



Hugo Public Schools



2020-2021

Employee Handbook

Support Personnel Edition

The District of Choice

Engaging All Students In Meaningful Learning Every School Day

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2020-2021 School Calendar

July 3 – Independence Day (all employees off)
August 3-7 – In-Service Days (no school for students)
August 10 – School Starts for Students
September 7 – Labor Day (no school)
September 15 & 17 – Parent-Teacher Conferences
October 8 – End of First Nine Weeks
October 12 – Start of Second Nine Weeks
October 16-19 – Fall Break (no school)
November 23-27 – Thanksgiving Break (no school)
December 17 – End of First Semester
December 21-January 1 – Christmas Break (no school)
January 4 – Start of Second Semester
January 18 – Dr. Martin Luther King Day (no school)
February 9 & 11 – Parent-Teacher Conferences
March 11 – End of Third Nine Weeks
March 15-19 – Spring Break (no school)
March 22 – Start of Fourth Nine Weeks
April 2 – Good Friday (all employees off)
May 16 – High School Baccalaureate
May 20 – Last Day of School for Students & Teachers
May 22 – High School Graduation
May 31 – Memorial Day (all employees off)

Communication

District information can be found on our website at www.hugoschools.com. We use eNotes provided by Gabbart Communications to send group texts. This system is linked to our district information system. It is important that you keep your cell phone number updated in this system in order to receive these text messages. The district also maintains a Facebook page.

School Closings

We will use our eNotes system to let you when school is closed. Such closings will also be posted on our website and notice will be sent to KTEN, KXII, and K95.5.

Phone Numbers

HES	580.326.8373	Mr. Dawes	580.326.1709
HIS	580.326.0106	Mrs. Shanklin	580.372.3409
HMS	580.326.3365	Mrs. Massengale	580.579.4508
HHS	580.326.9648	Mr. Holt	580.317.3188
Admin. Bldg.	580.326.6483	Dr. Dalke	918.530.8156
Bus Yard	580.326.5668	Mr. Godbey	580.317.7946
Child Nutrition	580.372.9039	Mr. Johnson	580.317.5765
Mrs. Starlin	580.372.1115	Mrs. Dalke	918.530.7899

Payroll Dates

PAY DATES

July 15, 2020
August 14, 2020
September 15, 2020
October 15, 2020
November 13, 2020
December 15, 2020
January 15, 2021
February 15, 2021
March 12, 2021
April 15, 2021
May 14, 2021
June 15, 2021

TIME SHEET DUE DATES

July 8, 2020
August 6, 2020
September 8, 2020
October 8, 2020
November 9, 2020
December 9, 2020
January 11, 2021
February 9, 2021
March 8, 2021
April 8, 2021
May 10, 2021
June 9, 2021

Staff absences and time sheets are due by Noon in the payroll office at the Administration Building on the dates specified above. Staff absences and time sheets received after this deadline will be processed for the next month's payroll. Payroll will be deposited in your bank account on the pay dates above via direct deposit. Payroll questions should be directed to your supervisor who will contact Payroll Clerk Shelly Wilson when needed.

Media

- Never violate student privacy or confidentiality.
- Refer media inquiries to:
 - Athletics – Mr. Holt, Athletic Director
 - Consult with Dr. Dalke when needed.
 - Coaches and players may grant interviews.
 - Everyone may send good news stories about athletic events to the media with principal approval.
 - School Site Activities – Principals
 - Consult with Dr. Dalke when needed.
 - Everyone may send good news stories about school activities to the media with principal approval.
 - Controversial or Unknown Matters – Dr. Dalke, Superintendent
 - School employees other than the superintendent are not authorized to speak on behalf of the district.
 - When in doubt, do not speak to the media on school property or in your capacity as an employee of Hugo Public Schools.
- Social Media
 - HPS Policy DHAC prohibits district employees from improper fraternization with students on social media.
 - HPS Policy DHAC prohibits district employees from posting items critical of the district or district personnel on social media.
- Audio Recording
 - Audio recording by anyone on school property or of district employees acting in their capacity as district employees is prohibited without the knowledge and written or recorded consent of the person(s) being recorded.

Confidentiality

Never publically discuss students or their educational records with anyone. Discussion of student records must be done in private only with those who have a need to know. This includes academic progress, personal information, and so on.

Child Abuse Reporting

- All employees are required to report suspected child abuse or neglect to:
 - Your supervisor.
 - The Oklahoma Child Abuse Hotline – **1-800-522-3511**.
 - Local law enforcement.
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Signs of Child Abuse or Neglect

- Signs of Physical Abuse: (a) child has unexplained burns, bites, bruises, broken bones, or black eyes; (b) child has frequent injuries that are described as “accidental” or “unexplained”; (c) child has fading bruises or other marks noticeable after a weekend or absence; (d) child has fractured or displaced teeth; (e) child has human bite marks; (f) child seems frightened of parents or protests or cries when it is time to go home; (g) child shrinks at the approach of adults; (h) child reports injury by a parent or other caregiver.
- Signs of Sexual Abuse: (a) child reports sexual abuse by a parent or other caregiver; (b) child has difficulty walking or sitting; (c) child has torn, stained, or bloody underclothing; (d) child experiences pain or itching in the genital area; (e) child suddenly refuses to change for gym or to participate in physical activity; (f) child reports nightmares or bedwetting; (g) child experiences a sudden change in appetite; (h) child demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior or acts out sexually; (i) child becomes pregnant or contracts a sexually transmitted disease, particularly if under age fourteen.
- Signs of Emotional Maltreatment: (a) child shows extremes in behavior, such as overly compliant or overly demanding, extreme passivity or aggression; (b) child is either inappropriately adult like or inappropriately infantile; (c) child is delayed in physical or emotional development; (d) child lacks attachment to the parent; (e) child reacts oddly to persons in authority; (f) child is fearful or anxious about doing something wrong or making a mistake; (g) child exhibits delayed physical or emotional development, child engages in self-soothing behaviors outgrown by peers such as rocking or thumb sucking.
- Signs of Neglect: (a) child has persistent diaper rash; (b) child fails to thrive; (c) child frequently misses school; (d) child states there is no one at home to provide care; (e) child begs or steals food or money; (f) child is consistently dirty or has severe body odor; (g) child appears malnourished or complains of being hungry; (h) child lacks sufficient clothing for the weather.

Accidents

- Seek medical attention when needed.
- Always complete an accident report (please use the proper form).
- Always notify your supervisor.
- If you are injured on the job, you must report to the Administration Building as soon as possible to complete additional paperwork. Failure to do so may result in workers’ compensation claims being denied.

Bloodborne Pathogens

- Treat all bodily fluids as if they were infected.
 - Avoid direct contact with bodily fluids.
 - Wear gloves and protective equipment.
 - Practice good hygiene and housekeeping.
 - Use biohazard bags or double bag contaminated materials.
 - Seek medical attention if exposed.
- Complete an accident report and notify your supervisor.
- See the Hugo Exposure Control Plan for more details.
- Red Cross Video – https://www.youtube.com/watch?v=lro_zEeeQ38
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Proper Dress

Wear appropriately safe attire while on the job (e.g. do not wear shoes without heel straps). Comply with your site dress code.

Bullying Prevention

- Each school site has an anti-bullying plan that includes the involvement of students in anti-bullying activities.
- Report incidents of bullying to site administrators.
- OSDE Resources – <https://sde.ok.gov/bullying-prevention>
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Suicide Prevention

- Our counselors are specially trained to help students in crisis.
- If you suspect that a child is having difficulties coping or is exhibiting behaviors that may be harmful, seek the help of the site counselor and administrator.
- OSDE Resources – <https://sde.ok.gov/suicide-prevention>.

COVID-19

- Our goal is to provide the best possible educational services to all students while minimizing the spread of COVID-19 among our students and staff. Please read and familiarize yourself with our Reopening Plan. Please note that this plan will change as the situation changes.
- The wearing of masks may be required at certain venues and, if the situation worsens, universally throughout the district.
- CDC Resources - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Hugo Public Schools Reopening Plan – https://s3.amazonaws.com/scschoolfiles/227/hugo_public_schools_reopening_plan_1.pdf.

Rave Panic Button

The Oklahoma State Department of Education provides this phone application for our employees to quickly notify the administration and the authorities of emergency situations. All employees are encouraged to download the application and use it to make such notifications. Please contact our district safety coordinator, Mr. Baker, at extension 9035 for assistance with this system.

Golden Rules of School Finance

- Never buy anything without an approved purchase order in-hand.
- Always get original receipts or invoices for everything purchased.
- Never purchase anything with cash from event receipts.
- Always deposit money totaling \$100 or more on the day it was received.
- Never count money alone.
- Always receipt money when it changes hands.

Requisitions

Requisitions are entered into our online system by those authorized to do so; typically the site clerks. Supply these employees with complete information about needed purchases.

Work Email and Texts

Those who use email as part of their jobs are required to check their email and respond as needed at least twice during each report day. Those who use text messages as part of their jobs are required to check their messages and respond as needed at least twice during each report day (every day for administrators). Receiving an email or text from administration is considered just as much a directive as face-to face communication.

Professional Development (please use the proper form)

All requests to attend professional development activities requiring travel or other expenses must be submitted to your principal or director and approved by the superintendent.

Emergency Procedures

All employees are to be briefed on emergency procedures by the building principals or the appropriate personnel. Evacuation routes must be properly posted and reviewed.

Workplace Safety

Keep work spaces safe (e.g. no scentsies)

Absences (please use the proper form)

Planned absences must be approved in advance by your supervisor. Notification must be given to your supervisor as soon as possible for unplanned absences. All absences must be accounted for using a Staff Absence Form that must be completed and approved for planned absences prior to the event and as soon as you return to work for unplanned absences.

Fundraising Requests (please use the proper form)

Complete requests as soon as possible; preferably during check-out of each previous school year. Do not begin fundraising until the board has approved your request. Stay within the scope of your request. You may only engage in the fundraising activities described on your request. You may only spend money on items included in the "Purpose of Funds" on your request.

Field Trips (please use the proper form)

All field trips are to be approved by the superintendent. Field trips more than 200 miles away from Hugo require board approval.

Travel Expense Claims (please use the proper form)

Claims are to be submitted to Accounts Payable within ten business days of the last travel date for each event. An approved PO and verification (itemized receipts and event agendas) are required for payment.

Handle with Care

This program is our partnership with the Choctaw County Sheriff's Department and the Hugo Police Department to "handle traumatized children with care." When a child attending our school system is involved in or is a witness to a traumatic event, the officer involved will notify Deputy Miller, our SRO. Deputy Miller will notify the administration of the school at which the child attends. The administration at the school will notify those with a need to know at the school to "handle with care." The only information that will be disseminated will be to "handle with care" and, if applicable, information about any danger the child may be facing. School officials, other than trained counselors, are not to question the child about the event. Guidance counselors must follow protocol in providing any related services for the child. Do all you can to make the child feel safe. Be understanding. The child may need to rest. Testing may need to be postponed.

"When little people are overwhelmed by big emotions, it's our job to share our calm, not to join their chaos." (L.R. Knost)

Time Off

- Personal Days – Employees may use three personal days during the fiscal year. These days must be approved in advance. No more than five employees districtwide may use personal days on any specific date. Employees are not required to give a reason for this time off. For every personal day not used in a given fiscal year, employees will receive \$50 added to the December payroll of the following year if the employee is still employed with the district.
- Sick Days – Employees are given ten, eleven, or twelve sick days per year, depending on their contract terms. For every sick day not used in a given fiscal year, employees will receive \$50 added to the December payroll of the following year if the employee is still employed with the district.
- Emergency Leave – Employees may use up to two emergency leave days approved as per district policy.

Transportation

- Submit transportation requests as soon as possible (use the proper form).
- Make certain you are properly certified to drive the vehicle.
- You are required to be trained to drive the little buses (see Mr. Godbey).
- Keep a correct roster of students riding in any vehicle.
- Complete any required pre and post-trip inspections.
- Make sure all passengers are properly seated at all times.
- In vehicles that have seatbelts, make sure all occupants are wearing seatbelts.
- Never remove a student from a vehicle without placing him or her in the custody of a school employee.
- Make sure all passengers are out of the vehicle before you leave the vehicle.
- Double check that you are filling vehicles with the proper fuel.
- Follow all traffic laws.
- Do not drive under the influence of any substance that alters consciousness.
- Understand that having a medical marijuana prescription does not exempt you from following the requirement above.
- Always call law enforcement when an accident occurs.
- Notify Mr. Godbey at 580.317.7946 as soon as possible when an accident occurs, a vehicle is damaged in any way, or when you receive a ticket from law enforcement. If you are unable to reach Mr. Godbey, call Dr. Dalke at 918.530.8156.
- Pick up all trash and clean up all spills before returning a vehicle.
- Mr. Godbey must have a copy of your driver's license before you are allowed to drive any district owned vehicle.

KTC Hugo Online Bus Training

<https://www.careertechweb.org/hugo/>

Alcohol and Drug Awareness

- OSDE Resources - <https://www.ok.gov/odmhsas/2M2L.html>
- Students Working Against Tobacco - <https://www.ok.gov/okswat/>
- 2 Much 2 Lose - <https://www.ok.gov/odmhsas/2M2L.html>
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Hazardous Materials & Communication

- District Safety Coordinator – Mr. Baker
- Properly label and store all chemicals.
- Make sure Safety Data Sheets are accessible for all chemicals.
- Report unsafe working conditions to your supervisor immediately.
- Never use or allow students to use unsafe equipment or facilities.
- Resources – <https://www.osha.gov/dsg/hazcom/index.html>
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Engaging the Community in the Work of the School

We support the following core believes:

- All parents have dreams for their children and want the best for them.
- All parents have the capacity to support their children’s learning.
- Parents and school staff should be equal partners.
- The responsibility for building partnerships between school and home rests primarily with school staff, especially school leaders.
- Family Engagement Resources – <https://sde.ok.gov/fce>
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Family Educational Rights and Privacy Act (FERPA)

- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Resources – <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Human Trafficking

- Recognition and reporting training will be organized by the Safe Schools Committee at each school site.
- Department of Homeland Security Resources – <https://www.dhs.gov/>
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Mental Health Needs of Students

- Our counselors are specially trained to help meet the mental health needs of students. Please seek out guidance from these specialists in your efforts to meet the mental health needs of our students.
- OSDE Resources – <https://sde.ok.gov/ok-aware>
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Honoring Diversity

- We believe that our diversity as a school district is a major strength.
- Teaching Tolerance – <https://www.tolerance.org/professional-development>.

Title IX

- District Title IX Coordinator – Mr. Holt
- “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”
- KTC Hugo Online Training - <https://www.careertechweb.org/hugo/>

Hugo 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 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*

Anti-Discrimination Statement

Hugo Public Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.