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INTRODUCTION

The establishment and continuation of a program of quality education for Lincoln County School District #2 is the primary purpose of this manual. This manual provides a framework for the procedures and policies of this school system. Each member of the professional staff has the full responsibility to be aware of this information and commit to uphold policies and use proper procedures. As questions of policy and procedure arise, consult the pertinent section. If you cannot find an answer to a question, consult your administrator.

This manual replaces all previous statements, policies and procedures. It does not represent a contractual agreement between Lincoln County School District #2 and any employee. Further, Lincoln County School District #2 reserves the right to change the policies in this manual at any time, for any reason, without prior notice.

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with **Lincoln County School District #2** are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated to coordinate efforts to comply with the regulations regarding nondiscrimination:
Superintendent Matt Erickson, 222 E. 4th Avenue, Afton, WY 83110, (307) 885-3811.

KEY VALUES OF LINCOLN COUNTY SCHOOL DISTRICT #2

Lincoln County School District #2 is committed to ensuring that the values listed below direct the policies, procedures, programs, priorities and day-to-day decisions of the District and its personnel. These values should be observed and upheld by the entire staff.

1. All actions we take must benefit students.
2. All students can learn. We are committed to creating conditions that promote the success and well-being of EACH student. We insist that each student be afforded the dignity and respect that he/she is due.
3. Every person has intrinsic value. The essential ingredient in fulfilling our basic mission is the people within our organization. We are committed to recruiting and retaining the best persons available in their respective fields and continually promoting their professional growth. Lifelong learning is essential for staff and students.
4. The proper educational environment promotes academic excellence. To fulfill our mission, each staff member should have high expectations that are apparent by:
 - a. accepting personal responsibility for creating conditions that promote success for each student;
 - b. demonstrating a work ethic that reflects the importance of our basic mission; and
 - c. actively demonstrating that each individual is worthy of respect.
5. There is a common core of values that must be taught, modeled and practiced. These values include: honesty, kindness, cooperation, respect and personal responsibility. We believe that both students and staff are responsible and accountable for their actions. Poor performance should be identified and addressed. Effort and achievement should be recognized and celebrated.
6. We believe that the district can work toward its mission only if the lines of communication remain open, collaboration is the norm, and those closest to a given task have considerable input on how that task will be accomplished.
7. We believe that Lincoln County School District #2 should serve as a model to others. This goal can be achieved only if we are committed to continual improvement and are willing to take risks to facilitate that improvement.
8. All members of the community must value education. We believe that if we remain committed to these values, students, staff, and the community at large will feel a sense of allegiance to, and ownership in, Lincoln County School District #2.
9. Certain standards have already been established both by the rule of law and norms of common decency. Human beings have rights to certain and constant considerations just because they are human beings. Every person has the right to expect to live a life free of harassment and threats of violence. Our school district supports those rights.

GUIDING PRINCIPLES FOR ALL STAFF

We adopt these principles as a reflection of our values as professionals in Lincoln County School District #2.

1. We will develop curriculum and instructional strategies that promote active involvement for students. We will provide for their varied experiences and individual abilities, and utilize technology and other tools where appropriate.
2. Every person has intrinsic value. The most essential ingredient in fulfilling this basic mission is the people within our organization. We are committed to recruiting and retaining the best people available in their respective fields and continually promoting their professional growth. Lifelong learning is essential.
3. We will model the importance of lifelong learning through our ongoing personal and professional development.
4. We will collaborate with one another to create conditions that promote student success and a rewarding professional experience.
5. We will act as professionals, with integrity and honesty, and will develop relationships characterized by caring and respect.
6. We will provide a supportive school atmosphere where everyone feels emotionally, physically, and intellectually safe.
7. High expectations are held for student achievement. We believe in developing character. We encourage students to take full responsibility for their lives and the learning process.
8. We will care for our physical environment, including all school property, and require the same from students and patrons.
9. We will communicate with parents about their student's progress in school and encourage parents to be involved in their children's education.

**PROCEDURES FOR IMPLEMENTATION OF
KEY VALUES OF LINCOLN COUNTY SCHOOL DISTRICT #2**

LONG-TERM GOALS OF THE EDUCATIONAL TEAM:

1. All actions we take must benefit students.
 - a. During consideration, and prior to making curriculum, procedural, administrative or financial decisions, we will habitually ask, "What is the benefit to our students?"

2. All students can learn. We are committed to creating conditions that promote the success and well-being of EACH student. We insist that each student be afforded the dignity and respect that he/she is due.
 - a. We will reach world-class standards measured by world-class assessments.
 - b. Each graduate will be prepared with career skills ready to enter the global work force and with a desire to be an active, lifelong learner and contributor.
 - c. We will create strategies for monitoring each student's level of success.
 - d. We will continually re-examine intervention strategies in various disciplines, assess their effectiveness, and develop new strategies as needed.
 - e. We will develop the means by which we can annually assess our effectiveness in helping each student achieve success.
 - f. Based on the annual assessment, we will develop annual goals for reducing the number of unsuccessful students.

3. We are committed to hiring high quality professionals, training them properly and enhancing their professional development.
 - a. We will have highly skilled employees who have a high degree of job satisfaction. We will aggressively recruit master teachers and those with demonstrated potential of becoming master teachers.
 - b. We will model a personal commitment to professional growth by pursuing those activities that will enhance our effectiveness.
 - c. Each member of the administrative team will be asked to identify examples of how he/she has developed members of their team professionally as part of his/her annual self-evaluation.
 - d. We will develop and provide meaningful professional growth opportunities for our staff on our campus and provide incentives for their participation in those opportunities.

4. Education must be valued by all. The proper educational environment promotes academic excellence. In order to fulfill our mission, each staff member should have high expectations that are apparent by:
 - a. Accepting personal responsibility for creating conditions that promote success for each student;
 - b. Demonstrating a work ethic that reflects the importance of our basic mission, and;
 - c. Actively demonstrating that each individual is worthy of respect.
 1. We will develop strategies for celebrating the efforts of those staff members who demonstrate these high expectations.
 2. We will confront those staff members whose behavior is in contrast to these expectations and provide them with constructive assistance to help in changing that behavior.

5. There is a common core of values that must be taught, modeled and practiced. These values include: honesty, kindness, cooperation, respect and personal responsibility. We believe that both students and staff are responsible and accountable for their actions. Poor performance should be identified and addressed. Effort and achievement should be recognized and celebrated.
 - a. We will ensure that procedures are in place to respond promptly to the improper behavior and academic problems of students.
 - b. We will provide students with incentives for good behavior and academic achievement.
 - c. We will provide recognition for improvement as well as achievement.
 - d. We will identify areas of concern in staff performance in a timely manner and assist in developing strategies to help the individual resolve those concerns.

6. We believe that the district can work toward its mission only if the lines of communication remain open, collaboration is the norm, and those closest to a given task have considerable input as to how that task will be accomplished.

- a. We will create systematic procedures and processes to ensure frequent collaboration among staff.
 - b. We will develop procedures to monitor the results of that collaboration.
 - c. We will make a commitment to providing thoughtful and timely responses to any proposal that we receive.
 - d. We will provide opportunities for input to those closest to a given task.
 - e. We will survey the members of the staff to assess their perception of their opportunity to have input into those decisions that affect them.
7. We believe that Lincoln County School District #2 should serve as a model to others. This goal can be achieved only if we are committed to continual improvement and are willing to take risks to facilitate that improvement.
- a. We will encourage staff to share their ideas for successful instruction and programs through presentations at professional conferences and publications in professional journals.
 - b. We will be receptive to requests from other schools to visit Lincoln County School District #2 to observe its programs at work.
 - c. We will systematically provide opportunities for the community to express ideas on areas of improvement for Lincoln County School District #2.
 - d. A proactive policy will be developed to solicit community feedback.
 - e. We will call attention to faculty-sponsored innovation and experimentation at faculty meetings in each school.
 - f. We will provide functional, inviting facilities where a creative and engaging learning environment exists.
8. We believe that if we remain committed to these values, students, staff and the community at large will feel a sense of allegiance to, and ownership in, Lincoln County School District #2.
- a. We will have a supportive and enthusiastic educational community with open, honest and trusting communication.
 - b. We will conduct surveys of representative students, staff, and community to assess levels of allegiance, ownership and satisfaction.
 - c. Based on the results of the surveys, we will develop plans to increase the sense of ownership in Lincoln County School District #2 and set goals for improvement.

DISTRICT EDUCATION EXIT OUTCOMES

Each student in Lincoln County School District #2 should exhibit the following skills as they leave our school system:

- A. All students will use communication skills effectively:
- All students will be able to read and understand personal, academic and workplace material.
 - All students will be able to write personal, academic and workplace material.
 - All students will communicate mathematical and scientific information effectively.
 - All students will be able to speak effectively in personal, academic and workplace settings.
 - All students will listen effectively, critically and courteously.
 - All students will critically view material and demonstrate an understanding of the material.
- B. All students will demonstrate marketable skills:
- All students will identify and utilize available resources.
 - All students will develop interpersonal skills that will allow them to interact successfully.
 - All students will demonstrate the ability to work with a wide variety of current technologies.
- C. All students will develop cultural skills:
- All students will be able to evaluate and appreciate the fine arts.
 - All students will demonstrate understanding of history and cultural traditions.
 - All students will demonstrate understanding of cultural and physical geography.
- D. All students will attain the personal skills necessary to demonstrate respect for self and others:
- All students will demonstrate an understanding of health and physical fitness.
 - All students will demonstrate self-management behavior.
 - All students will demonstrate positive self-esteem behavior.
- E. All students will demonstrate effective problem solving and thinking skills:
- All students will make appropriate decisions based on available information.
 - All students will generate new and creative ideas and use logic in problem solving.
 - All students will identify their preferred learning mode and employ a variety of reasoning and learning skills to solve problems.

AN EXEMPLARY SCHOOL SYSTEM

If Lincoln County School District #2 is to be an exemplary school system, we must have a clear sense of the goals that we are trying to accomplish, the characteristics of the district we seek to become, and the contributions that the various stakeholders in the district must make in order to transform ideas into reality. The following statements are intended to provide standards that Lincoln County School District #2 should strive to achieve and maintain.

Curriculum

An exemplary district provides students with common core curriculum complimented with a variety of elective courses and co-curricular activities. This balanced program stimulates intellectual curiosity, requires students to demonstrate that they have learned how to learn, and enables them to become productive and effective citizens. The district articulates the standards it seeks for all of its students and monitors each student's attainment of those standards through a variety of indicators. In such a district the curriculum:

- a. Addresses mastery of academic content that integrates acquisition of essential life skills
- b. Enables students to broaden their perspective in order to understand and appreciate diverse cultures within the school as well as cultures and conditions beyond those of their local community
- c. Stimulates active engagement on the part of students
- d. Recognizes and provides for individual differences and interests
- e. Integrates technology as a means to achieve certain curricular standards
- f. Reflects the district's support of innovation and commitment to continuous improvement

Attention to Individual Students

Regardless of its size, an exemplary school recognizes the importance of each individual student. Those within the school make a concerted effort to communicate and demonstrate their commitment to each student. As a result, each student feels that he/she is valued as a member of the school community.

- a. Attention is paid to facilitating each student's transition to, and through, all school levels.
- b. Each student is provided the information, assistance and support that enables him/her to develop appropriate educational and career goals.
- c. The behavior, academic progress, and emotional well-being of each student are continually monitored and appropriate services are initiated as needed.

Personnel

An exemplary district operates on the premise that the district can only be as good as the personnel that it employs. Therefore, the Board and Administration are committed to recruiting and retaining individuals with exceptional expertise in their respective fields. In such a district:

- a. Each member of the staff demonstrates support and commitment to the district's vision and values.
- b. The staff has high expectations for student success and works individually and collaboratively to create conditions that promote student success.
- c. The staff models the importance of lifelong learning through their commitment to on-going professional development.
- d. The Board of Education and Administration are proactive in promoting and protecting the District's vision and values.

Students

The effectiveness of any district is assessed by the conduct, character and achievement of its students. In an exemplary district:

- a. Students accept responsibility for their learning, decisions, and actions.
- b. Students develop the skills to become more self-directed learners as they make the transition through all grade levels.
- c. Students become actively engaged in, and give their best effort to, academic and co curricular pursuits.
- d. Students contribute to district and community service.
- e. Students conduct themselves in a way that contributes to a safe and orderly atmosphere and ensures the rights of others.
- f. Students are considerate of others, including teachers, staff, fellow students, visitors, etc.

Climate

An exemplary district provides a warm and inviting climate that enables students to enjoy their school experience and results in a shared sense of pride in the district. In such a district:

- a. There is commitment to provide an emotionally and physically safe, supportive environment.

- b. There is an ongoing effort to ensure that schools are free of alcohol, other drugs and violence.
- c. There are opportunities for high levels of participation in curricular and co-curricular programs.
- d. All individuals are treated with respect, dignity and consideration.
- e. Relationships are characterized by caring and cooperation.
- f. There is recognition and celebration of individual effort and achievement.
- g. Open communication exists between students, staff, administrators and the Board of Education.
- h. Well-maintained physical facilities meet the needs of students and community and reflect pride in the school.

Community Partnerships

An exemplary district recognizes the importance of establishing effective partnerships with the larger community, including: parents, residents, businesses, government agencies and other educational systems. It strives to develop the community's allegiance to, and ownership in, the district.

In such a district:

- a. The community demonstrates its support for the vision and values of the district.
- b. The community provides the resources that enable the district to offer exemplary academic and co-curricular programs. The community holds the district accountable to safeguard the community's investment in education.
- c. The community participates in the activities of the district by attending programs, volunteering services and assisting in the process that has been designed to enhance the various aspects of the school.
- d. The community calls upon the district to establish effective two-way communication that both provides information and seeks meaningful feedback.
- e. The community has ready access to the district's resources and facilities.
- f. Parents play an active role in the education of their children by monitoring their children's academic performance, attendance, and working with teachers to emphasize the importance of education.
- g. Partnerships are established with business that reinforces the relevance of the academic and co-curricular programs that provide a direct link between the school and the workplace.
- h. The school establishes effective links with institutions of higher education.

LINCOLN COUNTY SCHOOL DISTRICT #2
INITIAL CONTRACT TEACHER SUPPORT PLAN

Each year, teachers who are in their first year of the initial contract will be given an orientation session to introduce them to the district and the expectations the district has for its teachers. The focus for orientation will be the four pillars (Relationship, Collaborative Culture, High Levels of Learning, Results) used by the district, process, curriculum policy and personnel policy. At that orientation, administrators will explain the support plan for initial contract teachers and the expectations for completion before they reach continuing contract status.

The following list of items will be considered when a recommendation is given for a teacher to receive continuing contract status (tenure) within Lincoln County School District #2.

- ◆ Evaluations
- ◆ Continuing Education/Inservice Attendance
- ◆ Attendance
- ◆ Student Performance
- ◆ Inter-staff Relationships
- ◆ Student Evaluations
- ◆ Extra Duties

SUPERVISION OF STUDENTS OUTSIDE OF THE CLASSROOM

The general supervision of student behavior is a responsibility shared by all staff members. Immediate action should be taken to correct improper student behavior regardless of where or when it occurs.

General Supervisory Guidelines

- a. Arrive at all assignments on time and remain at the assignment during the entire period.
- b. Provide visible, mobile supervision. It should be your purpose to prevent problems from occurring rather than capturing offenders.
- c. Check restrooms in your area on a regular basis.
- d. Follow through with written referrals for those students who fail to behave properly.
- e. Do not assign your supervisory responsibility to others.

Specific Supervisory Assignments

Guidelines for specific supervisory assignments as applicable are provided below:

Hallway or Playground Supervision

As a hallway or playground teacher-supervisor, you will be expected to abide by the following guidelines:

- a. Actively supervise your assigned area. Do not use this time period for classroom preparation or for grading papers. Please do not bring food or drink to your area.
- b. Check all students coming from or going to classes.
- c. In the interest of building security, be particularly observant of those people who appear to be visitors or non-students. Approach them in a helpful manner and then direct them to the main office to obtain a visitor's pass and sign in.
- d. Regularly check the bathrooms in your assigned area.
- e. Be watchful of students littering in the hallways. Redirect students engaged in such action.
- f. Do not allow students to loiter, congregate or sit on hall floors.

Cafeteria Supervision

As a cafeteria teacher-supervisor, you will be expected to abide by the following guidelines:

- a. Do not plan to use this time period for class preparation or for grading papers. Your attention must be devoted to active supervision. You should be on your feet and mobile at all times, continuing to circulate throughout the cafeteria.
- b. Be particularly observant of those people who appear to be visitors or non-students. Approach them in a helpful manner, then direct them to the main office to obtain a visitor's pass.
- c. Do not allow situations to develop that could lead to altercations.
- d. Remind students to pick up their trash and to return their trays.
- e. Prevent students from leaving the cafeteria with food or beverages.

Assemblies

Student assemblies will be held from time to time throughout the year. At those times, it is your responsibility to accompany your class to the assembly, sit in the area designated for your class and actively supervise student behavior.

FIELD TRIPS AND EXTENDED EDUCATIONAL TRIPS

Field Trips/Activity Trips

If you wish to enrich your classes through field trips, you must have the trip approved by your principal in advance. You are asked not to plan field trips that are generally available to students outside the regular school day.

Before arranging the trip:

- a. Present a request with the specifics of your request to your principal at least two weeks prior to the trip. Include information such as location and address to be visited. If field trip destination is not well known, please include directions and/or map for the bus driver.
- b. Following approval, the request is then entered on to HelpDesk for the requested transportation arrangements.
- c. Formulate plans with the site to be visited.

Before taking the trip:

- a. Advise all students that they will be required to ride the bus to and from the field trip.
- b. Advise students that their absence from classes will be considered authorized but that they will be required to make up the work that they miss.
- c. Inform parents of the nature of the activity.
- d. An alphabetized list of all students who will be participating in the field trip must be submitted to the Attendance Office.
- e. Make provisions for students who will not be participating in the field trip.

Supervising the Field Trip

You are responsible for the conduct of students from the time they leave school until they return. This includes their conduct on and off the bus. You must maintain direct supervision of all students at all times. All buses must be chaperoned by a staff member. Parents may help supervise but responsibility should not be delegated to them.

After the Field Trip

Present a written report discussing the relative merits of the trip to your principal within one week of the trip.

FINANCIAL POLICIES

General Financial Policies

All financial transactions must be conducted in a manner consistent with accounting and auditing procedures established by the Board of Trustees of Lincoln County School District #2, and the State Board of Education. Therefore, the following procedures apply, without exception, to all orders to be paid from Board of Education funds.

Requisitioning Materials

To order supplies, equipment, materials, etc.:

- a. Follow the requisition procedure as outlined for your particular school.
- b. Schools are required to obtain price quotations on all purchases when an individual item exceeds \$10,000. Any purchase with a *per unit* cost over \$5,000 must be approved by the Board of Trustees before the purchase is made.
- c. Submit the requisition to your principal.

NOTE: Teachers may not place orders for materials without prior approval. Approval must be obtained prior to a telephone, electronic or FAX order. Unauthorized purchases will not be honored and will become the responsibility of the purchaser.

Activity Account Expenditures

- a. Items to be purchased through a student activity account should be listed on a requisition form as explained above.
- b. The requisition form should be signed by the faculty sponsor before being submitted to the Student Activities Coordinator.

Handling Money at School

- a. When collecting money for school materials, projects or events, you must deposit all money collected each day in the school office, no later than the end of the school day.
- b. Your deposit envelope should include name, date, amount of money and the purpose for which it was collected. Keep a copy for your records.

Textbooks

All teachers who issue students textbooks or similar materials are expected to maintain a record of the texts and materials issued to a given student by serial number as well as condition. This procedure should take place at the time the textbook or material is being issued. When a textbook is returned from a student, the teacher should check the serial number and the condition of the material against the original record. If undue damage or wear and tear has taken place, then a fine is to be levied against the student.

Also, if material is lost, a fine will be charged. If, at any time, a teacher finds a piece of educational material in the classroom, hallway or on the school grounds, that material is to be brought to the main office so that it can be returned to its rightful owner. Students are entitled to a refund of the fine charged if lost materials are recovered.

During the course of the school term, the teacher is to notify the school office of the student (give name) who has to pay a fine for lost or damaged texts or materials. It will be the responsibility of the main office to collect the fine.

When textbooks are usually collected at the end of the school year, or grading period, the teacher is to fill out a Textbook Fine Form for any undue damage or loss of textbook materials. Teachers are not to collect the fine.

PERSONNEL ITEMS

In accordance with policy GCBD, "leave" is not assigned nor deducted as sick or personal leave. However, the process for making substitute arrangements may be different. The following procedures are for professional, sick, and personal leave. Log on to <https://app.readysub.com/account/login>. Sign in using your username and password.

Professional Leave for Professional Development

Sub requests must be left on ReadySub at least **one week** prior to the leave.

1. Registration, travel, and lodging will be arranged through the District Office. An EPAR must be filled out and submitted for approval. Substitute requests must be made on ReadySub
2. Notify your building secretary of your leave (this must be done at least one day prior to your leave).

Sick Leave

Sick leave should be arranged through ReadySub as far in advance as possible. If the sickness occurs during the night it must be submitted no later than 7:00 a.m. (after 7:00 a.m. all arrangements must go through the building principal).

1. Make substitute arrangements via ReadySub no later than 7:00 a.m.
2. If after 7:00 a.m. arrangements must go through the building principal.
3. Notify your building secretary of your leave (this must be done at least 20 minutes prior to the beginning of school).

Personal Leave

Personal leave requests must be left on ReadySub at least three business days in advance or **sooner when possible**.

1. Clear each personal leave request with the building principal. Personal leave requests are contingent on the district's ability to secure substitute teachers.
2. Request a substitute on ReadySub at least three business days in advance.
3. Notify your building secretary of your leave (this must be done at least one day prior to your leave).

Secretary and Aide Leave

1. Secretaries and aides must report all leave requests to their immediate supervisor (teacher or principal).
2. The supervisor will determine the need for a substitute.
3. If a substitute is needed, arrangements will be made through ReadySub.
4. Recording and reporting of secretary and aide leave will be done through the monthly time sheet. It is the responsibility of the immediate supervisor to monitor secretary and aide leave by signing each completed time sheet.

Professional Support Staff

If a staff member requests leave and does **not** require a substitute, they are to follow the preceding procedures for ReadySub. When entering the request on ReadySub, leave the date, duration, and type of leave and state that you do **not** need a substitute.

Single and Double Period Requests

Secondary Schools

- Coordinate all single and double period leave requests through your building secretary. This will allow the current comp time system to function. Comp time earned will be limited to two days per year.
- If a secretary cannot fill a request through the comp time system, the building secretary will secure a substitute teacher via ReadySub.

Elementary Schools

- All substitute arrangements will be coordinated through ReadySub.

Reporting

1. ReadySub will record all sub requests.
2. ReadySub will provide this information to the building secretaries each morning prior to the beginning of school.

Calling Procedure (should only be used when ReadySub is not an option)

When you need the sub coordinator to make arrangements for you, leave the following information:

1. Name
2. School
3. Date(s) of absence
4. Specific times when you will need a substitute in your room
5. Reason for absence (sick leave, personal leave, or professional leave)
6. You may also leave a substitute preference if desired

When you have already made arrangements with a substitute teacher, leave the following information:

1. Name
2. School
3. Date(s) of absence
4. Specific times when you will need a substitute in your room
5. Reason for absence (sick leave, personal leave, or professional leave)
6. The name of the substitute you have made arrangements with. Clearly state that you have already secured a substitute.

Always remember to notify your building principal or secretary after you have requested a substitute. They need to know that you requested a sub and are planning to be absent.

Procedure for Requesting Staff Leave for Professional Development

Professional Leave with Travel

EPAR Procedures

1. Click on the link for *Human Resources Portal* or go to teacherportal.lcsd2.org and log-in with your username and password. If you have not previously registered for an account you will need to do so and then contact Amanda for further information. Click on *My Workflow*. Be sure your connection group is listed as the current fiscal year (2020-2021 or 2021). Click on OK.
 - Go to the *Human Resources* link on the left side. Drop down to- *Employee PARS* and then select *Employee Personnel Action Request*.
 - Click on the green + sign about 1/3 of the way down the page.
 - Check the box *Add Professional Leave* and click *Next*.
 - Go to *Filter By Employee* and start typing in your last name. Your name should come up in the box. Once your name is in the box hit enter on your keyboard or click down in the larger box under the name box. Your name, title, work site, location and status should appear in the box.
 - Scroll to the bottom and click Next.
 - Verify all the information at the top of the page. Begin filling out the blank boxes. All boxes with a red arrow must be filled in. You can tab through the boxes, beginning with the conference title, location, etc. Please note that you will not be able to fill in any of the boxes after *Requested Sub*. If you have specific requests for the travel please identify them in the *Notes* section at the bottom of the page.
 - Click on *Next*. On the next page click on the green + sign about 1/3 of the way down the page.
 - In the box under *Account* start typing in 00. Scroll until your school ID (see list below) shows up in the next block of numbers with either a group of 7's or a group of 9's to follow. If Kathy in Special Education is arranging your travel then select the account that has the 7's. If Amanda is arranging your travel then select the account with the 9's. Click on *Next* at the bottom of the page.
 - On the next page review your PAR and then check the *Submit for approval* box on the left side of the screen and click *Finish*.
 - **Log out**

To view the approved expenses of your trip, log in to teacher portal, go to *My Workflow*, verify the correct connection group, go to *Human Resources*, *Employee PARs*, *Employee Personnel Action Request*, click the *Apply* button and then double click on the row where the leave is listed. You'll be able to view the completed PAR.

Once you return from the conference you will need to submit the *Conference Evaluation Form*. The evaluation form is on HelpDesk under "Professional Development Leave- Out of District". Please remember that vouchers for reimbursement will not be processed without the evaluation form being submitted. Vouchers must be submitted within 30 days of travel.

School ID'S

000- District Office
001- Afton Elementary
002- Cokeville Elementary
003- Thayne Elementary
004- Etna Elementary
005- Osmond Elementary
051- Star Valley Middle School
055- Cokeville High School
056- Star Valley High School
057- Swift Creek High School
201- Human Resources
202- Transportation

Account codes

77777- Special Education (ONLY to be used when your travel is arranged for by Amber Crook)
99999- District (All other travel)

PROFESSIONAL CONFERENCES

1. Eligibility: All certified staff members may be eligible to participate in local, state or national meetings provided prior approval is given. Participation in professional conferences should contribute to attainment of school improvement goals and student accomplishment of standards. See Board Policy GCL.
2. Procedure: After receiving approval from their administrator, staff members will follow the "Procedure for Leave" as outlined on our website under the "For Staff" quick link found on the right-hand side of the home page.
3. Reimbursable Expenses:
 - a. Lodging: Lowest reasonable rates. Lodging in the immediate area is not reimbursable without prior approval of the Superintendent or a district administrator.
 - b. Meals: Meal per diem is based on the amount approved by the district in procedure DKC-R.

	In-State	Out-of-State
Breakfast	\$10.00	\$12.00
Lunch	\$11.00	\$13.00
Dinner	\$23.00	\$24.00
Total	\$44.00	\$49.00

(Meals are figured based upon information available at the time of registration. If, by chance, some meals are provided by the conference the amount granted for that meal should be deducted.)

- c. Travel: Travel will be reimbursed at the least costly method from school to meeting location.
 - d. Mileage: When appropriate, staff members are asked to form car pools. If school district transportation is available, reimbursement for personal vehicles will not be offered without prior approval from the Superintendent. Reimbursement, when appropriate, shall be to the driver at the approved mileage rate. Mileage will be computed via the most direct route. Parking and toll charges are reimbursable with receipts.
 - e. Miscellaneous: Cab fares, tips and other reasonable expenses to and from the conference location will be reimbursed upon documentation through the "Travel Expense Voucher" and receipts.
4. Documentation of Expenses and Reimbursement: The "Travel Expense Voucher" must be used following all travel to document all expenses. The voucher must be submitted within 30 days of return. Receipts for non-per diem expenses must be attached.

After travel arrangements have been made an itinerary will be generated by the District Office and sent to those who are traveling. Upon returning from travel, a yellow voucher should be filled out with the approved reimbursable expenses. Receipts do not need to be saved or attached for meals. In order to receive reimbursement for other reimbursable expenses receipts do need to be saved and attached. The evaluation form, found on HelpDesk, also needs to be submitted.

GENERAL INFORMATION

A. Classroom Maintenance

1. Staff members are responsible for the general condition of his/her classroom or work areas. Staff members ensure that walls and desks are free from graffiti, paper has been picked up from the floor and that the room is left in orderly fashion. Before leaving the classroom, windows are to be closed, lights are to be off and doors are to be locked.
2. If a classroom requires "more than normal" custodial work, or maintenance work is required, employees are to complete a request form via HelpDesk and submit it to the Principal.

B. Class Parties

Classroom parties are strongly discouraged. If special circumstances warrant a party for a class, either arrange to hold it after school hours or discuss other options with the Principal. No homemade food can be given to children. Food given to children must have been prepared in a commercial kitchen.

C. Faculty Meetings

1. Faculty meetings will be held regularly and will be called by the Principal when needed. All faculty members are to attend all faculty meetings unless specific permission to be absent has been obtained from the Principal. Any faculty member, who wishes, may submit agenda items for consideration at faculty meetings to the Principal.
2. Staff members are required to attend all required departmental meetings.

D. Medical Emergencies

1. Unless there is an extreme emergency, the district nurse should be called before calling 911. If 911 is called, remain on the telephone and give clear directions to the dispatchers.
2. If 911 is called before the district nurse, a subsequent call must be made to the nurse describing the nature of the emergency, the location and the name of the victim.
3. A designated person will meet the emergency vehicle(s) and direct emergency personnel to the emergency site.
4. Other personnel should help clear the halls so that emergency personnel can move quickly and safely.

E. Procedures for Visitors

1. Visitors will be directed by all staff members to the main office where they will be screened and signed in.
2. Visitors without proper authorization should be politely escorted to the Principal's office.

F. HelpDesk

HelpDesk should be used for all maintenance, transportation, and IT issues. HelpDesk can be accessed via the following web address: helpdesk.lcsd2.org.

EQUITABLE PARTICIPATION

Lincoln County School District #2 ensures equitable access and participation in all federally funded programs. Board Policy "AC, Nondiscrimination" codifies the District's adherence to this standard. In addition, the needs of individual students will be addressed through implementation of Board Policy "IHBC-R, At Risk Youth" regardless of a student's religion, gender, race, national origin, color, disability or age. Student performance data is disaggregated and analyzed to identify students who may need additional services in order to achieve District standards.

PAY DAY SCHEDULES

All employees on a memo shall receive their paychecks twice per month. Employees not on a memo will be paid once per month. All payroll adjustments shall be made in the second payroll period.

If the scheduled payday falls on a weekend or holiday, reasonable effort shall be made to issue paychecks on the last working day prior to the scheduled payday.

All employees subject to the salary schedule shall be paid their annual salary in twenty-four (24) equal installments unless specifically stated otherwise by the board.

AMENDED: August 17, 2017
ADOPTED: August 8, 2002

Lincoln Co. School Dist. #2, Wyoming

NON-SCHOOL BUILDING USE

The Board of Trustees adopts and reviews periodically the criteria concerning non-school building use. School district facilities, buildings and ground are alcohol and tobacco free (reference Policy KGC). Permission may be given for rental of facilities by non-district organizations or groups under the following conditions:

1. There must be a school district employee, approved by the school administrator, on duty for the use of all facilities within the district.

If the buildings are to be rented at times other than Monday-Friday between the hours of 5:00 a.m. and 6:00 p.m. the renting group must pay an additional fee to compensate the district for costs associated with paying an employee to supervise the activity. This fee may be waived if the renting organization arranges for a district employee who is approved by the school administration, and who is willing to supervise the group. If the lighting and sound systems are to be used in the auditorium, an additional fee will be charged to compensate the district for costs associated with paying district employees who are trained specifically to operate these systems.

2. With the approval of the superintendent, a portion or all of the rental fees may be waived for not-for-profit organizations that directly involve school age children in activities that promote the goals of the school district.
3. This policy allows for exchange agreements between the district and municipalities, the county or other non-profit or government entities.
4. All persons and groups using or renting school premises or property shall assume responsibility for all damage that occurs while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district in making needed repairs and replacements. The user shall also indemnify and hold the Board of Trustees, school district employees, and the school district, harmless from any liability arising from any injury or property damage resulting from or in any way arising out of the use of school facilities by persons or community organizations. Accident and/or liability insurance is the responsibility of the sponsoring group. The School District is not liable for accidents that may occur during the time the group is in the school. Unsupervised children must not be permitted in the buildings. Specific areas of the building to be used must be identified and other areas will be off limits. The group will be responsible for proper care of the building, equipment, and any other used facilities. Any damage caused by the using group to the building, facilities, or equipment will be charged to the group. All areas accessed by the group must be returned to the condition that existed when the group began the activity.
5. School activities have precedence over other groups in the scheduled use of facilities.
6. Kitchens may not be rented. Arrangements for catering may be made directly with the food service department of the district.

SEE PROCEDURE EC-R

AMENDED: November 10, 2016
 AMENDED: February 13, 2003
 ADOPTED: February 27, 1992
 Lincoln County School District No. 2, Wyoming

BUILDING SECURITY

Wyoming Statute (W.S. 21-3-111(a)(ii)) gives the school district the power to "manage property, real and personal, for the benefit of the school district...". Buildings and equipment of the Lincoln County School District No. 2 constitute a substantial investment of public monies. It is deemed in the interest of the District and public to adequately protect that investment through effective security measures.

Security means control of access to buildings and their contents through careful assignment of keys. Security also means concern for the protection of the building's occupants from fire hazards, faulty equipment, unsafe maintenance practices, or inadequate supervision during school-sponsored events. The Board encourages and requires the administration to cooperate with local and state authorities who provide surveillance, protection, or inspections for such security.

Building principals will be responsible for the keys and locks of their respective buildings. Each employee who has been issued a key to any lock for school property must assume responsibility for custody and appropriate use of same. The employee will sign an acknowledgment or receipt for key(s) issued, which will be kept on file with notation showing the date of issue and return of key(s). Once employment is terminated all keys must be returned to the administrator of the building that the keys were issued for.

Keys are not to be loaned under any circumstances, except with administrative approval. The building principal is the only person authorized to approve duplication of keys. Unauthorized use of keys or loaning of keys will be grounds for disciplinary action for insubordination.

AMENDED: April 9, 2013
ADOPTED: August 9, 1988

Lincoln County School District No. 2, Wyoming

ACCEPTABLE USE POLICY

The employee's use of the district's access to the Internet and provided technology is a privilege conditioned on the employee abiding by this agreement.

This policy applies to all school district employees including, but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to the district's network and/or technology resources. This policy applies to all workstations and other computing devices owned or operated by the District and any computing device allowed to connect to the District's internal network.

All devices owned by the District are primarily to be used for work related purpose. This includes, but is not limited to, Internet and Web access, as well as the use of e-mail provided by the District. School District employees should not expect any level of privacy as their activities, e-mails, files, and logs may be viewed at any time by the Superintendent or those directed by the Superintendent in support of this and other policies and procedures.

Syncing between devices or services (any process of moving data and/or digital media between two or more devices or services), whether purposeful or inadvertent, will be treated the same as if the user consciously stored the content on the device or service.

Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation face disciplinary action up to and including termination.

The District may revoke the access rights of any individual at any time in order to protect or secure the confidentiality, integrity, and availability of sensitive information or to preserve the functionality of electronic information systems.

The District will implement reasonable and appropriate measures to secure its devices, infrastructure, and services. These measures will include, but are not limited to the following:

- All user and administrator accounts must be protected by an approved form of authentication. If passwords are used, they must follow the guidelines set forth in EHA-R.
- All users accessing the District computing devices must have and use a unique user ID as set forth in EHA-R.
- Procedures must be maintained that implement security updates and software patches in a timely manner. All updates will be performed or managed by the IT Department.
- The IT department can designate systems or services as a security risk to the district, and can work with administration to ensure such systems or services are replaced, decommissioned, or blocked.
- Measures will be taken to physically protect and maintain devices.

W.S. 21-2-202(a)(xxxvii)(A-E)

Amended: June 10, 2020

Adopted: December 14, 2017

Lincoln County School District #2, Wyoming

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY

1. PURPOSE

- 1.1 Use of district-owned devices and technology resources by employees of the District is permitted and encouraged where such use supports the goals and objectives of the District. Communications technology devices at the District are provided and maintained for instructional, educational and administrative purposes.
- 1.2 The purpose of Board Policy EDC, EHA, EHAA, GBCD, and their accompanying procedures is to protect student data privacy and also to protect the employees of LCSD2.

2. ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES

- 2.1 The district retains ownership of all provided devices, software, and services.
- 2.2 Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.
- 2.3 School District employees have no expectation of privacy pertaining to information stored on electronic medium (hardware), electronic communications sent or received, or sites and information accessed utilizing the District's devices or network systems. The District has the right to monitor or review any communications sent or received, as well as information regarding sites and/or information accessed.
- 2.4 Employees are obligated to maintain confidentiality regarding information about students, employees, or District business that they come in contact with, except as directed by the Superintendent or his/her designee. The Superintendent or his/her designee has the right to review device usage and/or information accessed or stored without advance notice or consent.
- 2.5 Limited personal use of district issued device(s) is permitted given such use does not conflict with district policy or procedure.
- 2.6 If the employee chooses to store personal information on district-owned device(s), the district takes no responsibility for the backup and retention of said data. In the event where personal use interferes with district-related operations of the device (such as not enough room on the device to update software due to storage being used by personal photos, etc.), the district reserves the right to remove and restrict personal items with or without notification to the employee.
- 2.1 The district will not be held liable for unauthorized, illegal, or personal activity on district devices or services. Employees are personally responsible for outcomes that result from improper use.

3. ACCEPTABLE USE

- 3.1 District technology is to be used in a responsible, efficient, ethical, and legal manner in support of education, school business and/or research, and within the educational program and goals of the District.
- 3.2 Syncing between personal and district-owned devices, whether purposeful or inadvertent, will be treated the same as if the user consciously stored the content on the device or service.
- 3.3 Administration or supervisors may set more restrictive guidelines for employees in their areas of responsibility.
- 3.4 While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The District does not have control of the information on commercial

electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

- 3.5 While using District technology, should an employee observe any security problems, misuse of the services or devices, or inappropriate use, he/she shall notify their immediate supervisor in a timely manner.
- 3.6 Using, viewing, or storing any content deemed lewd, obscene, vulgar, or pornographic, is not allowed under any circumstances. In such cases where the nature of the content is disputable, final discretion will be determined by the superintendent.
- 3.7 Employees will not upload, download, print, email, transmit, store, or otherwise make available any content that is harmful, tortious, defamatory, libelous, abusive, violent, obscene, vulgar, invasive of another's privacy, hateful, racially or ethnically offensive, or otherwise objectionable.

4. PROPER USE AND CARE

- 4.1 Keep devices clean and well-maintained.
- 4.2 Carelessness, misuse, and/or negligence of district-owned devices is unacceptable. Users may be responsible for damage to or loss of district equipment. Reimbursing the district for lost or damaged devices will be at the discretion of administration. Payment options will be arranged through the business office.
- 4.3 Users should not attempt repairs on district-owned devices. All repairs are managed through the district IT department.
- 4.4 Guidelines for the care and use of computer software are similar to hardware policies. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by the technology department. Users may be responsible for damage to or loss of District software systems. District employees will be liable for intentionally inflicted damage. Users are not to reset devices to "factory settings", attempt system wipes, or reset to defaults.
- 4.5 File-sharing software cannot be installed or used on District computers for the purpose of illegally sharing copyrighted materials such as music, images, software, or movies.
- 4.6 Users shall not download or install copyrighted software without proper licensing.
- 4.7 All copyright law shall be followed when using district devices and/or services.
- 4.8 In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District's network without prior approval and support of the Technology Department (see 4.9). Attaching personally owned technology equipment to the school infrastructure or District network without authorization is prohibited. Any equipment found to be in violation of this policy will be immediately disconnected. Users may be held liable for damage caused to LCSD2 property due to connection of personal devices to the network.
- 4.9 Employees are provided with their own username and password for wireless network connectivity. Personally-owned wireless devices are allowed to be connected to the network if the employee is connecting their own device(s) with their own credentials. These credentials are not to be shared. The district retains the right to revoke user credentials.

5. PERSONAL RESPONSIBILITY

- 5.1 Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of others.
- 5.2 Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
- 5.3 Employees shall not use the system to engage in commercial or other for-profit activities. (Reference EHAA-R 1.2)
- 5.4 The District maintains public Internet sites. Principals or directors must approve all postings on public school Web pages, social media accounts, or other official communication mediums that represent the district.
- 5.5 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, modify, or forge another users' mail. Exceptions referenced under EHA-R Section B.
- 5.6 Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the District or use district devices or resources without permission from administration. Such sites shall be subject to the rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content.
- 5.7 Due to the unfiltered nature of personal websites and/or social media accounts, any such site or post that could be construed as representing the District shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to request deletion of any such online communications. (Reference social media policy GBCD) A disclaimer may include the following: The views expressed on this site are my personal opinions and do not necessarily represent the views, opinions, mission, or goals of Lincoln County School District #2.
- 5.8 While using District technology, should an employee encounter any obscene or pornographic materials or observe inappropriate use, he/she shall notify their immediate supervisor in a timely manner.
- 5.9 Employees using devices will maintain privacy of confidential information.

6. SECURITY AND PASSWORDS

- 6.1 To maintain security, users are issued unique User ID's and passwords to enable their access. Do not use other people's passwords. Do not tell others your password, including technology staff. Do not write down a password where others can see it, and use strong passwords as recommended by District procedure (EHA-R section A).
- 6.2 Third-party accounts that are required or recommended by the IT department for system-specific services (such as an Apple ID for cloud backups, etc.), are to be created and deployed by the I.T. Department.

7. INTELLECTUAL PROPERTY

The district reserves the right to deny or allow transference of Intellectual Property from the school district to the employee upon separation from the school district.

8. EMPLOYEE SEPARATION

- 8.1 Upon separation from the district, employee members may be given the option to purchase their issued device(s) (Reference SCHOOL PROPERTY DISPOSITION DN- R).

Only the most recent device of each type will be available for purchase. (i.e. The most recently assigned computer and/or iPad, etc.)

8.2 Upon separation, employee devices will be turned in to their administrator. If an employee is authorized to purchase their device, the device(s) will be restored to factory defaults and can be picked up from the IT Department after payment has been secured through the business office.

8.3 Employee services, including all accounts and building access, will be disabled on the date of separation.

9. EMPLOYEE ACKNOWLEDGEMENT

9.1 District employees are required to annually acknowledge that they have received, read and accepted this Employee Use Agreement.

Amended: June 10, 2020
Adopted: December 14, 2017

Lincoln County School District #2, Wyoming

EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of the school district to recruit and select for employment the best-qualified applicant for each position without regard to race, color, creed, and national origin; nor shall any person be denied employment solely because of age, sex, marital status, or disability.

The Superintendent shall have overall responsibility for implementation of this policy and has the authority to develop and maintain effective personnel procedures.

LEGAL REF.: W.S. 21-7-302

AMENDED: March 16, 2017
AMENDED: February 11, 1993
ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF INVOLVEMENT IN DECISION MAKING

The Board shall encourage employee participation in decision-making by the School District. The Superintendent is authorized to establish such committees as necessary to recommend policies, rules and program for the proper functioning of the district.

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF ETHICS / USE OF SCHOOL MATERIALS AND FUNDS

School employees are explicitly forbidden to purchase merchandise through the school district office at special school discount prices for personal use. The use of school supplies, materials, and equipment for non-school or profit-making purposes is forbidden. This applies to the use of stationery, consumable materials and equipment.

All purchases must be limited to school related purposes and must comply with provisions of the Wyoming constitution.

SEE PROCEDURE GBCC-R

ADOPTED: May 9, 2002

Lincoln County School District No. 2, Wyoming

BOARD-STAFF COMMUNICATION

The board desires to maintain open channels of communication between itself and the staff. In the interest of efficiency and good administration, however, the basic line of communication between the board and its employees, including principals, teachers and support staff, will be through the superintendent.

Official communication or reports to the board or any board committee from staff should be through the superintendent. Communications from the board to the staff will be through the superintendent and it will be the superintendent's responsibility to keep district personnel informed of board actions.

ADOPTED: May 8, 2003

Lincoln County School District #2, Wyoming

STAFF DRESS AND APPEARANCE

Lincoln County School District #2 and the Star Valley/Cokeville Education Association are committed to perpetuating a high performing school district focused on outstanding student performance, achievement, and preparation for a lifetime of success. We believe that the professional appearance of our staff members includes dress, appearance, and grooming. Appropriate professional appearance not only reinforces a shared-vision of the district's and the teachers' identity as highly motivated professionals working toward a common mission and self-worth but, also, strengthens the community's attitude toward the district, public schools, and the teaching profession in general, as well as the conduct, morale, and performance of the district's students.

Therefore, it is the expectation of Lincoln County School District #2 that certificated staff must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner that:

- is appropriate to the situation,
- invokes a positive impression from the community,
- provides appropriate role modeling for students,
- promotes a working and learning environment that is free from unnecessary disruption, and,
- is conducive to high student and staff performance.

Principals are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel employees and discipline any violators whom they supervise on professional appearance in conformance with the policy and these related procedures. Dress and attire should be evaluated periodically as part of the regular employee evaluation procedures.

AMENDED: May 8, 2014
ADOPTED: October 2, 2003

Lincoln County School District #2, Wyoming

STAFF DRESS AND APPEARANCE

Employees are expected to dress in a professional manner.

- Staff members must be in compliance with the Student Dress Code for Lincoln County School District #2.

Additional staff dress expectations:

- Shirts for males shall have collars. Sweaters and vests are also appropriate attire. Men are encouraged, but not required, to wear ties.
- T-shirts (other than school affiliated shirts) are not allowed.
- Slacks and casual dress pants are acceptable. No blue jeans will be worn.
- Flip-flops are not acceptable attire.
- Casual Fridays, jean days, or other spirit day attire will be at the discretion of building administration.

Staff requiring exceptions based on their duties will be approved by building administration. Any attire deemed inappropriate by building administration is prohibited. The employee may be asked to return to school with appropriate attire.

If individuals have special needs due to medical or religious reasons, they will provide documentation of such needs to their immediate supervisor requesting a deviation from the procedure.

DRUG AND ALCOHOL-FREE WORKPLACE

Student and employee safety is of paramount concern to Lincoln County School District #2. The purpose of this policy is to maintain a safe and productive work environment that is free from the effects of illegal drugs, alcohol, misuse of prescription or over-the-counter medications, or any controlled substances as defined in 202 of the Controlled Substances Act (21 U.S.C. 821). To promote this policy, all District employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and effective manner.

"Workplace" is defined as the site for the performance of work done including a school building or other school district premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of initial and continued employment, each employee shall abide by the terms of this policy respecting a drug free workplace. All employees of the school district are prohibited from using, possessing, distributing, manufacturing, selling or being under the influence of alcohol, illegal drugs, and misuse of legally prescribed or over-the-counter medications while conducting work related activities on school premises, at school sponsored or school approved activities such as a field trip or athletic event, while conducting school business, or while operating school district machinery or vehicles. This includes the illegal use, possession, distribution, manufacture, or sale of prescription medications.

The legal use of prescribed drugs or over the counter medications is permitted on the job as long as it is taken within the prescribed or recommended guidelines and does not impair an employee's ability to perform the essential functions of the job safely and effectively without impairing judgement or endangering themselves, the public or other individuals. It is the professional responsibility of employees to inform their supervisor of any current use of medication that may affect their ability to perform the essential functions of their job safely and effectively. All medical information will be treated as confidential.

Employees shall notify their supervisor of any arrests or convictions involving a controlled substance no later than 72 hours after the conviction and prior to returning to duty. The school district will notify any federal agency from which it receives a grant of any conviction within 10 days after receiving notice of the conviction.

Within 30 days of receiving notice that any employee has been convicted of a drug statute violation, the school district will:

1. Take appropriate personnel action against the employee, up to and including termination, or
2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for that purpose by a federal, state, or local health agency, law enforcement agency, or another appropriate agency.

REF: Procedure GBEC-R

ADOPTED: March 16, 2017

Lincoln County School District #2, Wyoming

STAFF-STUDENT RELATIONS

Teachers shall keep order and discipline in their classes. Students shall be treated with fairness and justice, but the teacher shall have the authority to take those measures, within reason and within the limits of acceptable professional practice, to maintain good order and discipline at all times when students are under his jurisdiction. Rules and regulations set forth on a district or on an individual school level shall be enforced by the teachers. These rules shall apply to teachers at all school-sponsored activities and guidelines for their enforcement shall be established.

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

PERSONNEL RECORDS AND FILES

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board’s education reporting requirements. To meet these needs, the superintendent shall implement a comprehensive and efficient system of personnel records maintenance control, under the following guidelines:

- 1. A personnel folder for each present and former employee shall be accurately maintained in the central administrative office in accordance with the Wyoming Public Records Acts. In addition to the application for employment and references, the folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other pertinent information.
- 2. The superintendent shall be the official custodian for personnel files and shall have responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.
- 3. All personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the superintendent to use the files for the reasons cited above. Access shall also be permitted to the information described in paragraph (4) of this policy and shall not be considered confidential for that purpose.
- 4. Pursuant to the Every Student Succeeds Act signed into law on December 10, 2015, any district that receives funds under the ESSA shall notify parents of each student attending any school receiving funds that the parents may request the following information regarding the professional qualifications of the student’s classroom teachers:
 - 1. Whether the teacher:
 - a. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - b. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
 - c. Is teaching in the field of discipline in the certification of the teacher
 - 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To the extent that the disclosure of the above information is inconsistent with the Wyoming Public Records Act, employees of the school district shall be considered to have consented to and waived the disclosure of this information in order to comply with the Every Student Succeeds Act.

- 5. Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
- 6. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and shall become part of the employee’s personnel file.
- 7. **CRIMINAL BACKGROUND CHECK:** Information received from criminal background checks shall not be placed in the District personnel file retained for each District employee. This information shall be placed in a separate locked file cabinet maintained at the central administration office. The access to this information shall be limited to the Superintendent or responsible party designated by the Superintendent to receive criminal history record information. The Superintendent and any other responsible party designated by the Superintendent shall be the persons responsible for the security of the criminal history record information. Criminal history record information may be maintained in electronic format so long as the file is secure and access is limited only to the Superintendent or responsible party designated by the Superintendent. The data base must be password-protected in order to limit access to only those individuals designated. If IT individuals or contractors have access to the data base, then additional precautions should be taken to train IT individuals and to specifically limit their ability to review the information. If CHRI is received or stored electronically, district shall require network security and passwords so as to ensure that only the person or persons designated to have access can gain access to the CHRI. The criminal history record information shall be retained only so long as necessary to verify the suitability of a selected applicant or, in the case of applicants that are denied, for so long as is necessary to ensure that all challenges/appeals have been concluded, which shall generally be at least one year. Criminal history record information will be retained for at least one (1) year, after which it will be destroyed for all unsuccessful candidates by shredding or other permanent electronic deletion, but may be retained

and considered for successful applicants, which information may be reviewed in the event of the applicant's transfer to a new position. Criminal history record information will be destroyed after termination of employment. When criminal history record information is destroyed, the District may retain a record indicating that the information was received and the date the information was destroyed, in order to verify compliance with the mandatory criminal history record information review process. The record verifying acquisition and destruction of the CHRI will be retained by the District so long as any successful applicant is employed. Misuse of criminal history record information may result in disciplinary action, up to and including termination, as per District disciplinary policies. For hiring procedures pertaining to criminal background check, see Board policy GCF-R.

8. MEDICAL RECORDS: The District from time to time may find it necessary to require a medical examination (and/or inquiry) of an employee that is job-related and consistent with business necessity. Medical examinations and/or inquiries may be necessary to help assess an employee's ability to perform job-related functions. Medical information may be acquired for determining FMLA eligibility, as well as to assess necessary leave and/or fitness to return to duty. Information acquired by the District regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record except that:
1. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
 2. First aid and safety personnel may be informed when appropriate if the medical condition/disability might require emergency treatment.

In the event the School District should make available to staff an employee health program, information acquired from medical examinations, including voluntary medical histories, shall also be collected and maintained on separate forms and in separate medical files.

LEGAL REF.: Wyoming Statutes 16-4-201, et seq. (Wyoming Public Records Act)
Family Educational Rights and Privacy Act of 1974.

AMENDED: March 16, 2017
AMENDED: July 16, 2003
ADOPTED: July 18, 2000

Lincoln County School District No. 2, Wyoming

STAFF COMPLAINTS AND GRIEVANCES

Channels shall be established for personnel to present complaints and grievances which shall permit their resolution at the lowest possible level.

An individual shall present such communications first to his immediate supervisor (in the case of a teacher, the principal). In those instances where satisfactory adjustments cannot be made by the immediate supervisor, the matter may be taken up with the Superintendent. If the matter cannot be satisfactorily resolved with the Superintendent, it may be referred to the Board.

Persons who feel they have been discriminated against may refer to formal or informal procedures for resolution of a complaint or grievance. The procedures are contained in GBM-R.

SEE PROCEDURE GBM-R

CROSS REFS: GBD, Board-Staff Communications

LEGAL REFS: W.S. 16-3-101 through W.S. 16-3-114

AMENDED: February 25, 1993

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF CERTIFICATION/CONTRACTS

The responsibility for meeting the requirements for a teaching certificate and the responsibility for obtaining such certificate and for keeping it continuously valid in the State of Wyoming rests directly with the individual teacher. No teacher shall receive salary payments without having obtained a certificate, valid for the grade level and/or subject area at which they are teaching. The term "teacher" in this regard shall be construed to mean all professional employees of the district whether serving in a teaching, supervisory, or administrative capacity.

All teachers must sign a contract with the Board of Education at the time of their election to their positions in the District.

LEGAL REFS.: W.S. 21-7-303
Rules and Regulations Governing Teacher Certification--Wyoming State Board of Education

ADOPTED: April 21, 1988

Lincoln County School District No. 2, Wyoming

PROFESSIONAL STAFF COMPENSATION PLANS AND SUPPLEMENTAL (EXTRA-DUTY) PAY

It is the intent of the Board of Trustees of the District to establish a salary schedule for teachers and certified employees that will successfully attract new teachers and appropriately compensate those teachers and certified employees that have provided extended service to the District. All teachers' and certified employees' salaries will be determined in accordance with the salary schedule adopted by the Board of Trustees.

The adopted salary schedule expresses the policies the Board expects to follow in establishing teachers' and certified employees' salaries. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or vertical columns may be withheld and such other adjustments of salary may be made as financial conditions warrant.

Placement

All teachers hired by the District shall receive credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher in any Wyoming school district, or as a teacher in the regional development preschool system as defined by WS 21-2-701(a)(iii).

Out of state teachers receive up to five years of experience if that experience is in an accredited school as defined by the Wyoming Dept. of Education. Those with more experience start on the fifth step of experience unless more is recommended by the Superintendent and approved by the Board. Lapses in teaching of longer than three years may result in reduction of years of experience.

Certification

Wyoming Statute stipulates that no persons shall teach or supervise in a public school in this state and receive compensation therefore out of any public fund who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued, or to be issued, under the laws of this state and the rules and regulations of the State Board of Education. Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill their assigned responsibilities in the State of Wyoming. Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow re-certification to be completed prior to the expiration of the current certificate. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the District.

Additional Credit (Vertical Advancement)

Only those credits which are pre-approved by the Superintendent in accordance with the regulations listed in policy GCBA shall apply toward vertical advancement on the teacher salary schedule.

Teachers and certified employees intending to move vertically on the salary schedule must notify the Superintendent in writing of their intent to move vertically on or before June 15 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits and must be provided on or before September 15 of the contract year in which vertical movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation has arrived in the Superintendent's office on or before September 15 and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward vertical movement on the salary schedule.

College or university credit must have been earned since the B.A. or M.A. was earned or awarded and must be from an accredited institution. Such credit must not have been used for the original certification or endorsement and must have been in courses where previous credit has not been awarded.

Credits for lane change must be in the following categories:

- a. Upper division or graduate courses in the major teaching assignment.
- b. Upper division or graduate content courses outside the major teaching assignment (limited to 1/3 of courses).
- c. Graduate level courses in Education (limited to 1/3 of courses).
- d. Additional courses that may be at times required by the State Certification Office.
- e. Exceptions must be approved in advance by the Superintendent.

Compliance with the above, while meeting the requirements of the local Board, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

Service Increments

Service increments, as set out in the salary schedule shall become effective on September 1 or at the beginning of the new contract year. Service or experience increments will be allotted for a full year of service only.

Teachers who move from one vertical lane to the next applicable vertical lane will be allowed to advance one year on the service increment "horizontal" scale when they make that move.

Extra Pay for Extra Duty

Annual salaries shall always be interpreted to include compensation for other school-related duties not connected with the regular classroom assignments which may be made. Certain extra duties involve such additional time for preparation and supervision as to make it inequitable to be considered within a regular assignment under the salary schedule. The Board of Trustees, upon the recommendation of the Superintendent, will determine which desired school activities' sponsors shall receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. No employee shall acquire tenure in any extra-duty assignment.

Pay Schedule

Teachers and certified employees shall be employed at the annual salary rate provided in the most recent salary schedule approved by the Board. Refer to policy DLA.

Teachers and certified employees leaving the District will, with proper notification, be able to collect any remaining portion of their salary at the time of separation except for late resignation liquidated damages.

Administrators' Salaries

It is the intent of the school district to establish a salary schedule for district-level administrators other than the superintendent that will successfully attract new building-level and selected district-level administrators and appropriately compensate those that have provided extended service to the district. All administrators' salaries covered under the provisions of this salary schedule will be determined in accordance with the salary schedule accepted by the Board of Trustees.

The adopted Administrative Salary Schedule expresses the policies the Board expects to follow in establishing salaries for principals, assistant principals, and selected district-level administrators. The

Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any and all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the incremental adjustment used to establish salaries may be modified, changed, or withheld, and such other adjustments of salary may be made as financial conditions warrant.

District-level administrators not included on the District's Administrative Salary Schedule shall have their salaries established by the Board of Trustees after consideration of the recommendation from the Superintendent.

Professional Staff Leaves and Benefits

All paid professional staff leaves and benefits as identified in Board policies GCBD and GCC which are provided to teachers and certified employees by the Board of Trustees are considered as a part of compensation to the employee.

AMENDED: November 10, 2016
AMENDED: December 11, 2003
ADOPTED: September 13, 2001

Lincoln Co. School Dist. #2, Wyoming

FRINGE BENEFITS/INSURANCE

Employees of Lincoln County School District #2 receive benefits which are of two kinds: (1) those benefits which are required by state or federal laws or regulations, and (2) those benefits approved by the Board of Education as seen to be attractive for employees and for which the Board of Education can be financially responsible.

Examples of the first kind of employee benefits are Social Security (FICA), Medicare, state retirement, state unemployment, and state Workers Compensation.

Examples of the second kind of employee benefits are life insurance, medical insurance, state retirement, sick leave, personal leave, leave of absence, etc. The conditions and extent of these benefits vary from year to year as needed by employees and as determined by the Board of Education in accordance with employee agreements. Other policies define the kind and extent of many of these benefits. (Examples are: GCBD, GCBDA, and GCBF.)

The belief of the Board regarding medical insurance is that the district will assure that qualifying employees will be provided a medical insurance coverage in accordance with established guidelines. For employees who otherwise qualify for medical insurance coverage there is no intent that a financial benefit is to be accrued. For each eligible district employee, the district shall contribute an amount established by the Board to an approved insurance plan. Eligibility for participation in such a program shall be determined by the Board and the insurance company.

The District will pay for either single or family coverage according to the proportion of a full-time contract the employee works.

AMENDED: September 14, 2006
AMENDED: February 25, 1993
AMENDED: July 17, 1985
ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF LEAVE POLICY

1. This policy applies to all staff that qualify for leave.
2. Staff that qualifies for leave will be allowed 80 hours of leave per school year, based on a 1480- hour year. Staff that work less than or more than 1480 hours will have their leave pro-rated accordingly.
3. Unused leave shall be allowed to accumulate.
4. All leave must be approved in advance by the principal. Leave days taken in succession will be limited to three (3) unless approved in advance by the Principal/Director and Superintendent. Persons desiring leave for such purposes as volunteer first responders, military leave, political activity, etc. will be expected to utilize the leave granted under policy GBF. Leave will generally not be permitted during the beginning week of school, during the week prior to or after holidays, or during the week prior to the end of the school year.
5. In the event of prolonged or extensive illness, please refer to the Sick Leave Bank.
6. We will adhere to the guidelines of the Family Medical Leave Act.
7. This leave policy shall be administered with the needs and welfare of the school children in mind, as well as the needs and welfare of the teacher.
8. A physician's certificate verifying an illness may be required by either the Principal/Director or the Superintendent.
9. Bereavement leave will be counted separately from other leave and will be granted for a maximum of five (5) days per fiscal year for eligible employees because of the death of a member of the immediate family of the employee. Immediate family is defined as wife, husband, child, grandchild, grandparent, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, parent, or foster parent of the employee. Bereavement leave will not accumulate from year to year and will not be reimbursed upon retirement or resignation. Any bereavement leave for a person other than immediate family will be deducted as leave. Exceptions to this policy may be made by the Superintendent.
10. Upon retirement or resignation, a certified employee's unused accumulated leave will be reimbursed to the employee at half of the employee's current hourly rate. The support staff reimbursement of unused accumulated leave will be at step one (1) of the employee's classification pay scale, but not to be paid at less than step one (1) of the aide classification.
11. In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving Workers Compensation benefits, the employee will be entitled to receive leave only in the amount equivalent to the difference between the Workers Compensation benefit received and the regular salary the employee would have received had he/she elected to take leave. For purposes of calculating the amount of leave used, any payment used to supplement the Workers Compensation benefit which is less than one-half day's salary shall count as one-half day's leave, and any leave paid in excess of one-half day's salary shall count as a full day's leave for each day the benefit is received. In the event of payment of leave prior to determination by Workers Compensation that an individual is entitled to an award of Workers Compensation to the employee for wages, which determination is made retroactive, the employee will be given the option of repaying to the District any overpayment received by the employee for leave, or alternatively, having the District withhold future leave payments until the overpayment is made up.
12. Employees who leave prior to the completed school year will receive a pro-rated leave reimbursement.

AMENDED: December 13, 2018

AMENDED: April 20, 1978, June 21, 1979, April 8, 1982, May 15, 1986, May 9, 1991, October 12, 1994, September 13, 2001, March 16, 2006, April 5, 2007, April 9, 2013, July 14, 2016

ADOPTED: January 13, 1976

Lincoln County School District No. 2, Wyoming

STAFF LEAVE OF ABSENCE

A person may request a leave of absence, and if granted by the Board of Education, these conditions will be followed:

1. The length of the leave will generally be limited to one (1) year.
2. No more than 3% of the staff will be granted leave in any one school year. Each leave granted is contingent upon the district's ability to acquire a satisfactory person for a one-year replacement.
3. A committee consisting of the building principal, the Superintendent, and the teacher will meet to discuss the reasons justifying the leave. The Superintendent will make a recommendation to the Board.
4. Reasons for leave will be given the following priority consideration:
 - A. Personal illness as verified by an authorized physician
 - B. Returning to school for an advanced degree and or additional training or education based on the needs of the district
 - C. Religious or other philanthropic purpose
 - D. Other as recommended by the Superintendent to the Board
5. A person must have served for a minimum of six consecutive years before being eligible for leave.
6. A person who desires a leave of absence must submit a written request to the Superintendent on or before:
 - Certified Staff - February 15 of the year prior to the leave
 - Classified Staff – Ninety (90) days prior to the date of leave
7. Upon return to employment the employee will be given a similar position as held prior to the leave.
8. No remuneration in wages or benefits funded by the school district (i.e. health insurance, retirement) will be available during the time of the leave.
9. A person receiving a leave of absence must communicate in writing of his/her intention to return to the school district.
 - Certified Staff - no later than February 15 of the year of the leave. If notification of intent to return is not received by the school district by February 15 the certified staff members' employment will be officially terminated.
 - Classified Staff - a minimum of ninety (90) days prior to the end of the period of leave. If notification of intent to return is not received by the school district prior to the 90 days the classified staff members' employment will be officially terminated.
10. Exceptions to any of the requirements must be recommended by the administration and approved by the Board of Education.

AMENDED: March 16, 2017
 AMENDED: November 13, 2014
 AMENDED: February 8, 2001
 AMENDED: September 11, 1986
 AMENDED: April 8, 1982
 ADOPTED: June 21, 1979

RETIREMENT BENEFITS

The purpose of this policy is to provide employees a voluntary fringe benefit at retirement. It also affords the School District the opportunity to replace staff that is advanced on the salary schedule with newer employees not as advanced, thereby creating, in most cases, a savings of salary dollars to the School District. This benefit is provided at the sole discretion of the board and may be suspended at any time.

REQUEST FOR RETIREMENT

Any employee seeking benefits of this plan is to notify the Superintendent in writing before April 15 of the year in which they wish to retire. A form for this notification will be available in the District Office. The Board reserves the right to accept or reject any request for retirement.

ELIGIBILITY FOR RETIREMENT

Staff that meets the conditions listed below will be allowed a retirement benefit.

- At least 52 years of age at the end of the contract year on the last day of school.
- Have reached the Wyoming Retirement System Rule of 85 (combined age and years of contribution to the WRS).
- At least 20 years of employment in Lincoln County School District #2.
- If an administrator at time of retirement, at least 15 years of employment in Lincoln County School District #2.
- Personnel with a combination of administrative/teaching experience in the district may apply the total years of employment to meet the years of employment required.

PAYMENT OF BENEFITS

The retirement benefit will consist of 5% of the employees' salary or yearly wage. This retirement benefit may be taken as a lump sum or the employee may elect to have a monthly amount directly contributed toward health insurance until such time as the benefit is used up or the employee reaches the age of eligibility for Medicare.

BENEFICIARY BENEFITS

After approval of the retirement benefits for an employee, the employee's beneficiary, if the retiring employee does not survive to collect the entire benefit, shall receive the total due the employee. Payments shall be made to the beneficiary of the retiring employee in the same manner as they would have been paid to the retiring employee.

OTHER CONSIDERATIONS

1. Any employee will be required to sign a statement that an unemployment claim will not be filed against the School District subsequent to the retirement.
2. All benefits will be subject to applicable taxes, such as Social Security and Federal Income Tax withholding, as state and federal law may require.
3. Recipients of retirement benefits must execute the Waiver and Release form provided by the District.
4. Certified employees electing to take retirement are not eligible to re-apply for teaching or administrative employment with the school district nor may they provide teaching or administrative services to the district as a consultant. However, if the Board determines that a qualified replacement cannot be found, the retiree may be rehired on a year-to-year basis and at a negotiated salary after a minimum of six (6) months break in service. Insurance benefits afforded other full-time employees will be included as a benefit.

RELEASE AGREEMENT

Any employee who applies for the Retirement Benefit provided for herein shall, as a condition of being accepted into the Retirement Plan, be required to execute a Release Agreement, releasing the District from all claims that the Employee may have which relate either to the time of said employees' employment or the termination of said employment with the District. The release shall include a release of all claims under local, state, or federal law relating to:

- A. Discrimination on the basis of sex, race, color, national origin, religion, disability, or veteran status;
- B. Wrongful discharge (including retaliatory discharge) or any other possible restrictions on the District's ability to layoff it's employees at will, including but not limited to:
 - i. Violation of public policy,
 - ii. Breach of any express or implied covenant of the employment contract, and
 - iii. Breach of any covenant of good faith and fair dealing;
- C. Discrimination on the basis of age, including claims under the **Age Discrimination in Employment Act** (the "ADEA"), which is located at 29 United States Code, Sections 621 through 634 and any claims under the Americans With Disabilities Act;
- D. Claims of negligence, defamation, invasion of privacy, personal injury, fraud, misrepresentation, or infliction of emotional or mental distress; and
- E. Any other claim of any other nature existing against the District as of the date of the execution of the Release, the effective date of which will be the last date of the employees' employment with the District.

SEE PROCEDURE GCBF-R

AMENDED: March 16, 2017

AMENDED: July 18, 2007

ADOPTED: November 11, 2004

Lincoln County School District No. 2, Wyoming

STAFF RECRUITING/HIRING

It is the responsibility of the Superintendent, with the assistance of administrators and directors, to determine the personnel needs of the district and to locate the best possible candidates to recommend to the board for employment. Selection procedures shall be established which shall ensure the employment of the best qualified applicants, based on such factors as skills, knowledge, personal qualifications, and potential for growth.

It is the policy of Lincoln County School District #2 to ensure equal employment opportunity without discrimination or harassment based on any state and/or federally protected classes. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the schools.

However, no person will be employed who will be supervised by an immediate relative; nor will any employee who is authorized to hire or recommend for hire, employ an immediate relative. Neither shall any person who is a relative to a prospective applicant serve on the selection committee or be involved in any of the selection procedures during hiring.

For the purpose of interpretation of this policy, an immediate relative shall mean any of the following: father, mother, sister, brother, son, daughter, wife, or husband.

SEE PROCEDURE GDD-R

AMENDED: November 10, 2016

AMENDED: February 11, 1993

AMENDED: January 12, 1989

ADOPTED: June 21, 1979

Lincoln County School District #2, Wyoming

STAFF PROBATION AND TENURE

All teachers are urged to keep acceptable standards of ethics in mind at all times. A valuable teacher is not only one who gives good instructional performance, but one who gets along well with colleagues, administrators, parents, and students. This can best be done, and inter-staff relations can be kept at a high level of professional competence, only through strict adherence to high ethical standards in the profession. Teachers who consistently violate these principles and teachers who do not get along well with other teachers, administrators, and parents, may be recommended for dismissal by the superintendent, notwithstanding the fact that their classroom instructional performances have been satisfactory. Teachers being dismissed would be duly protected by the rights under existing law.

Certified personnel are granted contracts in accordance with the Wyoming Teacher Employment Law. Evaluation for initial contract teachers, continuing contract teachers, and other professional staff are conducted according to procedures outlined by the superintendent and adopted by the Board.

CROSS REF.: GCM, Supervision of Professional Staff
GCN, Staff Evaluation

LEGAL REF.: W.S. 21-7-101 through W.S. 21-7-114

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF ASSIGNMENTS AND TRANSFER

ASSIGNMENTS

Teachers shall be assigned to positions within the district at the discretion of the Superintendent. The Superintendent is authorized to assign all employees to their duties. The Superintendent may assign any employee to any position in which he/she is qualified and certified to fill.

TRANSFERS

The Superintendent shall affect all transfers with the cooperation of all parties concerned whenever possible. Reasons for transfer shall be made available to those affected and should be in the best interests of the educational program. The Superintendent shall have final discretion as to all transfers.

VOLUNTARY TRANSFERS

All certified employees shall have the opportunity to indicate their interest in reassignment to the Superintendent no later than February 15 of each year or at a time designated by the Superintendent. The building principal must be made aware of the request. This policy does not require that preference be given to employees requesting a transfer.

Requests for transfers, as well as general staff assignments, will be examined on the basis of the following criteria:

1. the particular needs of the children in the school;
2. the teaching staff requirements as perceived by the administration; and,
3. the personal requests made by individual staff members.

AMENDED: May 8, 2003
AMENDED: November 19, 1981
ADOPTED: June 21, 1979

STAFF TIME SCHEDULES

The Superintendent of Schools, in conjunction with building administrators, will establish and administer time schedules for district staff based on the needs of the individual building. Full time certified staff will work a minimum of 1480 hours per school year. Development of the schedule will take into consideration the needs of students and stakeholders, student supervision, staff development, planning and preparation and other areas of identified need. Principals are responsible for enforcing this policy and granting exceptions. The superintendent will approve, on a yearly basis, the time schedules set forth by the building administrator.

AMENDED: June 9, 2011
AMENDED: April 9, 1981
ADOPTED: June 21, 1979

STAFF WORK LOAD

The School Board of Education is aware that class size has bearings upon effective teaching. It, therefore, directs the Superintendent of Schools to establish regulations which will assure a reasonable class enrollment for each teacher. The Board understands that the establishment of such regulations is dependent upon the financial ability of the School District to maintain them. It recognizes that circumstances may prohibit achieving the standards set forth but believes firmly such standards must be promulgated and maintained as constant guides. In establishing these regulations, the Superintendent will consider the following factors:

1. The type of load which will allow optimum effectiveness of the teacher.
2. The financial status of the School District.
3. Adaptations for the particular requirements of an instructional field.
4. Fair distribution of out-of-class activities.
5. Consideration of preparation and correction time.

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF EXTRA DUTY

Teachers shall sponsor co-curricular activities, extra-curricular activities and shall perform additional duties such as hall duty and playground supervision as might be assigned by administrative authorities of the district. The extra duty loads at all schools shall be assigned as equitably as possible in order that no teacher shall be compelled to carry an excessive burden of responsibility in this regard.

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF PROFESSIONAL DEVELOPMENT

The Board of Education recognizes that all students deserve to have a high-quality education. Research indicates that teacher quality has a powerful effect on student academic achievement. Students who are in the classrooms of effective teachers can achieve ahead of students assigned to weak teachers.

The following items reflect the philosophical foundation for the importance of professional development in Lincoln County School District Number Two. The assumptions are:

- Professional development involves and benefits everyone who influences students' learning
- Both individuals and organizations have the inherent responsibility to define and achieve their own excellence
- School improvement results from professional development
- Effective professional development is based in research and theory and proved in practice

It is the Board's intention to encourage teachers to strive to advance themselves professionally and to learn more and better techniques of teaching. It is also the aim of the Board to help increase the performance and the efficiency of district teachers.

Because quality teaching in all classrooms will not occur by accident, the Superintendent shall be responsible for providing and delegating the leadership necessary to design and implement powerful forms of professional development that:

- Focuses on deepening teachers' content knowledge and pedagogical skills
- Includes opportunities for practice, research, and reflection
- Is embedded in educators' work and takes place during the school day
- Is sustained over time
- Is founded on a sense of collegiality and collaboration among teachers and between teachers and principals in solving important problems related to teaching and learning

The Superintendent may direct District staff to attend professional development meetings/trainings. At the discretion of the Superintendent and the Board travel expenses may or may not be paid for attendance at such meetings/trainings (please refer to Board Regulation GCLA-R).

SEE PROCEDURE GCLA-R

ADOPTED: May 8, 2003

Lincoln County School District #2, Wyoming

CONFERENCE AND MEETING ATTENDANCE

A significant factor to be considered when requests for participation in workshops or meetings are received is whether or not a person has been assigned to a district committee with specific responsibilities relating to the workshop or meeting. Another factor is whether or not the District foresees a direct benefit from a person's participation in such activities. If the person has been assigned to such a committee, his attendance at various meetings or workshops may be an integral part of the assignment. In this case, the involvement of the District in expenses incurred will be different for that person than for another who may wish to attend a meeting or a workshop. The same will be true for the person whose participation has been deemed as moving the District toward its educational goals. Therefore, these differences are recognized in the following guidelines.

A person with a specific district assignment who can benefit from meetings and/or workshops designed to serve the purpose of the assignment or the person whose participation will advance the educational goals of the District will follow these guidelines:

1. The District Administration (Superintendent and Director of Instruction) will be informed and alerted well in advance of possible workshops or meetings, then, in turn, will communicate with the principal.
2. The person should coordinate with the principal to arrange for a substitute when away on school days.
3. The District will pay reasonable expenses excluding membership dues or credit when the committee member attends local, state, or national functions.
4. It will be assumed that the person attending will share skills, methods, or other information obtained with other committee or teacher groups.

Where a teacher requests to attend a meeting or workshop that is not directly related to a specific District assignment, these guidelines will be followed:

1. The teacher should visit with the principal to determine the relative merits of attending.
2. The principal will notify the District Administration (Superintendent and Director of Instruction) well in advance of the workshop or meeting.
3. The principal, the Superintendent, and the Director of Instruction will cooperate in making a decision whether to approve or deny the teacher's request.
4. The teacher will coordinate with the principal to arrange for a substitute when away on school days.
5. The District will provide a substitute teacher for the person participating but other expenses must be assumed by the participant.

ADOPTED: May 8, 2003

Lincoln County School District #2, Wyoming

SUPERVISION OF PROFESSIONAL STAFF

The instructional performance of all teachers in the district shall be observed and evaluated by the administrators of the district and teachers shall be advised and counseled regarding areas of improvement needed and suggested changes in methods. This shall not be construed to mean that supervisory persons are responsible for teacher methods and subsequent teaching success or failure. Recognizing that each teacher's methods and philosophy may be different (and rightfully so), the Board of Education affirms the right and responsibility of each teacher to develop his instructional techniques insofar as such techniques do not result in procedures contrary to district-wide policies. Educational results obtained from acceptable methods shall be the aim of all who carry the serious responsibility of instructing the youth of this school district. Instructional supervision and evaluation shall be aimed at ascertaining the maximum instructional benefits.

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF EVALUATION

A priority of the Board of Education is to maintain high standards of instruction and to improve its quality in every way possible.

The Board of Education accepts the philosophy of evaluation developed by the 1985-86 Evaluation Committee which states:

Evaluation is based on the premise that teaching is dynamic in nature. Hence, the process of evaluation should be ongoing and evolving.

The purposes of evaluation are to improve instruction and to reach administrative decisions concerning re-contracting.

The Superintendent will be responsible for directing the adopted district-wide staff evaluation program. Principals or other immediate administrative officers will prepare a written summary of the evaluation for each staff member. This summary, signed by the staff member and administrator, will be submitted to the superintendent at the conclusion of each school year.

For staff members not being re-contracted the following year, a preliminary report should be delivered to the Superintendent before March 15th.

AMENDED: September 11, 1986

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

STAFF TERMINATION OF EMPLOYMENT

The school administration affirms its adherence to the Wyoming Statutes concerning the employment and termination of professional personnel. Individuals to be terminated will be formally notified on or before April 15.

LEGAL REF.: Wyoming Teacher Employment Law (21-7-101 through 21-7-114), as amended.
Wyoming Administration Procedure Act (16-3-101 through 16-3-115)

AMENDED: February, 1992
ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

REDUCTION IN PROFESSIONAL STAFF (RIF)

The Board of Trustees may, at its sole discretion, terminate the contract of a teacher at the end of any school year because of a decrease in the size of faculty due to decreased enrollment, combining of school districts, financial need, change in programs, or any other event beyond the control of the board pursuant to W.S. 21-7-111, as amended. In the event of a need to reduce the number of instructional staff, notice shall be given to the teachers whose contracts will not be renewed pursuant to W.S. 21-7-105 and 21-7-106(a), as amended, except the request for a hearing shall not apply. The district will comply with all state statutes regarding reduction in force which states that the board will not act in an arbitrary and capricious manner.

If the Board, for any reason, elects to grant a hearing to a teacher being terminated, such hearing shall be before the Board of Trustees unless the board elects to appoint a hearing officer to act on its behalf.

If the Board of Trustees determines that a reduction in staff is necessary and that such reduction cannot be accomplished by normal, current attrition, the Board shall direct that the Superintendent:

1. Investigate, seek and report to the Board the effect of:
 - a. current, normal attrition
 - b. possible early retirement incentives
 - c. solicitation of voluntary resignations
 - d. reductions of non-certified employees or support staff

2. Report to the Board as specifically as circumstances permit any options or available alternatives which are readily apparent, which programs, functions, classes or schools, if any, may be eliminated or reduced and any apparent alternatives.

The determination as to which continuing contract teacher shall be terminated shall be based upon the recommendation of the Superintendent after consultation with other district administrators involved in the programs where the reduction will occur. The Superintendent shall make a recommendation based upon what he/she believes will result in providing the best educational program for the students of the school district. The Superintendent may consider any and all factors or criteria he/she believes are appropriate to base that recommendation on which may include versatility and job performance.

This policy shall not be applicable to initial contract teachers whose contracts may be non-renewed without applying this policy.

AMENDED: March 16, 2017
 AMENDED: March 13, 2003
 ADOPTED: December 10, 1987

RESIGNATION OF PROFESSIONAL STAFF

The Board of Trustees feels that all contracts with teachers and administrators are equally binding upon the District and the teacher or administrator and the obligation of the contract should be respected and performed by both parties. Requests to be released from such contracts are discouraged, except for good and sufficient cause.

Each request by a teacher or administrator to be released from a contract will be considered on its merits by the Board of Trustees.

In each instance in which such a request is granted by the Board of Trustees, the teacher or administrator shall be required to pay to the District, as liquidated damages to cover costs of securing a replacement, the following:

If the request is received:

<u>After</u>	and	<u>Before</u>	<u>Amount</u>
May 15		June 15	.00625 of base
June 15		July 15	.0125 of base
July 14			.0250 of base

In the event the request is made for bona fide health reasons, or for other reasons which the Board of Trustees may determine to be in the best interest of both the teacher or administrator and the District, the Board of Trustees may waive payment of liquidated damages.

The amount of such damages may be deducted, by the District, from any amount owed to the teacher or administrator.

In the event of a breach of contract where the district has not consented to the resignation and the staff member fails to fulfill his contract, the board may pursue any available legal remedies or may withhold the liquidated damage costs as set forth above.

The District, reserving its rights as specified herein, acknowledges that pursuant to W.S. §21-7-107 a teacher may resign his or her position, effective at the end of the school year, by giving written notice on or before May 15 of any year to the Superintendent of Schools of his or her desire not to be employed by the District for the following year. Therefore, to assist the district in planning for proper teaching assignments and needs, the district will offer an early notification of resignation incentive to those teachers who plan on resigning at the end of the current school year. Those amounts, payable at the conclusion of the school year, will be paid as listed below:

- Before November 15- \$750.00
- Before January 1- \$375.00
- Before February 1- \$300.00
- Before March 1- \$150.00

If the Board of Trustees decides to accept the staff resignation then the teacher agrees that said resignation is binding and non-reversible and the teacher agrees to execute the following documents:

1. A written document acknowledging the employee's election to terminate his or her contract at the end of the school year.
2. A Contract Termination Agreement wherein the teacher agrees to resign and terminate his or her employment at the specified date and further, will at that time execute any and all necessary releases that the District requires, including a Release of Any and All Claims that the employee may have against the District, including those related to:
 - a. Discrimination on the basis of sex, race, color, national origin, religion, disability or veteran status;

- b. Wrongful discharge (including retaliatory discharge) or any other possible restriction on the District's ability to terminate its employees including but not limited to:
 - i. Violation of Public Policy,
 - ii. Breach of any express or implied covenant of the employment contract and.
 - iii. Breach of any covenant of good faith and fair dealing;
- c. Discrimination on the basis of age, including claims under the *Age Discrimination in Employment Act* (the ADEA), which is located at 29 U.S.C. Section 621 through 634, and any claims under the *Americans with Disabilities Act*;
- d. Claims of negligence, defamation, invasion of privacy, personal injury, fraud, misrepresentation, or infliction of emotional or mental distress;
- e. Any other claim of any other nature existing against the District as of the date of the Release, which date will be as of the last date of employment.

AMENDED: September 14, 2006
AMENDED: January 8, 2004
ADOPTED: September 13, 2001

Lincoln Co. School Dist. #2, Wyoming

RETIREMENT OF PROFESSIONAL STAFF

All regular employees are enrolled in the Wyoming Retirement System. Accrual of benefits continues during regular employment, and withdrawals may commence as early as age 50, if the employee is vested in the system.

Social security coverage available to employees is completely independent of coverage from the Wyoming Retirement System or any school district early retirement benefits.

AMENDED: May 10, 2007
ADOPTED: August 9, 1988

Lincoln County School District No. 2, Wyoming

SCHOOL YEAR

The board will establish, upon a recommendation of the superintendent, an official school calendar for the ensuing school year. Tentative calendars for future years also may be established. The regular calendar will include the number of student days, number of workdays for staff members, and will indicate holiday periods. The calendar adopted will be consistent with the existing statutes and the State Board and/or Department of Education directives. Community and staff desires will be considered in designing the calendar.

LEGAL REF.: W.S. 21-4-301, W.S. 21-9-101 and W.S. 21-9-102

Wyoming Education Policies Manual, code IC
Wyoming State Board of Education, April 19, 1969 (revised April 10, 1975, April 19, 1969)

AMENDED: November 8, 2001
ADOPTED: August 21, 1980

Lincoln County School District No. 2, Wyoming

CURRICULUM ADOPTION

The Board shall rely on its certificated staff to recommend/implement instructional programs and courses of study that will forward the educational goals of the school district.

All new programs and courses of study shall be subject to Board approval, as shall elimination of programs and courses.

New programs and courses of study shall not be approved by the Board until the Board has had opportunity to review the proposed programs.

AMENDED: November 12, 2015
ADOPTED: August 21, 1980

HEALTHY RESPONSIBLE LIFESTYLE EDUCATION

The Board of Education has formally adopted the Health Content and Achievement Standards as prescribed by the State of Wyoming. However, due to the sensitive nature of teaching in the area of human reproduction, maturation, sexually transmitted diseases, human relationships, and other related issues, it will be the policy of the Board of Education to approve health-related curriculum materials by using the approved instructional materials' selection and adoption process (see policy IIA and regulation IIA-R).

The Board supports the concept that we should utilize information, materials, books or media that promote the importance of marriage and the family, sexual abstinence before marriage, fidelity within marriage, and healthy personal and family relationships.

The Board of Education further directs instructors in this District to avoid planning curriculum promoting, homosexuality, promiscuity, and abortion. The Board supports efforts to develop curriculum that teaches respect for all people.

The Board of Education reaffirms the principle that parents have the right and responsibility to review the curriculum which is planned for their children. Parents may request that their child be excluded from the classroom for health-related topics that the parents prefer to teach at home.

Students who need additional health information may be referred to parents, counselors, and/or local health professionals.

ADOPTED: June 5, 2003

Lincoln County School District #2, Wyoming

PROGRAMS FOR STUDENTS WITH DISABILITIES

The district shall provide special education and training opportunities for each school-age child residing in the district who has been evaluated and determined by a multidisciplinary team as being eligible for special education and related services as outlined in the State Board of Education Chapter 7 Rules Governing Services for Children with Disabilities.

These services shall be provided in accordance with state statutes and rules and regulations of the Wyoming State Board of Education.

The Superintendent shall delegate responsibility for organizing, coordinating, and implementing all of these services in the district.

LEGAL REFS: W.S. 21-14-101 through 21-14-103

AMENDED: February 12, 2009

AMENDED: May 8, 2003

ADOPTED: August 21, 1980

Lincoln County School District No. 2, Wyoming

FAMILY SUPPORT NIGHT

Lincoln County School District #2 acknowledges the importance of families and family activities. To promote family activities, Lincoln County School District #2 schools will not schedule school activities that would extend after 7:00 p.m. on one designated evening per week to enable families to plan one night per week free from school activities.

The Board will designate which week night is to be free from school scheduled activities.

AMENDED: August 17, 2017
REVIEWED: October 8, 2015- designated as Monday night
ADOPTED: June 5, 2003

Lincoln County School District #2, Wyoming

Instructional Materials
(Selection and Adoption)

The selection of appropriate instructional materials as defined by Wyoming statute 21-9-201 (materials deemed necessary by the district to deliver instruction on the standards) is recognized by the school board as an integral part of the curriculum development process to meet the needs of the students in its schools.

The school board is responsible for the adoption of instructional materials. The superintendent or his/her designee delegates the authority for selection and recommendation of instructional materials to district curriculum director or building administrators in accordance with district policy and procedures. The board may review all selected instructional materials. The elimination of core programs and courses are subject to board approval.

Instructional materials supporting the educational goals of the district will be selected by committees consisting of administration and faculty who have expertise in specific content and who reflect community standards. Community members will be invited to serve on the selection committee when appropriate.

SEE PROCEDURE IIA-R

AMENDED: May 13, 2020

AMENDED: May 5, 1994, August 11, 2011, April 9, 2015, November 12, 2015

ADOPTED: August 11, 1982

Lincoln County School District No. 2, Wyoming

SAFETY AND SUPERVISION OF STUDENTS

Teachers/staff members are responsible for the welfare and safety of all students under their supervision, whether in the classroom or on activities. Students are to have the permission of the teacher/staff members to leave any instructional or supervised setting. Teachers/staff members may leave students unsupervised only in case of emergency.

No field trip or other activity is to be conducted under sponsorship of the school district without proper adult supervision and clearance from the principal. If adult volunteers are used, they are to act under the directives of the teachers/staff members in charge, keeping the welfare of students first in priority.

The administration shall make staff assignments that will best provide for the full and proper supervision of students at all times, whether in the classroom or on activity trips.

Volunteers must be acquainted with and agree to follow all rules, guidelines and directives as given by the teachers/staff members while with students.

AMENDED: January 10, 2013
ADOPTED: March 18, 2010

Lincoln County School District #2, Wyoming

Activity Supervision Statement

Student safety is the primary concern when involved in any school activity. It is the responsibility of activity advisors/coaches to supervise all students under their care when traveling. The following is a list that is intended to communicate the expectations of the district. Because we understand that no list can cover all possible situations that might arise, the expectation of the district is that coaches and supervisors ensure that their supervision of students is as adequate as possible throughout the duration of the activity.

As supervisors, it is expected that they will:

1. Have proper activity related forms turned in as required.
2. Position themselves so they can actively supervise all students on the bus, understanding that the status of all students must be checked multiple times throughout the trip. The bus driver is not in charge of the students. He/she is in charge of the vehicle.
3. Supervise students during the time they are being transported in a district vehicle to a school activity. For instance, supervisors may not ride back from a trip with another party, leaving students unsupervised.
4. Supervise all students while they are on a trip (i.e.: in the mall, hotel, events center, school, restaurant, ski hill, golf course, playing field, etc.).
5. Do not conduct personal business or engage in any activity that interferes with or distracts from school business or supervision of students.
6. Follow the guidelines required of bus drivers relating to driving time, etc. Please do not ask the driver to change any of the rules and procedures he/she is required to follow without clearing those changes in advance through the transportation director.
7. Review often the rules of conduct with the students and make sure they are clearly understood.
8. Report any related behavior problems to the principal.
9. Account for students taken home by parents after an activity. Following the conclusion of an activity or competition students may be released only to their parents when properly signed out using the appropriate form carried in the coach's travel binder. Students may not ride home with anyone other than their parent or legal guardian unless a formal, written request from the parent or legal guardian is filed in the school office, prior to departure.
10. Make sure that provision is made for the safe and orderly return of students to their home after activities.
11. Leave in a timely fashion when activities are over.
12. When doing separate student activities at the same location (i.e. speech and music competitions) arrange for meeting places and times.
13. Students may not drive their own vehicles on sanctioned trips.
14. Under no conditions may students drive district/school vehicles other than for Drivers' Education.

I have read and do understand the expectations for me when supervising LCSD#2 students in my care as an activity advisor/coach.

NOTIFICATION OF FERPA

Under the direction of the Superintendent, school officials (Principal, Counselor, or principal's designee) of Lincoln County School District No. 2 will annually notify parents/legal guardians and eligible students (students who have reached the age of 18 years or who are legally emancipated) of their rights under FERPA (Family Rights and Privacy Act) to request information contained in student educational records.

Notification will be provided directly to parents and eligible students at the beginning of each school year and after any substantive change in such legislation. This notification will provide information concerning the following:

- The right to inspect and review student's educational records.
- The right to request an amendment of educational records.
 - Requests to amend educational records must be made in writing and prior to or at the completion of a grading period as to ensure adequate time for recording data to the record.
- Types of information the district has designated as directory information.
 - To ensure appropriateness of information and the legitimacy of personally identifiable information that may be disclosed to school personnel without parental or students' consent.
- Procedure to opt-out of disclosure of directory information.
- The right to file a complaint with the Family Policy Compliance Office in the United States Department of Education.

SEE PROCEDURE JRAA-R

AMENDED: May 10, 2012
AMENDED: July 18, 2007
ADOPTED: June 5, 2004 (PPRA content moved to JRAB)

Lincoln County School District #2, Wyoming

Lincoln County School District Number Two
NOTICE TO PARENTS OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent, to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605**

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lincoln County School District Number Two, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lincoln County School District Number Two may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lincoln County School District Number Two to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a parent does not want Lincoln County School District Number Two to disclose directory information from their child's education records without prior written consent, the parent must notify the District in writing by September 15 of the current school year. Lincoln County School District Number Two has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- Most recent previous education agency or institution attended

AMENDED: July 18, 2007

ADOPTED: June 5, 2004 (PPRA content moved to JRAB-R)

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT TO INSPECT CERTAIN MATERIAL

Parental right to inspect surveys:

The parents of a student enrolled in Lincoln County School District #2 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information, a copy of the survey prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

1. Political affiliations or beliefs of the student or the student's parent
2. Mental or psychological problems of the student or the student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or student's parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Upon the school's receipt of a survey requesting information described by any of the subjects above, the school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall:

1. Describe the survey
2. Indicate who will have access to the survey results
3. Indicate whether the survey is anonymous
4. Inform the parents of their right to inspect the survey; and
5. Notify the parents that their child is not required to respond to those particular subjects listed above

If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Occasionally, the school may administer surveys involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, or for otherwise providing that information to others for that purpose. The school district shall notify parents at the beginning of the school year when such surveys may be administered, or when they are expected to be scheduled. In the event of the administration of such a survey, the school district will take measures to protect student privacy.

Each parent of a student at Lincoln County School District #2 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

Parental right to inspect instructional material:

Any parent of a student of Lincoln County School District #2 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Principal's office. Upon receiving such written request, the Principal, or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The Principal or his designee shall respond within a reasonable time following the receipt of such written request, and shall make the requested materials available for inspection within a reasonable time following receipt of such written request.

Physical examinations and screenings:

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to: hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled including a description of each screening. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is:

- a) required as a condition of attendance;
- b) administered by the school and scheduled by the school in advance; and
- c) not necessary to protect the immediate health and safety of the student or of other students.

Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The school district may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which required immediate attention.

ADOPTED: July 18, 2007

Lincoln County School District #2, Wyoming

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT TO INSPECT CERTAIN MATERIAL**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that requires Lincoln County School District Number Two to notify parents and obtain consent or allow parents to opt their minor children out of participating in certain school activities. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental and psychological problems of the student and his/her family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income (other than that required by law to determine program eligibility).
- *Receive* notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use of:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and,
 3. Instructional material used as part of the educational curriculum.

If a parent wishes to review any survey instrument or instructional material used in connection with any protected information or marketing survey, the parent must submit a request to Lincoln County School District Number Two, 222 East 4th Avenue, Afton, WY 83110. The district will then notify the parent of the time and place where they may review these materials within 5 business days of the request. Parents have the right to review a survey before the survey is administered to a student.

Please note that the parental rights contained in this document transfer from the parents to any student who is 18 or older or an emancipated minor under State law.

This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

AMENDED: July 18, 2007
ADOPTED: June 5, 2003 (as part of JRAB-R)

Lincoln County School District #2, Wyoming