LAKE REGION UNION HIGH SCHOOL
SUPPORT STAFF HANDBOOK

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.
MANDITORY STAFF TRAINING

Each year all employees (admins, teachers, support staff - including custodians, cooks, paras, etc.) within OCSU or its member schools are required to participate in training regarding the following areas:

- Universal Precautions and Bloodborne Pathogens
- Confidentiality and FERPA
- Act 1: Prevention of Child Sexual Abuse
- Acceptable Use Guidelines for Electronic Communications
- Hazing, Harassment and Bullying of Students
- Employee Harassment
- Mandatory Reporting to DCF
- Rule 4500: Restraint and Seclusion

All employees must complete each training. The Guidelines for the Mandatory Trainings, the links to the digital trainings for each area, and the OCSU Annual Training Participation Form are located on the OCSU website.

Submission of the completed form will serve as the employee’s electronic signature affirming their knowledge of the content of the trainings and the responsibility to adhere to the underlying policies and statutes. It is the responsibility of the employee to seek clarification on information and content that they may question.

OCSU reserves the right to require all staff to retake one or more of the mandatory trainings at any time in response to changes in policy or statute.

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.

CLASSROOMS

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

**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 (rkelley@ocsu.org)

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

Leave requests- professional and tuition forms must be completed and approved prior to leave. Any other leave requests employee must complete absent form and electronically approve the leave in PowerTeacher.

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.

**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.
EVALUATION

All Support Staff and Paraprofessionals will be evaluated annually on their work performance utilizing the criteria outlined in the Support Staff Evaluation or Paraprofessional Evaluation Forms. These forms are included in this binder and it is the employee’s responsibility to be aware of the performance criteria and to ask clarifying questions.

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. Out of state or overnight requests must be approved by the superintendent and the LR board. 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 cards, flowers, fruit baskets or gift cards to those 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” expresses support from fellow co-workers. There are circumstances that we ask for additional donations to cover “special” occurrences that are NOT paid for from this fund…..These circumstances tend to be costly expenses to include yet not limited to: Long-term or terminal illness, house fire, baby shower gifts, wedding shower gifts and retirement gifts. (Form attached)

**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
*For emergencies, contact main office personnel who will locate the nurse
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 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.

PETTY CASH PROCEDURES

All petty cash account will be established by checking account and limits and use of debt cards will be established by the school board, based on recommendations by administration. (Limit recommendations are $500. for Elementary school and $5000. As previously established by the High School Board)

RESTRICTIONS/LIMITATIONS:

Petty cash is intended for use in making nominal purchases of supplies and services for the school district.

*Expenditures against petty cash will not exceed $100.00 per transaction.
*Approved petty cash uses are: postage, fuel purchases for lawn tractors/mowers, payment of ref’s/officials that are not employees of the Supervisory Union, supplies that are immediate in nature and are not available through a vendor that will accept a purchase order (the burden of proof will be on the individual requesting the purchase that the need is immediate and the current school PO-Accounts Payable process is not an option for this purchase).

*Petty cash is not to be co-mingled with any other funds.
*Petty cash funds are not to be used to make change.
*All petty cash expenditures must be documented with itemized receipts that support the purchase. Purchases will be tax exempt.

*Petty cash accounts will be kept in a locked drawer or safe.

DISBURSEMENT/ITEMIZED RECEIPTS:

*All disbursements will be pre-approved by the building administrator.
*Itemized receipts are- Cash register tapes, receipts, tickets that are printed with the vendor’s name items purchased, cost per item, date of purchase and total cost.
*A debit card receipt that is turned in that is not itemized and does meet the requirements mentioned above will not be acceptable and the person responsible for that purchase will have to personally replace those funds.

*Do not pay tax on supplies or food, tax exempt number can be requested from the business office if it is needed.
*All Disbursements will be entered into the Petty Cash Activity in ADS at the school level.
REPLENISHMENT OF PETTY CASH:
* A purchase order will need to be created in ADS general fund for the amount requesting for replenishment, never to exceed the amount established by the board. The purchase order will be signed and itemized receipts totaling the amount of replenishment will be attached to the PO when it is sent to Central Office to process for payment.
* The reimbursement of petty cash will show on the check edit list that will go to the board meeting and approved by signature of edit list.
* Reimbursement requests should be monthly.
* Once the edit list is approved, reimbursement will be processed for the treasurer’s signature. The check will be sent to the school for deposit into the petty cash account.
* Replenishment checks will be recorded in the Petty Cash Activity in ADS.

Reimbursement checks from the district are the only deposits that shall be made into petty cash other than interest earned on the account.

YEAR END:
* At the end of each fiscal year the Petty Cash fund should have a full balance as established by the school board taking into account outstanding disbursements and deposits.

RECONCILIATION:
* Petty Cash bank statements will be forwarded to Central Office each month for reconciliation. A copy of the monthly completed reconciliation will be provided to the school Principal for review.

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 SPED teachers & para-educators, your case manager and the Special Ed Director must sign and provide purchase orders.

SCHOOL EMPLOYEE REPORT OF ABSENCE

Planned absences must be completed prior to otherwise ON THE DAY returning to school from an absence, staff must fill out School Employee Report of Absence form. Employee must also approve the leave electronically in PowerTeacher. 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)

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. Leave request form 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 indicated on absence 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.

Also found at www.lruhs.org

tlw8/13/18
End-of-Year Check Sheet

NAME:___________________________________  SCHOOL:____________________

_____ Keys turned in.
_____ Emergency/Evacuation Procedure folder turned in
_____ Final grades completed as per school’s protocols
_____ Inventories turned in. Hard copy & Electronic copy (twesoja@ocsu.org)
_____ Lunch bill paid in full.
_____ Computer equipment returned or completed summer use request form completed
_____ List of maintenance repairs to principal.
_____ SpedDoc updated/Time logs completed/IEPs delivered to SU/Etc.
_____ Room prepared for summer cleaning.
_____ Purchase Orders ready for July 1. (FY 19 PO’s completed and closed)
_____ Student IEPs/504/ESTs returned to appropriate case managers.
_____ Library books turned in.
_____ Timesheets / Absence forms completed (if appropriate)

I have completed all appropriate tasks to close the school year.

___________________________________________  ______________________
Staff Signature  Date

LRUHS Support Staff Handbook, 2018-2019  pg 10 of 13
ORLEANS CENTRAL SUPERVISORY UNION

Support Staff Evaluations/Process (developed 8/13/14)

1. For the school year 2014-2015 (ALL support staff, and in ensuing school years, any new support staff employee) should receive a blank Evaluation Form no later than September 1st. This is the responsibility of the building principal or designee.

2. Evaluations should be based on support staff's job expectations with the intent of leading toward professional growth.

3. The Director of Special Services, in collaboration with building principal(s), is responsible for evaluations of special education paraprofessionals. Feedback may be solicited from special educators, SLP-CCC, and/or other professional staff.

4. Building principals or designees are responsible for evaluations of all other support staff. Feedback may be solicited from other professional staff.

5. Evaluations of ALL support staff must be completed by April 1st of each school year.

6. Ensure that all original evaluations are placed in the employee's Master personnel file at Central Office.

Process:
The same guidelines used in the EMPLOYEE EVALUATION section of the negotiated agreement, 2011-2015, will be used for all staff to ensure consistency.

10.1 All monitoring, observation or evaluation of the work performance of an employee shall be conducted openly each year. Eavesdropping by any means or devices shall be strictly prohibited.

10.2 An employee will receive a copy of any current written evaluation report and have the opportunity to have a conference to discuss same if such conference is requested. An employee will also have the right to amend written comments to any evaluation report, if desired and agreed to by both parties.

10.3 An employee shall receive a copy of any derogatory material prior to such material being placed in their personnel file, and may exercise the rights provided for in Section 10.2 above.
Orleans Central Supervisory Union  
Support Staff Evaluation Form

Employee ______________________  Job Title ______________________
Evaluator ______________________ Date ______________________

Rating Scale

E - Excels (consistently met to an outstanding level)
P - Performs well (consistently met to an acceptable and satisfactory degree)
D - Developing (shows evidence of developing to an acceptable and satisfactory degree)
N - Needs Improvement (requires improvement if performance is to become acceptable or satisfactory)
X - Not observed (does not apply to the specific assignment)

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<th>Rating</th>
<th>Quality of Job Performance</th>
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<th>Rating</th>
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<td>Ability to plan and organize work</td>
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<td>Compliance with rules, regulations, policies</td>
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<th>Rating</th>
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The gift fund was established to purchase small gift tokens to show support, comfort, and/or joy for LR faculty during those times of need, sorrow or celebration.

Please make the following donation to Mrs. Ingalls if you wish to contribute and be a participant of the gift fund.

Please complete and return below by Friday, September 7, 2018.

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<th>Supervisory Skills</th>
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<td>Judgment and decisions</td>
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<td>Evaluating subordinates</td>
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<td>Leadership</td>
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<td>Training and instructing subordinates</td>
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<td>Working in harmony with others</td>
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<td>Rapport with staff, students, parents, and public</td>
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<td>Uses good judgment</td>
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Evaluator(s) Comments:

________________________________________  _____________________________
Employee Signature  Date

________________________________________  _____________________________
Evaluator(s) Signature  Date

These signatures indicate that the employee and evaluator(s) discussed the report. It does not necessarily denote mutual agreement with all the factors of the evaluation.