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Hugo & Oneka Elementary Schools

2021 - 2022 School Year



Student and Parent Handbook



Photo courtesy of Vrieze family, July, 2021



Lori Mosser
Principal - Oneka

Brian Morris
Principal - Hugo

Oneka Elementary School
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651-288-1800
www.isd624.org

A Letter from the Administration

Dear Parents and Students:

It is our pleasure to welcome you to Hugo & Oneka Elementary Schools. This handbook is intended to provide quick reference information for our parents and students. Please take a few minutes to go over the handbook with your child. More details and specifics can be obtained by contacting your child's teacher or the school office. Please feel free to call us if you ever have any questions or concerns.

The staff at both Hugo and Oneka Elementary Schools believe that parents are a key part of their child's educational program. To help you make the most of your child's time at our school, we make the following recommendations:

- Get to know your school. Become familiar with your child's classroom, school office, media center, cafeteria and playground.
- Become familiar with your child's teachers and other staff. We are all here to help you.
- Help your child study and learn as much as possible. We encourage you to discuss the daily events at school with your child.

Education is not a passive enterprise. To get the most of their school years, children and their families must take an active role. This is your school! We want you to feel comfortable and become an active part of it. Parents should feel welcome to come visit us often. Just phone the office or your child's teacher to make arrangements.

There will be times when you will have a question, problem or concern. When you do, please let us know so that we can help. It is impossible to solve a situation without knowing about it. If you have a concern about a classroom issue, start by contacting the classroom teacher. If additional assistance is needed or the problem concerns something beyond the classroom, please call the office and make an appointment to meet with an administrator.

We are proud of our school, faculty, students and staff! It is our sincere hope that your experience at Hugo and Oneka Elementary School will be filled with happiness and success.

Enthusiastically,

Lori Mosser, Oneka Principal
Brian Morris, Hugo Principal



Fall 2021 Safe Return Plans

Please reference our district's [website](#) for the most up to date information regarding our return to school and safety guidelines for all schools, PreK-12+.

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Absence/Attendance

Regular attendance is essential for good progress in school. We monitor attendance each day to verify when and **why** children are absent. A student is required by law to attend school. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. A parent or guardian may seek an excused absence but the school administrator has the right to accept or deny an application for an excused absence.

Examples of excused absences include:

Sickness (a doctor's note may be required)
Medical or mental health appointments
Religious Holidays
Family Emergency

Examples of unexcused absences include:

Missing the bus
Need of sleep or rest
Sporting Events
Child is not immunized

If a child arrives after 9:45 a.m. or leaves school before 12:30 p.m. they will be considered absent for ½ of the day. Three unexcused tardies will be considered ½ day unexcused absence.

Tardy to School

Students are expected to be at their desks when the bell rings at either school at 7:45 a.m. If a student arrives at school after 7:45, they will be marked tardy. **A parent or guardian is required to bring the student into the office and sign in after 7:45 a.m.**

Vacations

Parents and guardians need to contact the building administrator to make sure vacations taken do not get marked down as UNEXCUSED on their child's attendance report. The administrator will look at the child's current attendance report to determine if vacation time will be excused. Because breaks are already periodically scheduled during the school year, only up to five days total during the entire school year can be excused for vacation(s).

Vacations must be pre-approved by the building administration. Vacations may be considered unexcused if the family has been alerted to an attendance issue or if not pre-approved by the building administration. Washington County recommends to school districts to excuse only up to 5 vacation days outside the established breaks in the school calendar. Schools are required to report excessive absences or 3 unexcused absences to Washington County.

- Teachers do NOT need to provide students with school work prior to the vacation. Students will receive make-up work when they return to school.



- There will NOT be a distance learning option or opportunity for such while students are on vacation.
- It is highly recommended, though not required, that families self-quarantine for 10 or more days after returning from vacations.

We urge you to carefully consider the circumstances that keep your child out of school. Regular school attendance is related to the degree of success in school. You will be notified when your child's attendance records indicate he/she has missed more than **10%** of the school days in session. If the absences continue, a doctor's statement verifying that your child is not to be in school may be required.

Please call the absence line before 7:30 a.m. to report if your child will be late or absent: Oneka: 651-288-1802; Hugo 651-653-2621.

Should we not hear from you by 8:45 a.m., it is our practice to call your home or work number to determine the whereabouts of your child.

***When bringing your child in late, an adult must sign him/her in at the office.**

COVID Related Absences

- If a student is required to quarantine due to an exposure at school or on the bus, they will remain with their current teacher who will provide some academic support.
 - Students who are quarantined will be marked as excused (under COVID).
 - If the teacher and the whole class are quarantined for the same period of time, instruction will be online, much like distance learning, for that window of time.
 - **Whole class quarantine:** The classroom teacher will deliver instruction to the whole class through a combination of Google Meet and Seesaw activities. This will look similar to distance learning.
 - **Individual student quarantine:** The first school day of quarantine, your child's teacher will provide asynchronous learning activities. After the first school day of quarantine, your child's teacher will share with you a quarantine learning plan.
 - **Learning materials during quarantine:** If your child will need a Chromebook during quarantine, please let your child's teacher know. We will prepare one for you to pick up at the school through contactless delivery. Additional learning materials may also be provided by your child's teacher for you to pick-up at the school.

- While our schools are operating at 100% capacity and our students are in-person, attendance will be the same as it has been pre-pandemic.
 - Illness (NOT COVID-19 related)
 - Call school offices at 651.288.1802 (Oneka) or 651.653.2621 (Hugo) to report your child(ren)'s absence.
 - You will need to provide *specific* details about your child(ren)'s illness. If you do not provide details, our nurse or nurse's aid will call you for details.
 - Teachers do NOT need to provide students with school work while your child(ren) is home ill. Students will receive make-up work when they return to school.
 - Should you believe the current pandemic situation is unsafe for your family, and choose to keep your child(ren) home when they are NOT sick, or NOT forced to quarantine, students will be marked absent and unexcused, and our teachers will not be required to provide your students with access to instruction or homework.
 - Parents and teachers can work together to problem solve ideas, but again, teachers will not be required to provide students with academic support in this situation.

Appointments

Regular attendance is critical to success in school. For the sake of your child's education, please schedule family trips and medical appointments outside of school time. To ensure the safety and protection of your child, we will continue to use a student sign-out procedure. **The office staff will call your child's classroom to have them sent to the office.** When it is necessary for the student to be taken out of school early, or for a few hours during the day, the parent or guardian must sign the child out of school. A sign-out sheet is located on the counter in the office. Please be prepared to show a photo I.D.

Arrival/Dismissal @ Oneka

Absolutely **no** parents/guardians or other family members will be allowed into the school building during our morning arrivals.

Families are expected to [screen](#) their child(ren) daily for COVID symptoms prior to coming to school.

In order to adequately social distance our students during arrival, we must stagger the drop-off times and ask that families strictly adhere to these times. I understand that these times will not be ideal for all families, and I ask that if at all

possible, you do your very best to arrive at your scheduled time. If all families arrive at the same time, we will have a terrible traffic jam.

Parent/Guardian Drop-off (vehicles)			Walkers & Bikers Walkers & Bikers: Please arrive NO EARLIER than 7:30 a.m.		
Last name, A-L	7:30 - 7:35	Door A	Last name, A-L	7:30 - 7:35	Door A, B or D
Last name, M-Z	7:35 - 7:40	Door A	Last name, M-Z	7:35 - 7:40	Door A, B or D

Students may enter the building at our first bell, which will be at 7:30 a.m. at both Hugo and Oneka. **For the safety of your child, please do not drop them off before 7:30 a.m.** **There is no supervision for students who arrive early.** The school day ends at 2:15 at both Hugo and Oneka.

Student Drop Off

Student drop off is located along the curb in the south parking lot before school hours.

Please have your child exit the vehicle on the curbside.

When dropping off your child(ren):

1. Make ALL attempts to arrive at your alphabetically allotted time.
2. Your child(ren) **MUST** be ready to exit the vehicle immediately - as soon as you stop, they must get out right away to keep traffic moving.
3. Children need to exit from the passenger side of the vehicle for safety reasons, as often there are vehicles that drive around to park or leave.
4. Children should exit the vehicle in the yellow area marked on the photo below. Please do not have your child exit before you pull into that area.
5. **Parents/Guardians: please do NOT get out of your vehicle - only your child(ren) should be getting out.**
6. Please follow the directions of our adult supervisors and pull as far forward as possible to keep traffic flowing to prevent back-ups on the street.

Oneka Morning Drop-Off

- ☐ Follow the signs and adults' directions.
- ☐ Pull up all the way to the **end of the drop off curve**.
- ☐ Make sure your child(ren) put on their mask.
- ☐ Have your **child(ren)** exit the car as **quickly** as possible.
- ☐ Have your **child(ren)** exit your car on the **passenger side**.
- ☐ Do not block crosswalk.
- ☐ Drive **slowly**.
- ☐ Be **patient**.

Student pick-up & Dismissal:

Absolutely **no** parents/guardians or other adult family members will be allowed into the school building during our afternoon departure. Students will be escorted out to the parking lot to meet their rides in their vehicles.

*For inclement weather (-10 F or colder, blustery winter snowfalls, heavy rains) students will wait in the cafeteria to be called out to your vehicles.

Parent/Guardian Pick-up: Please arrive AT your scheduled pick-up time.

- **Please make EVERY EFFORT to arrive AT or DURING your scheduled time** in the table below to ensure traffic flow and staggered pick-up times go safely, smoothly and efficiently. I understand that these times will not be ideal for all families, and I ask that if at all possible, you do your very best to arrive at your scheduled time.

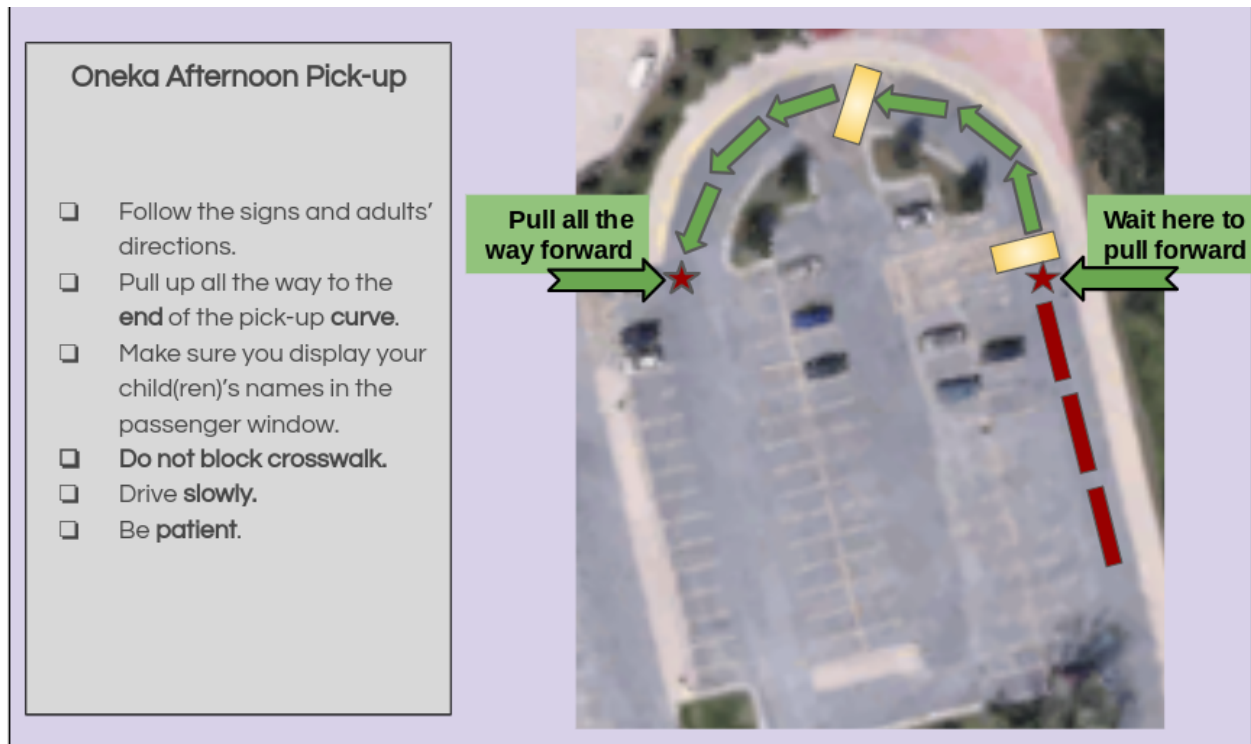
Parent/Guardian Pick-up (vehicles)			Walkers, Bikers, Buses
Last name, A-L	2:15 - 2:20	Door A	All walkers and bikers will dismiss at 2:15 pm. Bus riders will dismiss as buses arrive, between 2:15-2:20 pm.
Last name, M-Z	2:20 - 2:25	Door A	

Parents/Guardians: Please use this [template](#) or create a sign with your child(ren)'s first and last names, as well as grade level and teacher names in ALL CAPITAL

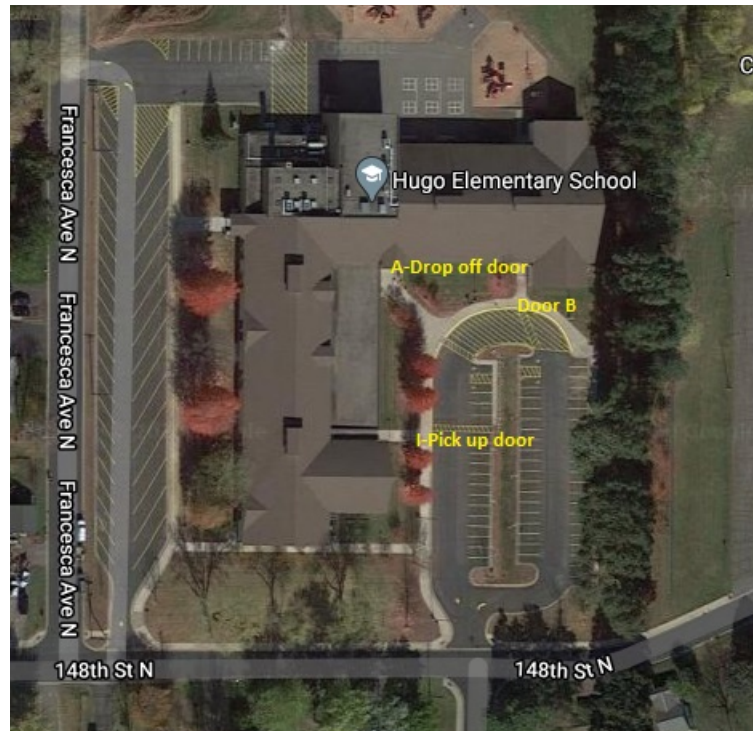
**LETTERS, written in BLACK ink/marker, so it is easily visible from their vehicle.
This will help staff quickly and efficiently escort students to vehicles.**

For afternoon vehicle pick-ups:

1. Please prominently display your child(ren)'s name sign in your passenger window.
2. Pull as far forward as possible - please follow the directions of our staff members.
3. Staff members will direct traffic to keep vehicles flowing forward and will encourage students to make quick, safe entries *(from the passenger side of vehicles)*.
4. Parents/Guardians: *please do NOT exit your vehicle*. Staff will help your child(ren) if necessary.
5. Please see the diagram below for a visual display of our pick-up process and additional directions.



Arrival & Dismissal @ Hugo



Hugo Before/After School Drop-Off & Pick-Up Procedures

As we prepare for the school year for our youngest students we thought this would be a great opportunity to remind everyone now about the parking procedures we have established at Hugo. Following these procedures will help ensure the safety of our students at Hugo Elementary and will reduce the likelihood of an accident in the lot.

Similar to last year, we will have curbside drop-off at the beginning of the day and curbside pick-up at the end of the day.

Morning Arrival

We will have staff along the curb between 7:30-7:45am to walk your child into the school at door A. During arrival, we ask that you pull as far forward as possible along our sidewalk and wait for staff members to escort your child from your car. Please do not let your children out of the car before 7:30am because the school doors will be closed and there will be no staff to escort them. If you would like to walk your child to the door in the morning, we ask that you park in the New Life Lutheran Church parking lot and make the short walk through our school forest to Hugo Elementary. We do not allow parking in our main lot for morning drop-off.

Afternoon Dismissal

In the afternoon, staff will walk your children to your car from 2:15 - 2:30pm. To reduce traffic in the neighborhood, we are asking families with last names in the first half of the alphabet to begin picking up students at 2:15 and families with last names in the last half of the alphabet to begin picking up at 2:20.

Parent/Guardian Pick-up (vehicles)		Buses and Extended Day
Last name, A-L	2:15 - 2:30	Bus riders will be on the bus by 2:15, Extended Day students will join their ED group at 2:15.
Last name, M-Z	2:20 - 2:30	

During dismissal, please pull forward as far as possible and display your orange parent pick-up sign in your passenger window so staff may bring your children to your car. Orange parent pick-up signs will be available at Welcome Back Conferences and in our main office. We also encourage you to park in the New Life Lutheran Church parking lot at the end of the day, make the short walk through our school forest, and pick up your child in-person. Holding up your orange pick-up sign will also be necessary if you park at the church and walk to Hugo Elementary.

Also, our goal this year is for the buses to leave Hugo by 2:15pm. It is crucial that you use the HugoDismissalRequest@isd624.org if you are planning to pick up your child when they normally ride the bus. There is less likely to be a mistake made on our part if you make these requests in the morning. If you do so late in the afternoon or simply email or call the teacher, there's a chance that they won't get the message. Our teachers are busy instructing children and quite often they do not have time to check their emails/phone messages during the day. If you do email/call the teacher and you don't hear back from them, the child will more than likely be put on the bus and then you will have to pick them up over at Oneka.


Thank you for your compliance and help making Hugo Elementary a safe place for our children.

Backpacks and Lockers

Please note: rolling backpacks will not fit into our lockers so please save your money and DO NOT buy a rolling backpack. They will not be allowed in the building.

BEAR RULES

Students are expected to follow the "BEAR RULES".

	Classroom	Playground	Cafeteria	Hallway/ Commons	Bathrooms	Bus/ Dismissal Lines
Be Respectful	<ul style="list-style-type: none"> Enter Quietly Use Appropriate Voice Level Use Kind Words Raise your hand Listen Politely 	<ul style="list-style-type: none"> Be polite, listen to adults Take turns Follow game rules Use kind words Accept others into game Good Sport Enter school quietly 	<ul style="list-style-type: none"> Wait your turn in line Use table manners (please, thank you, and not mixing food) Talk quietly and respectfully Listen to lunch supervisors Line up in hallway quietly Use kind words 	<ul style="list-style-type: none"> Respect displays Respect others' space Voices off in Quiet Zone (Hallway) Whisper voices in Common Areas 	<ul style="list-style-type: none"> Quiet Zone Respect privacy Use bathroom equipment properly Wait outside of bathrooms for your turn 	<ul style="list-style-type: none"> Walk to your dismissal line and sit in one spot Use quiet voice Use kind words with bus driver, supervisors, and other students
Be Responsible	<ul style="list-style-type: none"> Follow Directions Have materials ready Have classwork complete Participate Accept Consequences Focus Try your best 	<ul style="list-style-type: none"> Choose activity from game board Check out and return equipment Take care of equipment Use stop, walk, talk to solve problems Line up immediately at bell 	<ul style="list-style-type: none"> Clean up your own space Follow <u>lunch room</u> procedures Stay seated Raise hand if you need help 	<ul style="list-style-type: none"> Stay to your right Follow directions 	<ul style="list-style-type: none"> Use only what you need with toilet paper, soap and towels Keep soap and water in the sink Throw paper towels in the garbage Report messes to an adult 	<ul style="list-style-type: none"> Follow directions the first time given Keep personal belongings in backpack unless given permission Treat bus with care - keep it clean Arrive to dismissal lines with your class
Be Safe	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself (Body Basics) Use materials properly 	<ul style="list-style-type: none"> Use equipment properly Dress for the weather Stay in assigned area Nature items stay in nature (sticks, rocks, wood chips, snow, insects, etc) Report broken equipment 	<ul style="list-style-type: none"> Eat only your food Keep hands and feet to yourself (Body Basics) Walk and wait patiently in line 	<ul style="list-style-type: none"> Take stairs one step at a time Walk at all times Face forward Stay with group Hands and feet to yourself (Body Basics) Wait patiently 	<ul style="list-style-type: none"> Walk Keep hands and feet to yourself (Body Basics) Wash and dry hands No horseplay 	<ul style="list-style-type: none"> Follow Bus safety rules Always remain in your seat, feet in front of you, facing forward, and whisper voices Keep hands, feet, and objects to yourself (Body Basics) Enter and exit bus in orderly way after bus has stopped Report unsafe behavior to the bus driver 

Bikes

Students in GRADES 2, 3, 4 and 5 may ride bikes to Oneka without an adult escort. They must submit a signed permission form from their parent or guardian. Permission forms are available at the office. Students are encouraged to wear a bike helmet and obey all bicycle safety rules. **Those students who would have to cross Highway 61 or County Rd. 8/14 to reach school may not ride their bikes to school.**

Birthdays

Hugo Elementary Procedure:

Please click on this link: [Hugo Elementary Birthday Letter](#)

Oneka Elementary Procedure:

Please click on this link: [Oneka Elementary Birthday Letter](#)



Breakfast Program

Our district offers a nutritious breakfast for students at the start of each day, and the menu for breakfast is listed on the back of the Lunch Menu that is sent home every month.

This school year, breakfast will again be free for all students PreK-12+!

Breakfast is served starting at 7:30 at Hugo and Oneka.

Bus Policy/Safety

The privilege of riding a school bus requires appropriate behavior. Each bus driver is responsible for the safe transportation of the students on his/her bus. Students must ride their assigned bus to and from school each day and follow these rules:

- Arrive at your stop at least five minutes early
- Stay out of the danger zone
- Follow the driver's instructions. The bus driver is authorized to assign seats.
- Remain seated at all times with your hands to yourself, face front, and keep the aisle clear
- Keep hands, head, etc... inside the bus
- Be courteous—no profane language
- Eating and drinking are prohibited
- Littering or throwing objects is not permitted

COVID Bus Safety Guidelines

1. Masks are required on all forms of public transportation.
2. Families are expected to [screen](#) their child for symptoms prior to boarding the bus.
3. The bus driver will be 6 ft from students at all times.
4. Bus windows will be kept partially open, when appropriate and safe, while the vehicle is in motion to help increase air circulation.

Violations of any of the rules shall be reported by the bus driver to the principal.

- | | |
|-------------------------|--|
| 1 st Report: | Treated as a warning - the student and parent are notified. |
| 2 nd Report: | Students will receive an assigned seat on the bus. Parents will be notified that further violations will result in loss of bus privileges. |
| 3 rd Report: | Temporary loss of bus privileges |
| 4 th Report: | Additional violations will lead to additional loss of bus privileges. |
| 5 th Report: | Meeting with the parent/guardian. It is possible to have a loss of bus privileges for the remainder of the school year. |

If a student misses the bus going home, their parents will be called and asked to provide transportation home.

Buses are filled to capacity. There is no extra room for students going to scout meetings, sleepovers, etc. **Students are not allowed to ride a different bus to or from school.** In the event of a family emergency, a student must have written permission from a parent in advance and have it approved by the principal.

Business Partnerships

Hugo & Oneka Elementary School uses several different business partnerships to support our schools. We collect Box Tops for Education to earn points for educational merchandise. Please place any of these items in the appropriate collection box below the red staircase at Oneka and in the office at Hugo.

You can make a direct donation to our schools through writing a check to Hugo and Oneka PTA.

Changes in Family Status

Please inform the school of any changes in your family status. This might include a new address, new telephone number (home or work), parent's occupation, or a change of marital status. This information is necessary for our records in case of an emergency, and it is kept confidential.

Class Meetings (Daily)

Class meetings are used to teach social-emotional skills. This is not a show and tell time, but rather a time used to build community within the classroom and the school.

Class Selection Process

The Hugo & Oneka staff spends a great deal of time placing students in class groups for the next school year. Our primary concern is to establish productive, heterogeneous classrooms where each child can be provided with the opportunity to be successful and challenged. In doing this several factors are considered:

- Learning style of the student
- Consideration of all academic and social factors
- Heterogeneous groupings: Balancing ethnicity, gender, academic achievement, learning styles, instructional levels, and discipline concerns
- Avoidance of possible personality problems
- Equal class size
- Recommendations of this year's teacher
- Parent input in relation to learning style, teaching style, and educational concerns. Parent input letters must be submitted by **May 15th**.

Parents must be aware that the final responsibility and authority for all class placements rests with the principal.

Conferences

Formal conferences are scheduled three times each school year. We consider these conferences to be very important and beneficial to both the teacher and the parents, so please make every attempt to attend.

When concerns arise please deal with them as soon as possible. Please do not wait until conference time. It is best to direct your concern to the specific school personnel most directly related to your concern.

Contacting Teachers

Please refer to the classroom teacher's "peek-of-the-week" and our school website for a phone number and email address for teacher contact information. In most instances, teachers will be available for calls before and after school. Calls made during the school day will go to voicemail and will be returned as soon as possible.

Data Privacy

Data Privacy Laws prohibit us from releasing the home telephone number or address of any student or staff member for any reason without permission.

Dress Code for Students

ISD 624 Student Dress & Appearance Policy can be found online at:
<http://www.whitebear.k12.mn.us/pdfs/school%20board%20policies/504.pdf>

Below are the guidelines we have established at Hugo & Oneka Elementary Schools that are supported by the school district policy:

- During cold weather, students should wear hats, mittens or gloves, snow pants, coats, and boots.
- Athletic shoes are required for P.E. class.
- Clothing that presents language or pictures not suitable for a school is not allowed.

If there is ever any question about the dress code, a staff member will call and talk with a parent/guardian.

Drug-Free Environment

Tobacco, alcohol, and chemical use are strictly prohibited on school grounds. This includes all activities before, during, and after school by all students, siblings, parents, and staff.

Extended Day

This child care program is provided by the White Bear Community Education Department at a cost to parents. Before and/or after school programming is available from 6:30 a.m. to 6:00 p.m. Please call the Community Education Department at 407-7510 if you need additional information.

Field Trips

Participation in field trips is a privilege. Students need to be in good standing in regard to behavior and assignments to be eligible to attend. Buses will be used to transport students. A field trip takes place during the school day and is part of the curriculum. Since our budget cannot fully finance all activities without additional fundraising, we do request your assistance through suggested donations to be applied toward the grade level trips.

At this time, we are able to support limited field trips that are self-contained, single grade level, or outside. Overnight trips or trips to places where multiple schools would be present (Zoo, Science Museum, etc.) are not possible until our COVID cases significantly drop.

Friday Folders

Friday Folders are sent home at the end of each week. Please take the time to examine the completed assignments and information in the folder. This is an important communication tool between parent, child, teacher, and school.

Harassment

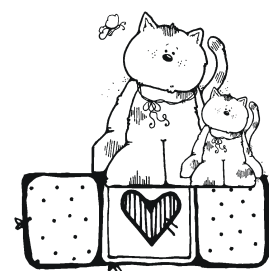
It is the policy of District 624 to maintain learning and working environments that are free from religious, racial and sexual harassment or violence. Any complaints will be investigated and reported according to policy (see [District Policies](#) on our website).

Health Services

A registered nurse supervises the health aide at both Hugo and Oneka Elementary Schools. Our health aide will dispense medication, determine appropriate action in emergencies, and monitor absences and health concerns of the students.

Attendance Line:

Please call our attendance line before 7:30 a.m. to report your child's **absence or tardiness**. Please also state the reason for your child's absence or tardiness: Hugo: 651-653-2621 and Oneka: 651-288-1802



Medication:

The health aide must be informed about students taking any **medication** during the school day. All medication (prescription and over the counter) must be administered in the Health Office.

- **Prescription medications** must come to school in the original container, correctly labeled by the pharmacist, and be accompanied by notes from you and your doctor. Pharmacists will give two prescription bottles upon request (one for home and one for school)

- **Over the counter medication** (including cough drops) must be accompanied by a note from the parent or guardian. The note should be specific with respect to dosage, time of day, duration, etc... If medication is taken longer than two weeks you must send a note from your doctor.

Vision and hearing Screening:

Our school nurse and trained volunteers will conduct vision and hearing screening. Parents will be notified if further testing is suggested.

Homework Policy

Homework is appropriate for elementary aged children. The research done on effective schools tells us that homework should be assigned on a regular basis in connection with the work students have experienced in class. Homework can be assigned to complete unfinished projects, extend classroom activities with enrichment projects, and/or practice activities worked on in class.

Using a ten minute per grade level guideline for the amount of homework assigned on a nightly basis, you can expect approximately the following amounts of homework for your child:

Grade K & One:	10 minutes
Grade Two:	20 minutes
Grade Three:	30 minutes
Grade Four:	40 minutes
Grade Five:	50 minutes

Homework is defined as tasks assigned to students that are not intended to be carried out during the school day. School work not completed by the student during the regular school day, when time was given for assignment completion, is not figured into the timeline.

Illness or Injury

If a child shows any indications of being ill before leaving for school, the child should be kept at home. A child entering school comes in contact with an increasing number of childhood illnesses. Please keep your child home for the amount of time recommended by a doctor if they have any of the following; COVID, chickenpox, measles, mumps, ringworm, strep throat, pinkeye, or scabies.

Immunizations

Adequate immunization information must be received for all students enrolled. Minnesota School Immunization Law requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, mumps, and rubella. **The immunizations need to be submitted by the first day of school or your child may not be allowed to start school.**

Internet Usage

Instruction and guidance on acceptable use of the Internet will be provided to all students by the media specialist and classroom teachers. All parents and students will be required to sign the WBL Electronic Technologies Acceptable Use Agreement prior to students having internet access at school. This will be kept on file with the classroom teacher throughout the year.

The Internet is a teaching tool and students will be using it to access online reference materials such as encyclopedias, atlases, magazines, and educational sites to complete assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action.

Guidelines for home use of the Internet

- Supervise Internet activities
- Discuss Internet safety, such as not providing personal information
- Practice computer ethics by giving credit for work done by the author
- Discuss that information found on the Internet can be biased or inaccurate

Lost and Found

Please put your child's name on **everything** he/she brings to school. For safety reasons, you may put the name inside lunch boxes, school bags, etc. You are welcome to check for missing items in the Lost and Found at any time.

Lost and Found items are set out for display at conference time near the office. Please look through them at that time, as **all remaining items are donated to a local charity after each conference session and after the winter and spring breaks.**

Lunch Program

Hot lunch

Our district provides nutritious meals for our students. The menus, given to each child at the beginning of each month, are planned using federal standards.

Lunch will be free again for all PreK-12+ students this school year!

COVID Procedures in the Cafeteria:

- Parents/Guardians/other family members will NOT be allowed to eat lunch with their child(ren) at school this fall, or until our COVID situation improves dramatically.
- Students will eat with their class in the cafeteria.
 - While in the cafeteria, students will...
 - sanitize hands prior to going
 - students will store their mask in a plastic bag, paper bag, their home lunch box, their pockets, or on their lanyards while eating lunch
 - each class will also have a designated allergen-free table
 - sit with one seat in between each other
 - sit diagonally across from each other (not directly across)

- thoroughly wash hands upon returning to class
- While in the cafeteria, staff will...
 - be given gloves and will have their masks and face shields for safety
 - supervise and make sure students maintain social distancing as they will need to remove masks to eat
 - thoroughly wash surfaces of tables when students have finished eating

Media Center

This central area of our schools serves as the resource for all print and non-print materials. Books, computers, videos, and other learning aids are located here. All grades have resource time in our media center. We encourage you to help your child remember to return library books as soon as completed.

Miss Kendra (Oneka)

Over the next three years, we will have an incredible [social-emotional learning](#) (SEL) experience for our students. We will partner with trained, expert counselors who will collaborate with our teachers to deliver weekly, 30-minute lessons aligned with our already established Second Steps SEL curriculum to help students cope with everyday stressors. Nearly all our elementary schools in WBL have this program at varying stages of implementation, and all report positive, amazing student experiences.

Newsletters

The Hugo and Oneka Elementary newsletter will be electronically published monthly. Information of interest about school activities is included. Each classroom teacher also electronically publishes a weekly "peek of the week" to inform parents of homework, specialist days, and other important events. Please make it a practice to read through this note with your child each week.

Office Hours

Hugo	7:00 am to 3:30 pm
Oneka	7:00 am to 3:30 pm

Parent Teacher Association (PTA)

The Hugo and Oneka PTA is composed of parents, teachers, and staff all working together in a volunteer capacity. The PTA serves as support for our school in many areas: coordination of volunteers, hospitality, fund raising, and enrichment programs/events. All proceeds from fundraising go directly back to the school in the form of basic supplies, enrichment, field trip scholarships, and school equipment.

The success of the PTA is dependent on staff and parent volunteers. Volunteering in our school can be a very rewarding experience, and many opportunities are available. The PTA meets once a month; a schedule of times and dates is available on their website: [Hugo/Oneka PTA](#). Times are also noted in the monthly newsletter with updates as needed.



Patrols Mrs. Rakoczy, Supervisor (susan.rakoczy@isd624.org)

School Safety Patrol members are an important part of Oneka Elementary in keeping students safe. Every year, each 5th grader has the opportunity to sign up to be a patrol as long as they are able to adhere to the guidelines. Their duties as a patrol would include:

- helping younger students get to buses safely
- monitoring exit doors and hallways to help reinforce school rules
- help children cross the intersections that are within a block of the school

To remain a patrol, they are expected to set an example to other students by following school rules at all times. They must keep up with class work, especially completing homework assignments missed while on patrol duty. If they are unable to accept the responsibilities, they cannot remain a patrol. The end of year patrol field trips rewards those who consistently acted as responsible 5th graders. Our school safety patrol is made up of responsible fifth grade students who have been trained in these duties.

Pets

Check with your child's teacher in advance for special permission for parents to bring a pet to school for a brief time. Animals may not remain in school and are not allowed on the bus.

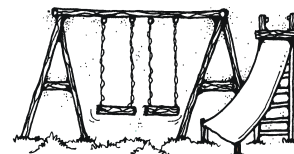
Phone

Our telephones are for school business. Students are not allowed to make calls for forgotten items or to make arrangements for after-school play. **Cell phones are not to be used at school unless approved by the classroom teacher.**

Recess

Students will play outside at recess **unless**:

- The temperature or wind chill is **-10 degrees Fahrenheit or colder**
- It is raining and/or lightning
- There are other weather conditions which make it unsafe to be outside
- A note from the parent regarding student illness or injury is given to the teacher
- Students not wearing boots will be restricted to the black top when snow is present



COVID Procedures for Outdoor Recess:

At this time, students will be able to resume normal activities while outside at recess, meaning they will not need to wear masks or play in cohorts. They will have access to all areas outside

COVID Procedures for Indoor Recess:

While inside for recess due to inclement weather, students will wear masks and follow the guidelines their teachers have in the classroom.

Religious Observance

If your religious beliefs prevent your child from participating in school parties or other school activities, please be sure the classroom teacher is aware of your needs.

Safety and Security

It is our responsibility to be sure our students are safe when they are in school. Our entrance doors are locked upon the start of the school day. You will need to be buzzed into the office to enter the building. Visitors **MUST** sign in at the office and wear a visitor badge/sticker while they are in the building. Oneka Staff will question any adult in the building without a badge and direct them to the office. Oneka Elementary Staff wear White Bear Lake School District badges to identify themselves.

School Board

The school board sets educational policies and the budget for all schools in District #624. The Board meets twice each month at the District Center located at 4855 Bloom Avenue, White Bear Lake. The public is invited and encouraged to attend these meetings. A list of school board members and ways to contact them are included in the District Handbook.

SMART SCHOOL K12

Smart School is the online payment platform for fees, field trips, etc.

- Follow this link to the [homepage](#) to make a payment.
- [Click this link](#) for instructions on how to navigate SmartSchool.

Special Education

All students referred for special education assessment must have parent permission prior to assessment. After the assessment, parents will be called for a conference to discuss assessment results.

Special Programs Include:

Adaptive Physical Education (DAPE): A specialist works with children on an individual or small group basis if they have coordination problems or motor development delay.

Occupational Therapy (OT): An occupational therapist assists students with fine motor difficulties.

Physical Therapy (PT): A physical therapist serves students with gross motor difficulties.

LD/EBD: Special education staff work with students who have difficulties in learning and/or in managing their own behavior.

Speech/Language: Speech clinicians work with students who have delayed speech or language development.

Specialists



Our school district has a specialist staff of licensed teachers who provide services beyond those received in the regular classroom in grades K-5.

- *World Language (Spanish)* Students have a regularly scheduled Spanish class with a specialist. Our Spanish specialist will teach language acquisition culture.
- *Music Teacher:* Students have a regularly scheduled music class with a specialist.
- *Physical Education Teacher:* Students have a regularly scheduled physical education class with a specialist.
- *Intervention Teachers:* The intervention specialist works with both students and teachers to provide extra resources in literacy and math.
- *Psychologist:* Our school psychologist meets with students who may have special needs. This is done only after parent permission is obtained.
- *Social Worker:* Our school social worker meets with any student for any need inside or outside of school.

Student Council Mrs. Clark and Ms. Solem, Supervisors

Students from each class (grades two through four) are elected by their classmates to attend monthly meetings. Fifth grade participates in Student Council through the Bears Official Service Superheroes (BOSS) group which is open to all interested fifth grade students. Monthly theme days, service projects, or ways of supporting core values are discussed, voted upon, and implemented.

Supplies

The recommended school supply list can be found on our district website. [Click here for the link.](#) Desk space is limited, so please purchase only what is needed. We ask that you do not purchase novelty items as they do not fit in student desks. All students need a pair of tennis shoes for gym. Please bring your supplies to Meet the Teacher or on the first day of school.

Transfers/Withdrawals

Families moving from the district must notify the Hugo and/or Oneka Elementary office before the student's last day of attendance. This will allow the office and teachers to prepare records for transfer to their new school.

Unnecessary Items in School

Please do not permit your child to bring unnecessary items to school, such as toys, trading cards, or electronic devices (unless approved by the classroom teacher). The school will not be responsible for these items if they are damaged or lost. Students bringing such items will be asked to leave them in the office. Parents will be contacted and asked to pick up the items at their convenience.

Visiting School

As part of our COVID mitigation strategy, we will again restrict in-school visits to our main office area. We will not be able to accommodate family members who wish to

walk their students to class, bring lunch to the cafeteria, or drop in on a classroom.

Volunteer Activities

Parents and adult family members will have an opportunity to become regular volunteers at our schools and with the White Bear Lake School system. Volunteers provide a valuable service to all students and staff.

- Volunteers must complete an application and background check before serving students affiliated with White Bear Lake Area Schools. Minnesota requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid.
- Volunteers must also abide by confidentiality and ethics standards set out by the district for all district staff. Volunteer applications are available at all school and district offices. The district will cover the cost of the background check.
- Teachers will work with volunteers to establish a regular schedule to aid in student learning and growth.

Water Bottles

Students are allowed to have water bottles to drink out of throughout the day. Research has shown that students who are properly hydrated learn better. If your child chooses to have a water bottle, it must have a cover and contain only water.

Weapons

Students and visitors are not allowed to possess, use, or distribute a weapon when in a school location. According to school board policy, immediate out-of-school suspension and notification of parent or guardian will occur.

Weapons are defined as:

- all firearms, including pellet and BB guns
- look-alike or replicas of real guns
- any knife, including pocket knives
- matches or any flammable liquid, including lighters or lighter fluid
- any explosives, including fireworks
- bow and arrow or darts
- any object used with the intent to cause bodily harm

Web Page

For an update of happenings at Oneka and Hugo Elementary Schools, please visit our site. It is easiest to find by going to the WBL district site at www.isd624.org and clicking on the "our schools" link. You will find Hugo and Oneka listed under that link. You can see lunch menus, calendars, supply lists, etc.



Important Oneka Elementary School Phone Numbers

Oneka Elementary Office	651-288-1800
Attendance Line	651-288-1802
Fax Line	651-288-1899
Health Office	651-288-1803

Important Hugo Elementary School Phone Numbers

Hugo Elementary Office	651-653-2798
Attendance Line	651-653-2621
Fax Line	651-653-2800
Health Office	651-653-2622

Important District Center Phone Numbers

Community Services	651-407-7505
District Transportation	651-407-7538
Extended Day	651-407-7510