

# LAKE REGION UNION HIGH SCHOOL



## TEACHER 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.

## **ADVISORS**

Classes and clubs wishing to sponsor an event or outside activity must submit a written request to the Assistant Principal at least two weeks prior to the date on which they wish to hold their event. No class or club has any priority. Dates will be approved on a first come, first served basis.

A teacher will serve as advisor to each activity. It will be the teacher's responsibility to carry out the following:

1. See that the student treasurer carries out the responsibilities of the office.
2. Responsible for all purchases made in the name of the organization. All teachers' sign for items purchased.
3. No student is permitted to purchase materials without authorization from the responsible teacher or the office and on official letterhead stationery or purchase orders.
4. Extra-curricular activities that charge items should indicate on the billing the name of the activity.
5. A copy of the bill should be obtained at the time of the purchase and turned into the advisor responsible.
6. Sign check requests as an indication of the advisor's approval of the expense.
7. Requests for checks must be completed and accompanied by the bill, invoice or receipt in a timely manner. The request must be completed at the return of school immediately following the purchase and turned in for payment.
8. Extra-Curricular advisors are responsible to submit a request to the Administrative Office Manager for their stipend at the end of their activity each school year session.

## **AUTOMOBILES**

Staff members are to park in the upper parking lot and by the shop area entrance.

## **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 per pass and time of departure. 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](mailto:rkelly@ocsu.org))

## **DETENTION OF STUDENTS**

Each teacher is responsible for his/her own detention. The teacher will provide supervision during the detention period. The student and parents shall be notified at least one day prior to the detention. Should students fail to report for detention, the Assistant Principal must be notified.

## **DRESS**

Teachers 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**

If you are giving an exam in your class, all students must participate in order to successfully complete the class. No exceptions. If you are not giving an exam, you must use the time for an alternative assessment, instruction or approved "learning opportunity." Please provide to the principal a brief description of how you intend to use this class time if you are not giving an exam.

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

Faculty 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.

## **FACULTY ATTENDANCE**

Section 10.4 of the negotiated agreement states that it recognizes that each teacher has a professional responsibility to provide the best possible opportunity to each and every student, and that his responsibility carries beyond the normal school day. This responsibility includes availability to students one-half (1/2) hour before and after the normal school day, with the exception of Friday PM and days preceding any vacation when a teacher may leave when students are dismissed. Anyone who needs to leave school early must receive prior approval from the administration. Personal Leave requests must be completed and approved prior to the leave. Sick leave – medical appointments etc. must be reported to the Administrator as soon as possible. If there is a need for a substitute, staff must complete a sub request form. All necessary forms can be found in the front office on the counter.

## **FACULTY MEETINGS**

Faculty meetings will be held after school on Wednesdays. A schedule of the dates will be handed out prior to the start of each school year by the Principal. Please be sure to avoid scheduling appointments on those dates. An excused absence from attending faculty meetings must be prior approved by 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 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:

\* Valid driver's license, vehicle insurance binder, vehicle registration, employee/volunteer driver checklist, OCSU transportation services contract & field trip permission form.

## **FORMS AND REPORTS**

From time to time during the school year, it will be necessary to distribute and collect forms and reports. It is expected that these forms will be completed and returned on time.

## **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 see it. Each teacher is expected to establish an orderly classroom environment. Students should not be released from class early to put their books in their locker or to roam the halls.

## **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.

## **GRADING POLICY AND PROGRESS REPORTS**

Progress Reports are required for all students. (Note difference from Student Handbook). Progress Reports and Grades are due to the front office at the date set by the administration each quarter. Refer to Student Handbook for additional procedures and information. It is the expectation that multiple learning and

performance opportunities will be provided weekly for students and the feedback/record keeping of those opportunities will occur within the week. Grades will be posted weekly. Teachers will follow established grading practices as defined by the administration.

### ***Make-up work-----***

For each excused absence the student has one (1) day for each day of absence to make up missed work. Failure to do so will result in a zero. Department Chairs and Administration will handle appeals. Teachers may expect students to be responsible for handing in completed work or receiving assignments when present for part of the day. It is the responsibility of students to confer with teachers on all assignments and establish when work is to be completed prior to any planned absences. Teachers may request all work to be completed upon return. For an extended leave of absence (3 days or more) students should have a Planned Absence Form signed by each teacher and returned to the office. If the student does not have a form please refer them to the office.

### **GUEST SPEAKERS/VISITORS**

Teachers inviting guests/visitors are to inform the front office of their name, date of attendance and the room they will be in. All visitors need to sign in at the main office and receive a Visitor Badge.

### **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 will be scheduled weekly. All professional 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.

## **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.

## **INVENTORIES**

Each department head and/or teacher will be responsible for preparing the original inventory of movable equipment, books, supplies, and teaching tools under their jurisdiction. An updated hard copy must be filed with the office at the end of each school year. An electronic copy must be emailed to the Administrative Office Mgr. The file must be created from the excel inventory template.

Name the file as follows: **dept-rm#-last name-year**. Example: English-204-McKenny-2017

## **LESSON PLANS**

Lesson plans must be available when you are absent. In the event of an unplanned absence lesson plans should be emailed/faxed and/or given to the sub coordinator, as soon as possible. Emergency lesson plans should be available at your desk, which could be administered by any substitute. All teachers are expected to keep up-to-date plan books. Seating charts are to be kept in the plan books for all classes and study halls. **\*Directions for emergency drills should also be available for substitutes.**

## **MAIL/E-MAIL**

Teacher's mail will be sorted each morning and placed in their respective boxes in the office. Teachers will check their mailboxes 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 absent student homework requests, important notices, and reports may be sent to staff via electronic email.

## **PROFESSIONAL ACTIVITY REQUEST/TUITION REQUEST**

Professional Activity and/or Tuition Requests must be approved by the Principal and the Superintendent ***prior*** to the activity on the corresponding form. Please follow proper procedure for PO's, payment and \*documentation. The office needs to be notified as well to be able to arrange for substitutes. Please refer to the Master Agreement for more detailed information.

## **PURCHASE ORDERS \* PURCHASE ORDERS MUST BE CREATED BEFORE A PURCHASE IS MADE \***

ADS steps to creating a purchase order and processing an order:

1. Purchase orders are to be entered at the school level into the system by Dept. Chairs correctly and completely. (Big red box around PO, error messages; it is not complete or correct) Corrections must be made the individual entering the PO with the exception of an override. I corrections are not made and status "ready to post" the PO sits in ADS and is not processed. Please email "override" requests with the PO# to the Administrative Office Manager.
2. Central Office will review and verify the PO's for coding and entry error.
3. If the purchase order is entered correctly the PO will be "posted".

4. If a coding error or amount error is found by OCSU on the PO; a note is created on the purchase order next to the entry that needs correction. OCSU puts the PO status “in progress”. Corrections must be made by the person who input the PO. The status will need to be changed again back to “ready to post”. Central office will again review and “post” when corrections are complete.

5. Once the PO is posted, it is printed out by the Administrative Office Manager, signed for approval by the Principal. The order will then be processed (via fax only) by the Administrative Office Manager to the appropriate vendor. (Unless you have indicated on the PO “pick up” or “internet order”) A goldenrod copy of the PO, stamped, dated and initialed is returned to the Dept. Chair.

6. Once the merchandise has arrived, the person responsible for the order will have to check the order in. The goldenrod copy must be returned to the Administrative Office Manager; initialed and dated to confirm the order is “OK TO PAY”. **Do not** turn in goldenrod copies if the order is not complete)

Orders/payments that are “prepay” only. Prepay indicates that the vendor does not accept a PO as guarantee of payment and unless LR sends a check or uses a credit card the purchase cannot be made.

**Policy:** Create the PO, “internal handling” tab should indicate “prepay”. If there is a renewal notice, order form, registration form, agenda, any \*documentation giving information about the purchase it must be turned in with the PO# written on it. Once the materials/order is received any packing slips or invoices accompanying the order must be turned in and filed with the original purchase order.

Gift cards/debit cards purchased as a “prepay” for trip expenses, kindle book purchases etc. purchase order procedure is the same, all necessary \*documentation as well to follow with every purchase and accounted for until the card is at a zero balance. The card must be turned into the Administrative Office Manager with all the back-up documentation reference for each purchase on each card. If the cards are not in use they are to be stored in a locked cabinet in the main office. The cards are only disbursed as needed and only when all other resources are expended. The cards are only disbursed to individuals that have complied with the above policy and do not have outstanding or open cards or missing documentation.

### **CHECK REQUEST, VISA CARD or other CHARGE ACCTS**

1. If possible, use your own funds to purchase small items (no more than \$20.00 for each request); you will be reimbursed in the form of the purchase order process provided you have receipts and all \*documentation required. Tax exempt forms are available from the Office Manager. Tax is not reimbursed!
2. Checks for the Class and Activity account are processed twice a week. (Other situations must be approved by the principal)
3. Always contact the vendor first to confirm that they are not willing to except a purchase order prior to requesting the visa card or charging. Charging is the LAST resort for purchases.

### **PETTY CASH**

Petty cash is a fund to utilize reimbursement from the BUDGET only. Again this is an emergency account and last resort for payment. Check requests and purchase orders must be completed and accompany proper \*documentation before processing. Checks for Petty Cash account are processed twice a week. (Other situations must be approved by the principal) Petty Cash requests cannot exceed \$800.00, due to the limited funds available in this account.



### **\*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 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.

### **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, staff must fill out a School Employee Report of Absence form. This form tracks your benefit time used and is also a record for substitute pay. (**Note:** substitutes are not 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.

### **SUPERVISION OF STUDENTS AT ASSEMBLIES**

Teachers should be seated with students at assemblies in an effort to help maintain proper student decorum.

### **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 of suspension without pay.

**Third Offense:** Termination of employment

### **STUDY HALLS**

Attendance must be taken at the beginning of each period before any students are dismissed for the library or any other destination. Students must have a pass from a teacher to be admitted the Library. Students will be assigned seats and seating charts will be kept up to date. Students need to bring study materials and are expected to use study halls for study activity only.

### **STUDY LOUNGE**

Sophmores, Juniors and/or seniors assigned to cafeteria study lounge may talk freely at a reasonable level. In addition students are allowed to eat and drink. Assigned faculty is responsible for maintaining a clean and orderly environment.

## **STUDENT ATTENDANCE**

PowerSchool – Please enter your attendance each period with-in the first 15 minutes of each class. Do not make any changes call the front Office Secretaries to make the changes for you. If students are absent, tardy or require early dismissal they must provide each teacher with a blue absent/tardy pass or white early dismissal pass. If the students do not have the passes please contact the front office.

## **SUPERVISION AND EVALUATION**

Faculty is expected to satisfactorily meet the Performance Criteria as outlined in the Procedures for Supervision & Evaluation. Failure to meet these expectations as well as Procedures, outlined in either the Faculty Handbook or the Master Agreement may result in Corrective Action.

## **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](http://www.lruhs.org)