

Greenfield R-IV School District

Greenfield Faculty Handbook 2023-2024



**Greenfield R-IV School District
410 West College Street
Greenfield, Missouri 65661
(417) 637-5321
www.greenfieldr4.org**

Greenfield Faculty Handbook Reference Guide

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From The Superintendent

Whether a returning employee or beginning your first year within the district, you are a member of a team who share in a tradition of educational excellence, who take pride in serving their community. It is vital that we embrace our individual and collective professional obligations to ensure the academic achievement of our students, regardless of the positions we hold within the district.

Whether you are new to the Greenfield R-IV family or a returning staff member, please take time to read carefully the central policies and procedures that are covered in this staff handbook. This handbook is intended to help you understand district policy and provides an overview of many issues that may involve employees throughout the year.

Not all District policies and procedures are included, and many of those that are have been summarized. This handbook is neither a contract nor a substitute for the official District Policy Manual. Rather, it is a guide to and a brief explanation of District policies and procedures. District policies and procedures can change at any time and these changes shall supersede any handbook provisions that are not compatible.

More information on Greenfield R-IV School District Board Policies is available at www.greenfieldr4.org. Thank you for all that you will be doing for our students and for the advancement of our district. I look forward to working with each of you as we strive for a successful school year.

Dr. Chris Kell
Superintendent
Greenfield R-IV

Mission

Greenfield R-IV School District's Mission is to strengthen students through academic excellence, positive influence, and community partnership.

Vision

Our Vision is to empower all students to dream, believe, and achieve to become productive, engaged citizens

Belief Statements

We believe in providing and creating educational opportunities that help our students grow and succeed now and beyond graduation.

We believe it is necessary to provide a safe and positive environment for students and staff; academically, socially, mentally, and emotionally.

We believe fostering positive relationships by having clear expectations and communication between staff, students, families, and community members is important to our growth as a district.

We believe in being positive role models.

We believe in making appropriate financial decisions that reflect students are our top priority.

We believe in developing life-long Wildcat Pride in and outside of the classroom

Administration

Superintendent: Dr. Chris Kell
High School Principal: Ms. Jennifer Roberts
Elementary Principal: Mrs. Tamara Violett
Assistant Principal: Mr. Jason Chappell

Board Of Education

President:	Melinda Jones
Vice-President:	Carl Carlin
Secretary:	David Tanksley
Treasurer:	Joe Brown
Members:	Asa Bowles Lance Boyd Carolyn Donnel

General Information and Responsibilities for all Faculty/Staff Members

Non-Discrimination

The Greenfield R-IV School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Greenfield R-IV School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title IV of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX) the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Greenfield R-IV School District central office.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District Superintendent will provide information regarding those procedures upon request.

Faculty/ Staff Expectations

1-1 Faculty/ Staff Conduct (GBCB)

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

- a. Board Policies:** Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
- b. Professional Relationships:** Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
- c. School Property:** All employees are required to properly use and protect school property.
- d. Staff Meetings:** Employees are required to attend all staff meetings called by district administration, unless excused.
- e. Confidentiality of Student Records:** Employees are required to keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
- f. Properly Supervise all Students:** The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
- e. Obey All Safety Rules:** It is staff responsibility to obey all safety rules including rules protecting the safety and welfare of students.
- f. Required Paperwork:** Employees are required to submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
- g. Professionalism:** Employees are required to refrain from using profanity, are required to dress professionally and in a manner that will not interfere with the educational environment, and to come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.

h. Search and Censorship of Students: School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.

i. Staff and Campaigns: State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office. Employees will not use any time during the working day for campaigning purposes, unless allowed by law

1-2 Faculty/ Staff Cell Phone Use (GBCC)

The Greenfield R-IV School District encourages district employees to use technology, including cell phones to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone at work. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

Unless there is an emergency, employees shall not use cell phones when: Driving district owned vehicles, operating a vehicle in which a student is being transported on district property, supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs.

a. Emergency: There is an emergency that requires the use of the cell phone

b. Required for Job: The use is necessary to the performance of an employment related duty at that particular time and cannot be avoided.

c. Permission: The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding birth or surgery.

1-3 Faculty/ Staff Student Relations (GBH, GBD)

The relationship between professional staff members and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two (2) persons or between the employee and the parent of the student.

However, employees and students should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy (AC), regardless of whether a conference has been held.

No employee may use his or her status as an employee to adversely influence a student of the district. No employee may date, make advances toward, or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct or sexual harassment shall report it to the district's administration immediately.

1-4 Faculty/ Staff Attendance (GBCBC)

The Greenfield R-IV School district believe that consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

- a. Leave Not Authorized:** The absence is for a reason not granted as paid or protected leave under Board policy or law.
- b. Excessive Absences:** The absence results in the employee exceeding the amount of leave granted by the Board.
- c. Excessive Absences During a Given Period of Time:** The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
- d. No Call No Show:** The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent.
- e. Failure to Provide Accurate Information:** The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
- f. No Permission Granted:** The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of

days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed. Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

1-5 Faculty/ Staff Absences

For all absences, you must complete a Teacher Leave Form found in the Forms section of the appendix or in the forms organizer in the faculty work room. Failure to complete teacher leave form can result in an unexcused absence. **Your absence is not approved until you receive notification from office personnel that a substitute has been found to fill in during your absence.**

a. Sick days: In case of an emergency and you need to stay home a day, please call as soon as possible. Teachers are required to contact the building principal **no later than 6:30 am** in the morning, as he/she must arrange for a substitute. If you know ahead of time that you will be absent, you will need to contact the office secretary. You have ten sick days per year; these days may accumulate from year-to-year for a maximum of 60 days. Sick days cannot be used for personal days. Failure to use sick days appropriately will result in an unexcused absence.

b. Personal days: There are times when you will need to be gone for personal reasons. It is asked that you give as much notice as possible, so a substitute can be arranged. You have two personal days per year. Unused personal days will roll over into accumulated sick days at the end of the school year. Sick days cannot be used for personal days.

c. Professional development days: If you are going to a workshop or other forms of training, you must complete the professional development packet in the appendix of this handbook. The packet can also be found in the Staff folder on the server. The completed packet must be given to a member of the Professional Development Committee. At the next meeting, the committee will review and approve of various requests. You will be notified as to your approval. Once approved, the committee will send the packet to the superintendent's secretary for reservations, etc.

New teachers will be assigned a mentor; the new teacher and mentor will meet periodically to complete the professional development plan. The mentor is the person with whom the new teacher can discuss problems, observe, etc. All teachers must complete the Individual Professional Development Plan. All of these forms can be found in the Forms Section.

d. Sick Pool: There is a sick pool available to staff who are suffering from catastrophic illnesses, accidents, etc. Once a staff member's sick days have been used, he/she may write a letter to the committee for consideration of the sick pool benefits. From time to time, as the sick pool days are depleted, staff members may be asked to donate days for the pool.

1-6 Faculty Arrival and Departure Times

Faculty members are required to arrive **NO LATER** than 7:30 a.m. and remain until 4:10 p.m unless special arrangements are made with the principal. This will allow additional planning time, conferencing with mentors or parents, and faculty meetings.. Students must be under **adult supervision at all times.**

Elementary School students will be allowed into the building at 7:30 am and dismissed to the classroom at 8:00 from the gym. Elementary students should not be in the halls prior to 8:00 except when going to the cafeteria, library, restroom, or gym. The school day begins at 8:00 am and concludes at 3:45 pm for elementary students.

Junior High and High School students will be allowed into the building at 7:30 am and will be required to go into the cafeteria. Students finished eating breakfast will leave the cafeteria at 8:00 am and make their way to their assigned classroom prior to being dismissed for first hour. The school day begins at 8:06 am for JH/HS students and ends at 3:51 pm.

1-7 Child Abuse/Violence Hotline

A teacher will be faced with making a child abuse hotline at one time or another in his/her teaching career. Teachers and staff members of a school district are mandated reporters. When considering making a hotline, it is best to consult with the principal as he/she may have additional information. The child abuse hotline number is 1-800-392-3738. At times it is also necessary to make a Missouri School Violence Hotline using the following number: 1-866-748-7047. A Violence hotline is necessary when a student is threatening to harm other students or staff and/or bullying others. Again, it is best to consult the principal before a hotline is made as he/she may have dealt with the issue or have additional information.

1-8 Dress Code

Teachers are expected to dress professionally. While suits, ties and dresses are not required, dress clothes such as twill dress pants and blouses or dress/polo shirts are required. Friday is “school spirit day” and as such, faculty and staff are able to wear jeans and t-shirts if so desired. T-shirts bearing the wildcat logo are encouraged for dress down days. Shorts are not appropriate unless the staff member is a gym teacher who is conducting a class; all other times, the gym teacher is expected to wear slacks or warm-up pants. Caps/hats are not to be worn. Tops must not expose cleavage or revealing necklines and/or back, and tank tops are not appropriate. There will be designated dress-down days during the school year which will be announced by the principal

1-9 Faculty/ Staff Grievance Procedure (GBM)

Staff grievances are governed by board policy GBM. The grievance process is as follows:

- a. Step 1:** Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
- b. Step 2:** Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
- c. Step 3:** No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
- d. Step 4:** The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the

superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.

e. Step 5: Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.

f. Step 6: Once a decision is rendered under this grievance process, the decision is final.

Grievance decisions cannot be the subject of a new grievance.

g. Step 7: Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

1-10 General Courtesy Guidelines

Be sure you do **not** interrupt anyone's class, and do not allow anyone to interrupt yours (students, staff or parents). No smoking or chewing tobacco on school grounds or school property, such as busses, at any time; it is state law. Please clean up after yourself.

1-11 Gym/Hall/Bus Duty (GBAA)

It is important that all teachers exercise consistent control of students while in gym, cafeteria, hall, classroom or at the bus lane. Such consistency will help our students to better understand and comply with the guidelines set by our school. Noise level, horseplay and running should be monitored at all times in the hallways. All students should leave after school unless participating in a **supervised** activity. Teachers are required to serve cafeteria duty, gym duty or other duties in the mornings to monitor student behavior as assigned by the building administrator. Teachers will also be required to serve any assigned after school bus lane duties, car line duties, or comparable end of day duties by the building administrator. When classes are in session, students should not be in the hall, restrooms, library or other classrooms without permission for specific destinations.

1-12 Leaving your Room for the Day

At the end of each school day, be sure to turn off the lights, fans and computers, close any open windows and put chairs on top of the desks to facilitate cleaning. Make sure books and other items are not lying in the floor. Have students clean up after projects, etc. Please lock your door. Sub lesson plans are required to be available in the event you are ill the next day.

1-13 Liability/Supervision/Accidents

Teachers are required to supervise their students at **all** times. ***Teachers cannot leave students alone in the classroom or outside by themselves!*** Teachers are personally liable if an accident occurs in their classroom when student have been left unsupervised. Teachers who fail to supervise students will be placed on an improvement plan. Do **not** take the risk! If an emergency arises, use the phone to call the office to have someone relieve you. Teachers are expected to assist the administration in the supervision of hallways, stairwells and restrooms.

During transitions to other areas in the school, students should follow the teacher in a quiet line. After school escort students to their destination and help supervise hallways until students leave the building. If you are supervising an after school event, students should not be in the building until the supervising teacher arrives. Once an after school event is completed, ensure that all doors are locked. Set the alarm if you are the last person in the building.

Students are not to be in the classroom or gym without teacher supervision. Students, for safety reasons, cannot play basketball or any other physical education activity on the gym floor when the tarps are on the floor.

In the event of an accident involving a student, the student should report to the principal's office. The secretary will then notify the school nurse or health clerk. In the event the student cannot come to the office, call the office using the phone or radio, and the nurse will be sent to the student. When a student is injured or you are injured while at school or at a school event/activity, an accident form must be completed for insurance and liability purposes. You will find the form in the Forms section of the appendix. Please inform the principal of any accidental injuries to yourself.

1-14 Lunch Schedule/Supervision

Students for all lunch shifts **MUST** have a lunch card or go to the back of the lunch line. Students need to be reminded of this at the first day meetings. One faculty member is scheduled to scan lunch cards. Grade level teams should create a lunch duty monitoring schedule to ensure students are being adequately supervised. Students are not allowed out of the lunchroom unless they have permission from one of the monitors. Students will be picked up from the cafeteria by their teachers at the end of their lunch shift.

1-15 Preparation for Substitutes

It is *imperative* that you prepare well for substitutes! Teachers will make sure they leave documentation that explains attendance, lunch, duty and other procedures. It is important to leave alternate or additional assignments to aid the sub in maintaining order. In the Forms section of the appendix, you will find an information page completed by the sub when you are gone; use this form as a guide to leave the necessary items needed for your classes. It is helpful for a sub to have a class seating chart, a roster, and your routines. It can also be helpful for you to leave the name of a reliable student in each class. Over plan for the sub when you are going to be gone; this helps alleviate discipline problems.

1-16 Purchasing Procedures (DJF)

No purchases, charges, or commitments to buy goods or services for the District can be made without proper authorization. The District may choose not reimburse employees or assume responsibility for purchases made without authorization. All purchases will require a signed purchase order prior to purchase. Contact your immediate supervisor for additional information on purchasing procedures.

1-17 Staff Parking

Elementary staff members are to park in the northwest parking lot or the parking lot located east of the elementary gymnasium. Visitor parking is reserved in the two parking spots near the building along Montgomery Street. Staff are not allowed to park in these two spots unless pre-approved by administration.

Junior High and High School staff members are to park in the parking lots along the west and east sides of the Junior High and High School buildings.

1-18 Suspension of Faculty/ Staff Members (GCPD)

The Board delegates to the superintendent the authority to suspend staff members or put them on administrative leave for any legal reason in accordance with district policy and law. An employee will be immediately suspended or put on administrative leave in situations where the superintendent or designee determines that suspension is necessary to prevent disruption to the education environment, protect the safety of the students, appropriately investigate alleged misconduct, or in other circumstances where suspension serves the district's interests.

1-19 Teacher Certification

Greenfield R IV Schools will always strive to hire teachers with the proper certification. It is the teacher's responsibility to see that copies of your teaching certification(s) are given to the central administration office and the elementary office. It is the teacher's responsibility to ensure that teaching certificates are up to date and not expired.

Beginning of the Year Information

2-1 Calendar

Teachers will be provided a copy of the board approved school calendar prior to the start of the school year. For any events you would like to add to the school event calendar, check dates with the secretary or principal to ascertain any conflicting events. Once the event has been approved by the principal, the secretary will place the event on the master calendar. The principal will then have the item placed on the school events' calendar found on the school website at <http://www.greenfieldr4.org>.

2-2 Classroom Syllabi

Every teacher will be responsible for creating a syllabus for each class he/she teaches. It should contain and/or explain the course's major objectives and any assignment policies and attendance policies you may have (within the frameworks of the student handbook). Suggestions and a sample of a syllabus can be found in the "Samples" file in the handbook appendix. Give a copy of your class syllabus to the office.

2-3 Daily Announcements

The daily announcements will be read each morning. Please have students listen closely to information. Write any important information on the board for student reference. Mail will be distributed daily to teacher mailboxes. End of school announcements will be made if there is a need.

2-4 Faculty Meetings

Faculty meetings will be held throughout the school year. Administrators will try to hold faculty meetings on Mondays set aside for professional development. However, there will be circumstances that

call for some meetings to be held before or after school. The principal may send links for professional readings or memos prior to the meeting. These need to be read before the meeting, as we will be using them for discussion and professional development. Teachers will be expected to attend the meetings. In addition to professional development, we will discuss BOE minutes and upcoming events.

2-5 Field Trip

The administration requests field trips support some aspect of your curriculum. Field trips will be approved as departmental or organizational budgets allow. The approval process for field trips is as follows:

- a. Teachers are asked to complete a bus trip request form to be given to the principal for approval. Bus request forms can be found in the Forms section of the appendix. Students must travel to the event in school vehicles.
- b. Due to liability issues, only staff members may ride the bus. Depending on the event, others may accompany the group in their own vehicles.
- c. All field trip requests must be approved by the principal and placed on the master calendar.
- d. **NO** field trips or activities may be scheduled during mandatory testing windows; students on academic suspension cannot attend.
- e. Make arrangements through the principal's office if a substitute will be needed.
- f. Parents must sign students out with the supervising teacher in order to take their child home from a field trip.
- g. Let the cafeteria staff know if your students will not be eating in the cafeteria.

2-6 First Day of School

Assign students textbooks (if necessary), making certain to assign a numbered book to each student. Keep a record of the book assignments to ascertain each student has returned his/her text at the end of the year. Do not allow students to share textbooks, as one will end up with several texts. Review, model and practice classroom expectations and procedures. Use cooperative learning structures to set the tone for a collaborative classroom. Be sure to review classroom rules and expectations for the year.

2-7 Gradebooks/Record Keeping

Teacher will be required to record grades into LUMEN. It will be the teacher's responsibility to enter accurate information in LUMEN. Grades are required to be updated weekly. A hardcopy of the gradebook will be turned in to the office at the end of the year. Record grades, attendance, tardies and textbook numbers for accurate classroom records. The gradebook will be made available to the principal if requested.

2-8 Grading Scale

Report cards are issued every nine weeks and mid-quarter progress reports go out four weeks into each quarter. The Greenfield R-IV Elementary School utilizes standards based grading for recording student progress in grades Kindergarten – Second Grade. You will find the grading scale for the district below.

Grading Scale for Kindergarten – 1st

4: Exceeds Grade Level Expectations
3: Meets Grade Level Expectations
2: Developing Skill
1: Completed With Teacher Help
N/A: Not Assessed at This Time

Grading Scale for 2nd – 12th Grade

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66

2-9 Maintenance Requests

If there is something that needs repair in your room, complete a maintenance request form through the online maintenance request process.

2-10 Open House

On the Thursday before the first day of school, an open house will be held so that parents can come in and meet their children's teacher(s). On this night you will have an opportunity to meet and speak with your student's families. This is an excellent time for you to give your syllabi to the parents that lists your rules, expectations and guidelines. Teachers are required to attend Open House.

2-11 Ordering Supplies/Equipment/Resources

See the secretary for regular office supplies (if available), otherwise you will be required to order your own. For special items, a budget is allotted for each teacher; hopefully, these items were ordered at the end of the previous school year. The supply budget amount may vary from year to year with the changes in funding. For any supplies, equipment or classroom resources as well as items approved by a booster club for your department must be purchased through the school. A **purchase order** must be pre-approved before purchasing any of these items. Approval could take around three days. Purchase order forms may be obtained from the secretary. Once you have completed the form, it is given to the principal who will review your budget before approving the purchase. The principal will send the purchase to central office for final approval from the superintendent.

2-12 Parent-Teacher Conferences

Parent-Teacher Conferences are held in October and March to discuss student progress. If you are a beginning teacher, your mentor or another experienced teacher should be speaking with you about ways to conference with parents. Parent Teacher conferences are required work days for all teachers.

We encourage you to keep a line of communication open with the parents throughout the year. Phone calls and notes are excellent and convenient ways of keeping parents informed. Parents cannot have the opportunity to help us make their child successful if we do not communicate problems and needs.

2-13 Payday

Payday is on the twenty-second of each month by direct deposit. If the twenty-second falls on a weekend or holiday, checks will be issued on the last workday of the week.

2-14 Tutoring

Traditionally there has been an after-school tutoring program sponsored by Title I. Teachers interested in tutoring students will need to speak to your principal. Title I pays a small stipend to those teachers who tutor after school (depending on budget allotments). All teachers are encouraged to provide extra help to those students who could benefit from it. Although Title I staff members will try to provide a log sheet in which to record needed information, a log form can be found in the Forms file of this handbook. The students must sign-in and sign-out for tutoring as well as put down what they were working on while at tutoring. The completed forms are returned to the office on a monthly basis.

2-15 Use of the Workroom

The workroom is provided for faculty use only. Soda and vending machines are available to the staff only. Coffee pots, refrigerators, and microwaves are also found in the teacher workrooms. **These items are not allowed in teacher classrooms, unless approved by building principals.** Students are not allowed in the workroom unless under direct supervision of a teacher are not allowed to use the vending or soda machines. **Students are not allowed to make copies or pick up copies for teachers.**

Common Procedures

3-1 Assembly Seating

During assemblies, teachers **ARE REQUIRED** to sit with the class they had at the time the assembly began. If you have a conference hour, please choose a spot to sit **AMONG** the students to help deter discipline problems.

3-2 Board of Education Meetings (BDA)

Board of Education meetings are usually the third Wednesday of each month at 6:30 p.m. Meetings will take place in the JH/HS Library. Once a year, representatives from each department will be required to present to the school board.

3-3 Building Use/ Building Alarms

The Board of Education has a policy on the use or rental of the school building or facilities. If you are interested in renting the building you should contact the principal or the central office.

Both the Elementary and JH/HS Buildings are protected by an alarm system. When disarming the building alarms, you must enter your four digit access code then press 1. When arming the alarm, you enter your four digit access code then press 2. If you should set the alarm off, enter your code and 1 **TWO** times to clear the alarm.

Always check to ascertain no one remains in the building before you arm the alarm! It doesn't hurt to check all the outside doors before setting the alarm as often, if another person is in the building and leaves, they will not lock the door. New faculty members need to get with the facilities director to ensure they have been assigned an access code for the alarm system.

3-4 Technology Use in the Classroom

Greenfield R-IV School District is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. Chromebooks are available for all students to use in their classrooms if the student has signed the Chromebook Acceptable Use Policy. To use district technology, students and staff must sign the Acceptable Use Policy and are still the guidelines of such a policy including but not limited to viewing of pornography, harassment, inappropriate content, etc.

District employees are role models to all students. Faculty/staff use of cell phones must be limited to emergencies, required for completing responsibilities of your job or if permission has been given to you by district administration. Cell phone use in front of students should not take place unless there is an

emergency, there is no access to a classroom phone and the employee is trying to reach office staff or administration.

3-5 Counseling Office

From time to time, students have emotional needs and concerns and will request permission to speak to the counselor. It is important to allow the student to do this, however, if you suspect a student is using this to miss class, please discuss this matter with the counselor at a later time. Events discussed in the counseling office are confidential and will only be shared on a need to know basis. You may refer a student to the counselor via conversation, e-mail or telephone call to the counselor's office.

The counselor will develop and implement student programs that meet the goals and objectives outlined by the state of Missouri's model guidance curriculum. In addition, they will help coordinate the district's testing programs. The counselor is available for classroom presentations that link the guidance curriculum with the classroom, and will help develop units upon request.

3-6 Dismissal of School

Decisions will be made as early as possible in the event that school is to be canceled for the day due to weather or other emergency situations, and will be broadcasted over several local radio and television stations. The community and staff will be notified electronically through text messages, email, and/or phone calls when school is dismissed early or called off.

3-7 Discipline

All discipline MUST be entered into the Lumen records system. This information is required for state data systems as well as required for the principal to address student discipline issues when a student is sent to the office.

3-8 Emergency Procedures

ALL WARNING AND INSTRUCTIONS MUST BE POSTED IN EACH CLASSROOM!

Each classroom has a crisis handbook detailing procedures for a variety of possible emergencies. In addition, each classroom will have a "crisis flip chart" posted in the room with simple procedures noted.

Fire:

The signal for fire or drill is **SHORT INTERMITTENT RINGS**.

- a. Take your gradebook!
- b. Send students through the nearest available exit.
- c. Students should proceed in a single file line through the hall and doorway in an efficient manner. Students should not be allowed to talk.
- d. Proceed to the designated outside area. Call the roster of students by name and report missing students to the principal immediately.
- e. Do not allow students to leave the area until further instructions are given or the all clear signal has been given.
- f. If it is not possible to use the exiting procedures, use whatever exit is necessary to protect students and self from injury.

Tornado:

The signal for tornado or drill is a **LONG CONTINUOUS RING** for a period of time. **Alternate** – A hand bell may be substituted in case of power failure.

- a. All classes will proceed to the basement and will be instructed to face the wall in a “duck and cover” position.
- b. Take your grade book, as soon as students are settled, take roll. Report any missing students to the principal immediately.
- c. All personnel should be calm and firm, and all methods should be used to prevent panic.
- d. All staff members and employees not assigned in the above will enter the area last and assist in directing students.
- e. An all clear signal will be issued to the staff when appropriate

Earthquake:

Signal for earthquake or drill is **LONG INTERMITTENT RINGS**

- a. Stay put and stay calm
- b. If indoors, crouch under a desk or heavy table. Stay away from windows.
- c. If outdoors, stand away from buildings, trees and power lines. Take roll immediately.
- d. All all-clear signal will be given when appropriate.

Lockdown/Intruder:

An announcement will be made over the intercom regarding the type of intruder/lockdown. Follow these directions for each code:

- a. **Code Green:** Lock door, keep students in the room, continue teaching.
- b. **Code Yellow:** Lock door, keep students in the room, continue teaching, cover windows and doors (yellow means there is a problem; this is not necessarily a drill).
- c. **Code Red:** Lock door, keep students in room, pull blinds and shades, cover door windows, move students to a safe spot in the room not visible to an intruder. Keep quiet!

When the danger is over, a green card will be slipped under your door as well as having a knock on your door. This procedure is followed to ascertain no one forces an employee to make an intercom announcement that all is clear.

If you have students who are missing from your room or if you have an extra student in your room, call the office (using the room phone or a cell phone) to report missing student **AFTER** you have locked down your room. The student will not be returned to your room during the lock down; this is merely a way to account for students.

3-9 Fundraising

All fundraising must be approved by the administration. Money collected must be secured until the sponsor/teacher is able to deposit the funds with the office. Funds are not to be left overnight in the classrooms. Please refer to Board of Education policies IGDF and IGDG.

- a. **Booster Clubs/ Parent Teacher Organization:** If your department has a parent booster club, please remember these funds do not belong to you....you must ask and receive permission to purchase items using booster club funds. A representative of the booster club must speak to the bookkeeper regarding approval for the purchase of an item. The staff member will complete the purchase order and note booster club reimbursement on a sticky note attached to the purchase order. The staff member will take the purchase order to the

principal for approval; the principal will take the purchase order to central office for ordering. The booster club will then reimburse the school district. However, if a booster club decides to do a fundraiser and asks you to hand out the information at school, collect money from the students and distribute the items to the students at school, the money cannot go to the booster club. In this case, the funds earned must be deposited in the school's account (MSBA Attorney, 6-12-12).

b. Student Organizations: Student organizations are not permitted to engage in fund-raising activities unless permission is granted by the building principal. Student organizations may purchase membership t-shirts and other items, provided that all monies collected are turned in to the elementary secretary and the items are requested through the schools' requisition process. Teachers and/or students are not permitted to collect and keep money in order to purchase organizational items. All such purchases must go through the school's accounting procedures. Student organizations are asked to run the concession stand at athletic events throughout the year, in return for part of the profits for that event.

3-10 Gatekeeping and Working Athletic Events (GBAA)

The district will need gatekeepers and other workers for special events and athletic contests. These duties are paid by the district, and will be on a volunteer basis, provided we have enough volunteers. The Greenfield R-IV Board believes it is very beneficial to a student's education that teachers are present at athletic and academic events after hours. All payments for these workers will be ran through payroll and paid once a month.

3-11 Honor Roll

Students in grades 3-12 who perform highly each quarter and semester will be recognized for their achievements. Honor Rolls for A and A/B are recognized by the Greenfield R-IV School Board.

3-12 Lesson Plans

Lesson plans will be turned in weekly. They will be due the Friday before the week they are to be used. Lesson plans should include the objective, student activities, teacher activities, alignment to the Missouri Learning Standards and how the objective will be assessed.

3-13 Library Media Center Resources

Our library has a variety of resources available to you and your students. Of course there are a variety of fiction, non-fiction and resource books for students and staff to check out. The LMC also has video selections for teacher check out as well as a DVD player, VHS player, projector and TV, among other items. If you are planning to use any of the teacher resources, please let the librarian know as soon as possible in advance as other teachers may also want to schedule for the same equipment. You must check out this equipment on the Librarian's check out sheet. You will have to check out these resources on a check out sheet prepared by the Librarian.

3-14 Missouri School Improvement Program (MSIP)

The Missouri School Improvement Program is designed to assist schools in analyzing their success in numerous areas. We are currently in the sixth cycle of MSIP. There are standards provided by the Missouri Department of Elementary and Secondary Education (DESE) by which the school evaluates this progress. Teachers will be required to provide assistance throughout the year to ensure the district meets all requirements of MSIP 6 with the DESE.

3-15 Peer Tutors

As part of the A+ program, students may be assigned to your class to help tutor students in the classroom. This is specialized to the student; for instance, a student who struggles in math would not be assigned to tutor in a math class. The A+ coordinator will work with classroom teachers to assign peer tutors. Students may or may not receive a grade, depending on the arrangement with the A+ Coordinator. Classroom attendance will be taken for peer tutors. Tutors cannot leave campus to drive to another building in the district, to run errands or complete tasks.

3-16 Progress Reports

Progress Reports are sent home with the students at the midpoint of each quarter to keep parents informed on the progress of the students. You will be notified through the daily announcements about the due dates.

3-17 Professional Development Opportunities

Faculty members wishing to attend workshops may apply for funding by completing the Professional Development Request form. This can be found in the Forms section of the appendix or on the server file under PD. This must be filled out and approved prior to registering for the workshop. **NO Workshop will be paid for without prior PDC approval.** Workshops must meet the goals of the CSIP and PDC. In addition, they should also pertain directly to your field of teaching to be considered. Once your packet has been approved by the committee, the forms will be given to the superintendent's secretary to make the reservations and for payments purposes. If you have arranged to hand carry the payment, you must remember to get the check by noon the day before you are attending the workshop. Also, you must reserve a school vehicle for the event as soon as you have been approved by the committee.

3-18 Publicity

There are numerous exciting learning opportunities taking place within our school. Be sure to notify local papers of upcoming events and recent accomplishments for which our students and/or faculty should be recognized. The *Greenfield Vedette* is usually quite cooperative and willing to publish articles and pictures. Digital photographs may be attached to an email and transmitted to the *Vedette*. Sometimes they will even come to the school to photograph special events if notified well in advance. Always remember, as a teacher, your writing and speaking abilities are meticulously assessed by the public.

All announcements or articles **MUST** be approved by the principal's office before submitting to the *Vedette*. Board of Education reports **MUST** be approved by the principal, then submitted to the superintendent's secretary for inclusion in the Board of Education packet. To determine when your department's presentation month is, please refer to the Resource section in the appendix. We do have a website available for the teachers and for community communication. Teachers are encouraged to write a short article about the happenings in their classes or announcements of upcoming events and submit the information to the principal for publication on the website. The website is found at <http://www.greenfieldr4.org>.

Teachers are to refer all news agencies to the Superintendent's office when approached about a story. The Superintendent will serve as the official spokesperson of the Greenfield R-IV School District.

3-19 Record Keeping – Professional Development

Teachers must keep a record of annual professional development; this record must be turned in at the end of the year. Teachers new to the profession also need to keep a record of his/her Professional Development plan, records of in-services, certification, observations and other school related activities for state recertification. These records must be kept for a total of two years. It is recommended you continue to keep copies of evaluations, etc. for your personal records. At the beginning of the year, you will be asked to complete a survey of professional development form. This form is not official; it is just a way for the Professional Development Committee to develop a budget for the school year. These forms can be found in the Forms section.

College Credit: Anytime you have completed college courses you should have a copy of your transcript sent to the central office. To progress across the salary schedule, a copy of your degree program must be on file for graduate work. Post-graduate hours must have approval of the superintendent in order to progress on the salary schedule. Check with the central office for details.

3-20 Record Keeping – Teacher Evaluation

The standards and criterion teachers, counselors, and librarians evaluations will be based upon is located in the Resource section of your handbook. Evaluations will be based on formal and informal observations, walk-throughs, assessments, discipline referrals (amount and type), classroom management, willingness to improve on areas of noted deficiencies, etc.

3-21 Student Attendance/Tardies

The Greenfield R-IV School Board believes that student attendance is a necessary part of education. Excessive absences will have a negative effect on education and the overall quality of the school district.

- a. **Absences:** Students are allowed five absences per semester. Students have two days per each day absent to make up any missed work.
- b. **Tardiness:** Students who have been tardy to the same class for three times must be referred to the principal by the classroom teacher to whose class the student has been tardy. The referral must be done in Lumen records system. Students are not tardy in the Elementary School unless they have checked in with office after 8:00 am. Students are not tardy in the JH/HS unless they have checked in with the office after 8:06 am.
- c. **Athletics:** Student must be in attendance a minimum of four (4) hours during the school day to participate in any school sponsored activity at night. Teacher attendance is not mandatory at athletic events, but is highly encouraged.

3-22 Student Dress Code (JFCA)

Cleanliness and neatness in dress helps to prevent distractions in the learning environment. All clothing will be clean, neat, and in accordance with the standards of the school and community. Students will be expected to adhere to the following dress code:

- a. Students should dress conservatively
- b. Clothing which is disruptive to the learning process, is lewd, obscene or suggestive is prohibited.
- c. Abbreviated clothing such as halter tops, muscle shirts, or clothing that exposes the chest, midriff or underclothing are not to be worn.
- d. Undergarments should be completely covered.
- e. Clothing advertising alcohol or tobacco products are not allowed
- f. Shorts must cover underclothing and must be mid-thigh in length.
- g. Tank tops must have a two inch strap

- h. Hats and bandanas are not to be worn in the building
- i. Shoes, sandals or boots must be worn at all times. Shoes with skates in the soles are not to be worn.

The staff will try to find appropriate clothing if a student fails to follow the dress code. Parents will be contacted if needed. Visitors to our building should dress according to the building's dress code.

3-23 School-Wide Positive Behavior

A consistent behavior matrix will be provided for all teachers that covers all behavior expectations in all areas of the school. Teachers should use the positive language of the matrix to add their own positively stated, measurable, and observable behavior expectations for their classrooms. Grade level teams should be consistent in the language and vocabulary used so students are aware of the behavior expectations no matter who is in charge at any particular time or location. Minor behavior violations will be handled by the classroom teacher using the following procedures:

Greenfield R-IV defines behaviors as "Major" and "Minor" behaviors." Minor behaviors are those in which the teacher documents the behaviors and assigns consequences. The following procedure is used by teachers to determine when minor behaviors become detrimental to the learning process and are then referred to the principal for further consequences:

ELEMENTARY TEACHER ASSIGNED CONSEQUENCES FOR MINOR BEHAVIOR VIOLATIONS

Step 1 Verbal warning and conference with the teacher about appropriate behavior.

Step 2 Student sent to the safe room, conference with the teacher about appropriate behavior, and student spends five minutes walking at recess.

Step 3 Buddy room time-out, conference with teacher behavior. The teacher may take five minutes of recess. If the teachers feels more than five minutes of recess should be owed, the student will be referred to office to determine how much recess will be missed.

Step 4 Loss of privileges, conference between student, parent and teacher by phone or in person about behavior. The teacher may take up to ten minutes of recess. If the teachers feels more than ten minutes of recess should be owed, the student will be referred to office to determine how much recess will be missed.

Step 5 Meeting with the principal. The referral will be entered into LUMEN by the teacher or principal, documenting all prior steps. The student will be given due process. The student, parent and principal will conference by phone or in person, when possible, additional discipline will be assigned by principal according to policy.

*** Steps 2-4 may be skipped if the teacher feels that student behavior requires a meeting with the principal.**

3-24 Student Cadets

Seniors who have a sufficient number of credit hours to meet state graduation requirements may elect to work one class period as a cadet for a teacher. You will be entering grades for this student. The student must also a 3.0 cumulative grade average. General guidelines follow below:

- a. Aides are not to be left alone with the class.
- b. The student is to be counted absent, tardy, etc. just like for any other student.
- c. If it is necessary for the aide to leave the room, he/she must have written permission.
- d. Aides should be encouraged to take responsibility in the classroom. They can

- do many things, such as assist students, listen to students read, file, and clean.*
- e. Aides may be sent to the office to copy papers, etc.
 - f. Cadets **CANNOT** leave campus to run errands or complete tasks. No students may leave campus without parent permission.

**Cadets should not grade work, nor record grades in the grade book, average grades, or enter grades on the computer.*

3-25 Special Education/504 Inquiries

If you believe a child would be a candidate to receive services from the Special Education staff, (learning disability, emotional disturbance, speech problems, gross or fine motor skills, etc.) you ***must first*** speak with the Special Educational teacher. It is important that you do so as soon as possible. The Special Education teacher will be able to assist you with the necessary forms, strategies for helping the child, as well as talking with the student's parents. Talking with the appropriate personnel will save you time, and unnecessary stress. A 504 Plan is for students who have physical or medical issues for which special accommodations are needed. Talk to the 504 Coordinator for guidance.

3-26 Teacher Evaluations

The Greenfield R-IV School evaluates all teachers using the state model of teacher evaluation. Evaluations will be based on formal and informal observations, walk-throughs, assessments, discipline referrals (amount and type), classroom management, and willingness to improve and grow as a professional educator. At any time during the school year, teachers can be placed on an Improvement Plan for failure to meet district standards. For further information, please check the DESE website for further information regarding the state model evaluation system at <http://dese.mo.gov/eq/TeacherEvaluation.htm>

3-27 Staff Development Days

All faculty members are expected to be in attendance at all staff development days. We are fortunate to have these days contracted into the school year, and if you should be absent, then it will count as a personal day. Log these days on your Professional Development Log form.

3-28 Teacher Organizations

Greenfield has opportunities for teachers to be involved in various community and professional organizations including, but not limited to:

- a. **CTA – Community Teachers Association**
This is a local (school) organization dedicated to local teacher interests.
- b. **MSTA and MNEA**
These are state organizations dedicated to serving the interests of teachers. The CTA President or organization representatives will hand out the MSTA and NEA/MNEA forms at the beginning of the year; the bookkeeper will ask if you want the membership fee deducted directly from your paycheck.

3-29 Testing

a. MAP: These are state required tests in the curricular areas of Communication Arts, Science and Math. These assessments are given only to 7th and 8th grade students. These assessments are usually scheduled in mid to late April.

3-30 Vandalism/Stealing

To discourage vandalism and stealing by students, keep your room door locked when not in the room. Keep students in the classrooms as much as possible to discourage students being in the hallways and taking things from lockers. Suggest to your students on the first day of school meetings to not bring important personal belongings inside the school including money, cell phones, ipods, etc. If you are a sponsor whose organization is fundraising, secure the money in a safe place such as a locked file cabinet. As soon as possible, take the money to the superintendent's secretary for deposit. Do not leave money in your classroom overnight! Coaches, band directors and others need to keep equipment in a secure and locked environment.

3-31 Videos/Movies

The use of videos and movies is strongly discouraged by administration unless the usage reinforces classroom instruction and can be tied to GLEs/CLEs or CCSS. All movies/videos shown in an educational setting must have prior approval from the building principal. All movies rated PG or above require not only administrative approval but also **WRITTEN** permission from parents or guardians. A permission form may be found in the Forms section of the appendix. Students whose parents/guardians did not approve of their child watching the movie will be sent to the Library or another classroom for supervision while the movie/video is shown.

3-32 Visitors

Visitors must sign in at the office; no school age children will be allowed to visit. Parents are not to go to the classroom to pick up students; the secretary will either call the classroom and ask you to send the student to the office or come get the student.

End of the Year Information

4-1 Staff Check-Out Procedures

All teachers are required to turn in a teacher checkout sheet to the office prior to leaving the on the last contracted workday of the year. Teachers will be required to meet with the building principal at the end of the school year prior to leaving for the summer. The following are a few areas that the teacher should address prior to leaving. Please refer to the checkout sheet in the forms section to see all required information.

- a. Inventory:** All teachers should update their classroom inventory yearly and provide a copy of that inventory to their building principal prior to checking out.
- b. Bills Paid:** All lunch and library bills must be paid as well as any other items noted by administration. Lunch bills may be automatically deducted on a monthly basis; see the superintendent's secretary for information.
- c. Key List:** A list of assigned keys must be made and given to the office; this list must be completed whether you are staying or leaving. If you are leaving, a list and the keys must be given to the office.
- d. Maintenance Requests:** Submit a maintenance request for any repairs or painting for your room.

- e. **Classroom Map:** Make a drawing of your classroom layout so items can be returned to the appropriate places after cleaning.
- f. **Grades:** Your grade book or a printout of grades must be given to the office.
- g. **Purchase Orders:** Turn in purchase orders for items unique to your classroom (printer cartridges, etc.); make a list of supply type items such as file folders, etc.
- h. **Professional Development:** Two forms must be completed: a professional development log and the highly qualified form.
- i. **Summer address:** An address, email and phone number where you may be contacted during the summer.
- j. **Room Packed for Cleaning:** Loose items packed up for removal of shelves, etc. so room can be cleaned. Mark all items in your room to indicate what room the item came from.

4-2 Student Check-Out Procedures

- a. **Check-out sheets:** All students will be given a specific check-out list that **MUST** be completed before they are excused for the summer. This check-out sheet will include library and classroom books, lunch balances and a place for each classroom teacher to sign off that the student has completed end of year tasks.
- b. **Coaches/Sponsors:** make sure all uniforms and equipment has been returned; any not returned or any that have been damaged, report replacement costs to the principal's office for reimbursement purposes.
- c. **Librarian:** report all lost or non-returned books to the principal's office for reimbursement.
- d. **Teachers:** Check off students' assigned textbooks with you beginning of the year assignment list; report any lost or damaged book costs to the principal's office for reimbursement.
- e. **Lockers:** the last day of school, sponsors will supervise students as they clean out their lockers.

FORMS SECTION

Health Incident Report Form

Academic Year: 2023-2024

School _____

Teacher/Sponsor _____

Injured Name _____

Student _____ Employee _____ Visitor _____

Male / Female _____ Grade Level _____ Age _____ Date & Approx. Time _____

Describe the Incident: (Who, what, when, where, how, etc.)

Nature of Injury?

Circle location of injury:

ANKLE / FOOT / KNEE / LEG / BACK / FINGER / HAND / WRIST / ARM / FACE / HEAD / NOSE / TOOTH

Did the incident occur while the student was under supervision? Yes / No

TREATMENT OF STUDENT/EMPLOYEE:

What first-aid treatment was given?

WASHED AREA COVERED AREA ICE PACK ELEVATED WRAPPED

Treatment by whom? _____

Were parents/ an emergency contact notified? Yes _____ No _____ By whom? _____

Was student/employee sent home? Yes _____ No _____ Was a Dr. notified? Yes ___ No ___

Was injured student/employee sent to hospital? Yes _____ No _____

Was student/employee transported by ambulance? Yes _____ No _____

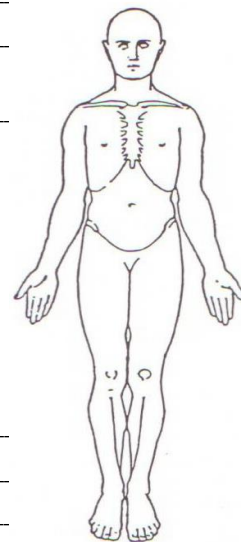
Name of Witnesses to incident: (attach their statement) _____

Recommended action to prevent recurrence:

The filing of an incident report is being requested for the protection of all involved. Definite information in writing can offer proof and should be filed immediately following an incident. All incidents should be reported even if there is no obvious injury. A report should be made at the time staff is aware of an incident, even if at a later date.

PREPARED BY _____ DATE _____ BUILDING ADMINISTRATOR _____ DATE _____

*****AFTER COMPLETION MAKE TWO COPIES, ONE FOR THE NURSE AND ONE FOR THE PRINCIPAL*****



Greenfield R-IV School District Acceptable Use Agreement

Academic Year: 2023-2024

The Greenfield R-IV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Technology integration in education is vital for 21st Century learners to be equipped with necessary skills for higher education and for the workplace. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement and school community.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; tablets; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

The Internet – a collection of interconnected computer networks around the world – expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contact with people all over the world, bringing into the school, into the classroom, experts in every content area and students and adults from other nations and cultures.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail,

telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets and accessories.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Educational Use of G Suite Accounts

Students will be issued a Google G Suite account in order to access Google Apps (i.e., Google Calendar, Google Sites, Google Docs, Google Drive). Google has already incorporated critical security features including student privacy, and data security. Google Classroom is used by teachers to communicate and deliver assignments and feedback to students. Student work can be created or uploaded for archiving, editing, live collaboration, and presentation. From home or from school, students can safely store their work, create documents, collaborate with classmates, and submit items for feedback. While a Google account does provide students with an email address, access will be restricted to communication only within the Greenfield R-IV School District unless specifically approved by the superintendent or designee. All student users of G Suite accounts must have a parent permission on file.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent or designee will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Cancellation of Accounts

Any user that has graduated, transferred, left employment or is otherwise not associated with the school will have his or her accounts terminated. This includes, but is not limited to the following accounts: network, G Suite, email, cloud storage, curricular websites and programs. It is permissible to transfer drive and cloud storage to a new account. The designee will assist with this process. The user is solely responsible for deleting all sensitive data containing sensitive information prior to the transfer of data process. The user is responsible for signing out of and removing account access from all devices that do not belong to the district. Termination of the account will occur after the final day of the user's association with Greenfield R-IV. Access of these accounts after association with the district has ended is unauthorized and specifically forbidden by the school.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Restrictions

The following activities are not permitted on Greenfield School District electronic resources:

1. Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
2. Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer viruses through the inappropriate use of files or diskettes.
3. Email use by students is prohibited except when approved by the building principal and monitored by the classroom teacher.
4. Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords, trespassing in another person's folders, work or files.
5. Violating local, state or federal statutes.

Rights & Privileges – The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the Greenfield School District. The student's network account provided for personal storage space on the Greenfield School District resources which may be treated as a student locker & should be cleared periodically. It is important that the students keep passwords secure & private. However, users should not expect that files always be private. The Greenfield School District network administrators have the right to review files to maintain system integrity & to be sure that the system is being used within the stated limits.

Disclaimers – The Greenfield School District makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school & the Greenfield School District are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Greenfield School District resources, or for personal property used to access Greenfield School District resources; for the accuracy, nature or quality of information stored on Greenfield School District resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through Greenfield School District-provided access. Further, even though the Greenfield School District may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state & federal statute.

Sanctions – Violations of school networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building &/or

classroom level in line with existing practice regarding language & behavior. When appropriate, law enforcement agencies may be involved.

Student & Parent/Guardian Agreements:

Please read &/or discuss the Acceptable Use Agreement with your student. In accepting district-issued accounts, your student accepts the responsibility of using the accounts in a responsible & appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicating that you have read & agreed to the guidelines is necessary before accounts will be issued.

I have read, or have had read to me, &/or have discussed the Acceptable Use Agreement & agree to use district technology and accounts in an appropriate & responsible manner.

Student Signature _____ **Date** _____

I have read &/or discussed the Acceptable Use Agreement with my student & give Greenfield R-IV School District permission to issue user accounts to my student.

Parent/Guardian Signature _____ **Date** _____

The Greenfield R-IV School District supports and respects a family's decision whether or not to apply for student access and whether to terminate or suspend that access. Parents/Guardians have the right to request alternative activities that do not require access to networked information resources. Access, if issued, shall remain in effect unless suspended or terminated by the student, the school or the parent/guardian

Greenfield R-IV G Suite for Education Parent Permission and Privacy Notice

Academic Year: 2023-2024

To Parents and Guardians,

At Greenfield R-IV, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Greenfield R-IV, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into devices, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Please understand that not having a G Suite for Education account would hinder your child's educational experience and ability to complete tasks and assignments. An alternative method of instruction would be provided, but would not be the same as his/her peers.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Your child may have access to the following “Additional Services” including but not limited to:

- App Maker
- Blogger
- Chrome Web Store
- Google Alerts
- Google Bookmarks
- Google Books
- Google Cloud Platform
- Google Earth
- Google Finance
- Google Groups
- Google Maps
- Google News
- Google Photos
- Google Play
- Google Scholar
- Google Search
- Google Takeout
- Google Trips
- Individual Storage
- Location History
- Project Fi
- Science Journal
- Studio
- Third-Party App Backups
- Tour Creator
- Web and App Activity
- Youtube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Greenfield R-IV may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and

- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Greenfield R-IV G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's building office staff or Kristi Blankenship at kblankenship@greenfieldr4.org. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Kristi Blankenship at kblankenship@greenfieldr4.org. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html)

I give permission for Greenfield R-IV to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below. Please return this page only. Keep the remaining pages for your records.

Thank you,
Greenfield R-IV Administration

Full name of student

Printed name of parent/guardian

x

Signature of parent/guardian

Date

Individual Professional Development Plan

Academic Year: 2023-2024

Teacher's Name: _____

Goal 1:

Action Steps:

(What concrete steps will you take to meet your goal?)

- 1.
- 2.
- 3.
- 4.
- 5.

Resources Needed:

(People, materials, financial support, etc.)

Potential Barriers and Solutions:

(What challenges might you face and what resources are available to help you?)

Evidence of

Accomplishment:

(How will you show that you have done this?)

Timeframe: _____ Date Completed: _____

Individual Professional Development Plan

Academic Year: 2023-2024

Goal 2:	
Action Steps: <i>(What concrete steps will you take to meet your goal?)</i>	1. 2. 3. 4. 5.
Resources Needed: <i>(People, materials, financial support, etc.)</i>	
Potential Barriers and Solutions: <i>(What challenges might you face and what resources are available to help you?)</i>	
Evidence of Accomplishment: <i>(How will you show that you have done this?)</i>	
Timeframe: _____ Date Completed: _____	

Individual Professional Development Plan

Academic Year: 2023-2024

Goal 3:	
Action Steps: <i>(What concrete steps will you take to meet your goal?)</i>	1. 2. 3. 4. 5.
Resources Needed: <i>(People, materials, financial support, etc.)</i>	
Potential Barriers and Solutions: <i>(What challenges might you face and what resources are available to help you?)</i>	
Evidence of Accomplishment: <i>(How will you show that you have done this?)</i>	
Timeframe: _____ Date Completed: _____	

Substitute Teacher Report

Academic Year: 2023-2024

Please complete this sheet and return to the office.

.....

Teacher's name: _____

Substitute teacher's name: _____

Grade and/or subjects taught: _____

Dates taught: _____ Total number of days: _____

Please check the appropriate columns below concerning items left by the classroom teacher.

	Yes	No	N/A
1. Class List	_____	_____	_____
2. Statement of class procedures & discipline	_____	_____	_____
3. Understandable lesson plans to fill the entire period	_____	_____	_____
4. Daily schedule (Lunch, periods, etc.)	_____	_____	_____
5. Seating charts	_____	_____	_____
6. Fire escape and tornado procedures	_____	_____	_____
7. Needed materials (absentee slip, textbooks, worksheets, hall pass slips, etc.)	_____	_____	_____

Comments (Please note any student misbehaviors):

Request for Absence

Academic Year: 2023-2024

NAME _____ DATE _____

DATE(S) OF ABSENCE REQUEST:

(Reminder – Personal days need to be requested one week in advance.)

ALL DAY _____

HALF DAY _____ REQUEST IS FOR - AM _____ or PM _____
TIME OF DEPARTURE/ARRIVAL _____

SUBSTITUTE NEEDED? _____

REASON: (If workshop, list workshop name, location & phone number)

PRINCIPAL

DATE

YOUR SUBSTITUTE WILL BE _____

Academic Year: 2023-2024

TEACHER NAME: _____

LOGS MUST BE SUBMITTED ON FIRST THURSDAY OF EACH MONTH

[illegible]

Professional Development Committee Fund Reservation
Fall Survey

Academic Year: 2023-2024

Name _____ Date _____

NOTE: Filling out this form does not mean your workshop(s) funds have been approved.

I will be applying for reimbursement for _____ graduate hours in October.

I would like to attend the following workshops.

1. _____ Topic _____

Registration Cost _____ Lodging Cost _____ Sub Cost \$85 Total _____

2. _____ Topic _____

Registration Cost _____ Lodging Cost _____ Sub Cost \$85 Total _____

3. _____ Topic _____

Registration Cost _____ Lodging Cost _____ Sub Cost \$85 Total _____

This is only a survey to help us set up a budget for the year. It does not mean your workshop(s) funds have been approved. You will need to fill out the proper paperwork and submit it to the committee for approval for each workshop you would like to attend.

You will be expected to finance any workshop(s) you sign up for without receiving proper authorization from the committee.

Are there any topics or concerns you would like to see addressed as an in-service?

1.

2.

3.

Parent Video/ Movie Permission

Academic Year: 2023-2024

Date: _____

Teacher: _____ Video/Movie: _____

Rating: _____ Date to be watched: _____

Reason for watching video/movie:

Please check the appropriate line:

_____ I give my child, _____, permission to watch the movie/video.

_____ I do not give my child, _____, permission to watch the movie/video and understand he/she will be sent to the Library while the video/movie is playing in the classroom.

Parent Signature

Date

Parent Video/ Movie Permission

Academic Year: 2022-2023

Date: _____

Teacher: _____ Video/Movie: _____

Rating: _____ Date to be watched: _____

Reason for watching video/movie:

Please check the appropriate line:

_____ I give my child, _____, permission to watch the movie/video.

_____ I do not give my child, _____, permission to watch the movie/video and understand he/she will be sent to the Library while the video/movie is playing in the classroom.

Parent Signature

Date

Bus Request

Academic Year: 2023-2024

Date of Request _____ Date of Trip _____

Leave Time _____ Return Time _____

Sponsor / Coach _____ No. of Passengers _____

Event / Activity _____

Destinations _____

Sponsor / Coach Signature _____

Principal Signature _____ **Date** _____

Date request sent to Superintendent's office _____

(Sponsor/Coach: Return this form to the Office. A copy of this will be returned to you for confirmation & also given to the driver.)

Driver's Name _____

Beginning Mileage _____ Ending Mileage _____

Total Miles Traveled _____

Driver Clocked In _____ Driver Clocked Out _____

Total Time _____ Bus Driven _____

Bus Driver Signature _____

(Bus Driver: Return this form to Amy Banta for payment.)

OFFICE USE ONLY

Date Received _____

Approved by _____

Date Approved _____

How to Request PD Funds

PRINT OUT BOTH OF THE DOCUMENTS IN THIS FOLDER ON THE NETWORK.
USE THE CHECKLIST TO MAKE SURE YOU COVER ALL THE BASES:

- *1. Fill out the application for funds. Make sure you get a principal's signature.
- *2. Fill out the registration form for the workshop. Attach it to the Application for Funds page.
Attach the flyer that explains the workshop.
- *3. Fill out the following requisitions and attach them to your other documents. Do not fill out the top right side of these forms, we will do that for you.
 - a. One requisition for the workshop registration.
 - b. One requisition for lodging.
 - c. One requisition for the substitute
- 4. Call the hotel and make room reservations. We will not do this for you. If your request cannot be funded, you can cancel your reservation later. Usually there is a time limit to receive a special rate for events like sponsored workshops. You will be able to get an exact amount to put on your request form. Tell them you will be bringing a tax-free letter with you, it will save us the amount of the state tax.

Ask if they do direct billing. If they don't, find out if they accept Purchase Orders. You may have to pay for the lodging yourself, and then be reimbursed. Either way, make sure you get a receipt and turn it in when you get back.
- 5. Fill out an absence request form and turn it into the office. Please indicate the title of the workshop you are attending in the space for comments. This makes tracking substitutes/workshops easier for MSIP.
- 6. Call Amy to reserve a school car.
- 7. Make sure the secretary got a sub for you. Again, the sub can be cancelled if necessary.
- 8. Once you return, fill out the survey and return it to the committee.

* * * These items need to be given to the Professional Development Committee as one packet. The packet is normally not examined for completeness until the meeting at which it is discussed/approved. If you do not give us everything, you will get the packet back so you can revise and resubmit it. This may result in you not getting your request approved in a timely manner - and thus missing the workshop. * * *

How to Request PD Funds

*These items need to be given to the Professional Development Committee as one packet. The packet is normally not examined for completeness until the meeting at which it is discussed/approved. If you do not give us everything, you will get the packet back so you can revise and resubmit it. This may result in you not getting your request approved in a timely manner - and thus missing the workshop. **The committee meets during the first week of each month as needed.***

Checklist for Requesting PD Funds

Your Name _____

Date _____

Title of Workshop _____

Date of Workshop _____

☐ Application and registration filled out.

☐ Principal's signature.

☐ Flyer attached that explains the workshop.

☐ Made hotel reservations. Confirmation # _____

Name _____ Dates _____

☐ Requisitions filled out: Left side complete, **right side blank**. Put each of the following on separate requisitions.

☐ Registration Amount requested: _____

☐ Substitute \$70/day

☐ Lodging Amount requested: _____

☐ Substitute request form given to the office. (Do not give to the committee.)

☐ Reserve a school vehicle.

☐ Make a copy of everything for your records.

Application for Professional Development Funds

Academic Year: 2023-2024

Name: _____ Date _____

Title of Conference or Workshop: _____

Sponsoring Organization: _____

Location: _____

Date(s): _____

I will provide the Committee with appropriate documentation in a timely manner and am not taking this workshop for college credit.

Teacher's Signature

I approve the attendance of this conference by the faculty member (s) making this request.

Principal's Signature

Date

Cost: Registration _____

Lodging _____

Substitute @ \$70/Day = _____
(how many days do you need a sub?)

Total of Request _____

MSIP Alignment (Specify Area)

- _____ Curriculum
- _____ Instruction
- _____ Differentiated Instruction
- _____ Instructional Climate
- _____ Library Media Centers
- _____ Guidance & Counseling
- _____ P.D. Committee
- _____ Gov. & Administration

CSIP Alignment (Specify Area)

- _____ "At Risk" Students
- _____ Cooperative Learning
- _____ Assessment
- _____ Multiple Intelligence
- _____ Discipline
- _____ Character Education

Date Received by Committee _____

_____ Approved _____ Not Approved

_____ Returned for Revision

Chairperson's Signature

Notes:

Summary and Evaluation Form

Return to Committee within 30 days of attending a conference/workshop:

Teacher _____ Date of Workshop _____

Name of Workshop _____

Sponsoring Organization _____

Evaluation:

The workshop was: _____ very _____ somewhat _____ not
beneficial beneficial beneficial

Would you recommend this workshop to other teachers? _____ yes _____ no

Summary:

What key thoughts or ideas would you like to share with other teachers?

What specific information or idea have you put to use?

How will you share/use the information?

1. Present information at a faculty meeting. Date _____
2. Collaborate grade level/content area. Teacher _____ Date _____
3. Type up key points and distribute to other teachers. Date _____
4. Incorporate in lesson planning (include sample plan or documentation.)

***Attach a copy of your certificate of attendance to this document and turn it in to PD Committee. If you did not receive a certificate, you need some signed documentation: ex: schedule with presenters signatures for workshops attended, etc.

Date Received by Committee _____

Professional Development Log

Academic Year: 2023-2024

Date	Activity	Description	Targeted Goal

Total Hours Reported _____

I have the verification documents for these hours in my file if it is necessary for me to produce them.

Name: _____

High Quality Professional Development Form

Academic Year: 2023-2024

Name: _____

Date: _____ - _____ - _____

To be considered high-professional development, the fully-implemented combined, ongoing activities in the district, building and/or individual professional development plans(s) must meet all of the criteria in Part I and at least one criterion in Part II and one in Part III. Unless one-day workshops and short-term conferences or workshops are part of a fully-implemented professional development plan, they are not considered high-quality professional development. All completed activities in the plan must be aligned to a goal of the district or building CSIP.

Instructions: Reflect on your professional development experiences for the past school year. Check each criterion met. Forward your completed survey to the appropriate person in your building or district.

Part I: High-quality professional development: (ALL)

- Actively engages teachers in planning, skills, and implementation over time.
- Is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level.
- Is directly linked to district and building school improvement plans.
- Is developed with extensive participation of teachers, parents, principals, and other administrators.
*parent participation may be at the CSIP level
- Provides time and other resources for learning, practice, and follow-up.
- Is supported by the district and building leadership.
- Provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity.

Part II: Types of activities that may be considered high-quality professional development if they meet the above requirements are: (2)

- Study groups.*
- Grade-level collaboration and work.
- Specialization-area collaboration and work.
- Action research and sharing of findings.*
- Modeling.*
- Peer coaching.*
- Vertical teaming.*
- Other _____

*See definitions on page 5

Part III: Topics for high-quality professional development may include: (2)

- Content knowledge related to standards and classroom.
- Instructional strategies related to content being taught in the classroom.
- Improving classroom management skills.
- A combination of content knowledge and content-specific teaching skills.
- Integration of academic and career education.
- Research-based instructional strategies.
- Strategies to assist teachers in providing instruction to children with limited English proficiency to improve their language and academic skills.
- Strategies to assist teachers in creating and using classroom assessments.
- Instruction in the use of data to inform classroom practice.
- Instruction in methods of teaching children with special needs.
- Instructions in linking secondary and post-secondary education.
- Involving families and other stakeholders in improving the learning of all students.
- Strategies for integrating technology into instruction.
- Research and strategies for the education and care of preschool children.
- Research and strategies for closing achievement gaps between diverse groups of students.
- Other _____

Chromebook Use Agreement

Academic Year: 2023-2024

Student Name: _____ **Grade Level:** _____

By using or taking possession of a device owned by Greenfield R-IV Schools, a user and his/her parents/guardians are agreeing to comply with these terms of Chromebook Use Agreement.

Terms:

Qualifying students will be issued a district-owned Chromebook. Students/parents bear financial obligation for yearly maintenance fee and those costs associated with loss/damage not covered by device warranty. Non-warranty costs would include loss/damage of the Chromebook as a result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with this Chromebook Use Agreement and the district Technology Acceptable Use Agreement. Any failure to comply may terminate qualification and rights of possession effective immediately. Greenfield R-IV School District may repossess the property and/or charge full replacement cost.

Title:

The legal title to the Chromebook belongs to Greenfield R-IV School District and shall at all times remain as such. The borrower's right of possession and use of the Chromebook is limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Chromebook Use Agreement and the district Technology Acceptable Use Agreement.

Loss or Theft:

By taking possession of any Chromebook (day use or take home), the borrower agrees to assume full responsibility for the safety, security, and care of the property. In a case of complete loss at school or away from school, the borrower agrees to pay the replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to the building administrator within one school day of occurrence. The student/parent/guardian will assume full responsibility for the loss of the Chromebook and the corresponding financial obligation for the replacement costs of the lost property. In the case of loss or theft the school will provide a temporary Chromebook for the student at the discretion of the school administrators. All policies, rights, and obligations apply.

Damage:

By taking possession of a device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damages to the Chromebook, the user must report a potentially damaging incident to the Technology Department personnel in the appropriate building within two school days of the occurrence.

Reporting Loss/Damage:

In the case of loss or theft occurring at school, the borrower must report the incident to a building administrator the day of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the police report to the building administrator. In the case of damage to the Chromebook, the borrower must report the incident to Technology Department personnel within one school day of the occurrence.

Repossession:

If the borrower does not fully comply with all terms of the Chromebook Use Agreement and the district Technology Acceptable Use Agreement, including return of the property, Greenfield R-IV School District will be entitled to declare the borrower in default and come to his/her place of residence, or other location of the Chromebook, to take possession of the property.

Maintenance Fee:

All students must pay a maintenance fee before they will be issued a device to take home. This fee will go towards the yearly maintenance of the Chromebooks as they accumulate normal wear and tear.

Maintenance Fee (Yearly):

- \$20
- \$10 (For qualifying free/reduced lunches)
- \$30 (Per Multiple children enrolled who do not qualify for free/reduced lunches)

Replacement Cost:

A student/parent/guardian is responsible for the cost of the replacement of a lost Chromebook from the result of handling, storing, or using in a manner not in compliance with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations.

The replacement cost if a Chromebook should become lost, stolen, or irreparably damaged will not exceed \$250.00.

A student/parent is responsible for the full replacement cost of any Chromebook accessories lost or damaged while in their possession. The replacement cost for a case is \$20. The replacement cost for a charger is \$40.

Replacement costs of Chromebook accessories are based on the price for which the Greenfield R-IV School District purchases replacement accessories from 3rd party vendors.

Repair Costs:

Repairs will be made to a borrowed device if the nature of the damage makes the Chromebook inoperable or leaves the Chromebook in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user.

A student/parent is responsible for the cost of repair of a damaged Chromebook if the damage to the Chromebook is the result of deliberate abuse or neglect, abuse or neglect not reported as detailed in the "Reporting Loss/Damage" section, or failure to comply with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations.* If there is a claim or loss and it is due to deliberate abuse or neglect, the student and/or parent is responsible for an additional \$100 repair fee, per occurrence, plus the repair costs.**

*Repair costs of Chromebook accessories will be charged as listed below.

**Deliberate abuse or neglect is determined by the student's building administrator.

The following are repair costs:

Screen - LCD Panel \$40
Hard Drive \$30
Battery \$40
Keyboard (full) \$99
Keyboard (per key) \$5
Hinge assembly \$20
Back Cover \$40
Bezel Cover \$30
Bottom Cover \$40
Motherboard \$120
Trim Cover \$15
Power & USB Board \$20
Camera Board \$20
Speakers \$20
Touchpad \$30

Handling, Care, and Use:

*Make sure you start each day with a fully charged battery on your Chromebook.

*When using your Chromebook, it should be placed on a hard flat surface. Do not try to use your Chromebook in your lap, on a carpeted floor, on bedding, etc. This can cause the laptop to get easily dropped, overheated or build up static charge.

*Make sure the Chromebook logs on to the school district's network each school day to receive necessary updates that are critical to keeping the laptop safe and operational.

*Make sure nothing is ever connected to or inserted into any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector. When connecting appropriate devices including but not limited to headphones, mice, speakers, etc., make sure to insert carefully. Do not force anything in. If something does not insert easily, do not continue to attempt to insert. Seek guidance from the Technology Department if anything is difficult to insert.

*Your district-issued case should remain on your Chromebook at all times. Do not attempt to remove it at any time as you could damage the Chromebook. You are allowed to use an additional carrying case, but the hard shell case must remain on at all times. Only district technology personnel may remove the case.

*Make sure your Chromebook is never exposed to foods, oils, liquids or other foreign substances, including but not limited to: drinks, grease (such as from french fries), paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.). Do not attempt to clean your Chromebook with any liquids or methods not authorized by the Technology Department.

*Make sure the surface of your Chromebook is not altered or defaced. Do not decorate your assigned Chromebook or case or remove labels, stickers, or tags from the Chromebook that are affixed by school district personnel.

*Make sure that you type on the keypad with appropriate methods. Do not push keys with excessive force. This may result in damage to the keyboard.

*Make sure there are no items on the keyboard before closing your Chromebook. Even

something as small as a pencil could crack the screen.

*Make sure that only school district personnel troubleshoot, diagnose, or repair your Chromebook. Do not allow friends, family or 3rd party service people to handle your assigned Chromebook.

Security/Storage and Transport:

*Because the Chromebook is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device or account.

*You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned Chromebook. Do not allow other users to use the Chromebook assigned to you. Students may not attempt to uninstall or bypass any security, software or applications used by the district on the Chromebook. Attempts to bypass security, software or applications may result in revocation of access privileges and/or disciplinary action at school.

*You are responsible for keeping your device secure at all times. Do not leave your Chromebook in a location where it could be easily stolen such as a bathroom, locker room, in a vehicle or a public place.

*Do not leave your Chromebook in a location that could compromise it such as on the floor, near a water source such as a sink, near a heat source such as a fireplace or stove, at the edge of a counter, etc.

*Do not place items on top of your Chromebook such as books.

*When transporting your Chromebook, always handle with care. Do not insert your Chromebook into a backpack with items that could become lodged inside the ports of the Chromebook. Items that could become lodged inside include but are not limited to: pencils, erasers, paperclips, candy, etc. When transporting in your backpack, make sure the section of your backpack is clear of items and debris.

*When carrying your Chromebook, always carry in front of your body with two hands while walking. Be careful to secure the device from dropping it. Do not run while transporting your Chromebook whether in your hands or backpack. Be mindful of caring for the device when putting your backpack on, taking it off and setting it down. Do not swing your backpack around, toss it into a vehicle or on the floor or let it drop to the floor. Hold your backpack in front of you or place it gently in a safe place once seated on a bus. Do not sit in the seat with your backpack worn on your back as this may cause pressure against the Chromebook and result in damage.

*When storing the device at school, always return the device to your assigned charging cart at the end of each school day.

*When charging at home, be sure to use a surge protector.

*You are responsible for keeping your data secure at all times. Be sure to stay on approved sites, keep your passwords private and log off your Chromebook when you are not using it. Remember, anything that happens while signed into your account is your responsibility.

Disciplinary Action:

The use of technology is a privilege and not a right. Students are expected to use their Chromebook in accordance with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations and any applicable laws. Failure to use the Chromebook in an appropriate manner will result in one or more of the consequences listed below as determined by the staff and administration of the Greenfield R-IV School District:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including Chromebook take-home privileges
- Any and all school disciplinary action, including ISS, OSS, Detention
- Civil or criminal liability under applicable laws

By signing this agreement, I acknowledge that I have read, understood and accepted the terms of this Chromebook Use Agreement. I agree to discuss these terms and expectations with my child.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

SAMPLE SECTION

Sample Syllabus

2nd Grade Class Syllabus

Teacher: Jane Doe
School Phone: 637-5921

Email: jdoe@greenfield.k12.mo.us
Home Phone: 742-9492 (Before 9:00 P.M.)

Dear Class,

Welcome back to school! I am very excited to be working with you this year, and I will do anything I can to help you succeed in your schoolwork.

A little about me: I am married to an amazing guy named Joe. We have a daughter (Mikala) who is in 11th grade this year. You will be hearing a lot about her! We also have a tiny, cowardly dog named Mollie. My hobbies include reading, swimming, going to the movies, and spending time with my family. Of course, I **Love** teaching 2nd Graders!

I look forward to working with all of you, and beginning our year together.

Sincerely,
Mrs. Doe

Class Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	Morning Work				
8:30	Phonics/Spelling				
8:50	Reading				
9:20	Math				
10:10	Recess				
10:30	Language Arts				
11:00	Lunch				
11:30	Math Stations/Math Groups/Title 1 Math				
12:05	Reading and Social Studies				
12:30	P.E.	Music	Art	Counseling	Library
1:25	Literacy Stations/Literacy Groups/Title 1 Reading				
2:05	Reading and Science				
2:25	Recess				
2:45	Silent Reading				

Units of Study

Communication Arts	Math
<ul style="list-style-type: none">• Reading: Fiction & Nonfiction• Writing/English/Spelling• Handwriting: Modern Manuscript (1st half of year) and Cursive (2nd half of year)• Listening and Speaking• Information Literacy	<ul style="list-style-type: none">• Number and Operations• Algebraic Relationships• Geometric and Spatial Relationships• Measurement• Data and Probability
Science	Social Studies
<ul style="list-style-type: none">• Matter and Energy	<ul style="list-style-type: none">• Constitutional Democracy

<ul style="list-style-type: none"> • Force and Motion • Living Organisms • Earth Systems • Science Inquiry 	<ul style="list-style-type: none"> • Missouri, U.S., and World History • Governance Systems • Economics • Social Science Inquiry
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Class Policies: "Be Paws-itive!"

Practice Respect
Be Willing to Learn

Accept Responsibility
Be Safe at All Times

I expect second graders to act appropriately and as role models for the rest of the school, but if problems occur, I have a variety of responses for dealing with misbehavior including (but not limited to):

Logical Consequences
Parent Notification

Loss of Recess
Student, Teacher, Parent, & Principal Conferences

Common Classroom Procedures

- Check in for attendance and lunch first thing.
- Begin morning work as soon as you come to class.
- Raise your hand to ask questions/make comments.

Parents:

- Please initial your child's planner every night. This can help you stay connected with what we are doing in the classroom each day.
- I will send home a weekly reading log every Monday which will be due the following Monday.
 - 2nd Graders should complete 100 minutes of homework reading each week.
 - Reading minutes can be divided within the week in any way that works for your family.
 - All reading counts, including reading aloud with your child.
 - Students may count recess reading as part of their log.
 - Please initial reading logs before students turn them in.
 - If your child loses his/her reading log, a note from a parent can substitute for the form.
- Homework: Students will have spelling, grammar and/or math homework on a regular basis. These activities will provide your child with necessary skills practice, and should not take more than 10-15 minutes to complete. If your child is struggling to complete homework, please let me know so I can make adjustments.
- Birthday parties will be held on the last Friday of each month at 2:30 for all students celebrating a birthday that month (only store-packaged treats, please). Except on birthday party days, please keep treats at home.
- Because both inclusion and a sense of belonging are vital to our class-building and team-building success, students should pass out party invitations outside of school.
- Please let me know immediately if there are any issues that may effect your child's education. I am eager to work with you to help your child succeed in our class!

Thank you for helping your child succeed in school!

Greenfield R-IV School District

410 College Street
Greenfield, Missouri 65661



Employment Acknowledgement Verification Form 2023-2024

I have been made aware and received training on the following topics:

1. McKinney-Vento Act (Homeless Education): Identification of homeless students and the services that will provide them with equal access to educational services.
2. The Family Educational Rights and Privacy Act: (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
3. Individuals with Disabilities Education Act: This includes special education, related services and programs for individuals with educational disabilities.
4. Section 504 of the Rehabilitation Act of 1973: (Section 504) which is a federal law that is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance from the United States Department of Education.
5. Acceptable Use of Technology
6. Additional Safe Schools Training
7. Board Policies – GBCB (Staff Conduct), GBCC (Communication Devices), AC (Harassment), JFCG & JFCF (Hazing and Bullying), EHB (Technology Usage) & GBH (Staff/Student Relations), IND (Ceremonies and Observances), IGAC (Teaching about Religion)
8. I have been provided access to building level and District handbooks.

I understand that compliance with, and adhering to board policies and current laws is necessary to maintain employment in the Greenfield R-IV School District. I have read, understand and agree to the expectations set by all district handbooks.

Signature

Date

Building Level Principal Signature

Date

* Please return this to your building level Principal for placement in your file