

***Greenfield-Central Community  
School Corporation***



**Certified Employee Handbook**

**2025-2026**

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**Greenfield-Central Community School Corporation**  
***Imagine More. Explore More. Achieve More.***  
**Certified Staff Handbook**  
**Updated 7.14.25**

**Vision:** Learning For All; All For Learning

**Mission:** Greenfield-Central Schools, in partnership with parents and community, will effectively prepare students to be lifelong learners and contributing members of a changing world.

**COUGAR ACCESS**

Cougar Access is an intranet platform that contains important information for classified and certified staff members. Employees can find a link to Cougar Access on the corporation website under the Staff tab (<https://www.gcsc.k12.in.us/>). Here you will find information about the following items:

- Board Policy
- Benefits
- Claim Forms
- College Credit Application
- HSA Payroll Deduction
- Paperless Payroll
- Compliance Training
- Staff Handbook
- Collective Bargaining Agreement
- Frontline Training
- Leave Information/Request
- Licensing Information
- PGP Template
- Technology Support

**POLICIES AND PROCEDURES**

Teachers are expected to demonstrate a pattern of following state, corporation, and school policies and procedures. The following are examples of meeting expectations:

- Performs assigned duties
- Fulfills responsibilities in a timely manner
- Arriving to work on time and departing work at appropriate times
- Acceptable pattern of attendance in the course of the school year

- Not exceeding 8 sick days (10 for first year teachers) in a contract year. (FMLA, Bereavement, Professional Days, Leave of Absence, and/or Jury Duty days are not included.)
- Not exceeding 4 personal days (5 personal days if one carries over from the previous year) in a contract year.
- Excessive absences may result in the implementation of progressive discipline as defined in board policy D375
- Appropriate use of sick leave
- Follows policies, regulations, and procedures (e.g. bullying, sexual harassment, etc.)
- Maintains accurate records (e.g. student progress, attendance, parent conferences, etc.)
- Understands legal issues related to colleagues, students, and families (e.g cultural, special needs, equal rights, etc.)
- Maintains confidentiality of colleagues, students, and families
- Demonstrates personal integrity and ethics
- Demonstrates a pattern of interacting with students, colleagues, parents/guardians, and community members in a respectful manner

## **COMPLIANCE MEMORANDUM**

**Indiana Code 20-28-11.5 requires school corporations to develop annual performance plans for all teachers and certificated employees. Compliance includes the following:**

1. All teachers (i.e., certified employees), shall be evaluated annually by TAF trained and /or RISE certified administrators.
2. Any teacher receiving an appraisal of INEFFECTIVE may not receive a cumulative rating exceeding IMPROVEMENT NECESSARY.
3. A teacher who negatively affects student achievement/growth shall not rate HIGHLY EFFECTIVE or EFFECTIVE.
4. New Teachers/Certificated Employees Mentoring Plan: Attach to evaluation if applicable.
5. Struggling Teacher/Certificated Employees Professional Improvement (Remediation) Plan: Attach if applicable. Note: Required of teachers/certificated employees earning ineffective or improvement Necessary Ratings.
6. Remediation Plans may include the use of the employee's license renewal credits; Human Resources Director and/or Superintendent may offer further guidance through the Principal.
7. Timeframe for Remediation may not be more than 90 days (IC 20-28-11.5-6)
8. Teachers/Certificated Employees rated as ineffective may request a private conference with the Superintendent. Request shall be in writing within 5 days of receiving the written summative evaluation.
9. Professional Development will be offered through Principals for teachers/certificated employee for tracking and managing documentation for improvement.
10. Negative Impact: Teachers/certificated employees administering Common Statewide Assessments who are identified as negatively impacting student achievement by the IDOE are not eligible for salary increases.
11. Negative Impact: Teachers/certificated employees who do not administer Common Statewide Assessments may be identified as negatively impacting student achievement when less than 60% of targeted students achieve benchmarks approved by the principal on local developed assessments.
12. Feedback to teachers/certificated employees on Observations and Evaluations will comply with IC 20-28-11.5-4(c) (5). Teachers will receive written feedback within 7 business days of the summative evaluation.

13. Principals and Primary Evaluators (Administrators) approved through the Superintendent shall receive focal and/or other annual evaluator training (via TAF, Rise, Webinars, DOE, Service Center, etc.). Principals will submit to the Superintendent documentation of annual evaluator training. Principals will annually review with the Superintendent schoolwide measures of growth and achievement as well as schools distribution of teacher ratings.
14. Only individuals who have received annual training to perform evaluations may evaluate teachers/certificated employees. Evaluators will be designated as Primary or Secondary. Primary Evaluators include Greenfield Central Administrators who have completed evaluator training and are approved by the Superintendent to perform Summative Evaluations. Secondary Evaluators may include teachers and certificated employees who earn three consecutive annual ratings of Effective and/or Highly Effective and have completed evaluator training and are approved by the Superintendent to perform only Classroom Observations.
15. Students shall not receive classroom instruction two consecutive years with a teacher rated as ineffective. Principals will monitor student classroom placements, and notify affected parents if the situation is unavoidable.
16. Shared teachers/certified employees (i.e., who serve in more than one GC school) shall receive the highest Schoolwide A-F rating among assigned schools for the purpose of evaluation requirements.

### **ANNUAL EVENT PASS**

Passes are non-transferable and are valid during your employment with Greenfield-Central. ONLY spouse and dependent children are eligible. Children in kindergarten or under DO NOT require a pass. Passes will be required for entry to each event, employee ID's will not be accepted in place of your pass. This pass is only valid while employed.

### **COMMITMENT TO SAFETY**

Greenfield-Central Community School Corporation is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the employee's supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Greenfield-Central Community School Corporation policies and procedures. Failure to comply with these policies may result in disciplinary actions. ***NO EMPLOYEE IS EVER REQUIRED*** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

### **EVACUATION**

- Upon becoming aware of a fire alarm, employees should immediately evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (*Note: never use elevators during fire alarm situations.*)
- Administrators should be the last to leave the area. Check the building to be sure that all personnel have evacuated.

- Any employee having mobility, visual, hearing, or other conditions, which may hinder them from becoming aware of an emergency or evacuation, should request special assistance through the building administrator.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the administrator, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the administrator (please reference the emergency preparedness plan for your building for specifics).
- In the event of inclement weather, the administrator will make arrangements for all personnel to move to shelter.

## **FIRE HAZARD**

All staff members must avoid fire hazards in areas for which they are responsible. Prohibitions include:

- Open flames: Candles are not permitted, and devices with open flames are permitted only with proper supervision and equipment, including emergency equipment.
- Candle warmers are not permitted.
- Space heaters are not permitted.
- Flammable materials (cloth, fabric, boxes, paper, cardboard sculptures) are not permitted within two feet of dropped ceilings. This includes any items stored on the tops of cabinets.

## **FIRE SAFETY**

Upon becoming aware of a fire, employees should:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - **P**=Pull the safety pin.
  - **A**=Aim the nozzle at the base of the fire.
  - **S**=Squeeze the operating lever.
  - **S**=Sweep side to side covering the base of the fire.
  - *When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
  - *Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*
  - Have someone notify the administrator of where the emergency is located. He/she will relay this information to the fire department.

## **GENERAL EMERGENCY GUIDELINES**

- Know the emergency numbers: Fire/Police/Ambulance 911
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- First aid supplies and emergency equipment are located for use by those who are authorized and properly trained.



## **LIFTING**

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- Bend at the knees, not at the back.
- Keep your back straight.
- Perform lifting movements smoothly and gradually.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

## **MEDICAL EMERGENCY**

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Administration will make any necessary notifications to family members of the person suffering the medical emergency.

## **SEVERE WEATHER**

- The designated building administrator will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately make an announcement.
- Employees will shut down all equipment and will be instructed where to go for safety. The designated building administrator will take the weather radio with her/him. When the severe weather warning is canceled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

## **VISITORS AND VOLUNTEERS**

All visitors, including parents and community members, must provide a photo ID before entering the school building. In order to ensure student safety, Greenfield-Central Schools requires background checks for visitors/volunteers who will be working with students. Background checks need to be submitted at least two weeks prior to the event. Background checks must be updated every two years.

## **DRESS**

Employees should model professional dress in a work environment. Due to the visibility of our staff to students, other staff and the public, G-CCSC expects all employees to be appropriately dressed and groomed, unless the day's tasks and responsibilities require otherwise or they are told otherwise by their supervisor. Offensive tattoos should be covered.

If there are questions about what constitutes suitable attire and appearance, employees should confer with their principal or supervisor.

## **DRIVING**

**Employees are prohibited from transporting students in their private vehicles unless the individual has permission from his/her building administrator.**

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Greenfield-Central Community School Corporation:

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Greenfield-Central Community School Corporation business:

- Your Personal Auto Liability insurance is the primary payer. Greenfield-Central Community School Corporation's insurance is in excess of your coverage.
- You should carry at least \$100,000 per person; \$300,000 per accident; \$50,000 property damage liability coverage. Evidence of insurance coverage is to be provided to Greenfield-Central Community School Corporation each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Greenfield-Central Community School Corporation is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Greenfield-Central Community School Corporation as soon as possible

## **KEYS**

All staff are responsible for issued key(s)/fob and should never allow them to be used by anyone other than employees of Greenfield-Central Schools. Teachers are not permitted to allow students to use school key(s)/fobs, except in closely supervised instances in activities such as wellness classes and practices of extracurricular groups.

## **LETTERHEAD**

Teachers may use school letterhead with permission from the building principal. Such use is limited to official school business.

## **MONEY DEPOSIT**

Any money that staff collect (e.g. for fundraisers, field trips, or special events) must be deposited each day with the building treasurer. No funds may remain in the staff member's possession or in classrooms or offices overnight. Before any money is collected, staff should consult with the building treasurer to plan for the deposit of money in the office. A deposit slip should accompany the money when it is deposited in the safe, and the money should be clearly marked with the staff member's name and the event for which the money was collected. No money should be collected without prior approval of the principal.

## **PURCHASE REQUEST**

All purchase requests must be approved by the principal and submitted through the school treasurer. Please see building-level guidance for further details about procedures.

## **COMMUNICATION CHAIN**

The official channel of responsibility and communication regarding matters at Greenfield-Central Schools is from teacher to principal to the superintendent to the school board.

## **ID EXPECTATIONS**

Faculty and staff, including substitute teachers, are required to wear ID badges during school hours. Faculty and staff are expected to offer help to any adult in the building without a school-issued ID and escort the individual to the main office.

## **LICENSE**

All certified personnel are expected to maintain a current professional license. Any staff member who has renewed an expired license must present a current professional license to the Human Resources Department or proof that s/he has completed the requirements and has applied for the license before the first teacher work day. Professional staff who cannot provide a license or proof of application for the license on the first work day will receive substitute teacher pay until the new license is provided.

## **PHONES FOR PERSONAL BUSINESS**

Personal business should not be conducted during the school day. Classroom telephones are for school-related business. Personal communication (cell phone calls, texting, social media, shopping) during instructional time should not occur.

## **PROFESSIONAL GROWTH POINTS**

The corporation provides professional development opportunities to assist teachers in appropriately educating students. Teachers are expected to participate in professional development opportunities during the school year that are related to their job responsibilities. PGP credits will be issued according to IDOE guidelines (Office of Educator Licensing)

## **RIGHT OF ASSIGNMENT**

The Superintendent may choose to assign a teacher to any position in the school corporation for which the teacher is licensed to teach.

## **SICK BANK**

Contact your building Classroom Teachers Association (CTA) representative or CTA officers for information regarding the Sick Bank. There is a link to sign up for the sick bank in Cougar Access. The deadline to sign up each year is September 15.

## **TEACHER ABSENCE**

**Personal leave** should be used for personal business and can usually be requested in advance. Personal days accumulated beyond five (5) shall be transferred to accumulated sick leave benefits.

**Sick leave** can be used for the following reasons:

1. When you are too ill to report to work; have a medical, dental or vision appointment which cannot be scheduled outside of working hours;
2. To care for your dependent child, spouse or your parent who is ill; or for any other member of your immediate family who is ill while living as a member of the household;

3. Pursuant to an approved leave of absence.

**Bereavement days** can be used within a reasonable time, following the death of a family member.

1. Up to five days for immediate family (spouse, child, sibling, parent, mother/father-in-law, grandparent, grandchild and similar relationships established by marriage).
2. Up to one day for other family members or close friends.

**Days in Conjunction with a School Break** must be approved two weeks in advance of the following breaks:

Labor Day  
Fall Break  
Thanksgiving Break  
Winter Break  
Martin Luther King Day  
President's Day  
Spring Break  
Memorial Day  
Summer Break

Teachers will be limited to one request per school year.

Additional expectations for absent teachers:

- Daily lesson plans, accurate seating charts, attendance information, and other pertinent information is necessary. Substitute teachers should be directed to record tardies for the teacher.
- Substitute teachers should receive special instructions regarding items such as placing chairs on desks, picking up trash, turning off lights, straightening work areas, turning off computers, allowing sufficient cleanup time required for specific areas, restricting the use of teacher's computer, responding to problems (preferred consequences such as sending to a nearby classroom or the office).
- All materials to be utilized by a substitute teacher such as hall, restroom, and office passes must be accessible.
- Administrators/supervisors have the authority to deny Conference/Workshop requests based on employee attendance and/or the best interest of the Corporation.
- Teachers are responsible for putting their own absences in Frontline. If any emergency arises at the beginning of the school day, teachers can contact Angie Burnside at [aburnside@gcsc.k12.in.us](mailto:aburnside@gcsc.k12.in.us) or 317-477-4622 for assistance. Building secretaries can not enter absences in Frontline for staff.
- **A day without pay occurs when an employee misses a regularly scheduled workday and has no available sick, personal or other appropriate leave day pay to use on that day. When a day without pay occurs, the employee will not receive compensation for that day and will be subject to progressive discipline, up to, and including termination.**

#### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Unpaid leave may be granted to an eligible employee for up to twelve (12) weeks in compliance with the Family and Medical Leave Act of 1993.

The employee is required to provide advance leave notice and medical certification according to the Family and Medical Leave Act of 1993. An employee must provide the employer at least 30 days advance notice before FMLA leave is to begin if the need for

the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible. Please contact Human Resources for paperwork to start the FMLA process

### **SUBSTITUTE TEACHERS**

Greenfield-Central Schools uses an automated service for securing substitute teachers. Notice of an absence must be entered into the system by the teacher no later than 6:00 am on the day that a substitute teacher is needed. In the event of an emergency and the teacher cannot enter the absence before 6:00 am the teacher is to contact Angie Burnside at [aburnside@gcsc.k12.in.us](mailto:aburnside@gcsc.k12.in.us) or 317-477-4622.

### **TEACHER EXPECTATIONS**

Expectations for planning, instruction, leadership, and core professionalism have been established in the Greenfield-Central Schools Professional Evaluation Program or Teacher Appraisal Framework (TAF) located on **Standards for Success**. These rubrics include indicators for competencies in each of these domains at the highly effective, effective, improvement necessary, and ineffective levels. All Greenfield-Central teachers will receive one short and one long observation as required by IC 20-28.11.5. Each teacher is responsible for knowing the Greenfield-Central Schools Professional Evaluation Program and adhering to its requirements.

### **TECHNOLOGY PROCEDURES**

For equipment and technical issues, teachers should create and submit a ticket through the GC HelpDesk. Staff should schedule any needed equipment requests according to building procedures.

### **SOCIAL MEDIA**

The following is considered appropriate use of social media for Greenfield-Central teachers:

- Enhance network of contacts
- Engage in important discussions with other professionals
- Extend professional learning, provide a platform for class projects to showcase student work
- Promote special events/programs
- Acknowledge student awards.

Teacher should not:

- Follow students' personal social media accounts.
- Share students' identities on social media without direct consent.

### **ARRIVAL AND DEPARTURE**

#### Teacher work day

Teachers may leave the building without administrative permission during their designated lunch period. However, teachers must check out in case an emergency arises. Teachers may leave the building during their preparation period with administrative permission. Teachers must follow procedures to check out before leaving the building and must check in upon their return.

## **STUDENT ATTENDANCE PROCEDURE**

All teachers are required to submit student attendance electronically through PowerSchool according to building instructions.

## **CANCELLATION OF ACTIVITIES**

In the event that after the school day has begun a decision is made to close school early, the principal will determine after conferring with the affected director and/or sponsor whether after-school activities will be held. Every effort will be made to determine and announce cancellation of activities prior to the end of the school day.

## **CERTIFIED STAFF MEETINGS**

Staff meetings may be held before or after school. Appropriate notice of these meetings will be provided, especially if they fall outside of the teacher work day. Staff meetings may be established for all certified staff, departments, and/or other groups within the school. Attendance at scheduled meetings is expected of all certified staff members. Coaches and sponsors should make every effort to schedule activities, practices, and/or game preparations so they can attend every scheduled staff meeting. Staff should report emergency situations to the building administrator prior to missing a scheduled meeting.

## **DAYS AND HOURS**

The school year consists of one hundred eighty (180) student days, and one hundred eighty-four (184) teacher days. The teachers' day consists of eight hours

Assigned planning periods shall be devoted primarily to instructional duties, such as but not limited to working on instructional programs; conferring with parents, students, administrators, or supervisors; study; maintaining records; and any other duties related to sound educational practices. Teachers with outside business interests shall not conduct such business during school hours except during their lunch. All teachers shall have thirty (30) consecutive minutes of duty-free lunchtime between the hours of 10:00 a.m. and 2:00 p.m. In the case of an emergency, a teacher may be expected to assist with a situation even if it continues through a planning period.

Teachers may be required to participate in case conferences when Individual Educational Programs (IEPs) are being developed for special needs students who are in their classrooms.

## **eLEARNING DAYS**

A schedule of eLearning Days will be published at the start of each school year or communicated as soon as they are set. eLearning Days have been established to provide additional time for professional development activities. These activities will be communicated to staff prior to each eLearning Day.

## **PARENT COMMUNICATION**

Active communication with parents is vital to the success of students and promotes positive relationships with school stakeholders. Teachers are encouraged to proactively contact parents to share positive news and information regarding their child's performance in school. Teachers are expected to contact parents when academic and/or behavior concerns such as missing or late work, absenteeism, poor grades, and/or sudden changes in behavior arise. Teachers are also expected to respond to parent communication in a timely manner relative to the nature and method of contact (email or voicemail), and no later than 48 hours after receiving the contact. Teachers are encouraged to discuss possible parent communication needs with counselors and/or administrators to implement a parent communication plan that is best suited for each specific situation.

## **COMMUNICATING WITH STUDENTS**

Greenfield-Central Schools recognizes that communications between school personnel and students have been affected by the prevalence of digital tools. However, expectations for appropriate content, tone, and conventions remain unchanged.

## **FIELD TRIPS**

A great deal of educational value may be derived from visiting resources in the area and performing for community groups. Teachers and sponsors of organizations are allowed to take well-planned field trips which are an extension of classroom activities.

- The teacher sponsoring a field trip must submit the digital Field Trip Request form.
- The list of students going on a field trip must be submitted as required by the building administration.
- Parent permission forms must be on file with the sponsor.
- Overnight trips and those involving out-of-state travel require the approval of the Board of School Trustees.
- Expenses for field trips may be paid by the school district, students, PTO, or other group. The district pays only for trips that are integrally related to course standards (e.g. community-based instruction for Life Skills students) or required by the nature of the group (e.g. speech competitions). Trips for enrichment are paid through other sources.
- Teachers must follow procedures to ensure that all volunteers have volunteer clearance.

## **GRADING**

Teachers will be notified at the beginning of the school year of the dates by which all grades must be entered so that report cards can be processed and distributed efficiently.

Grades should be posted in PowerSchool in a timely manner relative to the nature of the assignment. (In general, grades should be posted within one week after the student completes the task.) Missing or to-be-graded assignments in PowerSchool must also be regularly updated to avoid misrepresenting or miscommunicating grades to parents.

The privacy of student educational records must be maintained. Posted grades must not reveal individual student identities.

## **INSTRUCTIONAL TIME**

Teachers are to plan and execute valuable educational activities aligned with locally developed curriculum maps and pertinent to the subject assigned for each block of instruction. Effective use of all available instructional time is an expectation of all teachers at all times, including days prior to vacations and exams.

## **LESSON PLANS**

Lesson plans and classroom management plans must be available in electronic or paper form as directed by an administrator. Lesson plans must be produced by all teachers upon request by an administrator.

## **MAKE-UP WORK**

The general rule is that a student has one day for each day's absence to complete makeup work. When students obtain makeup work, teachers should communicate due dates for that work. To insure fairness to all students, however, teachers may require the submission of major assignments on the published due date. Students absent on the due date may be instructed to make arrangements to have the assigned work delivered to the teacher. However, continuing absenteeism will be reviewed and definite dates established for work to be completed.

All work missed for any reason is expected to be completed, and students will receive full credit for

completing the work. Assignments missed because of unexcused absences or trancies are to be completed for full credit.

### **PERSONAL VALUABLES**

Personal valuables of school personnel should not be left in the building overnight and are the responsibility of the employee for safekeeping. Purses and other valuables should be kept in a locked cabinet or desk. During the day, classroom doors should remain locked at all times for security purposes.

### **PROFESSIONAL LEARNING COMMUNITIES**

The purpose of Professional Learning Communities is to continuously improve curriculum and instruction within each grade level or discipline. PLCs will meet during designated collaboration time unless otherwise approved by the building principal. Teachers are expected to actively participate in Professional Learning Community discussions and activities.

### **BLOODBORNE PATHOGENS**

In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt to clean up by yourself. Contact building level custodian immediately for instructions.

### **INJURY/INCIDENT REPORTING**

- Any work-related injury or suspected injury must be reported to your supervisor and to Human Resources as soon as practicable.
- Building Health Assistant or Nurse will create a First Report of Employee Injury form. Building Health Assistant or Nurse will call or create an authorization form to notify or authorize treatment for the injured employee to take to the treating medical practitioner.
- Failure to promptly report an injury or complete the First Report of Injury promptly may result in the loss of workers' compensation benefits or disciplinary action.
- After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.
- Greenfield-Central Community School Corporation wants to provide meaningful work activity for all employees who become unable to perform all, or portions of their regular work assignment. Thus, we have implemented a Return to Work program which includes transitional or light duty work. The Return to Work program is temporary, usually not to exceed six months.
- An accident investigation may be conducted by the administration to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- If you are unable to return to your regular job, but are capable of performing transitional duties, you must return to transitional duty. Failure to do so may result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits, and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Greenfield-Central Community School Corporation approves must keep us informed on a weekly basis of their status. Failure to do so may result in a reduction in benefits available and discipline, up to and including termination from employment.



- If you are unable to return to your regular job or transitional duty, you may qualify for leave under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Greenfield-Central Community School Corporation has a Workers' Compensation available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program. See Greenfield-Central School
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 8:00 AM and 5:00 PM: You will be referred to either Concentra or to Hancock Regional Hospital Emergency Department, depending upon the severity of your injury.
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 5:00 PM and 8:00 AM: Go to Hancock Regional Hospital Emergency Department. For a Medical Emergency: Call 911.

#### **Addresses and Phone Numbers:**

<b>Hancock Health Occupational Medicine</b> <b>6189 W. John L. Modglin Drive (Gateway)</b> <b>Greenfield, IN 46140</b> <b>Hours: M-F 8a-5p</b>
Hancock Regional Hospital Emergency Dept. 801 N. State St. 317-462-5544

#### **FERPA**

In the course of employment, employees often have access to, and process, confidential information relative to students and employees. The inappropriate sharing of this information is considered a violation of applicable confidentiality laws, a serious breach of professional responsibility, and is grounds for disciplinary action up to and including termination.

#### **MEDICATIONS**

No employee, volunteer, or any member of the school faculty and staff, while acting in the scope of his/her duties, is permitted to prescribe, dispense, administer or recommend any type of medication, drugs or any substance of a medicinal nature for internal consumption by any individual. Only the school nurse or designee is allowed to administer medication.

Staff cannot administer medication to a student unless the staff person has been trained by the school nurse specific to the medication and when to administer. This volunteer staff person is identified as the UAP (unlicensed assistive personnel) or designee. Documentation of training is required by IC 20-34-5-14.

## **NON-DISCRIMINATION, CONCERN OR COMPLAINT PROCEDURE, ANTI-HARASSMENT [A100](#)**

- It is the objective of the Board of School Trustees of Greenfield-Central Schools to provide members of its school community with an atmosphere conducive to the achievement of their objectives in work and in learning in the activities within its jurisdiction. Harassment or discrimination based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information will not be tolerated.
- All Corporation employees shall report any incident of alleged discrimination or harassment to their supervisor or to the Assistant Superintendent who serves as the Corporation's Compliance Officer.
- Any report or alleged harassment or discrimination will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Greenfield-Central Community School Corporation's obligation to investigate and act upon the reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

## **WEAPONS OR CONTROLLED SUBSTANCES [A200](#) [D300](#)**

- Employees who have reason to suspect possession of firearms and/or other weapons should report their suspicions to either an administrator or school resource officer.
- Non-administrators who personally observe a controlled substance offense in, on, or within one thousand (1,000) feet of school property are required to immediately report the violation verbally and in writing to an administrator.
- The administrator who receives the written report or who personally observes such violation must immediately provide the building principal and school resource officer the following information:
  - A general description of the violation
  - The name or a general description of each known violator
  - The date, time, and location of the violation
  - The name or a general description of each person who is known to have witnessed any part of the violation
  - A general description and the location of any property that was involved in the violation

## **BULLYING [C200](#)**

Greenfield-Central Schools discipline rules prohibit bullying and include provisions for education, parent involvement, reporting, investigation and intervention. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (applies on school grounds immediately before, during, or after school hours or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; or using property or equipment provided by the school) (IC 20-33-8-0.2). It is the responsibility of each teacher to address bullying by talking with the student, calling the parent, and/or notifying an administrator consistent with Board Policy and discipline rules.

## **DISCIPLINE REFERRALS [C350](#)**

The disciplinary referral process aligns with the responsive practices embedded in MTSS.

PowerSchool is used to track behavior data. When the behavior is so severe that a student needs to be removed from the educational environment, the student should be sent or escorted to the office. When this is not possible, the teacher may call the office to request an administrator. All searches must be conducted by an administrator and/or law enforcement, including accessing information from electronic devices. Teachers are never permitted to search student possessions, lockers, or personal electronic devices without prior approval of the administration. Teachers should follow building procedures for making discipline referrals. When students are referred to the office, an administrator will meet with the student, and consequences will be assigned as deemed appropriate by the administrator.

### **SUPERVISION OF STUDENTS [D200](#)**

Teachers are responsible for the direct supervision of all students in their classes and may not leave any student(s) unsupervised for any reason at any time.

Teachers are expected to supervise the hallway directly outside their classroom before school and during secondary passing periods. Elementary teachers are expected to escort students to special area classes, lunch, and the bus at the end of each school day. Assignments for supervising the student pick-up and drop-off area, bus zone, restrooms, common areas, etc. will be determined at the beginning of each year by the administration and assigned to staff.

### **ABUSE AND NEGLECT [D200](#)**

- Any staff member who has reason to believe that a child has been abused or neglected shall immediately notify the Department of Child Services (DCS) through the Indiana Child Abuse and Neglect Hotline (800-800-5556) or Greenfield-Central Police Department (317-776-6340). A School Resource Officer is a member of GPD. Ideally, this report would be made in the presence of the child's building administrator and/or school counselor. However, if a building administrator or counselor is not immediately available to join in reporting, the employee shall immediately make the report to DCS or GPD and then immediately notify a building administrator or counselor that the report was made. The staff member must confirm with the building administrator or counselor that a report has been made directly to the DCS or GPD. If the suspicion arises during a school break or after school hours, the staff member may notify the administrator or counselor by phone, but the requirement of immediate notification of DCS or GPD remains unchanged. "Reason to believe " should be interpreted broadly and liberally; when in doubt whether you should report or not, report.
- Staff members are expected to accurately and confidentially document all suspicions of child abuse or neglect. All confidential records should be kept in either a school administrator or school counselor's office. Information concerning alleged child abuse or neglect of a student is confidential and not to be shared with anyone other than the school administration or counselor, or the agency to which it is reported.
- If the child is injured, a building administrator and/or counselor will contact the school nurse. The school nurse will assess the severity of the injury, determine whether medical attention is necessary, and report to a building administrator and/or counselor. A witness must be present at all times while the nurse is assessing the student's injuries.
- Unless the parent is the subject of the investigation, the building administrator and/or counselor may, at his/her discretion, inform the parents of the child that the school has filed a report with DCS and/or GPD.
- Building administrators and/or counselors should receive a follow-up report from DCS. If a report is not received, the building administrator and/or counselor is encouraged to contact DCS. School personnel are encouraged to collaborate and cooperate with caseworkers from DCS.
- Under the Indiana Code, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty. When certified staff members are

accused of child abuse, administrators' responses are severely restricted by legal requirements and investigative protocols. Administrators in Greenfield-Central Schools will follow these steps:

- Consult with an SRO.
- Inform the teacher of that a report has been made, either in person or by phone during school breaks or after school hours.
- Keep confidential any information or explanation of the circumstances that prompted the report to DCS.
- Administrators may place the teacher on paid administrative leave until the DCS declines to investigate or completes its report.
- After the DCS investigation and report are complete, the administration can discuss the situation with the teacher.
- Appropriate disciplinary action will be taken by the administration as indicated by the findings of the DCS report and any related GPD investigation.

### **DRUG-FREE WORKPLACE [D275](#)**

Employees are prohibited from manufacturing, possessing, using, distributing, or dispensing any controlled substance or alcohol, or any drug paraphernalia at any time while on Corporation property or while involved in any Corporation-related activity or events. Any staff member found in possession of, use, distribution/distributing of any illegal substance at any time will be subject to disciplinary actions, which may lead to termination. Employees who refuse to submit to a drug test when their behavior meets the reasonable suspicion standard due to behavior or performance concerns may be terminated.

An employee's prescription medication, legally administered, will not constitute a basis for discipline. However, the legally administered drug must not exceed the prescribed amount. When a prescribed medication may affect the safety of the employee, the employee's job performance, or the safe or efficient operation of the Corporation, the employee may be required to present a doctor's statement that the medication can be used safely in the performance of the employee's job. If an employee cannot function safely or effectively while using prescribed medication, the employee may be placed on medical leave of absence, alternate duty, suspended, or terminated, depending upon the time needed off from work.

Violation of this provision may result in discipline up to and including termination.

### **BACKGROUND CHECKS [D325](#)**

Each applicant shall provide all identifying information necessary to conduct the pre-employment background investigation and shall read and agree to all necessary documentation to conduct the pre-employment background investigation as a condition of being considered for employment.

### **SECURITY [G100](#)**

- All staff are expected to assist in maintaining building security. Classroom doors must be locked at all times, and windows should be closed and latched. Staff located near restrooms and/or exterior doors should routinely check these areas during supervision time such as passing periods to insure they are secure.
- If an individual is on the school premises without proper school identification, the front office should be contacted immediately. The individual will be escorted to the front office.
- Students who are dropped off before school begins are to wait at a designated location until the start of the school day. Students are not to be in the building before or after school unless supervised by a staff member or group sponsor.
- The maintenance staff maintains a schedule for unlocking and locking doors at specifically designated times to maximize building security.

**WORKPLACE VIOLENCE [G150](#)**

- Greenfield-Central Community School Corporation is committed to preventing workplace violence and maintaining a safe work environment. Firearms, weapons, and other hazardous devices or substances are prohibited from the premises without proper authorization.
- Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the school community at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a supervisor or administrator.
- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

**SECLUSION AND RESTRAINT [C400](#)**

Every effort should be made to prevent the need to restrain or place students in seclusion. However, Greenfield-Central Community School Corporation recognizes that at times it may become necessary for employees to use restraints and/or seclusion as a last resort safety procedure, employed only after another, less restrictive procedure has been implemented without success, and when there is also an imminent risk of serious physical harm to the student or others. Restraint or seclusion should not be used as a means of punishment or convenience.

**ADVERTISEMENT AND SOLICITATION [G450](#)**

Staff members who operate or participate in the operation of any enterprise for private gain may not discuss or solicit business while acting within the scope of their school position. Staff may not promote their business through corporation email or in any other way that could be construed as a conflict of interest with school responsibilities.

**STAFF ETHICS [D225](#)**

An effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all employees to maintain high standards in their working relationships.

**STAFF DISCIPLINE [D375](#)**

Employee standards of conduct are necessary to provide students with a positive example of adult behavior and an orderly instructional environment.