

## SCHOOL DISTRICT OF GREENFIELD – STAFF POLICY SIGN-OFF FORM

\* Classified Staff Includes: Para–professional, Aide, Secretary, Food Service, Technology Specialist, Coaches, Advisors

\*\* Management Team Includes: Superintendent, Directors, School Psychologists, Coordinators, Department Managers/Supervisors, District Nurse, Accountant, Occupational and Physical Therapists)

School District of Greenfield District Policies/Administrative Guidelines/Forms	Teacher & Teacher Substitutes	*Classified Staff	Custodian	**Management Team
2012-13 Professional Educator Employee Handbook	<a href="#">PE Handbook</a>			
2012-13 Classified Staff Employee Handbook		<a href="#">CS Handbook</a>		
2012-13 Management Team Handbook				<a href="#">MT Handbook</a>
2012-14 AFSCME Custodian Contract			<a href="#">AFSCME Contract</a>	
Controversial Issues in the Classroom	<a href="#">Policy 2240</a>	<a href="#">Policy 2240</a>		<a href="#">Policy 2240</a>
Staff Ethics	<a href="#">Policy 3210</a>	<a href="#">Policy 3210</a>		<a href="#">Policy 3210</a>
Student Supervision and Welfare	<a href="#">Policy 3213</a>			
Dangerous Weapons	<a href="#">Policy 3217</a>			
Grievance Procedure	<a href="#">Policy 3340</a>			
Employee Anti–Harassment	<a href="#">Policy 3362</a>			
Family and Medical Leaves of Absence (FMLA)	<a href="#">Policy 3430.01</a>			
Staff Ethics			<a href="#">Policy 4210</a>	
Student Well Being			<a href="#">Policy 4213</a>	
Dangerous Weapons		<a href="#">Policy 4217</a>	<a href="#">Policy 4217</a>	<a href="#">Policy 4217</a>
Grievance Procedure		<a href="#">Policy 4340</a>		<a href="#">Policy 4340</a>
Employee Anti–Harassment		<a href="#">Policy 4362</a>	<a href="#">Policy 4362</a>	<a href="#">Policy 4362</a>
Family and Medical Leaves of Absence (FMLA)		<a href="#">Policy 4430.01</a>	<a href="#">Policy 4430.01</a>	<a href="#">Policy 4430.01</a>
Promotion, Placement, and Retention	<a href="#">Policy 5410</a>			
Code of Classroom Conduct	<a href="#">Policy 5505</a>	<a href="#">Policy 5505</a>		<a href="#">Policy 5505</a>
Behavior Degrading To Human Dignity Prohibited	<a href="#">Policy 5516</a>	<a href="#">Policy 5516</a>	<a href="#">Policy 5516</a>	<a href="#">Policy 5516</a>
Student Anti–Harassment	<a href="#">Policy 5517</a>	<a href="#">Policy 5517</a>	<a href="#">Policy 5517</a>	
Bullying	<a href="#">Policy 5517.01</a>	<a href="#">Policy 5517.01</a>	<a href="#">Policy 5517.01</a>	
Suspension and Expulsion of Non–Disabled Students	<a href="#">Policy 5610</a>	<a href="#">Policy 5610</a>		
Corporal Punishment	<a href="#">Policy 5630</a>	<a href="#">Policy 5630</a>	<a href="#">Policy 5630</a>	<a href="#">Policy 5630</a>
Student Activity Fund	<a href="#">Policy 6610</a>	<a href="#">Policy 6610</a>		<a href="#">Policy 6610</a>
Fair Labor Standards Act Safe Harbor	<a href="#">Policy 6700</a>	<a href="#">Policy 6700</a>	<a href="#">Policy 6700</a>	<a href="#">Policy 6700</a>
Technology Privacy	<a href="#">Policy 7540.01</a>	<a href="#">Policy 7540.01</a>	<a href="#">Policy 7540.01</a>	<a href="#">Policy 7540.01</a>
Acceptable Use of Computers, Computer Networks and the Internet	<a href="#">Policy 7540.02</a>	<a href="#">Policy 7540.02</a>	<a href="#">Policy 7540.02</a>	<a href="#">Policy 7540.02</a>
Staff Network and Internet Acceptable Use and Safety	<a href="#">Policy 7540.04</a>	<a href="#">Policy 7540.04</a>	<a href="#">Policy 7540.04</a>	<a href="#">Policy 7540.04</a>
Preparedness for Toxic and Asbestos Hazard	<a href="#">Policy 8431</a>	<a href="#">Policy 8431</a>	<a href="#">Policy 8431</a>	<a href="#">Policy 8431</a>
Student Abuse and Neglect	<a href="#">Policy 8462</a>	<a href="#">Policy 8462</a>	<a href="#">Policy 8462</a>	<a href="#">Policy 8462</a>
Transportation for Field and other District Sponsored Trips	<a href="#">Policy 8640</a>	<a href="#">Policy 8640</a>	<a href="#">Policy 8640</a>	<a href="#">Policy 8640</a>
Transportation by Private Vehicle	<a href="#">Policy 8660</a>	<a href="#">Policy 8660</a>	<a href="#">Policy 8660</a>	<a href="#">Policy 8660</a>
Religious and Political Freedom	<a href="#">Policy 8800</a>		<a href="#">Policy 8800</a>	
Suspension: Homework and Tests	<a href="#">AG 5610</a>	<a href="#">AG 5610</a>		<a href="#">AG 5610</a>
Student Activity Funds	<a href="#">AG 6610</a>	<a href="#">AG 6610</a>		<a href="#">AG 6610</a>
Secondary School Cash Handling Procedures	<a href="#">AG 6610a</a>	<a href="#">AG 6610a</a>		<a href="#">AG 6610a</a>
Elementary School Cash Procedures	<a href="#">AG 6610b</a>	<a href="#">AG 6610b</a>		<a href="#">AG 6610b</a>
Ticket Sales	<a href="#">AG 6611</a>	<a href="#">AG 6611</a>		<a href="#">AG 6611</a>
Web Page Specifications	<a href="#">AG 7540.03</a>	<a href="#">AG 7540.03</a>		<a href="#">AG 7540.03</a>
Transporting Students by Private Vehicle	<a href="#">AG 8660</a>	<a href="#">AG 8660</a>	<a href="#">AG 8660</a>	<a href="#">AG 8660</a>
School Visitors	<a href="#">AG 9150</a>	<a href="#">AG 9150</a>	<a href="#">AG 9150</a>	<a href="#">AG 9150</a>
Staff Network and Internet Acceptable Use and Safety Agreement Form– Sign and turn in with Policy Sign–Off Form	<a href="#">FM 7540.04 f1</a>	<a href="#">FM 7540.04 f1</a>	<a href="#">FM 7540.04 f1</a>	<a href="#">FM 7540.04 f1</a>
Staff Policy Sign–Off Form – Sign and turn in with Form 7540.04 f1	<a href="#">FM Policy Sign-off</a>	<a href="#">FM Policy Sign-off</a>	<a href="#">FM Policy Sign-off</a>	<a href="#">FM Policy Sign-off</a>
Race and Ethnicity Designation Form - <b>New Employees Only</b> - Complete, sign and turn in with Policy Sign-Off Form	<a href="#">FM Race Ethnicity</a>	<a href="#">FM Race Ethnicity</a>	<a href="#">FM Race Ethnicity</a>	<a href="#">FM Race Ethnicity</a>

I have reviewed the District Policies and Administrative Guidelines for my employee group listed above and understand they are available at [www.greenfield.k12.wi.us](http://www.greenfield.k12.wi.us) (Staff Resources/Staff Sign-Off Policies). I understand that I may access all District Policies and Administrative Guidelines at [www.greenfield.k12.wi.us](http://www.greenfield.k12.wi.us) (Staff Resources/NEOLA) at any time. A paper copy of the Policies and Administrative Guidelines are available to me upon request.

I have reviewed these Policies and Administrative Guidelines. I understand that there are additional policies and Administrative guidelines posted on Staffnet and that it is my responsibility to read and comply with **ALL** Policies and Administrative Guidelines and any revisions made to them. I understand that I should consult with my supervisor or building principal regarding any questions I have about the Policies and Administrative Guidelines.

Because the information within these Policies and Administrative Guidelines may change, I acknowledge that revisions to Policies and Administrative Guidelines may occur at any time, with or without prior notice, and in the sole discretion of the District. I understand that revised information will supersede, modify, or eliminate existing policies.

I acknowledge that all Policies and Administrative Guidelines are not a contract of employment. Their sole purpose is to provide guidance, expectations of conduct and performance, and orientation to District employees.

I have read and understand the contents of these Policies and Administrative Guidelines. I understand that these policies do not in any way modify my employment status or provide me with additional rights, and that the District retains the sole discretion to add to, modify, or delete any provision, guideline or policy.

**Employee Name**

**School**

**Date**

Please print this [Staff Policy Sign-Off Form](#), [7540.04 f1 Staff Network and Internet Acceptable Use and Safety Agreement Form](#), and the [Race and Ethnicity Designation Form \(New Employees Only\)](#) and return this signed acknowledgement to your Supervisor by the end of 9/7/12.