

Randolph Southern Elementary Staff Handbook

2023-2024

Daniel R. Allen II, Principal



Mission Statement

Randolph Southern Elementary School is a community of lifelong learners.

We are a force for positive change.

We set high expectations and believe all children can learn.

We recognize each individual's uniqueness.

We provide a safe, nurturing environment.

We strive to do our personal best.

Through best educational practices, we light the way to the future.

Vision Statement

Randolph Southern Elementary is reaching students everyday using diverse educational tools and strategies, preparing them to be productive citizens in our ever-changing world.

Mr. Allen's Expectations

My Expectations for all building staff are:

1. We will be a data driven school. We will assess and analyze our data in a meaningful and timely manner. We will use our data and school improvement plan to guide our instruction and professional development.

2. We will be problem solvers. If you have a problem and need my help, ask me. Be prepared to share your prior strategies and thoughts. Problem solving takes time, please be patient and optimistic that in time all problems can be solved.

3. We will be positive role models. Children hear and see everything! We will represent ourselves in a professional manner in appearance, language, and attitude at all times. What we say and do does make a difference!

4. We will be team players. We will participate in Staff, Grade Level, TAT, RtI Committees and all other meetings in a timely and professional manner. We will listen respectfully and accept others' opinions as if they were our own.

5. We will make parents and families feel welcome at Randolph Southern. Research indicates that parental involvement is very important in maximizing student learning. A warm smile, friendly face, and kind words really makes a difference.

6. We will lift each other up and encourage one another as a Southern family. We are all human, let's not condemn or judge others, but learn from our experiences.

Randolph Southern Elementary School

General Information

Absence

Please report absences as soon as possible. In case of illness or emergency, please call between 5:30 AM and 7:00 AM. Messages may be left on the 24-hour answering machine.

Toll free number is: 1-888-847-9111

Local number is: 1-765-874-1141

Teachers, please have lesson plans completed for at least three days in advance, not only for student planning purposes, but also in case of an emergency. A substitute folder should be present in each classroom with emergency information and substitute information.

Excused staff absences include: immediate family illness, personal days, sick days and professional days. For further description of the above days, please read the corporation handbook. Teachers must sign an absence form in the office upon their return from the absence.

Accident Reports

Any student requiring medical attention is to be reported on a duplicate accident report form: one copy for the superintendent's and one for the elementary office. Any head injury is to follow the above with a call home or a note if no one can be reached.

Please list witnesses, if any, on the accident form.

Attendance

Attendance slips should be sent to the office by 8:30 AM each morning. A student arriving after school begins or those who leave prior to the dismissal bell should be sent to the office to keep the absence roster correct. A student in attendance any part of any half-day is considered present the whole half day. Attendance rosters are kept by the individual teacher and by the office. Keep entry and/or withdrawal dated properly marked in your attendance roster. Send excuse notes to the office.

Building Keys

Each teacher has a key to his/her room. All building keys are to be returned to the office as part of the end of the year checkout, unless otherwise approved by the principal. Swipe cards to outside doors may be obtained by applying in the elementary office.

Child Abuse

Child abuse/neglect should be reported to the building principal, school counselor or the school nurse. Child protection must be called and the situation reported when suspicion of abuse or neglect is obvious. See attached information concerning Child Abuse/Neglect. Our job is not to determine whether the report is true, but to report any reasonable doubt to the authorities.

Convocations

Teachers and assistants will escort their students to convocations and remain with them to assist in student control and discipline. All students will attend convocations, unless special circumstances are directed by the building principal.

Daily Announcements

Daily announcements will be made over the public address system in the afternoon. Announcements will be made during the morning. Interruptions during the day will be made only when absolutely necessary.

Emergency Drills

Fire drills are required monthly; tornado drills are required once a semester; man-made drills are required once a semester. The fire drill sound is a continuous bell. The tornado drill has a siren sound to it. The man-made drill will be a code given via the intercom from the principal. Routes are posted in each classroom as well as in this handbook. Teachers are to take grade books with them to these drills for attendance purposes. Teachers will also need their red and green cards to inform the office if there is an issue. Students are to remain quiet during the drills in case instructions are given to them.

Faculty Meetings

Meetings begin at 3:15 PM. All meetings will be in conference room 431. Generally the meetings will occur on the second Monday of the month. All teachers are expected to attend. Please plan after school activities around the meetings. It is the staff member's responsibility to get information if an unavoidable conflict occurs.

Bulletin Boards

The principal will perform hallway walks every two weeks. Bulletin boards should be updated and current during these walks. Every board should have projects or assignments that are linked to the Indiana Academic Standards.

Field Trips

Field trips must have prior approval from the principal. A field trip request form is available in the office. Proper bus supervision is required on all field trips. Teachers, chaperones, and any adult supervisors are to station themselves throughout the bus for better supervision. Any student taken off school property during the school day should have written permission from a parent or guardian. Student Emergency Contact Sheet must be taken on field trips. Any parent that would like to take their child home after a field trip must sign a Waiver of Transportation Responsibility Form. The office must complete background checks for parents attending the field trip.

Power School

Each teacher is to keep an accurate grade book on PowerSchool. The teacher in the classroom will maintain daily attendance. An Attendance Roster should be in the possession of the teacher during fire and tornado drills. A print out of student grades is turned in at checkout at the end of the school year.

Grading Scale

The elementary grading scale is:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 & Below

Health Examinations

All students in grades 1, 3 & 5, plus new students receive an eye examination by the nurse. Kindergarten, 1 & 4, plus new students and referrals are given a hearing test. The school nurse does scoliosis screening in grades 5 and 6.

Make Up Work

Students will have one day to make up work for each day they are absent per RSE Student Handbook. A copy of any teacher correspondence to parents, other than routine assignments, should be given to the principal. All information given to the public should also be given to the principal. This is for information purposes. It is a good idea to have someone proofread all information prior to its release to the public

Virtual Learning/eLearning

Students and staff will be in attendance unless we are unable to attend due to weather. A maximum of three (3) consecutive Virtual Learning days will be allowed by the school corporation. After the third day, class shall be in session before another Virtual Learning day will be utilized. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstances.

Virtual Learning is considered a school day by the Indiana Department of Education and a contracted day for teachers. Students will be required to complete work. Teachers must have lessons posted by 8:00 a.m. Teachers will be available between the hours of 10:00 a.m. to 4:00 p.m. to work with students in Google Classroom. Teachers are responsible for submitting attendance reports to the secretaries and principal for work completed by students.

eLearning will be planned professional development days scheduled this school year. Plans need to be posted to Google Classroom for this day.

Teachers will be in attendance to work on professional development.

Personal Items

Students or teachers having items of value at school should take care that they are not left unattended. There is no school insurance to cover such items, and the school cannot assume any responsibility for loss or damage. Money or other valuables should not be left in desks overnight.

Plan Book/Classroom Letters

Each staff member will receive an online subscription to Planbookedu.com. Plans for at least three days should be available on top of the teacher desk. Plans should be submitted through the program weekly. All activities should be linked to Academic Standards. A copy of your classroom letter needs to be put in the Principal's mailbox. The Principal needs to know what information is being sent to parents.

Recess

Students in grades K – 6 have 20 minutes for recess. The elementary gym will be open each day or go to the playground depending upon the weather. The principal or designee will determine outside recess. Teachers or paraprofessionals are in charge of these recesses. Students in grades 1 – 3 have the option for a recess in the afternoon that is arranged and supervised by the teachers. There should be at least two adults with the students. The office should have an updated schedule of all primary 2nd recesses for communication purposes.

Report Cards and Progress Reports

Report cards will be distributed as soon as possible following the end of the grading period. Students who are at risk of failing a grade period should receive notice at the midpoint of the grading period. Report card due dates and distribution are listed below:

1 st Nine Weeks:	Due=10-2-23	Distribution=10-5-23
2 nd Nine Weeks:	Due=1-3-24	Distribution=1-5-24
3 rd Nine Weeks:	Due=3-12-24	Distribution=3-15-24
4 th Nine Weeks:	Due=5-17-24	Stuff Envelopes=5-23-24

Requisition and Supplies

Requests for ordering of supplies or equipment must go through the principal's office and require a purchase order. One purchase order is to be used for each company. The teacher is responsible for completing the purchase order. Shipping address must be included on all orders. Major orders will be made just once a year.

Room Maintenance

It is the responsibility of the teacher, the last one to leave the classroom for the day, to see that the room is secure. Please turn off the lights and close the classroom windows and door when the room is not in use. Any malfunctions of doors, windows, or any other property should use the online ticket system to submit to Mr. Allen and Mr. Scott Dingess.

Teachers are responsible for the condition of school furniture and equipment used by students under their supervision. The standards of cleanliness and neatness maintained in the school are the responsibility of the administration, teachers, students, and custodians. By close cooperation with each other, sanitary and healthful standards will be raised and environmental conditions under which pupils, faculty, and other personnel work will have a positive effect on learning or teaching practices.

It is the responsibility of the custodians and teachers to see that all windows and doors are locked securely before leaving the building at the close of the day. Classrooms should be locked when not in use.

It is the responsibility of the teacher to leave their room in proper order for cleaning. Students should place their chairs on top of their desks at the end of the day. All student desks are to be clean. All books, pencils, clothing, etc., shall be picked up. All classroom books and other equipment should be returned to their storage area. Anything that is carried over from day to day such as experiments or displays should be left in an orderly fashion.

School Day

Teachers: 7:45 – 3:20 p.m. Students: 7:45 – 3:00 p.m.

Teachers are to be in their teaching area when students arrive.

Teacher mailboxes are located in the workroom. Mailboxes should be checked before and after school, and at lunch break.

Special Services

Special education, speech and hearing therapist, nurse and social worker make up our special services. Regularly scheduled testing for hearing, speech and vision is conducted. Any other needs of the students observed by the teacher should be referred to the appropriate special service through the principal's office.

Student Monitoring

Students are not to be left unattended in any part of the building. Students returning to special classes Art, PE or Music, should be accompanied by the classroom teacher. Teachers must walk students to the playground or gymnasium for recess. Teachers must pick up students from the cafeteria after lunch.

Professional Development

Professional Development will follow the P.L. 221 Plan for 2022-23.

Student Activity

Only those students with a practice or other activity shall remain in the building after dismissal. Students shall confine themselves to the area of the activity. A teacher or other adult must be the supervisor for any activity. Teachers should assist in ensuring all students go home in their approved manner unless students present a note signed by a parent or guardian.

Release of Students

No student is to be released or sent home by a teacher without permission from the principal or his designee. A student will not be sent home unless the parent, guardian, or responsible adult of that student has been contacted and permission given. This includes sending a child home to get something and then return to school.

Student Discipline

Teachers are the primary disciplinarians for students within the classroom. Teachers should post classroom guidelines and refer to them often. When efforts at improving student behavior have been exhausted and attempts have been made to contact the parent or a student's behavior needs immediate attention, the principal is to be contacted and a referral completed through PowerSchool.

Student Medication

Internal medication cannot be administered to any student without a written medical statement from the doctor being on file with the nurse and the medication properly labeled. All students are to have state required immunizations and furnish proof of it.

TAT (Teacher Assistance Team)

Public school corporations are required to have a formal written system that provides general education intervention procedures for students whose classroom performance is adversely affecting educational outcomes. The purpose of the RSE TAT team is to assist teachers in identifying a student's strengths, learning/ behavior problems, and to develop a plan of remediation. The TAT Team will meet to determine if a student is to move to RTI Tier III to focus specifically on:

Reading: Fluency, Basic Reading Skills, or Comprehension.

Math: Calculation or Problem Solving

Written: Written Expression & Basic Writing Skills

Recommendations to the psychologist for testing should come from a TAT Team.

SPECIAL CLASSES

Students in grades K–6 receive Art, PE, and Music classes, in addition to the regular classroom instruction. The Specials Classes will follow a Red, White, & Blue Rotation. Teachers should escort students to and from these classes.

INTERNET

Teachers should use Hapara and Google Classroom to monitor what is being studied on the Internet. All students must have a signed Internet user policy on file before using any computer.

LAMINATION

Our librarian asks that library personnel do all laminating. Please take items to the library work area and make arrangements with the librarian or assistant for lamination to be done.

LIBRARY AND AUDIO-VISUAL

A central media center of audio and visual is open daily with a resource person available. Various pieces of equipment are available for check out. Please make sure materials checked out are returned when finished

RSE Faculty Meeting Faculty meetings will be held on the following dates beginning at 3:15 in the conference room.

August 8

January 03

September 11

February 12

October 16

March 11

November 13

April 8

December 11

May 13

RANDOLPH SOUTHERN ELEMENTARY

Fire Drill Procedure

KINDERGARTEN

Proceed out the South doors (#13 & #14) in their room and go around the circle past the fire hydrant. Alternate route is to proceed to the cafeteria and out the North doors to the parking lot.

MUSIC ROOM

Proceed to the South doors (#15) around the circle past the fire hydrant. Alternate route is to proceed through the cafeteria and out the North doors.

FIRST GRADE, ART AND SPEECH

Proceed out the South doors (#15) around the circle past the fire hydrant. Alternate route is to proceed out the third grade area and go out the South doors (#16) there and follow the sidewalk to the playground.

SECOND GRADE, THIRD GRADE, AND MINI RESOURCE ROOM

Proceed to the South doors (#15) on the West end of building follow the sidewalk to the playground. Alternate route is to go out South doors (#15) by the Kindergarten rooms and go around the circle past the fire hydrant.

FOURTH GRADE, RESOURCE ROOM AND HEAD START

Proceed to North doors (#17) on West end of the building and follow the sidewalk to the playground. Alternate route is to exit at the South doors (#16) on the West end and proceed to the playground.

Technology ROOM, FIFTH AND SIXTH GRADES

Proceed to main entrance and use the North doors (#19) to exit to the parking lot.

Alternate route is to exit at the South doors (#17) on the West end and proceed to the playground.

CAFETERIA, GYM AND OFFICE SUITE

Proceed to main entrance and use the North doors (#19) to exit to the parking lot.

Alternate route is to go out South doors (#16) by the Kindergarten rooms and go around the circle past the fire hydrant.

Fire Drill

The Fire Alarm is an intermittent sound with a light that flashes on top of the alarm itself.

The following personnel should check the assigned areas then notify the office that all is clear.

Para 1 - 3rd/4th Grade Pods, Library, & East Hall (3rd/4th Gr. Hallway)
- Exit through Door #17
*Special Instructions if during Mat Time or Brief
Change*

Para 2 - 5th/6th Grade Pods, North Hall (Secondary Hallway) &
its
Restrooms
- Exit through Door #19

Social Worker - 2nd Grade Pods, South Hall (Primary Hallway) & its
Restrooms
- Exit through Door #16/17
- Final Staff/Student Check on Playground
- Walkie Channel # 3

Para 3 - 1st Grade Pod, Art Room & Speech Room
- Exit through Door #15

Secretary - Office, Cafeteria, Gym/Restrooms, Kindergarten Music
Room
- Exit through Door #15
- Final Staff/Student Check at Back Circle
- Walkie channel # 3

All other personnel will be responsible for escorting children to their assigned areas outside the building.

RANDOLPH SOUTHERN ELEMENTARY SCHOOL

Tornado Procedures

1. The Kindergarten, Mechanical, Music rooms, Upper Deck and Satellite Kitchen will proceed to the Staff Lounge. Kindergarten will go into the Hallway.
2. The Speech/Language room 110 will stay in their own room.
3. Room 220 of First Grade will proceed to Speech/Language room 110.
4. Rooms 221 & 222 of First Grade will proceed to the boys' restroom in the south hall.
5. The Art room will stay in their own room.
6. Rooms 230, 231 & 232 of the Second Grade will proceed to the girls' restroom in the south hall.
7. The Library will remain in the library and go along the south and southwest walls.
8. Rooms 310, 311 & 312 of the Third Grade will proceed to the Library along the south and southwest walls.
9. Rooms 320, 321 & 322 of the Fourth Grade will proceed to the Girl's Restroom in the north hall.
10. The Resource Room 410 will proceed to the computer room in the north hall.
11. Rooms 420, 421 & 422 of the Fifth Grade will proceed to Computer Room in the north hall.
12. Rooms 430, 431 & 432 of the Sixth Grade will proceed to the Office Conference room, Staff Restrooms, and the Office interior hall.
13. The Computer room will remain in the Computer room.
14. The Principal's Office, Nurse's Office, School Counselor's Office, Conference Room, Work room, Staff Lounge and Main Office will remain in their area.
15. If students are in the cafeteria, tables to the south will use the Lounge area and tables to the north will use the restrooms off of the gym entrance.

16. Students in the gym area will go to the restrooms outside of the gym area.

RANDOLPH SOUTHERN ELEMENTARY SCHOOL

CRISIS PLAN OVERVIEW

In case of an emergency staff involvement the following plan will be used:

The announcement: **“RSE is in Lock Down”** activates the plan of action.

1. All classroom doors will be closed and locked.
2. Hall doors will be closed and locked.
3. Windows will be closed and blinds shut.
4. Students will go immediately to their assigned area.
5. Teachers will check class rosters and take attendance.
6. Office will be notified of students not present in the classroom.
7. Mr. Allen, April, Genevieve and Paula move to main Office.
8. All children will be held in classrooms until the all clear:
“Lock Down has been cleared,” is heard.

Other Crisis measures for RSE are as follows:

1. Three walkie-talkies are present in the school.
2. The recess supervisors will have a radio with them.
3. All doors to the school will be locked except the North door when school is in session.
4. All visitors must report to the Office.
5. Visitors will be issued badges.
6. Kindergarten doors must remain locked.

RANDOLPH SOUTHERN ELEMENTARY SCHOOL

Bus Policy for School Trips

1. Bus drivers prefer teachers and chaperones to have control of student behavior on field trips.
2. Bus drivers will need to inform teachers of the return departure time.
3. No pupils shall stand or move from seat to seat during the trip.
4. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
5. No windows or doors shall be opened without permission of the bus driver.
6. Food and snacks may be permitted on field trips as designated by teachers, chaperones or driver.
7. The teachers should be aware that on most field trips, the driver is not familiar with streets and roads. Please help the driver with discipline matters.
8. All school policies in the handbook pertain to students on the field trip.
9. Student Emergency Contact list and medical kit must accompany teachers on all field trips.

RSE Lunchroom Information

FIELD TRIPS

The cafeteria needs to know an estimate of students needing sack lunches at least a week ahead of the field trip.

The **Field Trip Checklist** form needs to be turned into the cafeteria the morning before the trip so that the sack lunches can be prepared. Also, if the cafeteria is told of the departure time the lunches can be brought down to the buses to help make departure easier.

It is important that the cafeteria have the student name and number to credit their account for the meal received and the same is true of anyone absent or not taking a meal for the proper credit.

Please use the form.

RANDOLPH SOUTHERN ELEMENTARY SCHOOL

Recess Supervision

The following policy is written to assist with situations, which may occur during all recess times.

1. The recess supervisor will first determine the severity of injury or illness.
2. The recess supervisor, when severe problems arise, will contact the school nurse through the means of two-way radios.
3. The school nurse will assist the recess supervisor with instructions concerning whether the student should come into the building or should not be moved.
4. If the student should not be moved, the school nurse or designated personnel will immediately go to the recess area to assist with the student.
5. When a student with serious injury or illness is considered transportable by the school nurse and/or recess supervisor; an adult will walk the student into the school or the school nurse or designated personnel will meet the student at the recess site. Such situations may include, but are not limited to head injuries, broken or strained appendages, severe bleeding (including nosebleeds), seizures, bee stings, vomiting, asthma attacks, severe breathing problems, dizziness and possible fainting situations.
6. An adult will also assist a student if the student's injury or illness is connected to a known health condition, which may also provide severe complications. A confidential list of

- health concerns will be provided to all recess personnel for background knowledge.
7. A student with a minor injury or possible illness will be sent to the nurse's office by the recess supervisor and may be accompanied by another student at this time. The recess supervisor will call into the nurse's office to inform the nurse or designated personnel of the student being sent in and the nature of their injury or illness.
 8. Some minor injuries may be taken care of by the recess personnel with the medical kit provided and taken out at each recess time.
 9. All recess personnel will be informed of universal precautions, which are necessary to follow when working with injuries.
 10. Inside or outside recess will be determined by the principal or designee. Inside recess may be held in the gym or in classrooms determined by school activities occurring at the time.
 11. Students will wear tennis shoes for inside recess held in the gym. If student is unable to have gym shoes they will be allowed to wear their soft soled shoes if bottom of shoe is clean.
 12. No student will be punished or kept from inside recess activities because they are unable to purchase or have special shoes at school.
 13. All students will be given the opportunity to participate in recess unless a discipline needs overrules recess.
 14. Teachers who keep students in their room for recess will provide a list for the lunchroom supervisor. **The teacher will supervise his or her own students when the teacher holds the student in during recess.** Students will be held in the cafeteria until the teacher picks them up.

Randolph Southern School Corporation

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Randolph Southern School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity.

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Any individual who feels that they have experienced discrimination shall forward to the Superintendent in writing a statement detailing the alleged discrimination. The Superintendent's Office is located at One Rebel Drive, Lynn, IN 47355, PH: (765) 874-1181.

Title IX (gender) Coordinator is the Superintendent. Superintendent's Office is located at One Rebel Drive, Lynn, IN 47355, PH: (765) 874-1181.

Section 504 (handicapping conditions) Coordinator is the Jr./Sr. High School Principal. Principal's Office is located at Two Rebel Drive, Lynn, IN 47355, PH: (765) 874-2541.

Americans With Disabilities Act (ADA) Coordinator is the Superintendent. Superintendent's Office is located at One Rebel Drive, Lynn, IN 47355, PH: (765) 874-1181.

RANDOLPH SOUTHERN SCHOOL CORPORATION

One Rebel Drive
Lynn, Indiana 47355
765-874-1181

Randolph Southern School Corporation values the many people that help make our programs and students successful. In order to ensure the safety of our students, we keep a file and must run a Criminal History check on each potential employee with Safe School Project Services known as "First Inquiry." (Board Policy 331)

APPLICANT NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE: _____

DATE: _____

This information will be used to run a "First Inquiry" Criminal History Check on the above potential employee by the Superintendent or Principal. This is now required by School Board Policy before a person can begin employment.

Employees must have a signed copy of the **Adult Behavior Expectations** attached to this application before they begin their employment. The Superintendent or Principal will provide this signed sheet to the school board.

4/2/07

Randolph Southern School Corporation
WAIVER OF TRANSPORTATION RESPONSIBILITY

The undersigned parent and/or guardian understands and acknowledges that they are providing transportation for

Opponent:

Date:

[illegible]

It is further understood that the parent/guardian signature indicates they have waived any and all responsibility delegated to Randolph Southern School Corporation for transporting the above named student to Randolph Southern Jr./Sr. High School or Randolph Southern Elementary.

RANDOLPH SOUTHERN SCHOOL CORPORATION

CERTIFIED STAFF PROFESSIONAL GOALS

DUE August 19th YEARLY

Each teacher should set professional goals each year. Those goals need to be related to the school improvement goals and the corporation mission and vision. Professional leave will be granted if funds and/or substitutes are available if the leave requested relates to the professional goals of the staff member.

Professional staff goals should always relate to improving student achievement. Professional development can take many forms. It may simply be observing a colleague, participating in a discussion of professional literature, or teaming with another teacher to do some action research. It might mean going to a class, a workshop, or simply having release time to study, plan, or observe. It might relate to using technology better in the classroom and the Technology Coordinator or Technology Lead Teacher might be of assistance.

The Professional Goals should be discussed yearly with the building principal before September 1st. The teacher should do a reflection of their accomplishments toward the professional goals and turn those in to the building principal at the end of each school year.

By each professional staff member making a commitment to grow professionally, each school will be more successful at achieving the school improvement goals set during the PL221 process. Discussion with the building principal will allow for more support for the professional staff member in achieving growth.

The Professional Development Plan shall become part of the professional staff member's personnel file. It in itself, is not an evaluation of performance, but is a tool for collaboration between the administrator and the teacher, for both professional growth and school improvement.

Over→

Randolph Southern School Corporation

Professional Development Plan

Due August 19th of each year

Reflection due at the end of the year

Teacher: _____

Building: _____

Teacher Assignment: _____

School Year: _____

Professional Goals: Remember to include three goals including one technology goal

Support needed from the building administrator and/ or colleagues:

Reflection of progress toward goals is due at the end of the year.

Signature: _____ **Date:** _____

Date of Administrative Conference: _____

Staff Handbook Changes for 2023-24 School Year

- 1. Cover Page (1)**
 - **Year Change**
- 2. Report Cards (8)**
 - **Dates Changed**
- 3. Faculty Meetings (13)**
 - **Dates changed.**