Officer
Barker, D.	ACT/Coach	Morris, E.	Para-Professional
Barnes, W.	Assistant Principal	Morris, R.	Mathematics
Bates, W.	Social Studies/Coach	Payne, M.	Sciences
Biggers, V	Administrative Assistant	Plott, L.	Choctaw
Cook, L	Para-Professional/Coach	Shanklin, D.	Health/P.E.
Dalke, E.	Superintendent	Shoals, C.	Custodian/Maintenance
Debo, B.	Mathematics	Singleton, K.	Resource
Debo, C.	Girls Track	Sinibaldi, J.	Instrumental Music
Dennis, K.	Cheer	Smith, C.	Principal/Athletic Director
Drinkard, S.	Agriculture/FFA	Smith, P.	Coach
Eddinger, J.	Resource	Rech, Arnold	Sciences
Frost, A.	English	Jason Shoemaker	OK History/ICAP/Coach
Hicks, L.	Business Computers	Taylor, D.	Resource
Horne, L.	Para-Professional	Taylor, M.	Computers/Yearbook
Johnson, R.	Custodian/Maintenance	Trantham, N.	Administrative Assistant
Jones, K.	Mathematics	Welch, N.	Library
Ketchum, J.	English	White, C.	Social Studies
Lemmons, K.	English	Woods, K.	Para/Coach
McClenny, M.	Counselor		

Welcome

Students,

Your high school years will present you with many challenges decisions, and choices; it will offer you many opportunities in which you can learn and grow. It is up to you to take advantage of these opportunities. We are here to help, assist and guide you along this journey, but ultimately the decisions and choices are yours. The next few years you spend as a high school student will be a special time in your life.

Mr. Smith

Hugo High School Principal/Athletic Director



Students,

Welcome to the 2018-2019 School Year at Hugo High School. I hope each of you try your best to excel and achieve the goals you want for you own individual education. We are all here as a part of a team to help you meet those goals and move on to college, vocational school, military, or a job. My goal for each of you is that you will remember to ask for help with anything you don't understand so you can reach your full potential. I am excited to see what each of you can accomplish this year.

Mrs. McClenny

Hugo High School Guidance Counselor



Students,

Welcome to your 2018-2019 school year. I hope you enjoy your time here at Hugo High School. The administrators, faculty and staff at Hugo High School are dedicated to helping each student achieve success in both academics and extracurricular activities. Our goal as a school entity is to provide students with the power of knowledge which opens the doors of opportunity that can lead to success in all future endeavors.

Warren Barnes.

Hugo High School Assistant Principal

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ACT

The ACT is the college entrance examination that is used by Oklahoma colleges and in many other states. The exam includes four subareas – English, Mathematics, Reading, and Science Reasoning. Admittance to college and numerous scholarship grants are dependent upon ACT scores. The curriculum at Hugo High School is designed to prepare students for success on the ACT. ALL JUNIORS are required to take the ACT and must be taken to meet state graduation requirements. .

The Hugo High School ACT Code is **371-840**.

More information at

<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/oklahoma.html>

2018-2020 Test Dates (National)

Test Date	Registration Deadline	(Late Fee Required)	
July 14, 2018*	June 16-22, 2018	June 15, 2018	July 24; August 7, 2018
Sep 14, 2019	Aug 23, 2019	Aug 9, 2019	Sept 24; Oct 8, 2019
Oct 26, 2019	Oct 4, 2019	Sep 20, 2019	Nov 5; Nov 19, 2019
Dec 14, 2019	Nov 22, 2019	Nov 8, 2019	Dec 24, 2019; Jan 7, 2020
Feb 8, 2020	Jan 17, 2020	Jan 10, 2020	Feb 18; Mar 3, 2020
Apr 18, 2020	Mar 20, 2020	Mar 6, 2020	Apr 28; May 12, 2020
June 13, 2020	May 22, 2020	May 8, 2020	June 23; July 7, 2020

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 purposes) stated on the Fundraiser Request. Students will not be dismissed from class to sell or distribute products, unless approved by the building principal. No door-to-door sales are allowed.

Alternative Education

The Hugo High School Alternative Education Program is here to better meet the needs of Hugo students who are at risk or academically deficient. Students wishing to apply for acceptance into the HHS Alternative Education Program must pick up an application from the Alternative Education Director (Mr. Barnes), fill it out and return it back to the director. The Alternative Education Acceptance Committee will review applicants for enrollment into the HHS Alternative Education Program. The committee will make recommendations for acceptance or denial of enrollment into the HHS Alternative Education Program based on the following criteria.

- Student meets the guidelines outlined by The State Department of Education as an at-risk student or candidate for Alternative Education.
- Student meets the criteria established by Hugo High School for enrollment into the Alternative Education Program.
- Enrollment into the Alternative Education Program provides the best opportunity for academic success, progress and obtaining a high school diploma.

The Alternative Education Acceptance Committee will consist of the following HHS staff members: Principal, Alternative Education Director, Counselor, one Special Education Teacher, and three classroom teachers.

The Alternative Education Acceptance Committee will meet on a monthly basis. Exceptions may be made when situations dictate. A student may be admitted into the Alternative Education Program if the principal, alternative education director, and the high school counselor deem it necessary to enroll a student prior to the Alternative Education Acceptance Committee meeting and approving enrollment. The student will be reviewed at the next scheduled meeting date. Also, students enrolled in credit recovery courses will not require approval from the Acceptance Committee.

The decisions of the Alternative Education Acceptance Committee are final. Students may re-apply if there are new circumstances which merit review and consideration for enrollment into the HHS Alternative Education Program.

Students who are enrolled in the Alternative Education Program and meet the eligibility requirements may participate in extracurricular activities at Hugo High School.

Students enrolled in the Alternative Education Program are still required to attend school and meet the attendance guidelines outlined by the State Department of Education. Students who do not meet the attendance policy for alternative education may be removed from the program and/or reassigned regular classes.

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. See also Athletics Handbook.

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 for a student to receive credit for a high school 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 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 doctor's 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 (10) days, a homebound educational plan will be arranged.

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 9:00 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 and obtain an admit slip. Students who are tardy for the fifth and all subsequent times during a semester will be assigned ISP by the teacher in whose class they are tardy.

Skipping is defined as not being present in an assigned class. Leaving class with or without 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. An internal review 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. This same committee will also review at the end of each semester, each student who has (8) or more absences in any one class. The committee will determine if course credit will be granted or denied for each of these students. The criteria for the committee decision will be based on the extenuating circumstances outlined previously (hospital stays, death of immediate family members, court mandates or documented medical absences). Proper documentation must be provided to school staff within five days of returning to school or prior to the absences. The decision of this committee is final.

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.

Attendance at the Kiamichi Technology Center

Hugo High School students who attend the Kiamichi Technology Center are subject to all the rules and regulations for attendance in effect at Hugo High School. If an Hugo High School student is dropped from the Kiamichi Technology Center due to excessive absenteeism or non-attendance, or for disciplinary reasons, the student shall be dropped from the Hugo High School with NO CREDIT being given in all subjects.

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.

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.

Bus Routes

TBD

Cafeteria

Breakfast: 8:50-9:15

Lunch 12:15-12:35

Breakfast and lunch are provided free to all students. Lunch for adults is \$3.50. Menu: <http://hhs.hugoschools.com>

District Calendar

FIRST DAY OF SCHOOL (STUDENTS)

August 6, 2018

LAST DAY OF SCHOOL

May 23, 2019

BACCALAUREATE

May 12, 2019

HIGH SCHOOL GRADUATION

May 18, 2019

FIRST SEMESTER

Aug. 1, 2018 to Dec. 18, 2018

SECOND SEMESTER

Jan. 2, 2019 to May 23, 2019

HOLIDAYS (NO SCHOOL)

September 3, 2018 — Labor Day

October 18 - 19, 2018 — Fall Break

Nov. 19 – 23, 2018 — Thanksgiving

Dec. 19, 2018 - Jan. 1, 2019, Christmas

(Students return Jan. 7, 2019)

January 21, 2019 — MLK Day

March 18 - 22, 2019 — Spring Break

May 27, 2019 - Memorial Day

TEACHER PROFESSIONAL

DEVELOPMENT DAYS

(No School for Students)

August 1, 2, & 3, 2018

January 2 & 3, 2019

PARENT TEACHER

CONFERENCE DAYS

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

September 11 & 13, 2018

February 5 & 7, 2019

Approved by Board of Education

on January 8, 2018

Cell Phones and Other Devices

Students are allowed to possess cell phones and other devices with certain restrictions. These devices may only be used during class when used as a part of a structured lesson planned by a teacher. These devices must be turned off during class and while in the library. Students may view texts or other electronic communications on their cell phones during passing and during lunch break. This usage is a privilege and not a right and may be suspended if deemed necessary by administration. 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.

(Exceptions can be made on a case by case basis.)

Check Out Procedure

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 and get a note from the office if it is during the middle of a class. 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 High School. Students not wishing to participate in the pledge are not required to do so. 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
 - *We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.* (Preamble to the United States Constitution)
- Freedom Week – Week of Veterans' Day (November 11th)
 - *We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed.* (Social Contract established by the Declaration of Independence)
- Martin Luther King, Jr. Day – January 21st
- Presidents' Day – February 18th
- Oklahoma City Bombing Remembrance – April 19th.

Classification

Students will be classified according to the amount of credit hours they have earned.

- Freshman 0-6 hours
- Sophomores 6.5-12 hours
- Juniors 12.5-18 hours
- Seniors 18 hours and above

Closed Campus

Hugo High School is a closed campus. This means that students must stay on campus from arrival to dismissal of school unless they are traveling to or from career-tech or colleges for classes or are on a school sponsored activity. Any food brought to school for a student must be checked into the front office. Food brought to students will be given to them during the regularly scheduled lunch time as to not interrupt the learning process. Students are to eat in the cafeteria. Students may bring a lunch from home, but must eat it in the cafeteria. Students who need to be checked out of school during the school day must follow the check-out procedure.

Closing School

The superintendent will make the decision if school is to be closed due to bad weather or other emergencies. Listen to local radio and TV stations for school closings. To receive messages about school closings and other district information, sign-up on the school website at www.hugoschools.com.

Concurrent College Enrollment

Junior and senior students in good standing are encouraged to enroll in concurrent college courses for which they receive both high school and college credit. Part of the cost for senior students is paid by the Oklahoma Regents. In order to enroll in concurrent college courses, students must meet the enrollment requirements. It is the students responsibility to provide a transcript from the college they attend to the high school at the end of each semester. For detailed information, see the counselor.

Conferences

We recognize that educating a child requires a partnership between parents, teachers, and many others and that good communication is a key 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 in the presence of school officials and only to discuss school functions or emergencies.

Commencement (Graduation) Policy

Students who have completed the graduation requirements will be allowed to participate in commencement ceremonies. As soon as possible, student diplomas and official transcripts will be made available to students who have completed the graduation requirements. This typically takes two weeks. Foreign exchange students are given official transcripts for the classes they complete at Hugo High School, but they are not issued a Hugo High School Diploma. Senior foreign exchange students are allowed to participate in the commencement ceremonies.

Competition Philosophy

The coaches and sponsors of competitive events at Hugo High School recognize that in all forms of competition, working toward winning by planning highly organized practice sessions, preparing realistic game plans, and putting young people in a position to succeed through hard work, dedication, and teamwork is essential. At the same time, we understand that winning depends upon numerous variables including available talent, scheduling, the absence of injuries, and often some good fortune. We consider our foremost task to be the development of strong character in the young people of Hugo Schools.

Counseling Services

Information regarding scholarships, concurrent enrollment, careers, testing, and available services can be found at <http://hhs.hugoschools.com> under Counselor's Corner. Students are encouraged to discuss academic, college/career, and personal issues with the school counselor. Outside counselors may meet with students outside class hours.

Detention

Teachers or administrators may assign detention as a consequence of misbehavior. Failure to serve assigned detentions will result in further disciplinary action. Detention is held from 7:15 am to 7:40 am and from 3:50-4:15 in Room A204. Saturday school may be an alternative to morning detention or a consequence for not attending morning detention.

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.

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 minimum standards for dress. Students are expected to dress in a manner that is **appropriate for school and school activities**. If you arrive to school or school activity inappropriately dressed you will be assigned ISP. If you are unsure about your attire do not wear it. 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.

- 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-may be worn inside the school buildings.
- Shoes must be worn at all times. No house shoes or slippers allowed.
- Undergarments and pajamas may not be worn as outer clothing.
- Shirts must have a neckline and sleeves. Inappropriate cleavage is not to be showing.
- No see-through clothing may be worn.
- Leggings, jeggings, and spandex may only be worn as undergarments.
- Shirts must cover the top of a student's pants, so the bare midriff does not show regardless of arm position.
- Shorts, skirts, dresses, and garments worn over leggings, jeggings, and spandex must be as long as the longest finger when hands are placed to the student's side while standing straight.
- Holes in jeans and pants must also comply with fingertip rule.
- 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
- Any other items not specifically listed that is deemed not to be school appropriate is subject to this policy.

Violation of this policy will immediately result in ISP. ISP refusal will result in out of school suspension.

Distribution of Outside Materials

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

Driving Policy – Students

Only those who have purchased parking permits may drive while under the authority of the school at any time. Students may obtain a parking permit in the office during pre-enrollment and during the school year. After the first week of school, students without a parking permit will not be allowed to drive at any time while under the authority of the school. The process of obtaining a parking permit includes verification of current driver's license and insurance. There is a \$5.00 charge for a student parking permit.

Students are only allowed to park in designated student parking and must display a current HHS parking permit. Students who also attend KTC must display a current HHS/KTC parking permit which indicates that the student may leave during the day to drive to and from KTC. Students found driving in an irresponsible manner, violating driving laws, or improperly parking in or around the campus or to or from events or practices will have their parking permit and campus driving privileges suspended for the remainder of the current school semester and possibly the next school semester. Violations may also result in police referral and additional disciplinary action.

When transportation is provided during the times students are attending classes, students are required to use the transportation provided by the school. If an event or practice starts or ends at the same time students first arrive or leave school, students may drive themselves to the event or practice with the permission of the event sponsor or coach. Students may never transport other students while under the authority of the school at any time.

It is always best practice for a team to ride to and from events as a team. When traveling to a school-sponsored event, students are required to use the transportation provided by the school except under certain circumstances. Under

certain circumstances, approval may be given for a parent/guardian to transport a student to an event. A student who, for a good reason, needs ride to an event with his or her parent/guardian must have a note explaining the circumstances signed by the parent/guardian, the high school principal, and the sponsor or coach of the event prior to the event. The sponsor or coach of the event is required to keep such notes on file. Under no circumstances will students be allowed to ride with someone who is not their parent/guardian.

When traveling back from a school-sponsored event, students are required to use the transportation provided by the school except under certain circumstances. With the written permission of both the event sponsor or coach and parent/guardian, a student may be permitted to ride back from an event with his or her parent/guardian. This written note must be signed by both the event sponsor or coach and the parent/guardian and kept on file by the event sponsor or coach. Under no circumstances will students be allowed to ride with someone who is not their parent/guardian while under the authority of the school.

Drug and Weapon Free Zone

The Hugo High School Campus (including adjacent roadways) is a drug and weapon free zone. Vehicles driven onto campus are subject to search. Students arriving on campus in vehicles are required to park in student parking and to leave their vehicles immediately upon arrival. Law enforcement officer 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.

Due Process Rights – Students

When students are sent to office for disciplinary matters, they will be told what violation they have been reported to have committed. They will be given an opportunity to explain the situation. A decision will be made by the administrator who handles the matter as to whether the violation occurred and, if so, what the consequence should be. When a student is suspended, the administrator will make a reasonable attempt to contact a parent/guardian and to hold a conference (may be over the telephone). Students and parents/guardians will be informed of their right to appeal the suspension decision.

Educational Records/FERPA

Student records will be kept confidential except as needed for educational purposes. Applicable school records will be made available to:

- School officials, including teachers, who have a legitimate educational interest in the student.
- Officials of schools in which a student wants to enroll. A request for records signed by a parent/guardian or eligible student is required.
- Anyone to whom the student has made application for financial aid.
- Accredited institutions of learning such as universities.
- Testing and research organizations as long as confidentiality is maintained and records are destroyed after they are no longer needed.

Parents/guardians and eligible students have the right to inspect a student's educational records upon request. Such a request needs to be made in writing to the building principal who will make arrangements for the parent/guardian or

eligible student to inspect the specific records requested. Because records may be kept in separate locations, the arrangements may take up to 45 days.

Eligibility

Eligibility to participate in extracurricular activities will be determined using the Oklahoma Secondary Schools Activity Association (OSSAA) Guidelines. No student who is ineligible will be allowed to participate in any extracurricular activity whether sanctioned by OSSAA or not. It is the responsibility of all coaches/sponsors to verify that a student is eligible before allowing him/her to participate in any extracurricular activity. To be eligible at the beginning of a school semester, students must have passed at least five subjects during the past semester. A student who drops a class after three weeks of the start of each school semester shall be ineligible for at least three weeks. Eligibility ongoing grade checks will begin during the fourth week of each school semester and continue until the end of each semester. Teachers will calculate eligibility on Thursdays. The eligibility list will be generated and distributed to all faculty/staff on Friday 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. The second time that a student appears on the list in any particular subject, he/she will not be eligible to participate. 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

Enrollment Requirements

Any student wishing to enroll at Hugo High School must meet the guidelines set forth in the Hugo Board of Education Policy FD which state, "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, person having legal custody, or person who is a relative within the fourth degree of the child and who has assumed permanent care and custody of the child and holds legal residence within the district as defined in 70 O.S. I-113. Upon enrollment, person(s) having legal custody of the student being enrolled will be asked to complete the student residency affidavit, emergency contact form, and various other enrollment forms.

The McKinney Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. The act has been amended and is considered the McKinney-Vento Act currently. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster parents or relatives other than their legal guardians. Individuals who would be considered McKinney-Vento students would be in housing temporarily and due to hardship, the housing is substandard or considered inadequate or a student is not living with a parent or guardian.

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.

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.

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.

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.

Fighting

Fighting and other acts of violence will not be tolerated (see discipline guidelines/SRO will determine if any criminal charges need to be filed). The likely consequence of repeated acts of violence is suspension for the remainder of the current semester and the next semester. Students are encouraged to report situations that may potentially result in an act of violence. Defending oneself in a fight includes walking away, blocking punches, and passively preventing the other person(s) from hurting you. Fighting back is not considered defending oneself, regardless of who began the aggression; and will be treated as an act of aggression.

Getting Involved

We hope that each and every one of you will get involved in activities beyond the classroom. Above all other aspects, the activities offered at Hugo High School are focused on helping you develop a positive character that will serve you and others well throughout your life. Students are not allowed to withdraw from an activity to participate in another after the first two (2) weeks of each semester unless the season is over. The coaches/sponsors involved and the principal must approve the change. The activities offered at Hugo High School include:

Academic Team
Baseball
Basketball
Cheerleading
Choir

Drama
Fastpitch Softball
Football
FFA
Leo Club

National Honor Society
Oklahoma Honor Society
Powerlifting
Scholastic Meets
Slow Pitch Softball

Show Choir
Soccer
Student Council
Track and Field
Yearbook

Gifted & Talented

Students are identified as gifted and talented following District Policy EHBB-R1. Hugo High 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 Advanced Placement[®], Pre-AP and honors courses, concurrent college enrollment, participation in academic competitions, instrumental music, vocal music, drama, and art.

Grade Reporting

Parents and students may access current grades at <http://hhs.hugoschools.com> under Gradebook. Students will be given a confidential username and password for this system.

Official grades for high school students are those semester grades posted to transcripts. Report cards are available to the student, parent or guardian upon request. Progress reports will be issued during the fifth, ninth, and fourteenth weeks of each semester. Teachers will regularly keep students informed of their grades and attendance.

Grading Scale

GRADE	% RANGE
A	90-100
B	80-89
C	70-79
D	60-69
F	BELOW 60
I	Incomplete
N	No Credit

Graduation Requirements

The curriculum at Hugo High School is focused on preparing students for college and career and meets the State Graduation Requirements and the Oklahoma's Promise Requirements. To graduate from Hugo High School, students must satisfactorily complete the following coursework:

- 4 units of English
- 3 units of specific mathematics (in addition to any mathematics taken for high school credit in middle school)
- 3 units of laboratory science including Biology I
- 4 units of social studies including Oklahoma History, Senior U.S. Government, and U.S. History
- 2 units of the same foreign language **OR** 2 units of computer courses
- 1 unit of fine arts
- 1 unit of an additional core subject (social studies, math, science, computers, or foreign language)
- Personal Financial Literacy (this curriculum is covered in our Government Course)
- Enough electives to add up to **23 total units**.
- NOTE: Concurrent college courses may take the place of certain requirements, For example, College Composition I and College Composition II can take the place of English IV (students receive both high school and college credit).

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 including over the counter medications 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 doctors 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.

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. Students who lose credit due to lack of attendance will not be eligible for the honor roll.

Honors Graduates and Valedictorian/Salutatorian

To be considered an honors graduate, students must have completed a minimum of ten credit hours of rigorous coursework during their first seven semesters of high school and must complete their junior and senior years at Hugo High School. Honors and Pre-A.P. classes taken for high school credit while in eighth grade will be included in the calculation as well. Rigorous coursework includes Advanced Placement (A.P.), Pre-A.P., honors, and concurrent/dual college credit.

Classes scheduled as A.P. must meet College Board standards and requirements. Curriculum for classes scheduled as Pre-A.P. and honors must be significantly more advanced than the same on-level classes taught at the school. After the calculation of semester grades for A.P., Pre-A.P., and honors classes taught at Hugo Public Schools, teachers will add an additional five percentage points and report the sum as the final grade for each semester. Kiamichi Technology Center in Hugo has agreed to add these five points to honors-level courses as well. No points will be added to any grade transferred to Hugo High School from other institutions.

The top ten percent of students who meet the honors requirements will be named as honors graduates for each graduating class.

Students will be selected from each graduating class for the award of valedictorian and salutatorian from those students who meet the honors requirements. The student(s) with the highest alpha 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 seven semesters of high school from accredited schools, high school math taken in the 8th grade

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.

Honors students, including the valedictorian(s) and salutatorian(s), will be recognized during graduation and will have a notation made on their transcripts.

Those students who qualify as Oklahoma Academic Scholars will have a seal affixed to their diploma, a notation made on their transcripts, and will be recognized at graduation.

Those students who make six (6) blood donations will be given graduation cords by the Oklahoma Blood Institute.

Homecoming Queen Candidates – Football

The senior football players will nominate five senior girls from the list of qualified candidates. Candidates must be ranked in the top fifty percent (50%) of their class and must not have had more than ten (8) absences or any suspensions during their junior year. The Hugo High School body will vote by secret ballot on the queen candidates. The candidate who receives the most votes will be named Football Homecoming Queen. The candidates will be escorted during the ceremony by their parents/guardians. Exceptions may be made by the building principal.

Homecoming Queen and King Candidates – Basketball

The boys' basketball team will select a senior basketball girl as Basketball Homecoming Queen. The girls' basketball team will select a senior basketball boy as Basketball Homecoming King. Candidates must be ranked in the top fifty percent (50%) of their class and must not have had more than Eight (8) absences or any suspensions during their junior year.

Hugo High School Fight Song

We're loyal to you Hugo High
To your colors we're true Hugo High
We'll back you to stand
As the best in the land
For we know you are grand Hugo High

So stay with that ball Hugo High
We're backing you all Hugo High
Our hearts will go with you ever
Our bonds be broken never
We love you best Hugo High

Hugo High School Alma Mater

We leave these halls far behind us
And though we go far away
We'll always be true

To the spirit we knew
In our Hugo High School days

Loyalty, courage, and wisdom
We've gained through all the years
And by God's grace
We will soon take our place
Treasuring memories
Through smiles and tears

Immunizations

Oklahoma state law requires that children be properly immunized in order to attend school. Students must have proof up-to-date immunizations including DPT/DT, Polio, MMR, Hepatitis B, Hepatitis A, and Varicella in order to attend school.

Internet Policy

The use of the Internet has become an integral part of education and will be utilized regularly by students at Hugo High School. 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. There shall be no expectation of privacy when using the school districts technology.

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.

Leaving Class

Students must have the permission of their teacher to leave class and must have a hall pass. Students are to leave class only for educational purposes or for personal emergencies. Regular personal business should be taken care of during passing times. Leaving class with or without 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. (see also attendance)

Library

The library is an area where students may check out books and other materials, read, conduct research, and use the Internet for educational purposes. Meetings and other events are also often scheduled in the library. When students are doing other than simply checking out material one at a time, teachers must supervise students in the library. Students in the library must have a specific purpose. The library is never to be used as a place to send students who lack something to do in class.

Lock Down 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.

Lockers and Locks

Lockers are provided for all students in the Academic Building to store their belongings. Lockers must be kept neat and clean, inside and outside. Lockers are subject to search. Students have no reasonable expectation of privacy regarding school property. There will be no sharing of lockers.

National Honor Society

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

- have been in attendance at Hugo High School for at least one (1) semester
- be enrolled as a sophomore, junior, or senior
- not have been suspended or placed in ISP during the current semester or the previous semester
- not have received an NC (no credit)
- not have exceeded the number of allowable absences (medical absences excepted) during the current semester
- have at least a 3.4 overall GPA.

Students are required to complete an application that is reviewed by a faculty committee of three (3) chosen by the building principal. For each candidate, the committee will rate the application and a majority vote of the three will decide if a student is placed in membership. Students must participate in an induction ceremony. Continued membership requires that students regularly attend NHS meetings, not be suspended, receive ISP for anything other than tardies, and complete twenty-five (25) hours of service to the community during each school year.

NCAA Eligibility

See the NCAA Website: www.eligibilitycenter.org for a Quick Reference Guide. Students wishing to achieve NCAA eligibility must contact the counselor for assistance.

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.

Office Disciplinary Referrals

While teachers have the authority to maintain discipline in their classrooms, it is sometimes necessary for discipline to be handled by an administrator. When a faculty or staff member refers a student to the office, he/she will complete a Discipline Referral Form. The administrator who handles the matter will assign a title, category, location, time, and an action to the form as well as making notes about the incident. 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.

Oklahoma Honor Society

The top ten percent (10%) of the student body will be eligible for membership in the Oklahoma Honor Society. Membership is based on grades earned from the last semester of the previous year and the first semester of the current year. The standing of students enrolled in the first year of high school will be based on grades earned only from the first semester.

Oklahoma Promise

To enroll in the Oklahoma's Promise program, the student must be:

- an Oklahoma resident;
- enrolled in the eighth, ninth or 10th grade in an Oklahoma high school (homeschool students must be age 13, 14 or 15); and
- the child of parents whose income from taxed and untaxed sources is not more than \$55,000 per year.*

Special income provisions may apply to:

- Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.
- Families receiving Social Security disability and death benefits based on the disability or death of the student's parents.

Additional documentation may be required. Contact the Oklahoma's Promise office for more information.

Applications must be:

- completed during the school year in the student's eighth-, ninth- or 10th-grade year (for homeschool students, the application must be completed while the student is age 13, 14 or 15) and
- witnessed by the student's parent(s), custodial parent(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.

**In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000.*

STUDENT REQUIREMENTS

1. Take 17 units of [required high school courses](#) to help get ready for college. The Oklahoma's Promise [Curriculum Worksheet \(Excel, 23k\)](#) can help you record your grades and make sure you have taken the right courses. You can also get more [details about what high school courses count toward the Oklahoma's Promise curriculum](#). external link, opens in new window
2. Make a cumulative 2.50 GPA for all courses in grades 9-12.
3. Make a cumulative 2.50 GPA or better in the 17-unit OK Promise core curriculum.²
4. Do your homework.
5. Don't skip school. (If a student misses more than 8 days in any semester they will lose Oklahoma Promise Benefits)
6. Don't abuse drugs or alcohol.
7. Don't commit criminal or delinquent acts.
8. Meet with a teacher, counselor or principal to go over your schoolwork and records.
9. Provide information when requested.
10. Apply for other financial aid during your senior year of high school.
11. Take part in Oklahoma's Promise activities that will prepare you for college.
12. student must be a U.S. citizen or lawfully present in the United States

*****Requirements are currently under review and may change see counselor for details*****

Parent Bill of Rights

Hugo Public Schools

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.

Parking Passes

May be purchased in the office for \$5.00.

Residency

STUDENT RESIDENCY

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).

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. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

Proficiency-Based Credit

Students may choose to attempt to gain credit for classes through proficiency assessments. See the counselor for assistance in arranging this testing. CLEP tests from accredited colleges will be used to determine competency. The expense of these tests will be paid by the student to the college providing the test.

Schedule Changes

Schedule changes will only be done for good reasons during the first **8 days of each semester** and at the discretion of the counselor or the administration.

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.

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

Pupils - Searches. The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

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.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur through trainings by counselors, nurse, or other professional designated by the school.
2. Each school site will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed student advocate team member who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

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.

Tutoring

Tutoring is provided by all teachers from 7: 20-7:40 am except when they are on duty. After school tutoring is also provided. If you need help with a subject, talk to your teacher or an administrator to find out how to get set up for tutoring.

Visitors

All visitors must report to the Office located in the Academic Building, 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 and the librarian. 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 580-326-4811 and the records will be faxed to the new school.

Student Disciplinary Guidelines

The table below outlines the likely consequences for students failing to meet school behavioral expectations. The goal of providing these consequences is to protect the safety of our students, faculty, and staff and to deter future misbehavior. These **guidelines** will be followed in a fair manner, considering the totality of the circumstances of each violation. The school administration may impose consequences for violations including, **but not limited to** detention, community service, corporal punishment, in-school placement, short term suspension, long term suspension, expulsion, and referrals to the Police and Youth Services. Repeated violations will result in punishments that are more severe than those listed.

VIOLATION	FIRST OFFENCE	SUBSEQUENT OFFENCES
Alcohol	ST Suspension; Possible Referral	LT Suspension; Possible Referral
Arson	Referral to Police; LT Suspension	Referral to Police; LT Suspension
Bomb Threat	Referral to Police; LT Suspension	Referral to Police; LT Suspension
Battery Against Staff	LT Suspension (Sem and Next)	LT Suspension (Sem and Next)
Bullying	ISP, ST Suspension, Possible Referral	ST, LT suspension Possible referral
Bus Rules Violation	Detention or ISP, Loss of Bus Privilege	Loss of Bus Privilege; ST Suspension
Cell Phone Violation	Held in Office (student may pick up at 3:30), Refuse teacher request to give phone results in ISP	Held in Office (parent must pick up) Refuse teacher request to give phone results in ISP
Cheating	ISP, Zero on assignment (s)	ISP, (Zero on assignments (s) ST Suspension
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>	Detention, ISP, ST or LT Suspension (leaving class to interject oneself into fight)	ISP, ST or LT Suspension (leaving class to interject oneself into fight)
Disrespectful	ISP, ST Suspension	ST Suspension
Dress Code Violation	ISP	ISP
Electronic Device Misuse	Held in Office (Student may pick up at 3:30)	Held in Office (Parent must pick up)
Failure to Serve Detention	ISP	ISP
Fighting (Premeditated fighting may result in increased punishment)	5 days Suspension; 5 days ISP Upon Return	LT Suspension; 6 days ISP Upon Return
Fire Alarm	LT Suspension; ISP Upon Return	LT Suspension; ISP Upon Return
Harassment (<i>includes social media</i>)	ISP, ST Suspension, Possible Referral	ST Suspension, LT Suspension, Possible Referral
Horseplay	Detention	ISP
Illicit Drugs	Referral to Police; LT Suspension	Referral to Police; LT Suspension
Internet Misuse	Detention, ISP, Loss of Privilege	ISP, ST Suspension, Loss of Privilege
Insubordination	Detention, ISP, ST Suspension	ISP, ST Suspension
ISP Rules Violation	Additional ISP, ST suspension	ST Suspension
Medication Misuse	ISP; Possible Referral	ST Suspension; Possible Referral
Obscene Behavior	Detention, ISP, ST or LT Suspension	ISP, ST or LT Suspension
Other	Determined by Situation	Determined by Situation
Parking or Driving Violations	ISP, Loss of Parking Privileges, Referral	ISP, Loss of Parking Privilege, Referral
Privacy Violation (<i>images, videos, or audio recordings</i>)	ISP or ST Suspension (photos and or videos of fights included)	ISP and or ST/LT Suspension (photos and or videos of fights included)
Possession of Banned Materials	ISP, ST or LT Suspension	ST or LT Suspension
Profanity	Detention, ISP, ST Suspension	ISP or ST Suspension
Public Display of Affection	Detention or ISP	ISP or ST Suspension
Tardiness	ISP (after 5 Assigned by Teacher)	ISP (after 5 Assigned by Teacher)
Theft	ST or LT Suspension; Possible Referral	LT Suspension; Possible Referral
Threat	ISP, ST, LT Suspension (see policy)	ST or LT Suspension (see policy)
Tobacco	ISP; 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)

ST – Short Term

LT – Long Term

ISP – In-School Placement