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.

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.

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 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. (rkelley@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. 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 the proper process for a sub request. All necessary forms can be found in the front office on the counter. Faculty must also approve their own absences electronically in PowerTeacher. All additional hours forms must be completed and turned in no later than Friday end of school day.

**FACULTY MEETINGS**
Faculty meetings will be held after school on Wednesdays. A schedule of the dates can be found in staff binders issued 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. 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. Please plan accordingly as board meetings are held twice a month. 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 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 more costly expenses to included yet not limited to: Long-term or terminal illness, house fire, baby shower gifts, wedding shower gifts and retirement gifts. (form attached)

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. (Please refer to General Expectations in binder for details)

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
*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 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-file name.
Example: English-204-McKenny-2018- Inventory

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.

PETTY CASH PROCEDURES
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 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
Professional Activity and/or Tuition Requests must be approved by the Principal and the Superintendent prior to the activity on the corresponding form. SPED teachers, your case manager and the Special Ed Director must sign and provide purchase orders. Please follow proper procedure for PO’s, payment and documentation. The office must be notified as well to be able to arrange for substitutes. Please refer to the Master Agreement for more detailed information.

Purchase orders must be completed by the 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.
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 by the individual entering the PO with the exception of an override. If corrections are not made with “ready to post” status the PO sits “in progress” or on “hold” 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 OCSU will “post” the PO.

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. OCSU puts the PO status “in progress”. Corrections must to 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. (we are trying to cut back on killing trees- for charge accounts, prepay, processing “ok to pay” you will NOT receive a goldenrod copy)

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) (partial delivery)

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.

*DOCUMENTATION – to be completed and provided*

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

   Reimbursements- proof of attendance, expense voucher, mileage form & map quest, 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 and have detailed receipt attached), 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.

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

**SCHOOL EMPLOYEE REPORT OF ABSENCE**
Planned absence forms must be completed prior to or otherwise ON THE DAY returning to school. School Employee Report of Absence forms are used to electronically data entry absence in PowerTeacher by the administrative secretary. 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 absence also has to be electronically approved by the employee before it can be processed for payroll. This is why completing the absence form prior to leave unless unplanned or emergency absence is vital.

**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 ext 310 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 dismal 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 / VOICEMAIL USE
All classrooms have phones with out-going call ability and are assigned with extension numbers that reference individuals email addresses for voicemail. Incoming calls for teacher’s that originate from the auto attendant (caller chooses extension) are directly sent to individual emails as a voicemail message. The new phone system email process is another reason it is imperative for staff to regularly check OCSU email. Voicemail boxes must be set-up by staff for the system to work correctly. (See attached directions) Extensions can be found on the LR phone directory form attached.

If you have questions regarding the phone system, please see the Administrative Office Manager.

Also found at www.lruhs.org
TO: Crista Perkins, OCSU Payroll Clerk  
FROM: Andre M. Messier, LRUHS Principal  
RE: Advisor /Club Stipend Agreement & Request  

I, ________________________, agree to perform and complete the duties of the ____________ Club/Advisor as assigned and approved by the principal for the 2019-2020 school year. I agree to payment as dictated on the Co-curricular table of the Negotiated Master Agreement once the Principal determines that the duties have been completed to their satisfaction.

(Advisor Signature) ____________________________ (Date) ____________________________  
(Principal Signature) ____________________________ (Date) ____________________________

*************************************************************************
Advisor Name:  ________________________________________________________________
Club/Program/Department Name:  _________________________________________________
Date of Completion:  __________________________
Amount of Stipend:   $__________________
Budget Code:  ______________________

Please process for payment as duties have been completed: ________________________________  
(Principal Signature) ____________________________ (Date) ____________________________
Lake Region Parents Association

FUND REQUEST FORM

Please complete this form and return it to Tami Wesoja (Office Administrator). Requests will only be considered for activities, events or supplies that directly benefit students of LRUHS.

Name of Club or Activity:

________________________________________________________________

Faculty or Advisor:

___________________________________________________________________________________

Fund Amount Requested:

______________________________________________________________________________

Date Funds Needed:

______________________________________________________________________________

Brief explanation of use of funds:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

We appreciate hearing directly from students making requests. Meetings are held the 2nd Monday of each month during the school year. LRPA prefers to match student fundraising efforts. LRPA will not consider funding for uniforms or personalization. Requests should be submitted prior to making purchases.

Faculty or Advisor Signature:

______________________________________________________________________________

Date:

______________________________________________________________________________

LRPA Use Only Below Line

Date Request Received:

______________________________________________________________________________

Date Request Reviewed:

______________________________________________________________________________

Committee Comments:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Amount Approved: $ 

Reviewed 09-11-2017
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 20 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