

LAKE REGION UNION HIGH SCHOOL



SUPPORT STAFF HANDBOOK 2016-2017

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IT IS THE POLICY OF LAKE REGION UNION HIGH SCHOOL THAT NO PERSON, UPON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED OR FAITH, SEX, OR AGE, SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE PRIVILEGES OF OR BE SUBJECT TO DISCRIMINATION IN ANY EDUCATIONAL PROGRAM, EMPLOYMENT, OR ACTIVITY IN THIS INSTITUTION.

AUTOMOBILES

Staff members are to park in the upper parking lot.

BUILDING USE

The Building Use Schedule book is located on the desk of the Administrative Secretary. If you need to use any of the following rooms: Multi-Purpose, Conference, Gym, Cafeteria, or classrooms you need to sign up for them with the Secretary. Custodians will be informed of all events approved for building use.

If another organization or individual is looking to use our building there is an application form that needs to be completed and approved. Proof of insurance is also needed for most activities. Please have the organization or individual contact the Administrative Secretary for these forms.

COPIER USE –please seek assistance from the office staff before slamming, banging and tearing at problems yourself.

Copier use is for teachers only. Please **do not send** students to ask for copies to be made. There are two copiers available for regular use. The copiers are located in room 209 and the front office. **Please See the Administrative Secretary for instruction, maintenance, supplies, jams or break-downs.**

New machines have been leased please seek assistance when needed.

CORRIDOR PASSES

Students are required to have a written pass to go from one room of the building to another during class or study hall/lounge time. There should only be one name and time of departure per pass. If teachers are using ready-made passes from their room again there should only be one person per pass.

DAILY ANNOUNCEMENTS

Daily announcements must be EMAILED to the Media teacher (rkelly@ocsu.org)

DRESS

All staff will be neat, well-groomed and appropriately dressed.

EQUIPMENT, KEY PHOBS & MATERIALS

Faculty & staff members are responsible for equipment distributed to them and on loan by LRUHS. Staff may be expected to pay for the replacement cost of these items if they are lost or damaged. Laptop computers may be signed out from the lab or the library. Faculty are issued key phobs to gain access to the building. In the event that a key phob is lost or misplaced please contact the Administrative Office Manager immediately so the phob can be deactivated. Key phob replacement requires a \$50 deposit. The deposit will be returned when the replacement is returned to the Administrative Office Manager.

EXAMS

All students are to remain in class during the complete exam period unless prior arrangements are made with the administration.

Support Staff is expected to remain available in school even if they are not scheduled during an exam period unless prior arrangements are made with the administration.

FIELD TRIPS/TRANSPORTING STUDENTS

All requests for field trips need to be completed on a Field Trip Request Form and submitted to the administration by **the end of the first week of September for first quarter and prior to start of each preceding quarter.** A list of students must be distributed to all staff members and the Registrar *one* week prior to the field trip. Teachers taking students out of classes will require them to have a field trip form initialed by their classroom teachers. A teacher's initials indicate that he/she has given the student that day's work and assignments. Any field trips off school grounds will require a signed Parent Permission Form. Teachers may not **require** students to attend field trips. Administration will determine who will/will not attend field trips. Please make every attempt to not defer field trips to the end of the year. Be sure to have a copy of an emergency contact form for students for your trip.

Employees, chaperones and/or parents transporting students, volunteering or chaperoning must have a **current background check, fingerprinting and all proper documentation completed and approved prior to the event.** Copies of the following documents must be completed, approved and on file at LRUHS and OCSU:

* Valid driver's license, vehicle insurance binder, vehicle registration, name listed on the employee/volunteer driver checklist and the OCSU transportation services contract & field trip permission form completed and approved.

FORMS AND REPORTS

At the beginning of the school year it is necessary to distribute and collect forms and reports for updating contact and emergency information. These forms are to be completed and returned in a timely fashion and/or by deadline dates.

GENERAL SUPERVISION

All teachers are responsible for corridor duty before school, after school and during passing periods. Each **teacher** is expected to be visible in the hallway and correct misbehavior when they observe it. It would be beneficial to have support staff in the corridors assisting with the monitoring of student behavior during the school day and addressing inappropriate behavior as they see it. If students do not cooperate with the request of support staff, these matters should be brought to the attention of the Assistant Principal.

GIFT FUND

The gift fund consists of monetary donations from the faculty and staff that is collected at the beginning of each school year. The funds are used to purchase and provide flowers, fruit baskets or gift cards to all that choose to participate and contribute to the fund. In the event of a loss in the family, a birth, short-term illness or surgery; the “gift fund” provides support from co-workers. Occasionally there are circumstances that we ask for additional funds to cover “special” occurrences....Long-term illness expenses, baby shower gifts, wedding shower gifts and retirement gifts.

HEALTH SERVICES

Students **must have a pass** from their teacher to be seen and evaluated in the health office. The exception: their lunch or free time (not study hall)

Health Office Hours:

8:00 - 8:25AM	Walk-in clinic
8:25 - 9:00AM	Emergencies or appointments only
9:00AM – 12:33PM	Walk-in clinic
12:33 – 1:21PM	*Closed for lunch
<i>*For emergencies, contact main office personnel who will locate the nurse</i>	
1:21 – 2:30PM	Walk-in clinic
2:30 – 3:00PM	Emergencies or appointments only
3:00 – 3:30PM	Walk-in clinic

Medical Emergencies in the classroom: Send student down to the health office accompanied by another student, or call the nurse at ext. 318.

Accident Reports: Any accident or incident resulting in serious injury should be documented by the staff member present. Accident/Incident Report forms are available in the Health Office and should be filled out and forwarded to the school nurse within 24 hours of the time of the incident/accident.

HOMEROOMS

Homeroom/Advisories are scheduled on a weekly basis. All certified staff will be homeroom advisors. Students are required to report to homeroom periods whenever they are scheduled. Homeroom advisors may be asked to assist class advisors in planning or supervising activities. Para-Professionals will be assigned to support students during advisory as needed.

INTERCOM

Reasons for using the intercom should be prioritized and used primarily for morning and end of the day announcements and emergency purposes only. Other announcements should be sent to the Media teacher in charge of announcements so that they can be read over LRTV to decrease the interruptions during the school day.

MAIL/E-MAIL

Staff mail will be distributed each morning and placed in respective mail boxes in the office. Staff will check their mail boxes/e-mail and the administrative notices board at least twice a day.

It will be the expectation that all staff utilize and check their ocsu.org email accounts on a daily basis; as important notices, requests and reports may be sent to staff via electronic email.

PROFESSIONAL ACTIVITY REQUEST/TUITION REQUEST

Support Staff Professional Activity or Tuition Requests must to be approved by the Principal and the Superintendent *prior* to the activity on the corresponding form. Purchase orders must be completed by the Administrative Office Manager, department chair or immediate supervisor whichever is applicable. For para- educators, your case manager and the Special Ed Director must sign and provide purchase orders.

ROOMS

During the period of time that you occupy a room, you are responsible for the equipment, materials and general order of the room.

SCHOOL EMPLOYEE REPORT OF ABSENCE

ON THE DAY returning to school from an absence, staff must fill out School Employee Report of Absence form. This form tracks your benefit time used and is also a record for substitute pay. (NOTE: Substitutes **do not** get paid unless this is done) The pink copy is kept on file, the white & yellow are sent to the superintendent's office and the goldenrod copy is returned back to the staff member.

SMOKING POLICY “Faculty”

There is no smoking or use of tobacco on school grounds.

First Offense: Written reprimand, (which will have a copy of the policy attached) to become a permanent part of the employee's personnel file.

Second Offense: Five days suspension without pay.

Third Offense: Termination of employment

STAFF ATTENDANCE

As per individual contracts. All staff should contact their supervisor directly when calling in sick or to request time off. Para educators are to contact their case manager and office personnel. Personal leave requests must be completed and approved prior to the leave. Sick Leave- Medical appointments etc. must be reported to supervisor as soon as possible. If a substitute is needed for a leave request it should be submitted within a timely fashion by completing a sub request form. All necessary forms can be found in the front office on the counter.

SUPPLIES

There is a supply request form hanging next to the main office copier. If you notice that you are getting low on office supplies please make your request there. The supplies will be placed in your mailbox within 24 hours. Office Staff experience many interruptions throughout the work day. Planning and preparation from all is vital to assist in running the office effectively and efficiently.

TELEPHONE USE

The phones designated for exclusive use by teachers are located in the teachers' work area and staff dining room. Long distance calls are not to be charged to the school's phone. Please use a calling card when needing to make these types of calls. All calls will be routed to voicemail during school hours unless indicated an emergency.

Everyone has a voice mailbox assigned to him or her. You are expected to use this and check your messages on a regular basis. Intercom button dial 400 @ the message press * follow prompts to set voicemail, check messages and change settings. If you have questions regarding the phone system, please see the Administrative Office Manager. All messages once reviewed must be deleted and not saved as it impedes phone system.

***DOCUMENTATION* – to be completed and provided**

Leave requests- personal, professional, tuition, vacation, absent forms, substitute request form, proof of attendance, expense voucher.

Reimbursements- proof of attendance, expense voucher, mileage form, original detailed cash receipts, credit/debit card receipts (receipts used from paying with personal credit card or debit card must accompany a copy of the card statement reflecting the transaction), original invoices, copies of front and back of canceled checks.

Purchases- PO, charge account or credit card – original invoices, confirmation of order, copy of order, order form, packing slips, proof of attendance mileage forms, map quest print-out.

NOTE: Not having the proper documentation and/or not securing permission in advance may result in non-reimbursement for purchases and/or expenses incurred.

Also found at www.lruhs.org

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