

# Substitute Teacher Handbook

## Lincoln County School District #2



October, 2016

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## District Personnel

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

### Superintendents Office

**Alan Allred, Superintendent** (307) 885-7100  
Amanda Welch, Executive Secretary (307) 885-7136

### Office of Curriculum and Instruction

**Dr. Amanda McAdams, Director- Elementary Education** (307) 885-7130  
**Jason Horsley, Director- Secondary Education** (307) 885-7123  
Violet Sanderson, Secretary (307) 885-7137

### Office of Special Services

**Nathan Wescott, Director** (307) 885-7143  
Kathy Elliott, Secretary (307) 885-7145

### Business Office

**JC Inskeep, Business Manager** (307) 885-7142  
Brandi McDonald, Payroll (307) 885-7140  
Allison Fluckiger, Accounts Payable (307) 885-7141

**Britani Erickson, Substitute Coordinator** ([berickson@lcsd2.org](mailto:berickson@lcsd2.org))

## **LCSD#2 Schools**

### **Afton Elementary**

333 E 1<sup>st</sup> Avenue  
Afton, WY 83110  
Phone: (307) 885-8002  
Fax: (307) 885-8010

### **Layne Parmenter, Principal**

Rebecca Hutchinson, Secretary

### **Cokeville Elementary**

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

### **Brian Toomer/Harold Hatch, Principal**

Myrna Hoffman, Secretary

### **Cokeville High School**

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

### **Brian Toomer, Principal**

Lynne Pope, Secretary

### **Etna Elementary**

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

### **Keith Klein, Principal**

Claudia Hartley, Secretary

### **Osmond Elementary**

3120 State Hwy. 241  
Afton, WY 83110  
Phone: (307) 885-9457  
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### **Matt Erickson, Principal**

Karen Johnson, Secretary

### **Star Valley High School**

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

### **Homer Bennett, Principal**

Rob Erickson, Ass't Principal/Activities Director  
Kory Hokanson, Ass't Principal  
Valerie Booth, Secretary  
Mary Romine, Counseling Secretary  
Tara Johnson, Activities Secretary  
Margaret Hart, Attendance

**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 4<sup>th</sup> Avenue  
Afton, WY 83110  
Phone (307) 885-7139  
Fax (307) 885-9562

**Thayne Elementary**

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

**Steve Burch, Principal**

Farren Haderlie, Ass't Principal/Activities Dir.  
Kayleen Anderson, Secretary  
Julie Rich, Secretary

**Tyler Jack, Principal**

Julie Skinner, Secretary

**Justin Pierantoni, 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 classified staff 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 for Classified Employment
- ☐ Interview with a Central Office administrator
- ☐ Complete all paperwork and pay fees for a background check
- ☐ Complete application to the Wyoming Professional Teaching Standards Board (PTSB) for substitute teaching certification
  - This requires a \$100 application fee
  - Applicants must either have an associates 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 a 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. Once on the list, substitute teachers are contacted for assignments based on teacher/school request and or school/district need. Substitute teachers who are requested frequently will have more opportunities to work.

Whenever possible, the district Substitute Coordinator will honor teacher requests for specific substitutes. When requests cannot be honored, the substitute coordinator will use discretion to select a substitute from the list. When feasible, the sub coordinator will attempt to distribute assignments so that everyone on the list has an opportunity to work. When circumstances require the sub coordinator to make assignments necessitating immediate deployment of a substitute teacher with little notice, the sub coordinator will first contact those people on the list who have a record of being

consistently available with little notice. **Your willingness to take assignments with little notice may increase your opportunity to work.**

#### **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, you must submit a letter or email stating your request to the district's Substitute Coordinator. 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 Substitute Coordinator and request reactivation. The Sub Coordinator will determine whether to reactivate your name on the list or to refer your name to the Superintendent for candidacy. The Sub Coordinator will consider your past performance history and the length of your leave when making this decision.
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. Procedures that are specific to each school 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.
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 wellbeing 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:**
    - i. 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.
    - ii. 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:**
    - i. Substitute teachers are responsible to monitor the content of web-sites and other sources when students are using computers or other communications devices.
    - ii. 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:**
    - i. 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.
      1. Obtain a key to the classroom.
      2. Ask the school secretary if there are any extra-duty assignments that you are responsible for.
      3. Ask the school secretary if there are any changes to the schedule or special events that you should be aware of.
      4. Make sure you understand how to record attendance. This may require a web address and a password.
    - ii. Check the classroom teacher's mail box to see if there are any important announcements or other items of business that may require your attention during the day.
    - iii. 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.
    - iv. 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:**
    - i. 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.
    - ii. 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.
    - iii. Thoroughly complete a Substitute Teaching Daily Report. One form needs to be completed for each day that you substitute teach, even when you are substituting multiple days for one teacher. A copy of this report can be found in Appendix B of this

handbook. 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. **A copy of this report must be submitted to the main office before you leave each day.**

- iv. Make sure that all computers and other powered devices are properly shut down before leaving the classroom.
- v. Secure the classroom by closing and locking all windows and doors as you leave.

## **Appendix A**

### **District Policy and Procedure**

Note: The Policy and Procedure 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 in the main office of each school.

### **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, 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, W.S. 27-4-301 through W.S. 27-4-304  
Wyoming Education Policies Manual, Code BGA

AMENDED: February 11, 1993  
ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

## **SEXUAL HARASSMENT**

It is the intent of Lincoln County School District No. 2 to maintain a learning and working environment that is free from sexual harassment. It is a violation of this policy for any employee or student to harass another employee or student through conduct or communications of a sexual nature as defined below.

Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors, or comments of a sexual nature when:

- a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working or educational environment.

For conduct to be considered sexual harassment under this policy, it must be repetitive and must be directed at the person offended. Furthermore, the offended person, in response to the same or similar conduct on the part of the offender, must have previously communicated to the offender, by word or action, that such conduct is unwelcome.

Any employee or student who believes that he or she has been subjected to sexual harassment should first report the alleged incident to the building principal, unless the principal is involved, in which case it should be reported first to the superintendent. If the incident involves the superintendent, then it should be reported to the chairman of the board.

Upon receipt of any report of what is believed to be sexual harassment, a confidential investigation will be undertaken immediately and expeditiously to completely resolve the reported incident. The investigation of the accused will be conducted exercising due process, including provision of information concerning the charges and an opportunity to answer the charges.

Any person in the school district who is found, after a thorough investigation, to have sexually harassed another individual will be subject to disciplinary action appropriate to the severity of the situation, including the potential discharge from employment, or if a student, expulsion from school.

If, after a complete investigation, sexual harassment charges are found to be without basis and to be malicious in nature, the individual claiming the charges will be subject to appropriate disciplinary action.

AMENDED: October 7, 1993  
ADOPTED: September 8, 1988

Lincoln County School District No. 2, Wyoming

## **STAFF CONDUCT**

It is the intent of the Board of Education to encourage professional staff to serve as role models for students in regard to appearance and conduct. Staff should reflect positive and uplifting standards while they are performing duties and when they represent the School District. In addition, the professional staff should respect the knowledge society possesses regarding self-esteem and good health. Similar expectations should be taught through precept and practice to students about their personal conduct.

In accordance with the above philosophy, the Board accepts the following guidelines and rules:

### **Dress and Grooming:**

Teachers are encouraged to pay particular attention to their personal appearance and dress. Grooming and attire shall not affront colleagues or community tastes or standards. The standard for professional attire should differentiate the staff from student or layman. Interpretation for conformity will rest with the immediate administrative supervisor.

### **Alcoholic Drinks:**

To avoid impairment of judgment while performing professional duties and to provide a good example to students, staff members are to refrain from the consumption of alcoholic drinks whenever they are on school assignments with students.

### **Tobacco Products:**

Research on the use of tobacco products strongly suggests that there is an adverse effect upon human health. To support the idea of knowledgeable role model, professional staff is to refrain from tobacco use while on school premises or when they are in the presence of students being chaperoned or coached.

### **Illegal Drugs:**

The use of illegal drugs represents the violation of law and is to be avoided accordingly. Conviction of use or possession will result in dismissal from employment.

### **Immorality:**

Teacher immorality is a ground for discharge from employment according to the Wyoming Statutes.

AMENDED: October 9, 1986

ADOPTED: June 21, 1979

Lincoln County School District No. 2, Wyoming

## **PATHOGEN EXPOSURE PROTECTION**

In accordance with the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, Lincoln County School District #2 authorizes the administration to design and implement rules to eliminate or minimize employee exposure to bloodborne pathogens which may be encountered in the work place.

A committee, known as the Pathogen Exposure Control Plan Committee, will develop a district plan in compliance with those rules outlined by the Occupational Health and Safety Division of the Wyoming Department of Employment concerning employee protection from bloodborne pathogens potentially present in the work environment.

Membership on the committee consists of the following persons: Special Education Director who acts as the committee chairperson, a Public Health representative, Business Manager, Transportation Director, a High School Activities Director, Curriculum Coordinator, and the Superintendent.

In addition to developing the district pathogen exposure plan, the Committee shall assume general responsibilities associated with the administration of the Bloodborne Pathogen Exposure Plan. The plan will be considered a school district regulation and, following the approval of the Board of Trustees, all employees will be subject to its effects. The committee will review the Plan's effectiveness as frequently as is necessary, but no less than annually, to make recommendations for needed amendments.

ADOPTED: April 13, 1995

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 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 reasonable 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 ten (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 or, if a certified employee, this requirement may be met by the Wyoming Professional Teaching Standards Board conducting a criminal background check of the applicant prior to being employed with the School District. In the event that the criminal background check has been conducted by the Professional Teaching Standards Board, the Superintendent may elect to waive the requirement for an additional criminal background check. 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, if received by the School District, 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 policy and procedure shall be implemented:

1. Access to the criminal background information shall be restricted to the Superintendent except that he may designate the administrator having primary responsibility for hiring the individual to receive criminal history information. The Superintendent or his designee 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 in a separate filing cabinet at the central administration office, which cabinet shall be secure (locked) with access to the filing cabinet given only to the Superintendent and/or his 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, that he/she has not violated any of these procedures or rules, 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.

ADOPTED: December 9, 1999

Lincoln County School District No. 2, Wyoming

## INSTRUCTIONAL MATERIALS

### Selection and Acquisition

- I. Selection, acquisition, and maintenance of instructional materials shall be in accordance with Board policies and objectives to provide a substantive base for the district curriculum.
  
- II. Responsibility for Selection - The responsibility for selection of instructional materials rests with the professional staff. Other persons, such as students and community members, may recommend instructional resources, but recommendations for purchase will come from the professional personnel of the school district. To assist in the selection process, committees are encouraged to obtain representative viewpoints concerning the proposed instructional materials. Selection committees typically will include a committee chair or department head, an administrator, the Director of Curriculum & Instruction, and a teacher. The committee may also include community representatives.
  - A. Media Centers - Librarians and media center 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. Accept responsibility for suggesting non-circulating reference material based on daily contact with reference needs,
    4. In consultation with faculty select additional titles from reviews, and;
    5. Select media materials which supplement and enhance the instructional process in the system.
  
  - B. Classroom Instruction - Teachers will make selections for instructional materials by:
    1. Choosing materials which reflect the goals of the department or the curriculum committee of which they are members,
    2. Making requests for specific titles for reference in their courses, both for students and faculty resources.
    3. Choosing works which have current and significant impact on their disciplines,
    4. Reviewing and recommending materials which represent diversified thought provoking material relevant to the grade level,
    5. Selecting material which stimulates student interest in learning, and
    6. Recommending material with value commensurate with cost while insuring reasonable potential user appeal.
  
  - C. 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:
    1. It is a violation of district policy to use materials intended for entertainment purposes unless approved according to Policy IIA.
    2. All media, as defined above, must be approved 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 student to gather the information required for the assignment and their grade will not be negatively impacted by this decision.

D. Administration - School principals and coordinators will direct selection of instructional materials by:

1. Reviewing with staff members during curriculum committee or department meetings the selected materials to insure the quality of workmanship, the grade level appropriateness, the adherence to acceptable community ethical standards, and the impact on student learning.
2. Recommending materials representing specific areas of their expertise which are appropriate to student use.
3. Reviewing and recommending to the Superintendent purchase of all those materials that will increase the effectiveness and efficiency of instruction in the schools.
4. Appointing textbook/instructional material review committee members.

E. Superintendent - The Superintendent will recommend to the Board purchase of basic textbooks and other special instructional material. In so doing, he 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.

III. Guidelines for Selection

A. Staff members involved in selection will consider the following factors. In as many ways as possible, the materials should:

1. Have considerable educational significance and make a contribution to the curriculum and to the general interest of students,
2. Have received favorable recognition from standard reviewers or have been recommended by professional personnel,
3. Be valid or current in content to provide perspective for the learner,
4. Be considered in light of the reputation and significance of the author, producer, or publisher,
5. Offer opportunity to assist the learner in exploring the world in which we live while under the direction of a competent professional,
6. Represent a high artistic quality and/or literary style,
7. Have instructional importance commensurate with the actual cost,
8. Be sensitive to generally acceptable community moral and ethical standards,
9. Add consistency or depth to the accepted curriculum, and
10. Be designed to motivate students and staff to comprehend the duties and responsibilities, rights and privileges as participating citizens in our American society.

B. Reviewing of Instructional Material - Selection of instructional materials is a continual process which should include replacement of lost or worn materials still of educational value, review of materials no longer appropriate, and disposition of obsolete or useless materials.

C. Reviewing of Media Center Materials- The public may be involved in the review of media center materials.



- IV. Procedure for Questioned or Challenged Material
  - A. Material, whose appropriateness is challenged, shall only be removed upon the recommendation of a review committee (as provided below) with the concurrence of the superintendent or by formal action by the Board of Education.
  - B. Procedure for Complaints
    - 1. Any complaint shall be reported to the building principal.
    - 2. The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the goals of the instructional program and the purpose of the material.
    - 3. If the complaint is not resolved informally, the complainant shall be provided with a Request for Consideration form that must be completed by the complainant and returned to the school principal within two weeks.
    - 4. When the completed Request for Consideration form is returned, the building principal will call together a committee to consider the complaint. The committee members shall be appointed by the School Board upon the recommendation of the principal and shall consist of the building principal, the curriculum coordinator, the library media center director, two board members, and a teacher.
    - 5. The committee shall meet to discuss the material in question and shall prepare a report containing their recommendations on disposition of the case.
    - 6. The principal shall notify the complainant of the decision and send a report and recommendation to the superintendent.
      - (a) If the committee decides to keep the material which caused the complaint, the principal will explain the reasons for the decision, including any valid changes in curricular usage. If the complainant is still not satisfied, he/she may appeal to the Board of Education which shall make a final determination of the case.
      - (b) If the committee decides to have the material removed from the school, the principal will inform the school staff and explain the reasons for the removal.
    - 7. The Board may impound any challenged or questioned material pending the recommendation of the appointed committee, if, in the Board's judgment, such action is warranted.
- V. Policy Revision - This statement of regulation and policy will be revised as times and circumstances require.

### **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
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 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 personnel 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.

**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.

## STUDENT DRESS AND APPEARANCE

The Student Dress Code of Lincoln County School District #2 reflects the mission of the Board, which includes providing a safe, non-distracting, and welcoming learning atmosphere. As such, we believe that our school dress code should contribute to a safe and respectful learning and teaching environment. As a board, we believe that the responsibility for meeting the expectations of the Dress Code is primarily that of the students and the parents/guardians of the students.

Lincoln County School District #2 does not desire that our employees spend inordinate amounts of time policing fashion.

In order to promote understanding and positive relations with students and parents, Lincoln County School District #2 establishes the following guidelines for dress and appearance in all schools.

### STUDENT DRESS & APPEARANCE GUIDELINES

1. All clothing shall be clean, neat and unexaggerated.
2. Clothing or tattoos with alcohol or tobacco advertisements, inappropriate writing, or bathroom humor may not be worn.
3. Pants need to be secured at the waist so that underclothing is not showing. Clothes that have holes in them may not be worn.
4. Immodest, tight fitting or overly loose clothing shall not be worn.
5. When shorts, skirts, or dresses are worn, the bottom of the hem must touch the kneecap.
6. Bare midriff shirts, sleeveless shirts, blouses, tank tops, or any other type of clothing that permits underclothing or skin normally covered by underclothing to be seen while standing, sitting or bending, are not to be worn.
7. Shoes must be worn at all times. Wheels, noisemakers, or damaging equipment on footwear are not permissible.
8. Heavy coats are to be left in lockers. Light jackets, blazers, vests, sweaters, and sweatshirts may be worn to classes. Full length jackets/coats such as those commonly referred to as "trench" coats or "dusters" are not allowed.
9. Hats, bandannas, sunglasses, and pajama pants are not to be worn.
10. Inappropriate types of chokers, heavy chain necklaces, other heavy chains, spike necklaces and wristbands or wallet chains are not allowed.
11. Distracting hair styles (for example high spiked hair, hair carvings, mohawks) or unnatural hair colorings (for example bright green, purple, fluorescent orange) are not allowed.
12. Pierced jewelry is limited to the ears only. Due to safety reasons nose rings, lip rings, tongue piercing rings, or any other body piercing is not permitted at school. (Limited to a maximum of 2 earrings per ear.)
13. A voluntary school uniform will always satisfy these guidelines.
14. There may be special days when the dress code may be relaxed or altered.

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

A protocol for dealing with non-compliance of these guidelines has been established at each school. Training for school personnel on how to address non-compliance of the dress code will be provided on a regular basis.

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

Lincoln County School District #2, Wyoming



## PROTOCOL FOR DEALING WITH NON-COMPLIANCE OF THE DISTRICT DRESS AND APPEARANCE CODE

We believe that students and parents will use common sense in dress and appearance. We reserve the right to determine student compliance on dress code and appearance in relation to our policy.

We believe that within cultural norms and limits designated by the schools, students have a right to choose what they wear and how they appear. With every right comes a responsibility. With the right to choose what to wear and how to appear, comes the responsibility and the expectations to conform with generally accepted community, cultural standards of dress and appearance and not affront community standards.

Schools will train personnel in this protocol as the responsibility for ensuring compliance with the code rests on all school personnel. Because teachers and administrators interact most closely with students on a regular basis the primary responsibility for ensuring compliance will rest with them.

School personnel will be expected to communicate with students whenever they observe non-compliance with the code. In doing so they will be discreet and courteous, attempting at all times to preserve the dignity of the student.

Students who attend school or school functions (an activity designed primarily for students and not generally regarded as a public activity) dressed inappropriately will be required to change clothes before attending class or the school function.

Generally, schools will administer the dress code policy following their school discipline policy.

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 PERSONAL ELECTRONIC DEVICES

The possession and use of personal electronic devices (PED's) 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. PED's may include, but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman™ devices, etc.), and any other convergent technologies that do any of the previously mentioned functions.

Students may possess PED's, subject to the limitations of this and other policies of the District and school. Use of a PED 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.

Inappropriate use of a PED 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, and
- other actions deemed inappropriate by the administration.

Disciplinary actions may include the confiscation of the device, restricting the use of electronic 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: 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

**Appendix B**  
**Substitute Teacher Daily Report**

## Substitute Teacher Daily Report



\_\_\_\_\_  
Name of Substitute Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Classroom Teacher

### Section One: Substitute Coordination

1. How much notice did you receive for this assignment?
  - ☐ More than one week
  - ☐ One week or less
  - ☐ Less than 24 hours
2. Who initially contacted you for this assignment?
  - ☐ District Sub Coordinator
  - ☐ Building Principal
  - ☐ Classroom Teacher
  - ☐ Other: \_\_\_\_\_
  - ☐ School Secretary
  - Please specify \_\_\_\_\_

### Section Two: Classroom Teacher Preparation - Rate each item according to the following scale:

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

The classroom teacher left adequate lesson plans for the day ..... 1 2 3 4 5

Lesson plans included detailed instructions for the sub ..... 1 2 3 4 5

Lesson plans included enough material to keep students busy throughout the day ..... 1 2 3 4 5

Information left by the classroom teacher included:

Academic needs and/or accommodations for particular students ..... 1 2 3 4 5

Potential problem behaviors and/or students of concern ..... 1 2 3 4 5

Seating chart(s) ..... 1 2 3 4 5

A copy of classroom expectations ..... 1 2 3 4 5

Extra duty, lunch, and recess assignments ..... 1 2 3 4 5

### Section Three: Substitute Report to Classroom Teacher

Please provide a summary of the day on a separate sheet of paper. Your summary should include the following:

- A. A general statement indicating how well students responded to each learning activity.
- B. A list of students who demonstrated exceptional citizenship.
- C. A list of students who violated classroom rules. Provide a brief explanation of the violation and any measures that were taken to remedy the problem.
- D. A report of incidents or other events that might have disrupted the learning process.
- E. A description of your involvement and follow-through with extra-duty assignments.
- F. Any other information that has been requested by the classroom teacher.

### **IMPORTANT:**

Submit this form to the main office before you leave. Section one and two of this report will not be disclosed to the classroom teacher.

The summary described in Section 3 of this report must be left on the teacher's desk. **Do not submit section 3 to the main office.**