Hugh Hartman Mission Statement

“Thriving Students, Ready Graduates, Engaged Community”

Note from our Principal

Welcome to the 2023-24 school year! We are excited to share Hugh Hartman’s Student & Parent Handbook. The Hugh Hartman Handbook reflects expectations and important information for families and students that are specific to our school. Please review with your students and family members. These expectations will be taught and practiced across the school year.

To all our proud parents and caregivers, I invite you to model and partner with us throughout the school year as we instill excellence into our students. Research shows that students will have the greatest possibility for success if support structures are in place at home. Together, we can make this the best year ever!

Sincerely,
Lisa Burgher

Hugh Hartman Elementary School
Meet your teachers

Kindergarten:

Lupe Chavez          Room 204                  ext. 4953
Erin Montoya         Room 202                  ext. 4966
Megan Callahan       Room 203                  ext. 4955

1st Grade:

Mila Mennealy        Room 205                  ext. 4979
Madeline Whitsett    Room 201                  ext. 4909
Joel Bleakney        Room 211                  ext. 4942

2nd Grade:

Clara Morales        Room 205                  ext. 4979
Yolanda Santellano   Room 212                  ext. 4932
Korey Forbes         Room 214                  ext. 4951

3rd Grade:

Daisy Olivera        Room 225                  ext. 4952
Camila Suri          Room 226                  ext. 4943
Elizabeth Dauntless  Room 215                  ext. 4920

4th Grade:

Yadira Chavez        Room 224                  ext. 4940
Leigh Anne Markey    Room 222                  ext. 4954
Mindy Noe            Room 223                  ext. 4962

5th Grade:

Therese Cummins      Room 104                  ext. 4931
Claudia Hernandez    Room 103                  ext. 4941
Jessica Meyer        Room 101                  ext. 4963

School Hours and Schedule

The Hugh Hartman Elementary School office is open from 8:00 a.m. to 4:30 p.m. each school day. Our administrative assistants at the front office are here to serve you and to help you connect with whoever can be most helpful to you. It’s important to keep in mind, **No supervision is available for students before 9:00 a.m.** For your child’s safety, please do not drop students off at school before 9:00 a.m.

Hugh Hartman Elementary School
## School Hours  
2023-2024

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>First Bell</td>
</tr>
<tr>
<td>9:15 am</td>
<td>Tardy Bell / School Begins</td>
</tr>
<tr>
<td>3:40 pm (M, T, Th, F)</td>
<td>School Ends</td>
</tr>
<tr>
<td>Grades Kindergarten through 5th Grade</td>
<td>School Ends (Wednesday only)</td>
</tr>
<tr>
<td>2:40 pm (Wednesday only)</td>
<td>School Ends (Wednesday only)</td>
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</tbody>
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### Early Release Wednesdays

Early Release Wednesdays support professional development for teachers so we can ensure that instruction is highly effective and all students are successful.

The Hugh Hartman population is around 440. To increase safety, we have an arrival and dismissal procedure. Please discuss these procedures and options with your student prior to the first day of school.
Arrival

- **ALL** students are to be dropped off at school between 9:00 a.m-9:15 am at the 19th Street entrance. *STUDENTS ARE NEVER TO BE DROPPED OFF IN FRONT OF SCHOOL AT THE ENTRANCE LOCATED OFF OF ANTLER AVE. THIS AREA IS FOR BUSES ONLY.*
- Students will then wait outside by their assigned grade level entry door until the first bell rings, then go straight to class.

<table>
<thead>
<tr>
<th>No Parking 9:00-9:10</th>
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</thead>
<tbody>
<tr>
<td>Kinder &amp; 1st - park and walk</td>
</tr>
<tr>
<td>2nd, 3rd, 4th, and 5th drive thru arrival</td>
</tr>
<tr>
<td>Bus zone - no cars 9:00-9:10</td>
</tr>
</tbody>
</table>

### Kinder & 1st

<table>
<thead>
<tr>
<th>Bus</th>
<th>Walkers and Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Students unload off the bus and enter the building through the blue wing door.</td>
<td>● Kinder parents park and walk their students to the green wing gate.</td>
</tr>
<tr>
<td></td>
<td>● 1st grade parents park and walk to green wing gate or drive through drop off.</td>
</tr>
<tr>
<td></td>
<td>● Parents say goodbye at the gate.</td>
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</tbody>
</table>

### 2nd, 3rd, 4th & 5th Grade Plan

<table>
<thead>
<tr>
<th>Bus</th>
<th>Walkers and Car</th>
</tr>
</thead>
</table>
| ● Students unload off the bus.  
● Students enter through magenta and blue wing doors. | ● Parents can either park and walk to the 2nd, 3rd, 4th or 5th grade gate or drive through drop off. |
| | ● Students enter through their wing door - 5th grade will enter through the northeast door with younger siblings. |
### Late Arrival Procedure

Parents are never to pull into the bus zone, and drop students off. Please follow the proper late arrival procedure.

1. Parent parks in the Antler Parking lot of Hugh Hartman.


3. Parent checks the student in with our attendance secretary.

4. Mark yes or no if students need breakfast.

5. Student walks to class

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### Dismissal

Revised August 15, 2023
### Kinder Plan

<table>
<thead>
<tr>
<th>Bus</th>
<th>Walkers and Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Students load the bus with staff support.</td>
<td>● Kinder parents park and walk to get their students from the green wing gate.</td>
</tr>
</tbody>
</table>

### 1st & 2nd Plan

<table>
<thead>
<tr>
<th>Bus</th>
<th>Walkers and Car</th>
</tr>
</thead>
</table>
| ● Students load the bus with teacher support. | ● Parents form 2 lines, left side for 1st grade, right side for 2nd grade students.  
● Students load cars from respective sides of the road with teacher support.  
● Exit onto Antler, yield to buses |

### 3rd 4th & 5th Grade Plan

<table>
<thead>
<tr>
<th>Bus</th>
<th>Walkers and Car</th>
</tr>
</thead>
</table>
| ● Students load the bus with staff support. | ● Parents can either park and walk to the gate to pick up or drive through the pick up area.  
● Load safely and exit only turning right onto 19th |
**Any families that have multiple students in our school and are being picked up by car will always pick up where the youngest sibling gets dismissed, Older siblings will always be with younger siblings at their designated pickup location.**

- **Bus-** All students riding the bus will go out the front of the building and get on their designated bus.
- **Walkers/Bikers-** All students who are walking/riding are not to arrive before 9:00 am as our main doors will not open for students until 9:00 am. All bikes are to be parked in front of school at the Antler St entrance. For safety purposes students are not allowed to ride through the parking lot. They will be instructed to walk their bikes through designated parking areas and use the crosswalks safely. Walkers are to follow the same instructions. Remember Oregon State Law requires bicycle helmets.
- During arrival and dismissal time, staff monitor crosswalks. Please remind your child/children to be patient and wait for staff to indicate the safest crossing time.

**Security**

Students will only be released to parents and/or guardians, or emergency contact persons. In order to check out the student, the pick up person should be listed on the registration/emergency information on file with the office. Proof of identification must be provided to check out students, and our office staff will ask for ID from anyone they do not know or recognize. This is for your child’s safety. Please keep us informed. Please notify the office of any changes to your student’s dismissal routine before 2:30 p.m (1:30 pm on Wednesday).

A Hugh Hartman team member will call your student down to the office once you arrive at the front desk. It can take a few minutes for students to transition to the office so please allow for a few extra minutes. We would like to ask parents not to pick up students between 3:20-3:40 pm on M,T,TH,F. 2:20 pm-2:40 pm on Wednesdays. This interrupts teachers trying to prepare students for dismissal.

In the event your emergency contacts are unable to pick up your child, please send a note to the teacher or call the office directly with the name and phone number of the person who will be picking up your child for the specific date. As a reminder all emergency contact persons must have appropriate identification.

**Security (Doors and Gates)**

- All outside (exterior) doors are locked at ALL times, this includes the main entrance door.
- Perimeter fence gates are locked during school hours.
- The front lobby doors are locked during the school day.
- Surveillance cameras film various locations to include the school entryway and lobby.
- A sign outside the door indicates that this property is monitored by security cameras.
- Anyone needing to enter the building will need to call the school Office (some schools have a doorbell for contact with the office). Office Staff will determine if admittance is cleared.
Attendance, Absences, Tardies

One fundamental purpose for insisting on punctual, regular school attendance is the critical need for all students to have a successful full day of instruction. Irregular attendance and tardiness are primary factors associated with student academic failure. Students who are absent 10 consecutive days without notifying the office will be dropped from enrollment.

When a student is absent, we request that parents phone the school to inform us of the absence. Students who are tardy need to check in with the front office.

Based on the state statute and district policy, students of the Redmond School District are required to attend school. Parents who do not comply with Compulsory Attendance Law are subject to action by law enforcement. The following procedures will take place for students showing a pattern of absences or truancy:

1. Parents/guardians will be notified by letter regarding the concern, and informed of the District’s Policy.
2. For continued truancy, a second letter and a meeting with the parent and school personnel will occur.
3. For continued truancy, a third letter will be mailed and a meeting with the school’s Resource Officer will occur.
4. Citation: Parents will be cited to Redmond Justice Court (ORS 339.020; ORS 163.557).

Students arriving after the tardy bell must check in at the office before going to class.
Students who arrive 1 ½ hours after the beginning of the school day (10:45 am) or leave 1 ½ hours before school ends (2:00 pm or 1:00 pm on Wednesdays) will be counted as absent for ½ of the day.

Hugh Hartman Visitors Policy

At Hugh Hartman Elementary School, we follow the Redmond School District’s KK policy in regards to visitors. While we encourage and welcome visitation, we always want to ensure school work is not disrupted and that visitors are properly directed to the appropriate areas. You may find the Visitors to District Facilities Policy on the Redmond School District website.

All visitors upon arriving at Hugh Hartman must check in at the office. Once an Office Staff determines the nature of the visit the Visitor will obtain a Visitor’s Sticker and sign the Visitor sign sheet stating the date, time in, time out and nature of visit. Staff members are required to question visitors in the school if they are not wearing a visitor sticker, volunteer sticker or volunteer badge. This process takes only a minute of your time and is a visual confirmation to our students and staff that you checked in at the office.

We encourage parents and/or guardians to visit and/or have lunch with their students. When parents and/or guardians visit the school and child’s classroom they become knowledgeable about daily learning experiences and it shows children that education is important. School visitations from siblings, friends or other relatives are not allowed according to District policy, except during lunch/recess times. Please see the Redmond School district web page to become a Volunteer.
Volunteers (Parents & Community Partners)

Parents are often interested in assisting in their child’s classroom or school. We strongly encourage volunteering as part of our team effort in the education of our students. We strive toward collaborative teaming with parents. Our focus is providing students with the highest quality classroom instruction, in a safe environment, with little distraction or interruption. A characteristic of a successful student is their ability to work cohesively with their classroom as well as being an independent learner.

For the safety of all, we are asking each volunteer to pre-arrange appropriate times in which to support Hugh Hartman Elementary School. Please discuss your availability with the teacher in which you would like to support. At that time the teacher will complete a Classroom Support Reminder, listing the times and days you will be in the building.

All volunteers must complete the Volunteer Process found online at https://redmondschools.org/ from there go to the Parent Info tab on the top of the page, find Other District Resources, click on RSD Volunteer Information, follow the prompts. Once approved through the Redmond School District and the background check process all volunteers will need to sign in and out at the office and will be required to wear a Volunteer Badge or Volunteer Sticker while in the building. These volunteers are an extension of the professionals and paraprofessionals that work in our classrooms and throughout our school. Without these important volunteers, our staff would be incomplete.

Volunteer opportunities include:

- Reading to students
- Assisting students with writing
- Preparing instructional materials
- Working with small learning groups
- Chaperoning field trips
- Speaking on a topic students are studying
- Working in the library
- And much more!

Join our team and help Hugh Hartman students thrive!

Academics

Our curriculum of study for kindergarten through fifth grade students is aligned with State of Oregon content standards in reading and Common Core State standards for math and our Redmond School District Educational Vision. Our teachers and instructional assistants are committed to providing high levels of learning and understanding for all students. These skills are taught and applied throughout the day, in all areas of study. Any curriculum questions you have should be directed to the classroom teacher and/or principal.

Conferences and Grade Reporting to Parents
The Redmond School District operates on a two semester grading period. Conferences occur in November and March, with report cards being generated in February and June. Our partnership with parents helps students succeed. Parents with questions or concerns about student grades may request a conference by contacting the teacher at any time during the school year. You can also access student information through the online ParentVue program which includes an online gradebook and report card access. Your child’s teacher can provide any additional ParentVue information.

**Elementary Reading Instruction and Intervention**

The Redmond School District is committed to ensuring that each child makes significant academic progress. To do this, we focus on providing high quality reading instruction for all students and continuously review information that tells us how each child is progressing. Teacher teams in your school use this process to provide multiple tiers or levels of instructional support based on student need. This is called a multi-tiered system of support (MTSS).

**Multi-Tiered Systems of Support** ensure students are on track for healthy reading outcomes (MTSS also includes math and behavior).

- Two to three times per year (September, January, May) screening assessments are administered to each student.
- For students whose screening assessment results show they may not be at grade level yet, further diagnostic assessments are administered to determine instructional focus.
- Classroom and small group daily reading instruction is designed to meet students’ specific needs.
- Frequent progress checks throughout the school year determine which students need additional targeted instruction and are also used to monitor students’ growth.

**Strategies for Increasing a Child’s Rate of Learning**

When screening results indicate that a student would benefit from supplemental instruction, that additional support may include:

- Small group instruction by the classroom teacher or specialized reading team
- Changes in curriculum and or instructional strategies
- Increases in time and intensity of instructional interventions
- Extra practice opportunities throughout the school day
- Individualized intervention plan for students who continue to experience difficulty
- Parent and family support

**Parent/Family Participation:**

Parents and family members are essential to children’s success in school.

- Results from regular reading screenings will tell you whether your child makes sufficient progress or if he/she shows continued difficulty.
- In order to design effective interventions, you may be asked to share information about anything you think might affect your child’s learning (ex. If your child has missed a lot of school, experienced trauma, or is having problems with friends at school).
- We encourage your support and partnership.

If your child continues to show limited progress, you may be asked to meet with the school team to review reading assessment results and consider next steps, which may include consent for an evaluation. The purpose of an evaluation is to help determine what your child’s educational needs are and to consider whether he or she might have a learning disability.

**Who to contact:** Please contact your school’s Principal for more specific information on MTSS, reading assessment, instruction and intervention, and/or if you would like to discuss your child’s reading progress.

**Student Support Services**
The district provides special services for qualified children through a formal referral process. You may contact your child’s teacher to initiate the referral process. Hugh Hartman Elementary offers a variety of special services to support educational success for all students. Most services fall under the supervision of the Student Services Department within the Redmond School District. Special programs include our Title I Reading, English as a Second Language, Speech and Language and our Talented and Gifted Education Program. Students receive these services only after qualifying through assessments and/or observations by school staff and consultation with parents.

Students receiving services from our Learning Specialists are all on Individual Education Plans (I.E.P.s). These students have identified disabilities and require the assistance of a teacher with specialized training and a specialized teaching certificate. These designated specialists plan and monitor instruction to these students in classrooms and/or student support services rooms. Some students may also qualify for a 504 Plan. Section 504 is designed for students who have a physical or mental impairment which require accommodations within the general education classroom.

**Special Education**

The Educational Resource Center (ERC) offers assistance to students tested and identified as eligible to receive services in language arts, social/emotional needs and/or math. This may be on an individual or small group basis. The child’s teacher, ERC Specialists and our Student Support Team (SST) will work together to determine eligibility and develop an Individualized Education Plan (IEP) for students. Parents will be an active members of this support team. The Independent Living Skills (ILS) program provides educational services for students who have a need for increased support.

**Dual Language Program**

Hugh Hartman houses the RSD Dual Language Program. Our Dual Language program is a 50/50 model where 50% of their academic day is taught in English and 50% in Spanish. For more detailed information please visit our RSD website.

**English Language Learner, ELD**

This program is designed for students in kindergarten through fifth grade who are learning English as a Second Language.

**Talented and Gifted**

Redmond School District serves academically talented and gifted students in grades K-12. This includes: talented and gifted students from special populations and cultural/ethnic minorities, the disadvantaged, underachieving gifted, and disabled learners. The district will identify these students based on:

- Behavioral, learning and/or performance information
- A nationally standardized cognitive ability test for assistance in identifying intellectually gifted students
- A nationally standardized academic achievement test for assistance in identifying academically talented students
School Counselor

The mission of Redmond School District’s Comprehensive Guidance and Counseling Program is to promote and support the academic and personal success of every student. Our school counselor works with students, parents, school staff, and partners within the community to meet these goals. Our counselor supports school wide behavior, teaches lessons that support personal safety and positive behavior curriculum in K-5 classrooms, facilitates small groups (friendship, divorce, coping skills, etc.), responds to requests from parents, principal, staff and students for information, conferencing, and/or counseling, help students problem solve, facilitates the Response to Intervention (RTI) team and Student Support Team (SST), facilitates the Positive Behavior Interventions and Support (PBIS) team, and provides support for parents as they navigate our community mental health supports.

Family Access Network, FAN

FAN advocates are located in all public schools in Deschutes County, and serve families living in poverty with children ages 0-18. Advocates work hand in hand with families to connect them to food, shelter, clothing, heating, school supplies, health services, or whatever the need. Advocates are knowledgeable about community resources available, as well as state and federal programs and remain in constant contact with local providers. FAN advocates help families connect to and navigate the often confusing social service system. FAN’s goal is to clear roadblocks so children are able to attend school ready to learn. FAN advocates support our families in need, removing barriers and paving the way for a child’s success.

Speech and Language Pathologist

The Speech and Language pathologist is responsible for working with children who have a communication disorder. Communication disorders include articulation, voice, fluency and language disorders. The SLP also works with children who may have communication impairment related to another disability such as Autism or Cerebral Palsy.

School Psychologist

School psychologists have specialized training in both psychology and education. They tailor their services to the particular needs of each child and each situation. These services may include consultation, assessment, intervention, and education.

Library

The mission of the library program is to support the intellectual, social, emotional and personal development of every student, so they can be effective, efficient and responsible 21st century users of information, creators of new knowledge, life-long learners, and active and caring members of their local and global communities. School libraries strive to provide a wide range of materials on all levels of difficulty, in appropriate languages, with diversity of appeal. Redmond School District values parents'/guardians' rights to request restriction to access and
usage of certain library materials for their students. Parents who are interested in this opportunity should visit the school library and ask for a **Library Parent Preference Form**. Completed forms should be returned to your school librarian.

The Hugh Hartman Library is a fun and welcoming place! Our Library contains a collection of wonderful children’s literature which includes a variety of genres, themes, and non-fiction topics. Our materials are great for entertainment, as well as helpful with classroom projects, and reports. At the Hugh Hartman Library we encourage all students and families to come in, look at the wonderful selection of reading materials we have on hand in both English and Spanish, check out a book, and experience the warm and friendly feel our school has created.

In the library, all students in kindergarten through fifth grade may check out books. The number of books students may check out varies by grade level. Our librarian guides students in library skills, coordinates events in the library, and promotes literacy for all our students. Students with overdue books are notified regularly, and encouraged to return them before checking out additional books.

### Technology

Redmond School District provides students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning, improve communication within our community, and with the global community beyond our campuses. Some of these tools include Google Apps for Education (for more information on Google Apps, please visit bit.ly/RSDgafe), learning management systems, and other online resources. With the privilege of access comes the responsibility of students, teachers, staff, and the public to exercise personal responsibility in their use of these resources.

School district policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. Redmond School District also makes a good faith effort to protect its students from exposure to internet materials that are harmful or explicit. The school district maintains a system of internet content filtering on district provided devices at school and at home. For access to RSD technology, students and parents/guardians must sign the Responsible Use Agreement (RUA) either on paper or digitally.

### Physical Education P.E.

Students kindergarten through fifth grade will be participating in physical education. For your child’s safety please ensure your student wears shoes that are appropriate for active wear on designated P.E. days. If providing a change of clothes or shoes specifically for P.E please be sure all shoes and other articles of clothing are clearly marked with your child’s name.

Students are expected to participate in the P.E. activities unless a written note is provided by a doctor excusing them. Classroom teachers guide students to develop physical talents and encourage exploration and participation. Student’s graded performance in P.E is evaluated based on participation, sportsmanship, and effort.
Breakfast and Lunch Program  
During 2023-2024 Hugh Hartman Elementary School is under the Free & Reduced Lunch Program

Redmond Schools participates in the National School Lunch Program (NSLP) that includes provisions to aid economically disadvantaged households through the Free and Reduced-price meal program. This program allows families, whose earnings are below 185% of the federal poverty level to receive Breakfast and Lunch at no cost. Further, the State of Oregon extends free meal benefits to households below 300% of the federal poverty level. Families are determined eligible upon complete application, direct certification from the State Agency, or by designation of categorical eligibility (homeless, migrant, foster, etc.).

Breakfast is provided and eaten in all our classrooms. Lunch is served in the cafeteria and students will eat in the school cafeteria. Whenever students eat, we encourage soft voices, good table manners, and cleaning up the eating area before leaving. Students have at least 20 minutes to eat their lunch. Parents are always welcome to join their children for lunch.

Food products for the classroom

Food products for classroom functions must be prepared by a licensed production kitchen or bakery and should be brought to school in the original container. No home baked goodies. This is school board policy (EF-AR Management of nutrition services). If you would like to provide treats in your students' classroom, please check with the classroom teacher first.

Birthday’s & Parties

Please do not drop gifts for your child at the front office. These types of deliveries can be a distraction to the learning environment. You are more than welcome to surprise them with gifts when you pick them up from school. We also ask that you hand out birthday and party invitations outside of the school setting unless you are inviting the entire class. Again please notify your students' teacher so they can support handing the invitations out to all students in the least disruptive manner..

Medical

School Nurse

We have a licensed school nurse on site daily from 11:45 am-4:00 pm. The school nurse serves students and teachers that injure themselves at the school. The school nurse communicates with parents and staff in promoting a safe and healthy school. Students that are medically fragile, or those with specific protocols are encouraged to contact the school nurse.

Medications
All prescription and non-prescription medication (such as over the counter medication, i.e. cough drops, aspirin, ibuprofen, acetaminophen, cough syrups, etc.) must be in the original container and brought to school by a parent. The parent must fill out the appropriate paperwork for all medication, prescription and non-prescription alike. All medications must be kept in the office.

**PLEASE DO NOT SEND ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATION TO SCHOOL WITH YOUR CHILD.**

**Sick Students**

Students must follow a rigorous daily routine while at school, so if your child has any of the following symptoms, they should stay home from school: fever, vomiting, diarrhea, eye infections, swollen glands, severe headache, persistent cough, earache, rashes, communicable diseases (head lice, flu, etc.) Please provide a written note and/or phone call to the office to excuse your child’s absence.

If your child will be absent for more than one day, you can request homework from the classroom teacher.

**School Wide Agreements and Core Principles**

Hugh Hartman Elementary School is a PBIS school. PBIS stands for Positive Behavior Interventions and Supports. Our **P.A.W.S** Schoolwide expectations are to demonstrate a **P-Positive Attitude, A- Act Responsibly, W-Work Towards Success, and Show Kindness**. Each student is explicitly taught, given opportunities to practice and are recognized for positive and kind behaviors. Each classroom, hallways, restrooms, the cafeteria, the library, the gym, and buses all have those same expectations. When we use a common language, students don't have to guess what the expectations are - they know the expectations and have practiced them.

**Monthly Character Traits**

Hugh Hartman selected CharacterStrong as our social & emotional learning curricula. We are excited to learn and share more with students and families as we launch into this new resource for the 2023-24 school year. Character education involves developing thoughtful, healthy and kind human beings. We plan to continue to teach one character per month and celebrate students who demonstrate these traits on a monthly basis.

- September - Respect
- October - Responsibility
- November - Gratitude
- December - Empathy
- January - Perseverance
- February - Honesty
- March - Cooperation
- April - Courage
- May - Creativity
- June - Kindness

**Recess**

Revised August 15, 2023
Students will go outside for recess whenever possible. Exceptions would include colder than 20 degrees, and/or too stormy, rainy, windy or smoky. School personnel watch both the temperature and the Air Quality Index daily to make sure conditions are safe. AQI of 100 or higher requires indoor recesses. Please ensure that your student has appropriate layers and footwear to accommodate that expectation. If you need coats or boots for your student, please contact our FAN advocate or the school office.

School

The following behaviors are not permitted by students or adults in the school building, on school grounds, or at school-sponsored activities:

- Abusive Language
- Disruption
- Dress Code
- Electronic Violation
- Fighting/Physical
- Aggression
- Harassment/Bullying
- Lying/Cheating
- Defiance/Noncompliance
- Skipping
- Tardy
- Truancy
- Alcohol
- Arson
- Bomb Threat
- Drugs
- Forgery/Theft
- Gang Related
- Behavior
- Public Display of
- Affection
- Tobacco
- Vandalism
- Weapons

In the event a student exhibits these behaviors, they will receive a minor or major referral and parents or guardians will be called. The police department may also be called, depending on the offense. In the event an adult exhibits these behaviors, he/she will be asked to leave the Hugh Hartman Campus. If they do not comply, the police department will be called.

Behavior Consequences

**Think Time Sheet**

- Timesheet is a tool to use when a student is displaying unacceptable behaviors and is used in conjunction with the schoolwide and classroom rules. The sheet can be used to help correct undesired behaviors and to help students learn about the causes and effects of their behavior.

**Minor Referrals**

- Students may receive a minor referral as a consequence for repeated minor behavior problems. This helps the student realize that there is a problem with his/her behavior, interruption with individual learning and/or possibly the learning of others. Parents are informed of the behavior and can provide support at home. Classroom teachers contact parents on all minor referrals within 24 hours.

**Major Referral**
● Students may receive a major referral as a consequence for a major behavior problem. When a student receives a major referral, they may visit with the Principal, the Student Services Coordinator or the school counselor. Consequences may include in-school or out-of-school suspension, restitution, community service and loss of privileges. Student consequences are directly related to the behavior and are meant to serve as a learning opportunity to ensure the student does not repeat the behavior in the future. A major referral is the most serious referral and the parent will be contacted. A major referral may also be received by a student if behaviors are extreme and unsafe.

Threats of Violence

The School Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence which include bullying, verbal, or physical harassment and threats to damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district.

Weapons in the Schools

Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited unless otherwise excepted by law or this policy. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds. “Gun-Free School Zone” signs will be posted in cooperation with city and/or county officials as appropriate. Violations shall be reported to the appropriate law enforcement agency. Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, JROTC, hunter safety courses, weapons-related vocational courses or weapons-related sports. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370. For purposes of this policy, and as defined by state and federal law, “weapon” includes: 1. A dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury; 2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury; 3. A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such

District and School Policies

Revised August 15, 2023
Mandatory Child Abuse Reporting

District employees play a vital role in ensuring the health and safety of children. Oregon Revised Statutes (ORS) 419B.010 and 419.015 and District Policy JGB and JGB-R require that school employees immediately report suspected child abuse or neglect to DHS/Child Welfare or a law enforcement agency. The initiation of a report in good faith will not adversely affect any terms or conditions of employment. Hugh Hartman staff may not discuss any report made to DHS or the Police Department. If you have questions related to a report made, please contact one of these organizations.

Emergency Drills

Each classroom teacher will practice the following drills: Fire, Earthquake & Lockdown. Emergency drills are a State requirement. We practice these drills with our students so that in a true emergency, they will know what to do. Please ask your students to discuss our practice drills with you. This will provide a nice review for them.

Student Records

In accordance with OAR 581-021-0251, records must list the student’s “full legal name.” All student records shall be confidential, and shall be open for inspection only in accordance with law, and under rules and regulations as adopted by the District School Board. Personnel having access to student records shall not violate the confidentiality of those records.

Notification of Transfer of Student Education Records

When withdrawing a student, school personnel, their teacher and the office secretary should be notified in advance so that transfer documents can be prepared. In accordance with the State of Oregon and the Federal Family Education Rights and Privacy Act of 1974, you have the right to review educational records, request an amendment of specified contents of education records pursuant to Oregon Administrative Rule (OAR)581-21-300 if you believe that the contents are inaccurate, misleading or in violation of the privacy or other rights of the student; and request a hearing pursuant to (OAR)581-21-300 if you request an amendment to the educational records and the amendment is not made by your former school. The hearing will be conducted pursuant to (OAR) 581-21-300. We will mail the documents to the next attending school.

Media Access to Students

From time to time, the media may wish to cover events at our school. School District Policy states that any media contact with students except for events and activities attended by the public must be pre arranged with the school Principal. The media may interview and photograph students involved in instructional programs and extracurricular school activities. Information obtained by the media which is not considered harmful or an invasion of privacy does not require prior permission from the student’s parent or guardian to publish. Parents or guardians that do not want their student to be interviewed or photographed, must submit a request in writing annually to their student’s school.
Cell Phones
Students may bring cell phones to school as long as they are “off and away.” This means that cell phones need to be turned off and kept in backpacks during the school day. Students who do not follow this policy will have their cell phones taken away, and may lose the privilege of bringing them to school. Students with inappropriate content on their phone will have their phone confiscated and will lose the privilege of bringing a cell phone to school.

Dress Code
Students are expected to dress in appropriate school attire. We do not allow half shirts, exposed midriffs, tank tops, spaghetti strap tank tops or shorts that are more than four inches above the knee. Clothing that refers to alcohol, drug or tobacco use, or has suggestive or inappropriate sayings are not allowed. Please do not send your child in flip flops as our playground is not a safe place for that type of footwear. Students are to wear their shoes at all times while in school. To encourage communication and reduce distractions, students may not wear hats indoors. Hats are welcome on the bus, outside at recess and on Wednesdays. Central Oregon weather can change hourly. Layers are a great way to assure your child’s comfort throughout the day. The only weather conditions that will cause the cancellation of outdoor recess are temperatures below 20 degrees Fahrenheit, rain beyond a sprinkle or due to Air Quality. **We strongly encourage that all clothing, including hats, be labeled with your child’s first and last name.**

Lost and Found
Please label your students clothing. Many items of value, especially clothing, are left unclaimed at school. These items are turned into Lost and Found, which is located in the cafeteria. If you or your child is missing something, please check the Lost and Found and the office for smaller items. Items in Lost and Found that are not claimed are donated quarterly to area charities that assist families in meeting basic needs.

Toys
Please do not allow your child to bring toys to school. Trading cards and related items are also considered toys.

Field Trips
We believe it is very important for children to connect their learning to the world around them. Field trips provide an opportunity for making that connection. Teachers send home notices prior to all field trips and permission slips are sought prior to any students leaving the school. All children MUST have parental permission to participate in these learning experiences. Please be sure to fully complete, sign and return the parent permission forms in a timely manner.

Personal Items
Personal items brought from home are the sole responsibility of students and their parents. Please discuss this with your children and be sure that items are marked with their name. We are not responsible for damage or theft of personal items brought from home. Toys and all electronic devices are NOT to be brought to school.
Special Occasions

There are many special occasions at Hugh Hartman Elementary School. Parent conferences and student project nights are just a couple. Some events involve all of our students and their families at once, while others are conducted one classroom at a time.

*Students attending special events MUST be accompanied by an adult.*

School Closure due to Inclement Weather

If school is to be closed or delayed due to emergency situations, the School District will notify the local radio and TV stations. Redmond School District will send a ParentSquare notification informing parents of closure/delay information as well as update the District and School website. The ParentSquare notification is generated from parent-provided contact information, please be sure we have your most current information in our database. If there is a question, please call the District Office, 541-923-5437, or your school office, 541-923-4856, before sending your child to school. In the event of a school evacuation, Redmond School District policy states that students will be transported to the Deschutes County Fairgrounds or other location deemed appropriate by the district safety team. Parents will be notified by the district office and will be given directions to be reunited with their student.

Thank you for trusting your child with our Hugh Hartman team. We look forward to partnering with each family as we continue to develop critical thinkers and respectful, kind individuals.

Linked below you can also find the Redmond School District’s Students Rights and Responsibilities Handbook. The RSD handbook will help you and your family understand district policies and expectations.

Redmond School District's -Students Rights and Responsibilities Handbook
Manual sobre derechos y responsabilidades de estudiantes de 2023-24