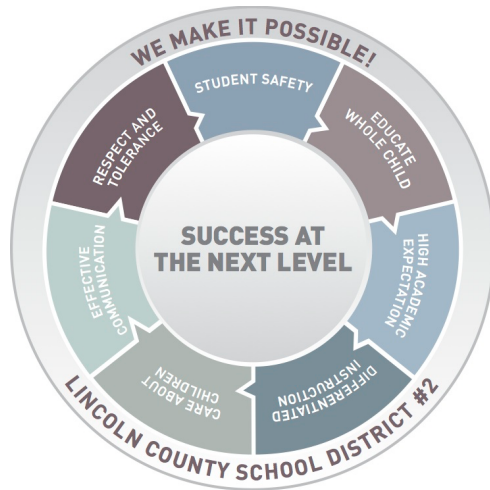


Substitute Teacher Handbook Lincoln County School District #2



October, 2022

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District Personnel

Lincoln County School District #2
222 E. 4th Avenue- mailing
360 S. Jefferson- physical
Afton, WY 83110
Phone: (307) 885-3811
Fax: (307) 885-9562

Superintendents Office

Matt Erickson, Superintendent (307) 885-7100
Barney Kleeman, Executive Secretary (307) 885-7136
Amy Gaskell, Receptionist (307) 885-7121

Office of Curriculum and Instruction

Kory Hokanson, Director- Education (307) 885-7114
Jason Horsley, Director- Education (307) 885-7123
Cheyanne Wolfley, Secretary (307) 885-7137

Office of Special Services

Nathan Wescott, Director (307) 885-7143
Amber Crook, Secretary (307) 885-7145

Business Office

JC Inskip, Business Manager (307) 885-7142
Brandie McDonald, Payroll (307) 885-7140
Alison Fluckiger, Accounts Payable (307) 885-7141

Cheri Saltzman, Substitute Coordinator (cheri.saltzman@lcsd2.org)

LCSD#2 Schools

Afton Elementary
333 E 1st Avenue
Afton, WY 83110
Phone: (307) 885-8002
Fax: (307) 885-8010

Cokeville Elementary
250 North Sage
P.O. Box 400
Cokeville, WY 83114
Phone: (307) 279-3233
Fax: (307) 279-3280

Cokeville High School
300 Pine
P.O. Box 220
Cokeville, WY 83114
Phone: (307) 279-3273
Fax: (307) 279-3221

Etna Elementary
107590 U.S. Hwy. 89
P.O. Box 5068
Etna, WY 83118
Phone: (307) 885-2472
Fax: (307) 883-3051

Osmond Elementary
3120 State Hwy. 241
Afton, WY 83110
Phone: (307) 885-9457
Fax: (307) 886-5789

Star Valley High School
444 W. Swift Creek Lane
Afton, WY 83110
Phone: (307) 885-7847
Fax: (307) 885-3299

Star Valley Middle School
505 Kennington Burton Lane
Afton, WY 83110
Phone: (307) 885-5208
Fax: (307) 885-0472

Swift Creek High School
222 East 4th Avenue
Afton, WY 83110
Phone (307) 885-7139
Fax (307) 885-7247

Thayne Elementary
304 Myers Street
P.O. Box 520
Thayne, WY 83127
Phone (307) 885-2380
Fax (307) 883-2032

Danny Robinson, Principal
Jessica Jenkins, Secretary

Kenneth Dietz, Principal
Myrna Hoffman, Secretary

Kenneth Dietz, Principal
Lynne Pope, Secretary

Keith Klein, Principal
Claudia Baker, Secretary

Tyler Jack, Principal
Lyndi Nield, Secretary

Farren Haderlie, Principal
Rob Erickson, Ass't Principal/Activities Director
Josh Frazier, Ass't Principal
Valerie Booth, Secretary
Heather Warren, Counseling Secretary
Kristi Clark, Activities Secretary
Gina Fullmer, Attendance

Steve Burch, Principal
Wyndy McGinley, Ass't Principal/Activities Dir.
Melanie Passey, Secretary
Ashlee Neuenschwander, Secretary

David Cazier, Principal
Cheri Saltzman, Secretary

Daniel Barnes, Principal
Sharon Woolley, Secretary

Introduction:

Substitute teachers serve a vital role in Lincoln County School District #2. As teachers strive to enrich the lives of their students, they depend on highly qualified substitute teachers to keep good instruction flowing during their absence. This has never been more important than it is today when teachers are required to spend more time out of the classroom to keep up with the rapid advancements with instructional technology.

The district recognizes the daily challenges that are faced by substitute teachers. Substitute teaching may be one of the most difficult jobs in the district. The purpose of this handbook is to provide substitute teachers with the necessary information and resources to meet the challenging expectations of substitute teaching in Lincoln County School District #2.

Requirements for Employment as a Substitute Teacher in LCSD#2:

All prospective substitute teachers must complete a certified substitute teacher application for employment in order to be considered for substitute teaching assignments in Lincoln County School District #2. Following is a checklist of requirements for application:

- ☐ Complete all sections of the LCSD#2 Application
- ☐ Upon invitation, interview with an administrative team
- ☐ If position is offered, complete all paperwork and pay fees for a background check
- ☐ Complete application to the Wyoming Professional Teaching Standards Board (PTSB) for substitute teaching certification
 - o This requires a \$125 application fee
 - o Applicants must either have an associate's degree or the equivalent (60 credits), or complete a substitute teaching training course as prescribed by the Wyoming PTSB

All applications that meet the above standards are reviewed for consideration. Applicants are selected for interview based on district need and the quality of the application. Successful candidates are placed on the district's Substitute Teaching List.

Substitute Teaching Assignments and the Substitute Teaching List:

Lincoln County School District #2 maintains a list of active substitute teachers who have been approved for employment and who are available to take substitute teaching assignments. The School District Administrative Assistant will notify the Substitute Coordinator of substitutes who have been approved. Once on the list, substitute assignments are handled via Ready Sub, an online substitute assignment system. Instructions for registering on Ready Sub will be emailed to the substitute teacher once they are approved. Teachers may contact substitutes directly but still must place their request for a substitute on Ready Sub.

Removal of Name from the Substitute Teaching List:

1. **Voluntary Removal:** If you wish to resign or temporarily remove your name from the substitute teaching list, please submit a letter or email stating your request to the district's Administrative Assistant- Barney Kleeman. If you are requesting a temporary removal, please indicate the date that you would like your name to be reactivated on the list. To reactivate your name, contact the district's Administrative Assistant and request reactivation.
2. **Involuntary Removals:** Substitute teachers are temporary, at-will employees of Lincoln County School District #2. Employment as a substitute teacher depends on district need, teacher/school requests, and performance. An involuntary removal can occur when:
 - a. The substitute teacher fails to meet the expectations outlined in this handbook
 - b. One or more incident reports are filed with the Central Office
 - c. Requests by teachers are limited over time
 - d. The district decides to downsize the list according to need

Expectations for Substitute Teachers:

1. **Policy and Procedure:** Substitute teachers are required to follow district policy and school procedures. District policies that are pertinent to substitute teachers are included in appendix A of this handbook. Procedures specific to each school are not contained in this handbook and can be obtained through the main office of each school. It is the responsibility of the substitute teacher to obtain and understand district policy and school procedure. A comprehensive set of policies and procedures may also be found on the district website- www.lcsd2.org.
2. **Dress Code:** Substitute teachers should differentiate themselves from students by dressing according to policy and professional standards. At a minimum, substitute teachers need to emulate the dress of other teachers in the building. Dress should be appropriate for the specific teaching assignment. Substitute teachers are expected to maintain good personal hygiene.
3. **Arrival and Departure Times:** Substitute teachers are expected to check in at the main office of the assigned school **at least 30 minutes** prior to the beginning of class. Substitute teachers may leave the building after school ends when the classroom is in order, the report to the classroom teacher is complete, and student work and instructional materials are organized according to the instructions of the classroom teacher.

4. **Extra Duty Responsibilities, Recess, Lunch and Prep Hour:** Substitute teachers are responsible to assume all extra duty assignments that are normally administered by the classroom teacher. If the classroom teacher does not leave detailed instructions for these times, then the substitute teacher must inquire with the main office to determine the responsibilities. Failure to do so may result in serious consequences because students could be subject to situations lacking in supervision. Substitute teachers may be given responsibilities or other assignments during prep hour at the discretion of the building principal.
5. **Student Safety and Wellbeing:** Substitute teachers are responsible for the safety and well-being of every student in the class they are assigned to teach.
 - a. Students must be supervised at all times. Students must never be left in a classroom or in any other area on or off campus without close adult supervision from a qualified school employee. Never leave your class unattended.
 - b. Students who leave class to use the restroom or for other reasons that are not regularly scheduled, must be given a hall pass that indicates the time of the student's departure from class. If the student does not return within a reasonable timeframe, the substitute teacher must contact the main office and inform the administration of the student's departure from class.
 - c. Substitute teachers must not release a student from class without direct permission from the main office. If parents or other family members insist on taking their child, you must direct them to the main office where they can work with the office staff to check their child out of school. If anyone leaves your classroom with a child without prior approval, you must notify the main office immediately.
 - d. Any potential or eminent physical threat must be dealt with using due diligence with the intent of preventing physical harm to students. If you are unsure about how to handle a situation, you must contact a teacher or other school staff member who is in close proximity. Whenever circumstances permit, contact the main office and notify the administration when a physical threat exists. It is always best to err on the side of safety! If you're not sure about the presence of a potential threat, take necessary measures to ensure the safety of your students.
 - e. Each school has an emergency response plan and emergency response protocol. Substitute teachers are responsible to follow school-specific protocol in the event of an emergency or during an emergency drill. A copy of the emergency response plan for each school can be found in the main office of each building. It is the responsibility of the substitute teacher to obtain and understand the requirements of each school's emergency response plan.
 - f. The substitute teacher must maintain order and control of the class at all times.
6. **Student-Teacher Relations:** Treat all students with respect and dignity.
 - a. Substitute teachers are to use methods for classroom management that encourage a positive learning environment for all students.
 - b. Interactions between substitute teachers and students are to be positive, friendly, and professionally appropriate. Being friendly does not mean that you should encourage friend-like relationships with students. You need to be their friendly teacher, not their teacher friend!
 - c. Use of corporal punishment is prohibited.
 - d. Use of sarcasm is discouraged and should only be used in an academic context where the sarcasm is not directed toward or linked to any student or group of students in the classroom.
 - e. Use of foul or abusive language by a substitute teacher is prohibited and constitutes grounds for immediate termination.
 - f. Physically touching a student beyond a handshake or a high five is highly discouraged. Inappropriate physical touching may be grounds for termination and could lead to a criminal investigation.
 - g. Provide all students with opportunities to respond and participate in class discussions and activities.
 - h. Refrain from verbally reprimanding students in front of their peers.
 - i. Personal phone calls, Facebook and other social networking, including text messages, to students is inappropriate.
7. **Instruction:** Adhere to the lesson plans that are provided by the classroom teacher.
 - a. If lesson plans are insufficient to fill the allocated time, substitute teachers may be required to come up with relevant learning activities in order to keep students engaged in learning.
 - b. When feasible, sub-provided learning activities should be related to the lesson or daily objectives in the relative subject areas. Learning activities should require all students to actively participate or frequently respond to lesson material.
 - c. If multimedia is used in class, content and use must comply with district policy and procedure (See Procedure IIA-R in appendix A).
8. **Use of Internet:** All employees of LCSD#2 must read and sign an Acceptable Use Agreement before accessing the internet at school and/or with school equipment.
 - a. **Substitute Teacher Use:**
Substitute teachers can access the internet at school when doing so is necessary for the planning or implementation of instruction, for school approved professional development, or when access is required for classroom record keeping. Internet access for personal business or leisure is

- prohibited. Strict compliance with the district's Acceptable Use Agreement is required. Violations of this agreement including the access of inappropriate internet sites is likely to result in termination.
- b. **Student Use:**
Substitute teachers are responsible to monitor the content of web-sites and other sources when students are using computers or other communications devices. Students are restricted from the use of cell phones, gaming devices, and any other communications device that may be connected to outside networks. Each school has a procedure for dealing with the use of these devices. Substitute teachers are responsible to understand and administer the provisions of each school's procedures.

9. **Confidentiality:** Student educational records and other personally identifiable information about students are protected by law. Disclosing such information about a student to friends, family, or others in the community is unethical and illegal. Disclosing such information to other employees of the school district is acceptable when the person on the receiving end of the disclosure has a definitive need to know in order to provide appropriate educational services or to provide for the safety and well being of one or more students in the school setting.

10. **Daily Procedures:**

a. **Beginning of Day Procedures:**

1. Check in at the main office when you enter the building. You should check in at least 30 minutes prior to the beginning of school.
 - a. Obtain a key to the classroom.
 - b. Ask the school secretary if there are any extra-duty assignments that you are responsible for.
 - c. Ask the school secretary if there are any changes to the schedule or special events that you should be aware of.
 - d. Make sure you understand how to record attendance. This may require a web address and a password.
2. Proceed to your assigned classroom and read the instructions left by the classroom teacher. Make sure that you allow time to make copies and prepare the materials left by the classroom teacher. It is imperative that you are in your classroom ready to teach when your students arrive. Greet your students as they enter the classroom.

b. **End of Day Procedures:**

1. Make sure that all students exit the classroom in an orderly manner. If you are assigned to a classroom with early elementary students, walk out with the students and make sure that every child finds their way to their bus or parent.
2. Clean up and organize the classroom environment. The cleanliness and order of the classroom, student work, and instructional materials will be the classroom teacher's first impression of your effectiveness when he/she returns to work.
3. Leave the teacher a thorough note of how the day went. Teachers appreciate knowing how students respond to various learning activities and they need to know which students contributed to the lesson activities and which students misbehaved.
4. Make sure that all computers and other powered devices are properly shut down before leaving the classroom.
5. Secure the classroom by closing and locking all windows and doors as you leave.

11. **Payroll**

Substitutes are paid on the 20th of the month following the month they worked in. An example would be if you worked in August you would be paid on September 20. Certified subs are paid according to the following scale:

Regular Pay- Certified Substitute:	\$125.00 per day
Over five consecutive days for the same teacher:	\$155.00 per day (after 5 th day)
Over twenty two consecutive days for the same teacher:	\$175.00 per day (after 22 nd day)

Regular Pay- Certified Teacher Working as a Substitute:	\$125.00 per day
Over five consecutive days for the same teacher:	\$155.00 per day
**Over twenty two consecutive days for the same teacher:	Beginning Teacher Salary

** Consecutive days for the same teacher in an area where fully certified.

Appendix A
District Policy and Procedure

Note: The policies and procedures included in this handbook include those most relevant for substitute teachers. Substitute teachers are responsible to follow all district policy and procedure. A fully inclusive policy manual can be viewed at the School District Administration Office or on the web at www.lcsd2.org.

SEXUAL HARASSMENT AND SEX DISCRIMINATION

All members of the school community must be treated with dignity and respect. Students and employees must be able to learn and work in an environment free from sexual harassment and sex discrimination. Sexual harassment and sex discrimination are deemed unacceptable conduct in the employment and educational environment and will not be tolerated. This policy shall be in force on and off school district property, i.e., at school activities and/or school-sponsored events that may occur away from school, and whenever school employees have jurisdiction over students. This district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sex discrimination and to discipline any student or employee who sexually harasses a student or employee of this district. It is no defense to claim of sexual harassment that the alleged harasser did not intend to harass. This policy shall apply to all students, employees, and volunteers of the District.

I. McGrath Response System (McGrath Response System, 2020)

As part of the McGrath Response System the district has identified the following roles:

- a. Title IX District Coordinator (Contact information available on lcsd2.org)
- b. Investigator(s)
- c. Decision Maker
- d. Appeals Officer
- e. Informal Resolution Facilitator

In addition, the district follows the McGrath Response System Processing Flow Chart for response to, investigation of, and determination of all sexual harassment and sex discrimination. (see procedure ACA-R)

II. REPORTING

Any person may report sex discrimination and sexual harassment, regardless of whether the person is the alleged victim of the reported conduct. The district encourages the reporting party or complainant to use the report form available from the building principal, department director, or the district office. Such a report can be made at any time.

In each facility: The verbal or written report of sexual harassment or sex discrimination at the building level may be given to either the building principal, department director, Title IX Coordinator, or the superintendent, whose office is located at 360 S. Jefferson, Afton, WY 83110, phone number is (307) 885-3811. If the complaint involves the building principal, department director, or Title IX Coordinator, the complaint shall be filed directly with the superintendent or, if the complaint involves the superintendent, the complaint shall be filed directly with the Chairman of the Board of Trustees.

Freedom from retaliation: Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX and this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Complaints of Retaliation: Complaints alleging retaliation may be filed as outlined in this policy.

Reporting and Anonymity: Any report of sexual harassment or sex discrimination must be responded to promptly, however, if the District cannot identify any of the parties involved in the alleged sexual harassment or sex discrimination based on the anonymous report, the District may not be able to meet its obligation to respond (for instance, offer supportive measures to the unknown complainant). This district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the District's legal obligations and the necessity to investigate any/all allegations of sexual harassment or sex discrimination.

False Accusations: Any student or employee who is found to have made a knowing, deliberate, or intentional false accusation, statement, report, or formal complaint or who has otherwise provided false information in the grievance process is subject to disciplinary sanctions.

III. EMERGENCY REMOVAL/ADMINISTRATIVE LEAVE:

A respondent may be removed from the education program or activity or placed on administrative leave on an emergency basis, provided that the District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety. In such a case, the District will provide the respondent with notice and an opportunity to challenge the decision immediately after the removal.

IV. ACTION(S) TAKEN:

Upon determination that a complaint is valid, the principal or, in the case of a District complaint, the superintendent or designee, will take such action as appropriate based on the results of the investigation.

In inconclusive cases where there are no subsequent reports of similar incidents with seven (7) years from the date of the original report, the report, at the sole discretion of the Superintendent, may be purged from the file.

V. DISCIPLINARY ACTION:

- a. A substantiated charge against an employee of the District shall subject such employee to disciplinary actions which may result but not be limited to, verbal warnings, letter of reprimand, suspension with or without pay, and dismissal.
- b. A substantiated charge against a student shall subject that student to disciplinary actions including verbal warnings, reprimand, counseling, and suspension or expulsion, consistent with the Student Disciplinary Code.

VI. REPORTS/COMPLAINTS TO LAW ENFORCEMENT AUTHORITIES

Where there is reasonable suspicion that the allegation of sexual harassment or sex discrimination involves criminal activity, the appropriate law enforcement agencies will be immediately contacted.

Under certain circumstances, sexual harassment or sex discrimination may constitute child abuse or neglect under WYO. STAT. §§ 14-3-201 et seq. as amended. In such situations, the District shall comply with the reporting requirements contained therein.

In the event that law enforcement agencies become involved, the District will complete its investigation and render its written findings in accordance with its policies and procedures and independent of the law enforcement agency's disposition of the case.

VII. TRAINING

Training of Title IX personnel (Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process) will include training on the definition of sexual harassment and sex discrimination, the scope of the District's education program or activity, how to conduct an investigation and grievance process, including appeals and informal resolution processes, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision makers and investigators will receive training on the issues of relevance, including how to apply the rape shield protections provided only for Complainants.

District will post materials used to train Title IX personnel on its website, or otherwise make such materials available for members of the public to inspect.

All district employees will receive annual training on sexual harassment or sex discrimination and Title IX.

SEE PROCEDURES ACA-R

AMENDED: February 9, 2022

AMENDED: March 16, 2017

ADOPTED: December 9, 1999

Lincoln County School District #2, Wyoming

EQUAL OPPORTUNITY EMPLOYMENT

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.

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 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 the related procedures. Dress and attire should be evaluated periodically as part of the regular employee evaluation procedure.

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

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

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.

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

COMPLAINT PROCEDURE

The purpose of this procedure is to describe methods by which any complaints regarding unlawful discrimination under any District controlled programs, services, or activities can be resolved. This procedure is available for use by any student, student applicant, employee, or employee applicant, who believes he/she has been subjected to discrimination on the basis of race, religion, color, national origin, age, sex, or disability.

The Superintendent of Schools has been designated as coordinator for the Americans with Disabilities Act (ADA) of 1990. It shall be the responsibility of the Superintendent to assure that each complaint is given fair and impartial consideration.

The person who believes he/she has been discriminated against may file either an informal or formal complaint.

Informal Procedure

An individual who believes that the District or any employee of the District has discriminated against him/her is encouraged to resolve the matter informally through:

- (a) communication with the party alleged to have committed the violation, or
- (b) communication with an appropriate supervisor, counselor, or administrator who will act as a mediator to resolve the complaint.

Informal resolution may occur at any time.

Formal Procedure

If the complaining party is unsuccessful in obtaining an informal resolution or if the complaining party chooses to file an initial complaint on a more formal basis, the following procedure will be used. The formal complaint shall be presented in writing within 120 days of the date on which the complaining party could reasonably be expected to know of a violation.

Step One: If an alleged violation occurred within a school or within the jurisdiction of a school the written complaint shall be presented to the principal who will assist in preparing a written complaint. The principal will then convey the written complaint to the party alleged to have committed the violation. The party to whom the complaint is presented must render a written response within ten (10) working days from the receipt of the complaint. The principal shall render a determination within five (5) working days from the receipt of the response to the complaint.

Step Two: If the complaint is not resolved at Step One, or if the complaining party chooses, he/she may present their complaint to the Superintendent who will assist him/her in formulating and presenting a complaint. Resolution of the complaint will be sought in this manner:

- (a) Within in (10) working days of notification, the Superintendent, the complaining party, and the person or persons who allegedly have committed the violation will meet to discuss the complaint and its resolution. In preparation for the meeting, written statements from any or all parties may be required. The Superintendent will provide a written decision within ten (10) working days after this meeting. Copies of the decision shall be given to all parties present at the meeting.
- (b) Any participant involved with the complaint may appeal the decision by presenting to the Superintendent the basis for an appeal. The Superintendent, at his/her discretion, may appoint a complaint committee who will prepare a report to be presented to the Superintendent with findings and recommendations. The final determination shall be made by the Superintendent.

Step Three: If the determination of the Superintendent is unfavorable to the complaining party, the Superintendent will provide information to the complaining party for the procedure to be followed for filing a complaint with the Office of Civil Rights or other appropriate federal agency.

A successful complaining party shall be assisted by the principal or other supervisor in reaching conciliation with the individual or school causing the injury. If these efforts prove to be unsuccessful the

Superintendent will take steps to insure an equitable remedy. The Superintendent may take appropriate action to allow the successful complaining party to participate in the program, activity, or class in which the discrimination had originally occurred and he/she will take steps to immediately overcome the conditions that originally resulted in the unlawful discrimination.

Alternate Procedure

The formal and informal complaint procedures outlined above do not affect the right of any individual or group to file a complaint with the Office of Civil Rights or any other federal agency.

CRIMINAL BACKGROUND CHECK

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check shall be carried out by the School District. The Superintendent shall retain authority to request a criminal background check in any situation when he deems it appropriate for the School District to have the specific information prior to making a hiring decision, or when there has been no recent criminal background check of the applicant.

In accordance with Wyoming law, a criminal background check shall be conducted prior to the final decision on hiring any employee. This information shall be utilized solely for the purpose of providing additional information relevant to the hiring decision of the applicant. The criminal background information shall not be permitted to be used for any other purpose, and in order to ensure confidentiality of this information the following shall occur:

1. Access to the criminal background information shall be restricted to the Superintendent or their designee. The Superintendent shall have authority to reject any applicant who has been recommended for employment based upon the information contained in the criminal background check. This information will not be shared with all members of the interview or hiring committee.
2. The criminal history information shall be retained at the central administration office, with access given only to the Superintendent and/or their designee.
3. In the event the Superintendent elects to designate another person to receive the criminal history information, the Superintendent shall ensure that the person understands the confidential nature of this information, and that the person is familiar with the substance and intent of this policy.

The criminal background information may be retained and reviewed by the Superintendent or his designee in the event that any employee requests a transfer or applies for a different position.

Criminal background information shall be retained in the records of the School District for at least one year. Thereafter, the Superintendent may elect to destroy the criminal background information, in which event the District shall retain a record that the criminal background check was acquired and the date it was destroyed shall be retained until the employee is no longer employed with the School District.

AMENDED: March 6, 2018
ADOPTED: December 9, 1999

Lincoln County School District No. 2, Wyoming

INSTRUCTIONAL MATERIALS

Selection and Acquisition

Selection, acquisition, and maintenance of both core and supplemental instructional materials shall be in accordance with Board policies and objectives to provide a substantive base for the district curriculum.

1. Definitions:
 - A. Core: Materials deemed necessary by the district to deliver instruction on the Wyoming Content and Performance Standards.
 - B. Supplemental: Materials provided in addition to resources already approved as core materials or available to complete and enhance the core materials.
2. Core Instructional Materials:
 - A. The responsibility for selection of core instructional materials rests with the professional staff. To assist in the selection process of core instructional materials, committees are encouraged to obtain representative viewpoints concerning the proposed core instructional materials. The committee will also invite community representatives. In the case of book clubs, individual parent permission/selection slips will replace community representatives.
 - B. Teachers will make selections for instructional materials by:
 - a. Choosing materials which align to the Wyoming Content and Performance Standards for the content they are teaching. Materials should:
 - i. Have considerable educational significance and make a contribution to the curriculum and to the general interest of students.
 - ii. Have received favorable recognition from standard reviewers or have been recommended by professional personnel.
 - iii. Be valid or current in content to provide perspective for the learner.
 - iv. Be considered in light of the reputation and significance of the author, producer, or publisher.
 - v. Offer opportunity to assist the learner in exploring the world in which we live while under the direction of a competent professional.
 - vi. Be sensitive to generally acceptable community moral and ethical standards.
 - b. Putting texts aligned to a Reading Informational or Reading Literature Wyoming Content and Performance Standard through the text complexity process defined below. (See Appendix A, B, C)
 - i. Quantitative Grade level Lexile
 - ii. If Lexile is not met, Qualitative Text Complexity Rubric
 - iii. If necessary, Reader and Task Form
 - c. Completing the Instructional Materials Recommendation Form
 - d. Recommending material with value commensurate with cost while ensuring reasonable potential user appeal.
1. Superintendent:

The Superintendent or designee will recommend to the Board purchase of basic textbooks and other special instructional material. In doing so, he/she will examine budget considerations and communicate limits and resources to the Board and to the professional staff in order that needs be prioritized. A master list of approved textbooks and instructional material will be maintained at the district level.

Commented [1]: being taught

Commented [2]: the opportunity or opportunities

Commented [3]: some of these start lower case and some upper

Supplemental Instructional Materials

2. The responsibility for selection of supplemental instructional materials rests with professional staff. Other persons, such as students and community members, may recommend supplemental instructional resources, but recommendations for purchase will come from the professional personnel of the school district. Selection committees will include a committee chair or department head, an administrator, the Director of Curriculum & Instruction, and a teacher.

Classroom Instruction

3. Teachers will make selections for supplemental instructional materials by:
 - a. Choosing materials which align to the Wyoming Content and Performance Standards for the content they are teaching.
 - b. Recommending material with value commensurate with cost while insuring reasonable potential user appeal.
 - c. Choosing materials that effectively/efficiently maximize learning opportunities (ie: length of a video/video clip, supplemental text, etc.)

Commented [4]: which or that?

Media Centers

Librarians and media specialists will:

1. Assist in selection of specific titles applicable to particular courses.
2. Assist in preparation of lists for use in courses in the curriculum.
3. Select non-circulating reference material based on daily contact with reference needs.
4. In consultation with faculty select additional titles from reviews.
5. Select media materials which supplement and enhance the instructional process in the system.

Classroom use of media and movies – The wise and effective use of media to enhance learning is permitted when appropriate. Media is defined as electronic or digital material from any source. Guidelines include:

Commented [5]: I am thinking commercial movies ie shown at the theatre should still have some sort of notice to the administrators.

1. It is a violation of district policy to use materials intended solely for entertainment purposes unless approved according to Policy IIA.
2. All media, as defined above, must be approved using the supplemental instructional materials guidelines explained above and when needed, purchased by the district.
3. Any media rated R (unedited), NC-17, or X are not to be used. R rated media may only be used at the secondary level when appropriately edited to comply with district procedures. Any media with a PG-13 rating is not to be used in the elementary or middle schools unless it is appropriately edited to comply with district procedures. Any media that is unrated, which could reasonably be assumed would carry an R, NC-17, or X rating, if rated, shall not be shown within the school district regardless of the rating. Media with nudity, profanity, sexual innuendos, excessive violence, cruelty, or brutality would be inappropriate to use in a classroom environment.
4. G and PG rated media may be used at school sponsored activities, activity and athletic trips, etc., with prior approval of school administration, while adhering to public performance rights. Such media must have those socially redeeming qualities conducive to the concepts of honesty, integrity, liberty, freedom, humaneness, morality, ethical behavior, etc.
5. No commercial media may be copied in violation of copyright laws or regulations.
6. In the event a student or their parent/guardian choose not to view media, the teacher will provide an alternate means for the students to gather the information required for the assignment and their grade will not be negatively impacted by this decision.

REVIEWED: 5-13-2020

USE OF PRODUCTS CONTAINING NICOTINE BY STUDENTS

The harmful effects of the use of tobacco and products containing nicotine have been researched extensively and suggest that schools should do everything possible to teach students to avoid the use of tobacco and products containing nicotine. A thorough attempt to educate youth regarding the adverse effects of tobacco and products containing nicotine is to be promoted in the health curriculum. Beyond this education, students are prohibited from the use of or possession of tobacco and products containing nicotine while on school premises and during school hours or during school activities.

Students in violation of this policy will be individually counseled concerning the use of tobacco and products containing nicotine. Additionally, students may be referred to civil authorities for violations of codes or laws appertaining to the communities in which schools are located. Other consequences regarding use of tobacco and products containing nicotine will be communicated to students and parents in relation to particular school rules.

Exceptions to this policy will be made only with allowance for a student following a cessation plan that may include "quit smoking medication" (i.e.- nicotine patch) and is in accordance with Policy JHCD-Administering Medication to Students

AMENDED: December 13, 2014
REVIEWED: February 22, 2011
ADOPTED: September 12, 1991

Lincoln County School District #2, Wyoming

**STUDENT CONDUCT
(TO INCLUDE DRUG/ALCOHOL/SUBSTANCE ABUSE)**

All pupils are expected to comply with the printed school regulations, as well as other commonly accepted standards of good behavior, pursue the required course of study and submit to the authority of the administration, teaching staff and all other persons employed for the purpose of instructing and supervising students.

Upon observing any student conduct, as outlined below, which causes reasonable suspicion, a District employee shall immediately refer the student to the school principal or other District administrator. The employee shall make the referral by reporting the facts of the conduct observed.

An administrator and/or administrator designee is authorized to suspend any pupil for up to five (5) days for violation of approved rules of conduct. Any days beyond five (5) require superintendent approval (not to exceed 10 consecutive school days).

The following constitute infractions of approved rules of conduct:

1. Willful disobedience of the staff
2. The possession or use of tobacco, alcohol, illegal drugs or substance used for the purpose of altering the mental processing, impairing the consumers' judgment or motor skills or contrary to the lawful intended use of the substance upon school premises or at school approved activities. This includes electronic cigarettes, vaporizers or similar smoking devices regardless of whether it is filled with a substance at any given point in time, and regardless of whether the device or the liquid or other material within the device contains nicotine or any other substance.
3. Profanity or vulgarity
4. Truancy and tardiness
5. Inappropriate public display of affection
6. Unauthorized or inappropriate use of vehicles on school property
7. Vandalism of or tampering with district property
8. Offenses that may be detrimental to the welfare or safety of other pupils
9. Bullying, hazing or harassing others
10. Any other behavior that in the judgment of school authorities is detrimental to the welfare, safety and educational environment of others

The above-prohibited actions shall be printed in a handbook or other publication and made available to students and parents.

The District will implement an educational program in its curriculum emphasizing prevention of student use and possession of controlled substances.

SEE PROCEDURE JFC-R

AMENDED: August 17, 2017
 AMENDED: August 11, 2011
 ADOPTED: December 7, 1978

Lincoln County School District #2, Wyoming

ADMINISTERING MEDICINE TO STUDENTS

Medications should be limited to those required during school hours, which are necessary to maintain the student in school, and those needed in the event of an emergency.

When the parent requests the school to administer medication the following procedures must be followed:

1. In general, schools and school personal will not purchase medication of any kind for the purpose of providing to students. The school nurse does purchase items like ointments for students with minor cuts and abrasions and provides this to schools. Questions about basic first aid materials should be directed to the building administrator and school nurse.
2. Each building principal, in collaboration with the school nurse, will authorize a primary designee and an alternate designee to administer medication provided by parent/guardian during school hours. The school nurse is responsible for training designees and supervision of their administration of medication.
3. The school nurse will check with the building principal and/designee weekly for new medication brought to school by the parent/guardian and/or for changes made by physician / parent to a current LCSD2 Medication Administration Authorization Form.
4. All medication required by students in school must be brought to school by the parent/guardian, in its original container, clearly labeled, with a completed LCSD2 School Medication Administration Authorization Form. The school nurse or designee may allow the "first administration of prescription medication" to occur with a physician's note. Further administration of prescription medication will not occur until the authorization form is completed.
5. Except as otherwise allowed in this procedure, students must take all medication in the presence of the designated school personnel. The district nurse will set guidance for situations when students may require medication during school when the student is not in the building: field trips, activities, etc.
6. All medication will be stored in a designated area that is to remain locked when not in use. Parent / guardian is responsible for picking up the medication at the end of the school year. The school nurse will properly dispose of any medication not picked up at the end of the year.
7. Medication administration records will be kept in the event a parent should have concerns as to whether a child has or has not received his or her medication for that day. Protocols set by the nurse will be followed in case of an error in administering medication (including missed time).
8. Older and responsible students may be allowed to self-medicate / self-administer upon parent request, and approved by the school nurse and building administrator. 1) This could include medication carried by the student for life-threatening conditions as outlined by the health provider. 2) Over the counter medication to meet the unique needs of the student. 3) Notification by the parent for self-medication must include their acknowledgement that the school bears no responsibility for ensuring the medication was taken.
9. Students not following any of the above procedures, including sharing of medication with peers, will result in immediate notification of parents, and potential disciplinary procedures.
10. In accordance with standards of nursing practice, the school nurse may refuse to administer, or allow to be administered, any medication, which based on his/her assessment and professional judgment has the potential to be harmful, dangerous and inappropriate. In this case the school nurse shall notify the parent/guardian and licensed prescriber and the reason for refusal explained.

Medication Defined

Prescription medication:

- 1) This medication will be administered with written orders and instructions from the student's physician detailing the name of the drug, dosage, route, times to be administered, precautions, potential reactions and when the medication is to be discontinued.
- 2) School personnel will administer no medication unless and until a medication consent form is completed and signed by the physician and the parent/guardian. It is the responsibility of the student's parent/guardian to see that the physician signs the consent forms.

- 3) Any change in dosage, time to be administered or discontinuation of administration must be in writing from the physician.
- 4) All consent forms must be renewed annually or anytime a medication is changed.

Non-prescription medication (over the counter):

- 1) This medication shall be administered when a medication consent form is completed and signed by the student's parent/guardian detailing the name of the drug, dosage, times of administration and when medication is to be discontinued. All consent forms must be renewed annually or anytime a medication is changed.
- 2) Non-prescription medications must be sent in the original labeled container with the student's name written on it. Expiration dates will be checked. The school nurse has the flexibility based on professional judgment to ask for more information.

Non-prescription (Natural Products):

For safety and protection of students, in addition to Policy JHCD and the above procedures, natural products will not be given in the school unless approved by the FDA and the following criteria are met:

- a) a properly labeled container is provided
- b) use for children/young adults is indicated
- c) appropriate dosing for children/young adults is clearly stated
- d) possible side effects are listed
- e) parent/guardian signature is provided with a note stating the need for the product to be taken during school hours
- f) the student's health care provider may be notified by the school nurse to verify safe use of natural products if the student is also taking currently prescribed or over the counter medication

JHF

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. This will be accomplished by no less than two advisors/coaches on each bus that travels outside of the district and no less than one advisor/coach on each bus that travels within the district. Exceptions to this rule must be approved by the superintendent. 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.) with a minimum of an hourly check in with the coach.
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 and also know the expectation and procedure for reporting violations within a 12-hour period.
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.

STUDENT DRESS AND APPEARANCE

The Lincoln County School District #2 Board of Trustees recognizes the effect that student dress and grooming have upon the behavior and commitment to learning of all students. In order to maintain an atmosphere conducive to learning, the Board requires all students to make good choices with regard to their personal appearance.

It further recognizes the vital role parents play in assisting their children in making appropriate choices regarding clothing, accessories and personal appearance for a successful school experience.

Each building will use stakeholder input to define their own procedures, to include the district policy. Procedures for implementation of the dress code policy, including non-compliance, are created at individual schools. Refusal to adhere would be considered insubordination/defiance and the student will be held accountable in accordance with the building discipline procedure for such an offense.

Recognizing that student dress styles continually evolve and change and that no specific set of standards can be expected to remain current, expectation for student dress is reviewed and published regularly, at the building level, and may be amended. There may be special days when the expectation for student dress could be altered.

1. Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.
2. Students are not to wear clothing that reveals the body in an inappropriate manner as defined in each buildings' dress code procedure.
3. Heavy coats are to be left in a locker. Trench coats are not allowed.
4. Students are not to wear excessive jewelry, ornaments, or accessories, which distract from the learning environment or could be used as an instrument to cause harm to self or others.
5. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
6. Undergarments should be worn in an appropriate manner and should not be visible.
7. Pants must be worn at the waist and not allowed to sag.
8. Students are required to wear appropriate and safe footwear at all times.

Exceptions to the dress code necessitated by religious practice will be considered individually by the building administrator.

The above guidelines are minimal requirements for schools established by the district. School administrations in consultation with faculty, parents, and students may establish more guidelines. As needed for their schools.

AMENDED: July 14, 2016
 AMENDED: October 2, 2003
 ADOPTED: July 16, 2003

Lincoln County School District #2, Wyoming

WEAPONS IN SCHOOL

Possession of a weapon on school property or at any school-sponsored activity is prohibited. A person found to be in possession of a weapon on school premises before, during, or after school, or at any school-sponsored activity, will be subject to administrative and/or legal action. The Board of Trustees shall, subject to the case-by-case modification permitted by this subsection, require the district superintendent to expel from school for a period of one (1) year any student determined to possess, use, transfer, carry, or sell a deadly weapon as defined under W.S. 6-1-104(a)(iv).

Deadly weapons as defined in Wyoming statute are firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon as defined above. Articles previously identified above and any other article deemed a weapon will be confiscated and disciplinary and/or legal action will be taken. The appropriate law enforcement agency may be called.

The following conditions constitute interpretations that permit exceptions to the possession or use of weapons:

1. Weapons which are under the control of law enforcement personnel;
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal; and,
3. Weapons properly registered and handled during the community use of school facilities.

W.S. 21-4-305

AMENDED: May 10, 2012
 AMENDED: June 22, 2006
 ADOPTED: October 12, 1994

Lincoln County School District #2, Wyoming

STUDENT USE OF SMART DEVICES

The possession and use of smart devices by students at school may be appropriate; however, the possession and use of such devices may also have the effect of disrupting the educational process. Several notable types of smart devices are smartphones, tablets, smartwatches, smart bands, and others.

Students may possess smart devices, subject to the limitations of this and other policies of the district and school. Use of a smart device shall be limited to the period before classes begin in the morning, during the student's lunch period, during passing periods, and after the student's last class in the afternoon. Such devices shall not be used during instructional time unless directed by the teacher. School administrators may also grant use exemptions for disabilities or health issues.

Inappropriate use of smart devices may include but not be limited to:

- unauthorized use during instructional time
- downloading or sharing of pornography
- cyber-bullying
- taking or sharing inappropriate electronic media
- academic dishonesty
- other actions deemed inappropriate by the administration

Disciplinary actions may include the confiscation of the device, restricting the use of all personal smart devices, and/or referral to law enforcement.

The above guidelines are minimum requirements for schools established by the district. School administrators in consultation with stakeholders may establish additional guidelines as needed for their schools.

AMENDED: July 14, 2021
AMENDED: September 10, 2009
ADOPTED: September 13, 2007

Lincoln County School District #2, Wyoming

STUDENT RECORDS

Cumulative records shall be maintained for all children enrolled in Lincoln County School District No. 2 schools. Record shall include factual and objective data identifying: academic skills completed, level of achievement, attendance, health history, standardized test scores, family information, disciplinary records involving pertinent school rules infractions and 504 accommodations and plans. In addition, Special Education records shall be maintained in accordance with Wyoming Chapter 7 rules governing services for "Children with Disabilities" and the "Individuals with Disabilities Education Act."

Access to student cumulative records shall be limited to authorized school personnel, students and parents/legal guardians. Any other access will require written permission of parent/legal guardian or by subpoena.

Parent shall have an opportunity for a hearing to challenge the content of their child's records to insure accuracy, privacy, and appropriateness.

District officials will forward transcripts of cumulative records upon request from bonafide educational institutions, parent/guardian or the student if 18 years of age.

With the exception of high school transcripts, high school grade reports and attendance records all material in the student's cumulative record shall be destroyed after five years of the student having graduated or completing grade 12.

SEE PROCEDURE JRA-R

AMENDED: May 10, 2012
AMENDED: February 12, 2004
ADOPTED: March 8, 2000

Lincoln County School District No. 2, Wyoming