

Employee Handbook



***Laramie County School
District
Number One
2810 House Avenue
Cheyenne, Wyoming 82001***

August 2022

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MISSION STATEMENT

The mission of Laramie County School District Number One, in cooperation with students, parents, staff and the community, is to guarantee a high quality education in a safe and orderly environment for all students, inspiring them to become life-long learners and responsible, productive citizens.



Dr. Margaret Crespo
Superintendent of Schools (307) 771-2121
2810 House Avenue, Room 130 • Cheyenne, Wyoming 82001

August 2022

On behalf of the Board of Trustees and the entire school district, I would like to extend a warm welcome to the Laramie County School District 1 2022-2023 school year.

I look forward to implementing our district's new five-year strategic plan with the themes of Student Readiness, Community Engagement and Healthy Environment. These themes captured a lot of what we heard from our students, staff and community when asked what they thought we do well, what they were proud of about our district and what we could do better.

Our mission and the deliverables are not possible without you—our incredible, high-quality staff. The impact we have on our future through the commitment and caring we share with our students is not possible without each and every one of you. Thank you for being a part of a collaborative team that contributes to a school system where we successfully engage every student in learning.

This handbook will assist you in gaining information about Laramie County School District 1 and provide you with answers to questions you may have about the district. You will find references to local, state, and federal employment practices, board policies, benefits, and procedures to access district resource.

Many of the employment practices and procedures contained in this handbook are selected from Laramie County School District 1's Board of Trustees policies. A complete Board of Trustees policy manual is available on our website and in the Superintendent's office at the District Administration Building. Individual employee negotiated agreements are available in Human Resources at the District Administration Building.

Again, thank you for your commitment to our district and making a positive difference with students, parents and community members as we Elevate LCSD1.

Respectfully,

A handwritten signature in black ink, appearing to read "Margaret Crespo", is written over the typed name and title.

Dr. Margaret Crespo
Superintendent of Schools



The state of Wyoming provides Hathaway Merit and Needs-based Scholarships to Wyoming students attending the University of Wyoming and Wyoming Community Colleges. Every student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information.

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

BOARD OF TRUSTEES

Rose Ann Million Rinne, Chair
Marguerite Herman, Vice Chair
Rich Wiederspahn, Clerk
Alicia Smith, Assistant Clerk
Brittany Ashby, Treasurer
Christy Klaassen, Assistant Treasurer
Tim Bolin, Trustee

ADMINISTRATIVE STAFF

Margaret Crespo, Superintendent of Schools
Jim Fraley, Assistant Superintendent of Instruction
Vicki Thompson, Assistant Superintendent of Human Resources
Steve Newton, Director of Instruction
Arby Burkhardt, Director of Student Services
Kyle McKinney, Director of Technology
Jed Cicarelli, Director of Finance
Andy Knapp, Executive Director of Support Operations
Eric Jackson, Interim Director of School Leadership
Amanda Hall, Interim Assistant Director of Instruction
Kris Klopfenstein, Assistant Director of Student Services

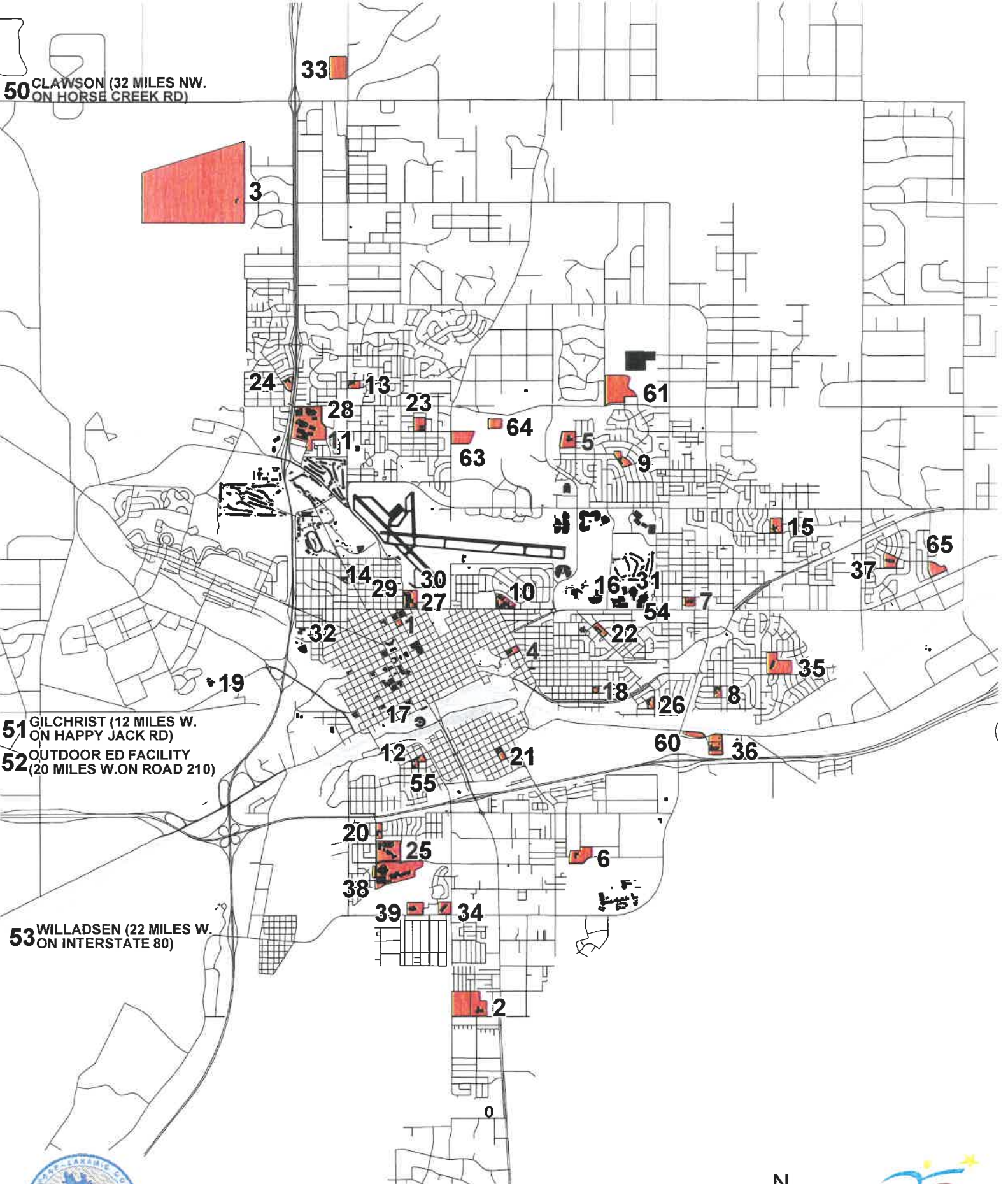
August 2022

50 CLAWSON (32 MILES NW.
ON HORSE CREEK RD)

51 GILCHRIST (12 MILES W.
ON HAPPY JACK RD)

52 OUTDOOR ED FACILITY
(20 MILES W.ON ROAD 210)

53 WILLADSEN (22 MILES W.
ON INTERSTATE 80)



Cheyenne Area Map

Laramie County School District One



Laramie County School District Number One

- | | | |
|---|--|---|
| <p>1. Admin. Bldg. Complex
(Includes Storey Gym)
2810 House Avenue
771-2100</p> <p>2. Afflerbach Elementary
400 West Wallick Road
771-2300</p> <p>3. Ag Farm Complex
1705 West Riding Club Rd.
771-2475</p> <p>4. Alta Vista Elementary
1514 East 16th Street
771-2310</p> <p>5. Anderson Elementary
2204 Plain View Road
771-2606</p> <p>6. Arp Elementary
1216 Reiner Court
771-2365</p> <p>7. Baggs Elementary
3705 Cheyenne Street
771-2385</p> <p>8. Bain Elementary
903 Adams Avenue
771-2525</p> <p>9. Buffalo Ridge Elementary
5331 Pineridge Avenue
771-2595</p> <p>10. Eastridge Facility
1780 East Pershing Blvd.</p> <p>11. Central High School
5500 Education Drive
771-2680</p> <p>12. Cole Elementary
615 West Ninth Street
771-2480</p> <p>13. Davis Elementary
6309 Yellowstone Rd.
771-2600</p> <p>14. Deming Elementary
715 West Fifth Avenue
771-2400</p> <p>15. Dildine Elementary
4312 Van Buren Avenue
771-2320</p> <p>16. East High School
2800 East Pershing Blvd.
771-2663</p> <p>17. Educational Annex
1780 Bent Avenue
771-3672</p> <p>18. Fairview Elementary
2801 East 10th Street
771-2614</p> | <p>19. Freedom Elementary
4500 Happy Jack Road
771-2305</p> <p>20. Goins Elementary
224 Dey Avenue
771-2620</p> <p>21. Hebard Elementary
413 Seymour Avenue
771-2450</p> <p>22. Henderson Elementary
2820 Henderson Drive
771-2550</p> <p>23. Hobbs Elementary
5710 Syracuse Road
771-2560</p> <p>24. Jessup Elementary
6113 Evers Boulevard
771-2570</p> <p>25. Johnson Junior High
1236 West Allison Road
771-2640</p> <p>26. Lebhart Elementary
807 Coolidge Street
771-2614</p> <p>27. Facilities Management
3320 Maxwell Avenue
771-2633</p> <p>28. McCormick Junior High
6000 Education Drive
771-2650</p> <p>29. Miller Elementary
3501 Evans Avenue
771-2376</p> <p>30. Nutrition Services
3320 Maxwell Avenue
771-2440</p> <p>31. Okie Blanchard Stadium
3400 T-Bird Drive</p> <p>32. Pioneer Park Elementary
1407 Cosgriff Court
771-2316</p> <p>33. Prairie Wind Elementary
11400 Yellowstone Road
771-2340</p> <p>34. Rossman Elementary
916 West College Drive
771-2544</p> <p>35. Sunrise Elementary
5021 East 13th Street
771-2280</p> <p>36. Transportation Complex
316 South Lexington Ave.
771-2102</p> <p>37. Saddle Ridge Elementary
6815 Wilderness Trail
771-2360</p> | <p>38. South High School
1213 West Allison Road
771-2410</p> <p>39. Triumph High School
1250 College Drive
771-2508</p> <p>54. Carey Junior High School
3330 T-Bird Drive
771-2580</p> <p>55. Frontier Learning Center
610 W 7th Street</p> <p>61. Meadowlark Elementary
6325 Chief Washakie Ave
771-2260</p> <p>63. Coyote Ridge Elementary
5515 Powderhouse Road</p> <p><u>Rural Schools/Facilities</u>
(not shown on map)</p> <p>50. Clawson Elementary
376 Road 228A
Horse Creek WY 82061</p> <p>51. Gilchrist Elementary
1108 Happy Jack Road
771-2285</p> <p>52. Outdoor Education Facility
242 Road 210</p> <p>53. Willadsen Elementary
645 Harriman Road
Granite Canyon WY 82059
771-2295</p> <p><u>Undeveloped Properties</u></p> <p>60. Campstool Road
Maintenance Yard</p> <p>64. Section 20</p> <p>65. Saddle Ridge II</p> |
|---|--|---|

IMPORTANT PHONE NUMBERS

General Information.....	771-2100
Superintendent.....	771-2121
Assistant Superintendent of Instruction	771-2188
Director of Instruction.....	771-2123
Art Office.....	771-2170
Assistant Director-Instruction	771-2187
Community Relations.....	771-2192
Federal Programs	771-2214
World Language	771-2215
Language Arts.....	771-2173
Math.....	771-2455
Music.....	771-2104
Science	771-2455
Social Studies	771-2215
Technology Department	771-2222
Technology-Field Services	771-2242
Technology-Multimedia	771-2242
Vocational/Career Education	771-2216
Assistant Superintendent of Human Resources	771-2160
Substitute Office	771-2122
Risk Management	771-2169
Director-Student Services.....	771-2174
Educational Resource Center	771-2174
Homebound Services	771-2174
Nurse.....	771-2373
Student Records.....	771-2174
Support Operations	771-2381
Accounting/Finance	771-2156
Accounts Payable.....	771-2119
Business Services.....	771-2157
Graphics Department.....	771-2224
Mail Room	771-2141
Planning/Construction Office.....	771-2124
Purchasing.....	771-2157
Facilities Management.....	771-2633
Nutrition Services.....	771-2440
Transportation	771-2628
Warehouse.....	771-2616
First Education Federal Credit Union	432-7400
Cheyenne Teachers Education Association	638-3440
Wyoming Education Association	(800) 442-2395
Wyoming Public Employees Association.....	635-7901
Laramie County Community College	778-5222
University of Wyoming Outreach Services	766-4300

Schools – Principal, Address, and Phone

<i>School</i>	<i>Principal</i>	<i>Address</i>	<i>Phone</i>
Central High	Karen Delbridge	5500 Education Dr.	771-2680
East High	Sam Mirich	2800 East Pershing Blvd.	771-2663
Triumph High	Troy Lake	1250 College Drive	771-2508
South High	Phil Thompson	1213 W. Allison Rd.	771-2410
Carey Junior High	Derek Nissen	3330 T-Bird Drive	771-2580
Johnson Junior High	Brian Cox	1236 W. Allison Rd.	771-2640
McCormick Junior High	Tina Troudt	6000 Education Dr.	771-2650
Afflerbach Elementary	Craig Williams	400 W. Wallick Rd.	771-2300
Alta Vista Elementary	Brook Yearsley	1514 E. 16 th St.	771-2310
Anderson Elementary	Sean Gorman	2204 Plain View Rd.	771-2606
Arp Elementary	Steven Loyd	1216 Reiner Ct.	771-2365
Baggs Elementary	Brooke Cheney	3705 Cheyenne St.	771-2385
Bain Elementary	Tiffany Rehbein	903 Adams Ave.	771-2525
Buffalo Ridge Elementary	Liann Brenneman	5331 Pineridge Ave.	771-2595
Cheyenne Virtual School	Willie Nelson	1780 East Pershing Blvd.	771-2426
Clawson Elementary	Kristin Cavallier	376 Road 228A, Horse Creek, WY 82061	771-2291
Cole Elementary	Matt Clay	615 W. 9 th St.	771-2480
Davis Elementary	Mary Beth Emmons	6309 Yellowstone Rd.	771-2600
Deming Elementary	Tina Hunter	715 W. 5 th Ave.	771-2400
Dildine Elementary	Mike Wortman	4312 Van Buren Ave.	771-2320
Fairview Elementary	Cara Ogirima	2801 E. 10 th St.	771-2614
Freedom Elementary	Chad Delbridge	4500 Happy Jack Rd.	771-2305
Gilchrist Elementary	Kristin Cavallier	1108 Happy Jack Rd.	771-2285
Goins Elementary	Kristen Siegel	224 Dey Ave.	771-2620
Hebard Elementary	Liann Brenneman	413 Seymour Ave.	771-2450
Henderson Elementary	Karen Brooks-Lyons	2820 Henderson Dr.	771-2550
Hobbs Elementary	Rhonda Lobatos	5710 Syracuse Rd.	771-2560
Jessup Elementary	Barbara Leiseth	6113 Evers Blvd.	771-2570
Lebhart Elementary	Cara Ogirima	807 Coolidge St.	771-2614
Meadowlark Elementary	Jennifer Leman	6325 Chief Washakie Ave.	771-2260
Miller Elementary	Tina Hunter	3501 Evans Ave.	771-2376
Pioneer Park Elementary	Holly Burningham	1407 Cosgriff Ct.	771-2316
Prairie Wind Elementary	Brian Aragon	11400 Yellowstone Rd.	771-2340
Rossmann Elementary	Vicki Begin	916 W. College Dr.	771-2544
Saddle Ridge Elementary	Don Brinkman	6815 Wilderness Trail	771-2360
Sunrise Elementary	Jamie Soper	5021 E. 13 th St.	771-2280
Willadsen Elementary	Kristin Cavallier	645 Harriman Rd. Granite Canyon, WY 82059	771-2295

ADMINISTRATORS
Building Administrators

Secondary			
School	Principal	Associate Principal	Assistant Principals
Central High	Karen Delbridge	Mike Maloney	Nicholas Lamp, Jeff Hatcliff
East High	Sam Mirich	Marc Kerschner	Gina Hughes, David Haggerty
Triumph High	Troy Lake		
South High	Phil Thompson	Louis Sisemore	Kerri Gentry, Wendy Johnson, Valeri Hudson
Carey Junior High	Derek Nissen	Jessica Meyer	Carrie Wynne
Johnson Junior High	Brian Cox	Michaela Bradshaw	Andre McIntyre
McCormick Junior High	Tina Troudt	Deandra Tygret	Charla McClinton

Elementary Schools		
School	Principal	Assistant Principal
Afflerbach Elementary	Craig Williams	
Alta Vista Elementary	Brook Yearsley	
Anderson Elementary	Sean Gorman	
Arp Elementary	Steven Loyd	
Baggs Elementary	Brooke Cheney	
Bain Elementary	Tiffany Rehbein	
Buffalo Ridge Elementary	Liann Brenneman	
Cheyenne Virtual School	Willie Nelson	
Clawson/Willadsen Elementary Schools	Kristin Cavallier	
Cole Elementary	Matt Clay	
Davis Elementary	Mary Beth Emmons	
Deming/Miller Elementary Schools	Tina Hunter	
Dildine Elementary	Mike Wortman	
Fairview/Lebhart Elementary Schools	Cara Ogirima	
Freedom Elementary	Chad Delbridge	
Gilchrist Elementary	Kristin Cavallier	
Goins Elementary	Kristen Siegel	
Hebard Elementary	Liann Brenneman	
Henderson Elementary	Karen Brooks-Lyons	
Hobbs Elementary	Rhonda Lobatos	
Jessup Elementary	Barbara Leiseth	
Meadowlark Elementary	Jennifer Leman	Keri Peacock
Pioneer Park Elementary	Holly Burningham	
Prairie Wind Elementary	Brian Aragon	
Rossmann Elementary	Vicki Begin	
Saddle Ridge Elementary	Don Brinkman	
Sunrise Elementary	Jamie Soper	

ADMINISTRATORS

Coordinators and Program Administrators

COORDINATORS

Katie Dijkstal	Coordinator - Language Arts- Elementary
Joseph Evans	Coordinator - Language Arts- Secondary
Julie Calkins	Coordinator - Science
Mark Quinlivan	Coordinator - Social Studies/World Language
Lindsey Stutheit	Coordinator - Vocational/Career Education
Valerie Kerschner	Coordinator - Mathematics- Elementary
Amy Kassel	Coordinator - Mathematics- Secondary
Dan Holroyd	Coordinator - Fine Arts
Teresa Ross	Coordinator - Professional Learning

PROGRAM ADMINISTRATORS

Jeff Daugherty	Planning & Construction
Ashley Roth	Nutrition Services
Scott Cavallier	Field Services
Debra Jacobson	Technology Integration
Brian Harmsen	Business Services
Adam Greenwood	Transportation
Sarah Lucero	Information Systems
Mary Quast	Community Relations
Trevor Swarm	Data Research

2022-2023 SCHOOL CALENDAR

LARAMIE COUNTY SCHOOL DISTRICT 1 — CHEYENNE, WYOMING

<p>July 2022</p> <table border="1"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	s	m	t	w	t	f	s						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>August 2022</p> <table border="1"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	s	m	t	w	t	f	s		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>September 2022</p> <table border="1"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	s	m	t	w	t	f	s					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>October 2022</p> <table border="1"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	s	m	t	w	t	f	s							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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AUGUST

- 4 & 5• New Elementary Registration, 7 a.m.-4 p.m.;
- 11 & 12• New Junior & Senior High Address Verification & Schedule Pick-Up
- 19• Building Staff Development
- 22• All Teacher -District Staff Development
- 23• Planning Day
- 24• **FIRST DAY OF CLASSES**

SEPTEMBER

- 2• Early Release, (Planning, ALL SCHOOLS)
- 5• Labor Day Holiday

OCTOBER

- 10• Staff Development (No classes, ALL SCHOOLS)
- 26• Early Release, (Planning, ELEMENTARY ONLY)
- 27• Elementary Parent/Teacher Conferences (No classes, ELEMENTARY ONLY)
- 27• Early Release, (Planning Secondary ONLY) Jr. & Sr. High evening conferences- End of 1st Quarter (Qtr=44 days)
- 28• J.r. & Sr. High Conferences, 8 a.m. - 11 a.m. No Classes, ALL SCHOOLS

NOVEMBER

- 11• Veterans Day Staff Development (No classes, ALL SCHOOLS)
- 23-25• Thanksgiving Vacation
- 29• Nellie T. Ross Birthday

DECEMBER

- 7• Pearl Harbor Day
- 10• Wyoming Day
- Dec. 19 - Jan 2 • Winter Vacation

JANUARY

- 3• Classes resume
- 16• MLK/Equality Day Holiday (No classes, ALL SCHOOLS)
- 20• (Planning, No classes, SECONDARY ONLY) End of First semester Qtr= 44 days, Sem= 88 days

FEBRUARY

- 17• Staff Development (No classes, ALL SCHOOLS)
- 20• Presidents' Day Holiday (No classes, ALL SCHOOLS)

MARCH

- 24• Early Release, (Planning, ALL SCHOOLS) End of third quarter (Qtr= 43 days)
- 27-31• Spring Break

APRIL

- 3• Classes resume
- 11• Early Release, (Planning, ALL SCHOOLS & ACT)

MAY

- 12• Native American Day
- 25• Triumph Graduation, 4 p.m.
- 26• Building Staff Development (No classes, ALL SCHOOLS or snow make up day)
- 26• Central Graduation, 4 p.m.
- 27• East Graduation, 10 a.m.
- 27• South Graduation, 1 p.m.
- 29• Memorial Day Holiday

JUNE

- 6• LAST DAY OF CLASSES RELEASE TIMES AS FOLLOWS:
 - No Snow Days - Elementary - 10:30 a.m. Secondary - 11:30 a.m.
 - ONE SNOW Day- Elementary - 12:15 p.m. Secondary - 11:15 a.m.
 - TWO SNOW Days- Elementary - 12:15 p.m. Secondary - 11:15 a.m. (plus students attend class on May 26, 2023)
 - THREE SNOW Days- JUNE 6, full day JUNE 7, -Elementary - 12:15 p.m. Secondary - 11:15 a.m. (plus students attend class on May 26, 2023) (Qtr= 45 days, Sem= 88 days) (Total 176 student contact days, 185 teacher

FIRST / LAST DAY OF SCHOOL

END OF QUARTER/ SEMESTER

HOLIDAYS

PLANNING OR STAFF DEVELPM.

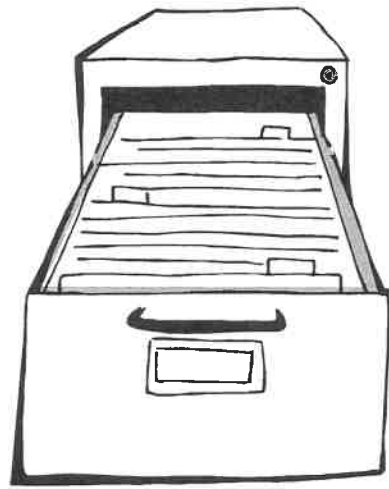
CONFERENCE

EARLY RELEASE

EARLY RELEASE TIMES

ELEMENTARY • 12:15 p.m. MEADOWLARK • 12:05 p.m.
 JH • 11:15 a.m. HS • 11:15 a.m.

Employment Practices



and
Procedures

GUIDELINES FOR MONITORING ATTENDANCE OF EMPLOYEES
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The following guidelines and procedures should be followed by all administrative and supervisory personnel regarding the attendance of school district employees throughout the year. In addition, the guidelines should be reviewed during the evaluation process and incorporated into employee evaluations.

A. Purpose of Guidelines

1. All employees of the school district are expected to be at work, on time, every scheduled workday. Employees contribute to achieving the school district's mission—the education of school children. The success of the school district depends upon each employee's doing what is expected, including maintaining an acceptable attendance record.
2. It is important that all employees be treated equitably with respect to the monitoring of attendance.
3. Excessive absenteeism adversely affects overall operations by placing added pressure or burdens on employees who are at work on a regular basis, and by requiring administrative time and cost to cover for employees who are absent.

B. Categories of Absences

All absences will be classified into two categories as follows:

- (1) Excused. Absences that do not count against an employee's attendance record include any vacation, personal leave, bereavement leave, military or uniformed services leave, family and medical leave (as designated under our FMLA policy), jury duty, disability accommodation leaves of absence, or workers compensation leave, school business and association meetings.
- (2) Unexcused. All remaining absences are classified as counting against an employee's attendance record.

C. Procedures for Monitoring Attendance

The following steps should be taken for counting absences:

1. Whenever a 12-month employee's counting absences total seven (7) days, or a certified/10-month employee's absences total six (6) days, the employee's supervisor will hold a meeting with each such employee. The supervisor should point out any patterns in the absences (e.g., absences surrounding weekends and/or holidays). The employee will be given an opportunity to explain the reasons for the absences. The supervisor should inform the employee that his or her attendance does not meet the school district's expectations and that failure to improve may lead to the imposition of corrective action. Written documentation of the meeting should be maintained.
2. If attendance does not improve, the employee's supervisor will contact the Human Resources Department and schedule another meeting with the employee. An administrative decision will be made as to what, if any, corrective measures will be imposed on the employee. Written documentation of the meeting should be maintained.

D. Tardiness

1. Promptness in arriving at work is expected from all employees. Tardiness has a negative effect on school district operations, just as absenteeism does.
2. Tardiness is defined as arriving at the employee's assigned place of work (or work station) after the scheduled start of the employee's work shift.

- 3. Not returning promptly from breaks or lunch is considered an instance of tardiness.
- 4. Corrective steps should be taken for excessive instances of tardiness similar to the steps taken for excessive absenteeism.

ASSIGNMENT & TRANSFER OF DISTRICT PERSONNEL

The ultimate goal of all assignment and transfer of District personnel shall be the improvement of the educational program. The needs of the District shall receive primary consideration in assigning or transferring employees.

Assignment and transfer of personnel including extra duty assignments, extended school year, summer school, and extended day shall be at the discretion of the Superintendent. In addition to the educational requirements of the District, the Superintendent may also consider these factors:

- 1. Employee's competency and preference for the vacant position
- 2. Employee's educational qualifications and experience in the area
- 3. Responsibilities and relative difficulty of the position
- 4. Employee's seniority in the District
- 5. Prior evaluations
- 6. Academic qualifications shall receive priority over extra-duty assignments. Extra-duty assignments may be made by the Superintendent's designee.

Posting of all District vacancies may be found on the District's website...www.laramie1.org

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, Laramie County School District Number One has developed an Emergency Medical Services Bloodborne Pathogens Exposure Control Plan.

The purpose of the exposure control plan is to:

- 1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids.
- 2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

The Bloodborne Pathogens Control Committee is responsible for the development and updates of the Bloodborne Pathogens Exposure Control Plan and an annual review of this program. This committee is organized and chaired by the head nurse.

Compliance involves the use of Universal Precautions to prevent contact with blood or other potentially infectious materials. These precautions include engineering and work practice controls, housekeeping and waste disposal procedures, personal protective equipment, and readily accessible hand washing facilities. Nurses and supervisors are responsible for reviewing the effectiveness of the control on an annual basis.

The exposure determination list of employees who may incur occupational exposure to blood or other potentially infectious material is as follows:

- 1. School Nurses
- 2. PALS Teachers and Paraeducators
- 3. Essential Skills Program Teachers and Paraeducators
- 4. Custodians
- 5. Pre-School Teachers
- 6. Elementary Secretaries

- 7. Elementary Paraeducators
- 8. Paraeducators who provide personal care/hygiene (e.g. toileting, diapering) for students
- 9. Bus Drivers and Transportation Assistants on ESP, PALS, and Multiple-Handicap Buses
- 10. Physical Education Teachers
- 11. Coaches
- 12. Plumbers
- 13. Industrial Technology Teachers
- 14. Family and Consumer Science Teachers
- 15. Audiologists and Audiology Technicians
- 16. Vocational Agriculture Teachers
- 17. Therapists: Speech Language/Assistants, Occupational, Physical
- 18. Daycare Workers
- 19. Paraeducators who are assigned to the school nurses at the secondary level
- 20. Secondary Science Teachers

Other District employees may be identified by the Bloodborne Pathogens Committee.

Hepatitis B vaccine and vaccination series shall be made available by the school district to employees on the exposure determination list. Medical evaluations and procedures, Hepatitis B vaccination series, and post exposure follow-up records are maintained.

The Risk Management Office shall provide employees the opportunity for training regarding occupation exposure. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure. Confidential records on exposures will be kept in the Risk Management Office. Vaccination records will be kept in the Head Nurse's Office. These records must be maintained for at least the duration of employment plus 30 years.

Training records will be maintained in the Risk Management Office. All employee records shall be made available to the employee, the Assistant Secretary of Labor for the Occupational Safety and Health Administration, and the Director of the National Institute for Occupational Safety and Health, upon request. These records cannot be transferred to another facility.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Board believes that complaints and grievances are best dealt with and resolved as close to the origin as possible and that the professional staff should be given every opportunity to consider the issues and render decisions prior to the involvement of the Board.

Constructive criticism of District employees will be welcomed as a means toward improving the performance of employees. The Board however places trust in its employees and will protect them as far as possible from unwarranted criticisms and complaints. Employees shall be informed of the nature and source of any complaints against them under this policy. Anonymous complaints will not be used as a basis for initiating this policy. Complaints concerning District employees may originate from parents, employees, or from community groups and organizations.

CRIMINAL HISTORY BACKGROUND CHECKS

All employees initially hired by the District on or after July 1, 1996, who may have access to minors, must submit to fingerprinting for the purpose of obtaining state and national criminal history record information before employment. First time certified individuals will be checked through the Professional Teaching Standards Board. Beginning July 1, 1996, and thereafter, any person offered employment with the District as a classified employee will be given an applicant fingerprint form, provided

by Laramie County School District Number One Human Resource Department. Applicant will be responsible for making arrangements with the Division of Criminal Investigation to have the respective employee's fingerprints taken. Fingerprinting must be scheduled prior to the employee reporting to work.

Each prospective employee shall return a signed form from DCI verifying the completion of the fingerprinting process. The District shall pay all costs incurred for obtaining the fingerprinting and processing the criminal history check for all persons selected for employment in a classified position with the District. Any classified employee that resigns his/her position and applies for reemployment within six months of his resignation will be required to pay the costs for obtaining fingerprinting processing criminal history checks.

The Assistant Superintendent of Human Resources is designated as the person to receive and maintain all information received by the District related to criminal history checks on applicants and employees. All information obtained by the District pursuant to the criminal history check shall remain confidential. The criminal history information shall be returned to the Assistant Superintendent of Human Resources and access to the information shall be restricted to the Assistant Superintendent or designee, unless requested by a federal or state agency.

In the event the Assistant Superintendent of Human Resources receives criminal history information on an applicant which disqualifies the applicant for employment with the District, the Assistant Superintendent of Human Resources shall notify the applicant personally or in writing (certified mail, return receipt requested) of their disqualification. If the Board dismisses or accepts the resignation of a person holding certification, the Board shall notify the Professional Teaching Standards Board of the dismissal or resignation, if the dismissal or resignation was based, in whole or in part, on the person's conviction of a felony. Any person employed by the District shall be deemed to be a temporary employee until the criminal history information is received by the Assistant Superintendent of Human Resources.

The District may deny employment to any person seeking employment that has been convicted of a felony and may dismiss an employee who has misrepresented his/her criminal history. The District may deny employment to any person convicted of any criminal act involving drugs, alcohol, weapons, violence, and/or child or sexual abuse.

DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM

In order to provide for a drug/alcohol free workplace, and to comply with the Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq., Laramie County School District Number One shall implement a drug and alcohol testing program supported by an Employee Assistance Program (EAP). This policy shall cover all employees of the District.

The purpose of this policy is to enhance and protect the health, safety, and welfare of students and employees of the District; and to ensure to the greatest extent possible that the schools and other places of work within this District are drug/alcohol free. The Employee Assistance Program is intended to assist employees who are identified as having a drug and/or alcohol abuse problem. It is the express intention of this policy to ensure to the greatest extent possible that employees of the District do not have a detectable level of alcohol or any controlled substance, as defined in the following administrative regulations, in his/her body while performing duties for the District.

No employee shall unlawfully manufacture, use, possess, distribute, or dispense controlled substances while performing duties for Laramie County School District Number One. Furthermore, no employee shall have a detectable presence of alcohol or any controlled substance (as defined in W. S. 35-7-1001 et seq.) in his/her body while performing duties for the District.

Administrators/supervisors must submit their recommendations for reasonable cause drug/alcohol testing to the Superintendent or designee for approval. Only the Superintendent or designee may authorize reasonable cause drug/alcohol testing.

EMPLOYEE RESIDENCY

All employees initially hired after July 1, 2015 shall be required to reside and maintain residence in Laramie County as a condition of employment. Exceptions may be granted by the Superintendent or designee. The Board of Trustees will be notified.

ETHICAL CONDUCT

This statement of standards for ethical conduct is designed to inspire a quality of behavior that reflects honor and dignity on all employees of Laramie County School District Number One. Teachers, administrators, staff, and school board members must recognize the magnitude of the responsibility inherent in the education process.

All employees of Laramie County School District Number One shall help each student realize his or her potential as a worthy and effective member of society. These individuals will provide an environment that stimulates the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

An effective educational environment requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, it is the policy of Laramie County School District Number One that the Board of Trustees and all staff members maintain high standards in their relationships with students, colleagues, and community members and act as role models in the performance of their professional duties. See Administrative Regulation – Wyoming Professional Conduct Guide from the Wyoming Professional Teaching Standards Board (PTSB).

The components of this statement of ethical conduct are not intended as inflexible or unchangeable rules. They serve to measure the propriety of each staff member in their working relationships. They are intended to encourage and emphasize the positive attitudes and behaviors of professional conduct in all matters. This policy in no way is intended to abridge employees' rights as citizens. The District recognizes and supports the First Amendment rights of school district employees to comment upon matters of public concern. These First Amendment rights must be balanced with the legitimate and substantial interest of school districts, in operating effective and efficient schools.

PROFESSIONAL CONDUCT GUIDE

Laramie County School District Number One adopts the current Wyoming Professional Teaching Standards Board (PTSB) Professional Conduct Guide as an Administrative Regulation with the expectation that all employees adhere to the Conduct Guide. Conduct Guide used with permission from PTSB.

DISTRICT EMPLOYEES

All individuals who serve as employees of Laramie County School District Number One should do so with integrity. Impropriety should not occur. To this end, employees of Laramie County School District Number One:

1. Shall obey local, state, and national laws;
2. Shall adhere to school board policies and administrative rules, regulations, and established standards for work and performance;
3. Shall protect and conserve all property owned, held by, or leased to the District;
4. Shall not use his/her position for personal gain;
5. Shall refrain from acting on any matter or letting any contracts in which the employee or his/her immediate family or business associates stand to gain a pecuniary benefit as

defined by W.S. Section 6-5-101;

- 6. Shall refrain from conducting personal business during business hours;
- 7. Shall not accept any pecuniary benefits as defined by W.S. Section 6-5-101 in circumstances that would create the appearance of a conflict of interest;
- 8. Shall not accept outside employment or any other outside activity which interferes with the full and proper discharge of the employee's duties and responsibilities to the District, except as allowed by Board of Trustees policies, Chapter VI, Section 7;
- 9. Shall not knowingly make a false, malicious, threatening, or harassing statement to or about District employees, students, or parents;
- 10. Shall strive to resolve all problems at the lowest possible level, and attempt to resolve problems with another employee privately before involving others in a dispute.

EDUCATORS

The educator strives to help each student realize his/her potential as a worthy and effective member of society. Therefore, the educator works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of his/her obligation, the educator:

- 1. Shall make the educational welfare of students the fundamental basis in all decision making and actions;
- 2. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- 3. Shall not intentionally expose the student to embarrassment or disparagement;
- 4. Shall not use relationships with students for private advantage;
- 5. Shall keep confidential information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law;
- 6. Shall not impose personal opinions concerning politics of the District upon students (while the District recognizes and supports the First Amendment rights of its educators, they are not free to impose personal opinions concerning politics of the District upon students);
- 7. Shall uphold the honor and dignity of the profession in all actions and relations within the workplace.

ADMINISTRATORS

The administrator assumes responsibility for providing professional leadership in the school community. This responsibility requires the administrator to maintain the highest standards of professional conduct. The administrator's actions will be viewed and appraised by the community, professional associates, and students.

To these ends, in addition to the code of ethics for all employees and educators set forth above, the administrator:

- 1. Shall recognize that public schools are the public's business and seek to keep the public informed about their schools;
- 2. Shall support the principle of due process and protect the civil and human rights of all individuals;
- 3. Shall implement school board policies and administrative rules and regulations;
- 4. Shall pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

SCHOOL BOARD MEMBERS

School board members shall recognize that, as members of a public school board, they are fulfilling a position of public trust, responsibility, and authority endowed by the State of Wyoming. In honoring the high responsibility which his/her membership demands, the school board member:

1. Shall remember that the first and greatest concern must be the educational welfare of all children in the District;
2. Shall bring about desired changes through legal and ethical procedures;
3. Shall uphold and enforce all laws, State Board of Education rules, and court orders pertaining to schools;
4. Shall hold confidential all matters pertaining to school issues, which if disclosed, may needlessly injure individuals or schools, and shall respect the confidentiality of information that is privileged under applicable law or executive session;
5. Shall recognize that decisions must be made by the Board as a whole, make no personal promise, or take private action which could compromise the Board, and recognize that authority rests only with the Board in official meetings;
6. Shall endeavor to make policy decisions only after full discussion at publicly held Board meetings;
7. Shall tender all decisions based on the available facts and refuse to surrender that judgment to individuals or special interest groups;
8. Shall refuse to participate in irregular meetings such as "secret" meetings, which are not official and in which all members do not have the opportunity to attend;
9. Shall encourage the free expression of opinion by all Board members and seek systematic communications between the Board and parents, students, staff, and all elements of the community;
10. Shall make certain the Board remains responsive to the community and shall communicate to Board members and the Superintendent at appropriate times expressions of public reaction to Board policies and school programs;
11. Shall avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain;
12. Shall attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
13. Shall understand and accept that the basic function of the Board is to make policy and not to administrate, and to learn to discriminate between the two functions;
14. Shall refer all complaints to the proper administrative office and discuss them at a regular meeting after failure of administrative solution;
15. Shall not knowingly make false or malicious statements about District employees, students, or parents.

FAMILY MEDICAL LEAVE

Employees shall be entitled to a total of twelve work weeks of unpaid leave during any twelve month period. Such leave shall be granted to an employee for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or, to take medical leave when the employee is unable to work because of a serious health condition. Parental leave granted under the Family Medical Leave Act must be completed within 12 months of the birth or adoption of the child. Employees who request leave because of their own or a covered relative's serious health condition shall be required to submit proof to the Assistant Superintendent of Human Resources of the existence of the medical condition and the need for leave. Such proof shall be presented in the form of a medical certification from a health care provider.

To be eligible for family medical leave, an employee must have worked for the school district for at least twelve (12) months at the time the leave is to commence. (These twelve (12) months do not have to be consecutive months.) The employee must also have worked for the school district for at least 1,250 hours during the twelve-month period before the leave begins. (These months are consecutive.) The twelve-week leave period shall include employee's accrued sick leave and earned vacation. If the employee's accrued sick leave and vacation leave total is less than twelve weeks, the time remaining can be taken as unpaid family and medical leave. When both parents work for the school District, the aggregate amount of leave that can be taken by the parents for parental leave is 12 weeks in a single 12-month period.

The District will maintain group health insurance coverage for an employee on family medical leave on the same terms as if the employee had continued to work. If the employee does not return to work following family and medical leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle them to family and medical leave; or (2) other circumstances beyond their control, the employee may be required to reimburse the District for any portion of health insurance premiums paid on behalf of the employee during family and medical leave.

- If both parents work for the district, how much time will they qualify to take for Parental Leave?
 - When both parents are employed by the district and qualify for Family Medical Leave, they will receive 12 weeks to be shared between them.
- Can an employee accept donations to cover Family Medical Leave?
 - As long as an employee qualifies for Family Medical Leave they can accept donations from their unit to cover the leave they are lacking up to 12 weeks. If an employee receives additional donations past the time they need, those donations will be given back to the employees that donated them.
- Can an employee take time past the allotted 12 weeks for Family Medical Leave?
 - If an employee wishes to take time past the allotted 12 weeks for Family Medical Leave, they will need to have the time approved by their supervisor and the Assistant Superintendent of Human Resources.
- Can an employee take Family Medical Leave for a non-family member?
 - The only time an employee can take Family Medical Leave for a non-family member is if they are the legal guardian of that individual.

Clearance to return to work

For an employee to return after a medical leave of absence Laramie County School District #1 will require a full release from the employee's physician. If there are any questions on whether the employee is able to perform all job duties related to his or her job description, the employee's physician will need to sign off on the actual job description prior to the employee returning to work. Laramie County School District #1 does not have a light or reduced duty policy unless it is related to Workers Comp.

PARENTAL LEAVE

Parental leave entitlement shall be granted to an employee who may use sick leave, vacation leave, approved leave of absence without pay, or a combination of the options as stipulated in the Family Medical Leave Policy. Parental leave shall be granted for the birth of biological children as well as adopted children. If requested, leave may be granted for a period not to exceed one calendar year based on the District's ability to hire a suitable replacement. Additional leave time may be allowed as deemed necessary by the licensed health care provider. Barring unforeseen medical circumstances, parental leave beyond the 12 weeks allowed under the FMLA leave must be submitted by March 1 for the following year for certificated staff, or within 30 days of the leave request for classified staff.

The employee shall maintain salary status and other fringe benefits upon return from parental leave. An employee returning from parental leave granted for less than one school calendar year shall be placed at the same school or building in the same position held prior to the start of the leave. An employee returning from parental leave granted for one school calendar year or longer shall be placed in a position as nearly equivalent as possible to the one held prior to the start of the leave.

GRIEVANCES

This grievance procedure shall provide for the equitable settlement of disputes in a timely manner, without the fear of reprisals. Earnest efforts shall be made, by all parties, to resolve disputes at the lowest level. At all times, the focus shall be on problem solving.

LEVEL I

Time Limit - Five days to complete after receipt of written grievance. Grievant presents immediate supervisor with a written grievance. A meeting shall be held between the grievant and the supervisor, with every effort made to resolve the grievance by consensus. The outcome of this meeting shall be:

- Resolution of the grievance; or
- Immediate elevation to Level II; or
- Withdrawal of the grievance by the grievant.

A written statement shall be developed and signed by all parties to document this outcome. Copies of this statement shall be given to all parties involved and kept in the grievance file.

LEVEL II

Time Limit - Ten (10) days to complete after receipt of the written statement elevating to Level II. Grievant and/or supervisor presents the grievance to the Superintendent. Within two (2) days, the Superintendent shall inform the grievant of the District Level Administrator assigned the grievance.

A meeting shall be held between the grievant, supervisor, and District Level Administrator with every effort made to resolve the grievance by consensus. The outcome of this meeting shall be:

- Resolution of the grievance; or
- Immediate elevation to Level III; or
- Withdrawal of the grievance by the grievant

A written statement shall be developed and signed by all parties to document this outcome. Copies of this statement shall be given to all parties involved and kept in the grievance file

LEVEL III

1. The hearing format shall be determined by the Board of Trustees.
2. All Expenses will be evenly divided between the District and the Grievant(s).
3. Time Limit - Ten (10) days to complete the Board hearing after receipt of the written statement elevating to Level III. The grievant and/or Superintendent present the grievance to the Chairman of the Board of Trustees. A hearing shall be held to resolve the grievance. The decision shall be rendered by the action of the Board at the next scheduled Board meeting following the hearing. Copies of hearing documentation and the written decision shall be given to all parties involved and kept in the grievance file.

JOB DESCRIPTIONS

The Superintendent of Schools or his designee shall be responsible for the development, approval, and maintenance of job descriptions for each position in the District. Each job description shall detail the parameters of the position, as well as specific responsibilities and functions.

JOB SHARING

Laramie County School District Number One recognizes that there are times when for family, health, personal, and professional reasons, it may better serve an employee's needs to continue their employment on a part-time basis. The District may provide job sharing opportunities when it is clear that the learning needs of students, successful teaching of the curriculum, continuity of support or administrative services, and best interest of the District will be served.

To insure continuation of the work effort, the employee(s) and/or applicant requesting to share a job will initiate consultations with the building principal or supervisor well before the request to job share is submitted. The principal or supervisor and the employees requesting to initiate or dissolve a job sharing assignment must provide a written proposal to the Assistant Superintendent of Human Resources defining the time sharing plan. The plan must be submitted by March 1 for the following year for certificated staff, or within 30 days of the job share period for classified staff.

Any job share of less than a full semester per school year for certified staff, or six months for classified employees, will not be approved. Job shares will be evaluated by the administrator or supervisor and the Assistant Superintendent of Human Resources at the end of each year before approving continuation for the next year. Extra joint planning and coordinating time for certified staff, necessitated by the job-share will be the responsibility, on non-paid time, of the persons sharing the job.

The position, service date and employment status for employees who job share; in terms of initial contract or continuing contract for certified, or part-time, probationary, or continuing for classified employees, will be in accordance with the respective employee agreement. In the absence of provision in an agreement, Board policy as otherwise provided will apply. For employees on job shares, the same will apply to provisions for transfers, return to full-time status, staff reductions, or other schedule or assignment features that may occur.

Employee benefits that are accrued such as retirement, vacation, and sick leave will be provided on a pro-rata basis. Insurance benefit eligibility and contributions made by the District will be the same as for other part-time employment, provided there is no net cost increase to the District when insurance costs are offset by salary savings. Otherwise, the additional insurance costs will be shared between the job shares on a pro-rata basis of respective scheduled hours divided by total scheduled hours.

NEPOTISM

Relatives of the supervisor, or individuals living in the same household, shall not be assigned in that supervisor's area of direct responsibility.

Relatives include, but are not limited to: parent, spouse, sibling, child, grandparent, grandchild, step, half, or in-law relations, domestic partners, close friends, former spouses and other persons who share a relationship comparable to a family member.

NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES

LCSD#1 prohibits discrimination and/or harassment on the basis of race, color, gender, religion, national origin, disability, age, sex or any other basis protected by federal, state or local law.

The Board of Trustees affirms its intent to provide equal access and participation opportunities in its programs, practices, activities, and the provision of services, regardless of race, color, gender, religion, national origin, disability, age, sex, or any other basis protected by federal, state, or local law.

Information concerning alleged discrimination shall be furnished by persons having knowledge of such to the Superintendent or designee.

Inquiries about discrimination based on race, color, religion, age, national origin, disability, or any other basis protected by federal, state, or local law may be referred to: 1) the Assistant Superintendent of Human Resources, who may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2160; or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Inquiries about the application of Title IX (discrimination based on sex) may be referred to: 1) the Title IX Coordinator, who may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2159; TitleIX@laramie1.org; or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Any Section 504 concerns may be referred to the LCSD#1 Assistant Director of Special Services located in the LCSD#1 Administration Building at 2810 House Avenue, Cheyenne, WY 82001, or phone (307) 771-2174.

OUTSIDE EMPLOYMENT OF DISTRICT PERSONNEL

District employees are expected to give the responsibilities of their positions in the District precedence over any type of outside employment.

Employee shall submit for approval Exhibit 27, to his/her immediate supervisor and to the Assistant Superintendent of Human Resources prior to accepting outside employment. If an employee is approved to engage in employment or a business enterprise outside of the District, the following conditions shall be met:

1. The employee shall not perform any duties related to the outside employment during his/her regular District working hours or during any additional time needed to fulfill the responsibilities of the position.
2. The employee shall not use any District facilities, equipment, or materials in performing his/her outside employment except when on approved Officiating Leave as specified in Board Policy Chapter VI, Section 12.
3. The employee shall not perform any of his/her outside employment on District property except when on approved Officiating Leave as specified in Board Policy Chapter VI, Section 12.
4. If the employment consists of tutoring for pay, the tutoring shall be done only with students who are not members of the tutor's present class or of the tutor's class during the previous semester.

- 5. The employee shall not receive outside pay for services they are currently providing for a student during the work day unless approved by the Assistant Superintendent of Human Resources in special circumstances.

PERSONAL SECURITY AND SAFETY OF STAFF

The following procedures shall be followed in instances of assault, harassment, knowingly false allegations of child abuse, or alleged criminal offense by a student, parent/guardian directed toward a school district employee.

1. The employee shall file a written complaint with the school principal/immediate supervisor, and the Superintendent’s office.
2. If the student is the offending party, the Discipling Matrix shall be followed.
3. The Superintendent or designee shall report the incident to the District attorney or appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Audio/Visual Surveillance Equipment Use In Or On Properties Operated By Laramie County School District Number One

Maintaining the health, welfare and safety of students, staff and visitors and the protection of school District properties shall be the prime factors in the placement of audio/visual surveillance equipment and recorders into school District operated facilities. By installing audio/visual surveillance equipment, it is the District’s plan to achieve the following:

- Safer teaching and learning environment.
- Ability to target problem areas related to safety and security.
- Decreased the cost from incidents of graffiti, vandalism, burglary, and to deal with behavior issues

Audio/visual surveillance equipment may be used to monitor behavior in schools, on school transportation vehicles transporting students to and from curricular and extracurricular activities and on District property.

Such equipment may also be used to review the performance of District employees and students in the fulfillment of their duties, as well as student behavior.

Students in violation of District conduct rules shall be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline.

Staff shall be subject to established Board personnel policies, administrative regulations, and collective bargaining agreements, including provisions related to evaluation, discipline, and dismissal.

PERSONNEL INFECTED WITH BLOODBORNE PATHOGENS

Laramie County School District Number One, being concerned with the health and safety of all of the District's students and employees, will follow the procedure regarding bloodborne pathogens in accordance with public health guidelines, the Wyoming Education Policies Procedure Manual, and administrative regulations.

REDUCTION IN FORCE

The Board of Trustees, in directing a reduction in force (RIF), may put into effect a staff reduction plan only after closely studying and evaluating decreasing enrollments, lack of funds, or other events beyond the control of the Board. The District will make every effort to retain employees; however, the number of employees may, under some circumstances, have to be reduced. In all cases, a decision to reduce the number of employees remains within the sole discretion and judgment of the Board of Trustees under provisions of Wyoming law and procedure.

SALARY ERROR

If an employee receives an overpayment or underpayment of his or her appropriate compensation, the error will be corrected. If the employee has been underpaid, the District will pay to the employee the amount of the underpayment as part of the employee's next regular compensation payment, or within three days in emergency situations. In the event that the employee is no longer working for the District at the time the error is confirmed, the amount of the underpayment shall be paid to the employee within three working days of the confirmation of the error.

If the employee has been overpaid, the employee will be given an opportunity to propose a reasonable schedule to repay the District on an installment basis. In special circumstances, the Assistant Superintendent of Human Resources may approve a payment plan of two (2) years.

SEXUAL HARASSMENT/DISCRIMINATION

Prohibition of Sexual Discrimination/Harassment: LCSD1 prohibits any discrimination on the basis of sex in its education programs or any activity that it operates, including in employment, and it is required by Title IX not to discriminate in such a manner.

Laramie County School District Number One strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes discrimination, harassment, and/or retaliation in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, LCSD1 prohibits discrimination and/or harassment on the basis of race, color, gender, religion, national origin, disability, age, sex, or any other basis protected by federal, state, or local law. The Board of Trustees affirms its intent to provide equal access and participation opportunities in its programs, practices, activities, and the provision of services, regardless of race, color, gender, religion, national origin, disability, age, sex, or any other basis protected by federal, state, or local law. This policy applies to all employees throughout the organization and to all individuals who may have contact with any employee. Furthermore, Laramie County School District Number One will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health, or safety concern.

Inquiries about discrimination based on race, color, religion, age, national origin, disability, or any other basis protected by federal, state, or local law may be referred to: 1) the Assistant Superintendent of Human Resources, who may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2160; or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Inquiries about the application of Title IX (discrimination based on sex) may be referred to: 1) the Title IX Coordinator, who may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2159; TitleIX@laramie1.org; or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

For purposes of this policy, the school community includes the board of trustees, administrators, certified and classified employees, other employees, volunteers, interns, and students of Laramie County School District #1. This policy is applicable to members of the school community while those individuals are either acting in the course and scope of their position or employment, engaging in activities with LCSD1 or participating as a student of LCSD1. All those identified above are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

The District will promptly and carefully investigate all complaints of sexual harassment or discrimination. An individual filing a complaint is requested to complete Exhibit 37, Title IX Complaint: Sexual Harassment. All complaints, both written and verbal, will be investigated. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and well-being of both the complainant(s) and the respondent(s).

The District will act forthrightly to discipline, or dismiss as appropriate, considering the seriousness of the offense, any employee who has been found to sexually harass a student, parent/guardian or another employee of the District, or any employee making a false or malicious complaint of sexual harassment. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute sexual harassment and/or discrimination as defined by the Administrative Regulation for Sexual Harassment in this policy, Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681, et seq., and Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section § 2000e, et seq.

DEFINITION

For the purpose of this policy, sexual harassment is defined as:

Sexual Harassment- includes any of three types of misconduct on the basis of sex:

1. any instance of quid pro quo harassment by a recipient's employee;
2. any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and
3. any instance of sexual assault (as defined in the Cleary Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA)

Laramie County School District Number One expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of sexual harassment and/or discrimination, the employee should report that conduct to as defined in the administrative regulation. Employees are not required to approach the person who is harassing and/or discriminating against them.

Title IX Coordinator: LCSD1's Title IX Coordinator is designated and authorized to oversee compliance with all aspects of the District's Sexual Discrimination and Harassment, policy. Inquiries about the application of Title IX to LCSD1 may be referred to: 1) the Title IX Coordinator, who may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2159; TitleIX@laramie1.org; or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.¹

Laramie County School District Number One will conduct its investigation in a confidential manner as is possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, Laramie County School District Number One will not allow the goal of confidentiality to be a deterrent to an effective investigation. Appropriate corrective action, up to and including termination, will be taken against any employee engaging in sexual discrimination and/or harassment, after a determination has been made via the formal process. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

RETALIATION

1. **Retaliation Prohibited:** 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.
2. **Confidentiality:** The District is required to keep as confidential the identify of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by law, or to carry out the purposes of this policy, including the conduct of any investigation.
3. **Complaints of Retaliation:** Complaints alleging retaliation may be filed using the procedures set out in this policy/Administrative Regulations.

¹ Previously, the District was required to notify students and employees of the Title IX Coordinator's contact information. Now LCSD1 must also notify applicants for employment, parents, or legal guardians of elementary and secondary students of the name or title, official address, email address, and telephone number of the Title IX Coordinator.

SUBSTITUTES

Qualified substitutes shall be employed and assigned to minimize the disruption to District operations if regularly employed certificated personnel are absent. Substitutes will receive one day of paid training to review district instructional approved programs and learning management systems used within the district. Other district processes and protocols will be included in this one day paid training.

Substitutes for teaching staff shall meet the requirements of the Wyoming State Board of Education.

Each building administrator or designee shall request a substitute teacher as soon as the need arises. A particular substitute may be requested from the approved substitute list.

Laramie County School District Number One (LCSD #1) recognizes and adopts the Wyoming Law of employment-at-will. Substitute teaching with LCSD#1 is at-will. LCSD #1 provides no guarantee of employment, express or implied, for any specific duration. No employee, manager, administrator, board member or supervisor has any authority to enter into any agreement or make any promises for employment for a specific period of time, or make any promises contrary to this document. Therefore substitute teachers shall not rely on any such conduct or statements.

Substitute teachers or LCSD #1 may terminate an employment relationship at any time, for any reason, with or without cause. Notice of termination of employment by LCSD #1 will be given to the employee by the Assistant Superintendent of Human Resources. Notice of resignation by an employee shall be given to the Assistant Superintendent of Human Resources. The principal may also refuse the assignment of a particular substitute. The principal, the Assistant Superintendent of Human Resources, or designee, shall inform the substitute when and why an assignment is to be terminated. The principal and the regular teacher shall evaluate the substitute teacher periodically.

Lesson plans shall be prepared one week in advance and sufficiently complete to give an overview of the subject as well as progress being made within each unit of study. Teachers shall keep attendance records, seating charts, grade book, substitute information packet, and lesson plans so that a substitute teacher can take over classes with a minimum of confusion.

Substitute teachers shall carry the same responsibilities as the regular teacher and shall remain on assignment until released by the principal. The administrator or designee shall notify the Human Resources Office when an assignment ends.

USE OF TOBACCO, CONTROLLED SUBSTANCE/DELIVERY DEVICE

The Board of Trustees of Laramie County School District Number One recognizes the major negative effects of the use of tobacco products on personal health and health-care costs. The use of tobacco products or lookalike tobacco products (including but not limited to electronic cigarettes) are prohibited in buildings, vehicles, or on property owned or operated by the District.

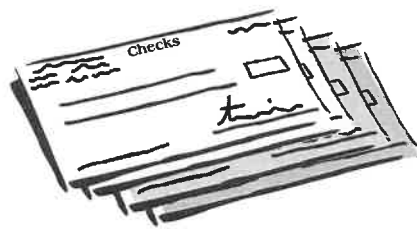
VIOLENCE IN THE WORKPLACE

The District recognizes the need for a school and work environment free from violence for all employees, patrons, and visitors. Violence in the workplace will not be tolerated. The District and the Board of Trustees are committed to maintain an environment free from all forms of violence, including but not limited to, verbal or physical threats, assaults, or other acts of intimidation, or abusive language.

Employees shall report, in writing, all threats or violent actions from an employee to their immediate supervisor and the Superintendent or designee. If the threat or act of violence is committed by their immediate supervisor, the occurrence shall be reported, in writing, to the District's Assistant Superintendent of Human Resources.

Confirmed acts of violence could result in disciplinary and/or legal action.

Benefits for Employees



CONTRACT DAYS AND PAY PERIODS

Employees will work a specified number of days per individual contracts as determined in each negotiated unit agreement. *(Reference Employee Unit Calendars at the end of this section.)*

Salaries are paid the last working day of each month. Employees may elect to have their salary deposited directly to any banking institution in the United States through the automatic deposit option.

EMPLOYEE BENEFITS

HEALTH INSURANCE

- Carrier: Blue Cross Blue Shield of Wyoming
- Coverage effective first day of the month, following date of hire
- Eligibility: Permanent employees, certified staff working a minimum of 17.5 hours per week, all others working a minimum of 30 hours per week
- Must elect to participate within 30 days of date of hire; beyond 30 days, enroll during open enrollment unless special enrollment circumstances (i.e., loss of coverage due to change in family status or spouse’s employment status)
- Open enrollment: month of November with January effective date.
- Employee contribution: 8 percent of total premium (subject to change):
 - Family \$199.52 per month
 - Single \$60.32 per month
- \$500 single/\$1,000 family deductible
- 80/20 co-insurance
- \$1,500 single/\$3,000 family out-of-pocket maximum after deductible
- Pharmacy program

TERM LIFE INSURANCE

- Carrier: Sun Life Assurance Company of Canada. Denver, Colorado
- Term life insurance with no cash value
- Eligibility: Permanent employees, certified staff working a minimum of 17.5 hours per week, all others working a minimum of 30 hours per week
- Effective date: first day of month following date of hire
- Coverage available based on annual salary
- Employee contribution: \$2.50 per month for employee coverage, \$1.60 per month for dependent coverage

Salary	Coverage	Monthly Premium
Superintendent Staff	\$115,000	\$24.72
Administrators	\$75,000	\$16.12
Class 2 - \$45,000 and over	\$60,000	\$12.90
Class 3 - \$35,000-\$44,999	\$50,000	\$10.76
Class 4 - \$25,000-\$34,999	\$40,000	\$8.60

Class 5 - \$20,000-\$24,999	\$30,000	\$6.46
Class 6 - \$15,000-\$19,999	\$25,000	\$5.38
Class 7 - Under \$15,000	\$20,000	\$4.30
Salary	Coverage	Monthly Premium
<i>Dependents:</i>		
Spouse	\$5,000	\$1.60
Each Child	\$2,000	\$1.60
Class 8 - Retirees	\$7,500	\$20.48

OPTIONAL TERM LIFE INSURANCE

- Carrier: Sun Life Assurance Company of Canada. Denver, Colorado
- Eligibility: Permanent employees, certified staff working a minimum of 17.5 hours per week, all others working a minimum of 30 hours per week
- Effective date: first day of month following date of hire
- Coverage:
 - Employee:** An amount between \$10,000 and \$250,000 in increments of \$10,000 not to exceed three (3) times your basic annual earnings. Amounts available with no evidence of insurability required: The lesser of three (3) times your basic annual earnings or \$250,000 if you are under age 60; \$40,000 if age 60-69; \$20,000 if age 70-79; and \$1,000 if age 80 or over. Age Reductions: To 67 percent at age 70 and to 50 percent at age 75.
 - Spouse:** An amount between \$5,000 and \$25,000 in increments of \$5,000. Amounts available with no evidence of insurability required: Up to \$25,000 if under age 60, \$10,000 for ages 60-69. Spouse coverage ends when your spouse turns 70 years old.
 - Child(ren):** You can purchase increments of \$2,500 up to \$10,000 for each eligible child
- Current employee contribution towards premium (subject to change):

Employee	
Age	Monthly Cost Per \$1000 of coverage
30-34	\$.09
35-39	.10
40-44	.11
45-49	.16
50-54	.23
55-59	.41
60-64	.62
65-69	1.17
70+	1.89

Spouse	
Age	Monthly cost per \$1000 of coverage
30-34	\$.07
35-39	.08
40-44	.09
45-49	.14
50-54	.21
55-59	.39
Spouse	
Age	Monthly cost per \$1000 of coverage
60-64	.60
65-69	1.15
Child(ren)	
Monthly cost per \$1000 of coverage	
All eligible children	0.123

DISABILITY INSURANCE

- Carrier: Sun Life Assurance Company of Canada. Denver, Colorado
- Coverage effective first day of month following date of hire
- Eligibility: Permanent Employees, certified staff working a minimum of 17.5 hours per week, all others working a minimum of 30 hours per week
- Coverage: 90 calendar day waiting period, upon approval of application, upon approved application, policy will pay 66 2/3 percent of base annual salary
- Current employee contribution to premium (subject to change):
- As long as disability continues, guaranteed benefit of 24 months for own occupation; if approved for permanent disability from any occupation, benefit will be paid until age 65
- Employee contribution (subject to change): \$1.50 per month
- As long as disability continues, guaranteed benefit of 24 months for own occupation; if approved for permanent disability from any occupation, benefit will be paid until age 65

FLEXIBLE SPENDING ACCOUNTS (SECTION 125 PLAN)

- Carrier: Flexible Compensation Services - Blue Cross & Blue Shield of Wyoming
- Pre-tax payroll deduction for medical and/or dependent care expenses:
 - Medical Reimbursement Spending Account
 - Established to cover any medical expenses your health insurance does not cover. For example, deductibles, co-insurance, non-covered items such as vision, private rooms, etc.
 - Adequate documentation includes notification of benefits from your insurance company or an itemized bill from your provider which includes date of service, patient's name, type of procedure, and amount of the claim.
 - Minimum of \$600 per plan year limit; maximum of \$2,850 per plan year limit

- Dependent Care Spending Account
 - Established to cover eligible dependent care expenses that are deductible on IRS form 2441 "Credit for Child and Dependent Care Expenses".
 - Monthly child day care is eligible. The providers Federal Tax ID#, name and address must be included before claims may be processed and reimbursed.
 - \$5,000 per plan year limit
- Plan year – September to August

VISION INSURANCE

- Carrier: Vision Service Plan, Rancho Cordova, California
- Coverage effective first day of month following date of hire
- Eligibility: Permanent employees, certified staff working a minimum of 17.5 hours per week, all others working a minimum of 30 hours per week
- Must elect to participate within 30 days of hire
- Eligibility: permanent employee
- Employee contribution: \$10.58/single, \$14.90/employee +1, \$26.72/family

RETIREMENT

- Wyoming Retirement System
- Effective 7/1/2020 District contributes 18.62 percent of gross salary (15.44 percent contributed by the District, 3.18 percent contributed by the Employee).

TAX SHELTER ANNUITIES

- Employees can contribute a maximum of \$20,500 of their annual income to a participating 403(b) investment company
- Employees can contribute a maximum of \$20,500 to a participating 457 investment company

RECOGNITION OF EMPLOYEE UNITS

The Board of Trustees recognizes representatives of employee units for purposes of negotiations regarding salary, fringe benefits, and other terms and conditions of employment.

CHEYENNE TEACHERS EDUCATION ASSOCIATION

The Board recognizes the Cheyenne Teachers Education Association, also referred to as the Teacher Unit, as the representative for a unit of employees consisting of:

- Teacher Unit
 - a. Classroom Teachers
 - b. Art, Music, and Physical Education Specialists
 - c. Title I Teachers/Specialists
 - d. Special Education Personnel
 - e. Counselors
 - f. Secondary Library/Media Specialists
 - g. Nurses
 - h. Social Workers
 - i. Teachers on Special Assignment (TOSA)
 - j. Homebound Teachers
 - k. Triad Athletic Directors
 - l. Education Specialists

- m. Instructional Facilitators
- n. Technology Integration Specialist
- o. Coordinators

WYOMING EDUCATION ASSOCIATION

The Board recognizes Wyoming Education Association as the representative for a unit of employees consisting of:

Local #1 - Transportation Unit

- a. Bus drivers
- b. Dispatchers
- c. Transportation assistants

Specialists In Education Association - Paraprofessional Unit

WYOMING PUBLIC EMPLOYEES ASSOCIATION

The Board recognizes the Wyoming Public Employees Association as the representative of a unit of employees consisting of:

Nutrition Services Unit

Custodial Unit

Technical and Support Services Unit

MEET AND CONFER UNITS

The Board recognizes representatives from the following units on a meet and confer basis for the purpose of negotiations regarding salary, fringe benefits, and other items and conditions of employment:

Administration Unit

- a. Assistant Superintendent of Instruction
- b. Assistant Superintendent of Human Resources
- c. Assistant Superintendent of Support Operations
- d. Director of Instruction
- e. Director of Special Services
- f. Director of Technology
- g. Assistant Directors
- h. Principals
- i. Associate and Assistant Principals
- j. Coordinators
- k. Finance Administrator
- l. Business Services Administrator
- m. Department of Technology Administrators
- n. Planning/Construction Administrator
- o. Human Resources Program Administrator
- p. Facilities/Risk Management Administrator
- q. School-Community Relations Administrator
- r. Transportation Administrator
- s. Nutrition Services Administrator
- t. Psychologists/Psychometrists/Psychological Technicians
- u. Nutrition Services Kitchen Managers
- v. Managers and Supervisors
- w. District Athletic/Activities Director

Membership in any union, association, or employee representative organization shall not be required as a condition of employment, promotion, or transfer by the District or by the union, association, or organization.

SALARY DETERMINATION

Salaries are determined by Human Resources based upon experience, certifications, and levels of transcript hours, and in accordance with provisions and salary schedules in employee unit negotiated agreements.

WORKERS' COMPENSATION COVERAGE

Identified employees of the District are covered by the State of Wyoming's Workers' Safety and Compensation program for injuries that occur while performing assigned duties. The identified employees are:

- Janitors, groundskeepers & maintenance workers
- Cafeteria workers
- Nurses
- Diagnostic & analytical laboratory employees
- Hazardous substance workers
- Power equipment operators
- Bus drivers
- Transportation assistants
- Workshop employees, bus mechanics, shop teachers, home economics teachers
- Educational assistants who provide services to special education students
- Federal programs which require coverage for their participants

The accident/injury must be reported immediately to your supervisor, but no later than 72 hours and a written claim must be filed within eight (8) calendar days of the incident. Claim forms must be submitted to the Risk Management Office located at 2811 House Avenue, Cheyenne, Wyoming. For information call 771-2169. You will need to notify Workers' Safety and Compensation and the Risk Management Office if you will miss more than three days of work.

Employee Unit Calendars



Administrator

July 1, 2022-June 30, 2023 (260 Days)

JULY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY
4th - Independence Day - Paid Holiday

JANUARY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY
2nd - New Year's - Paid Holiday
16th - MLK/Equality Day
Non Work Non Paid Day

AUGUST						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

FEBRUARY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEBRUARY
20th - President's Day - Paid Holiday

SEPTEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER
5th - Labor Day - Paid Holiday

MARCH						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH
30th - Spring Break - Paid Holiday
31st - Spring Break - Paid Holiday

OCTOBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER

APRIL						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL

NOVEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER
23rd - Thanksgiving break - Paid Holiday
24th - Thanksgiving Break - Paid Holiday
25th - Thanksgiving Break - Paid Holiday

MAY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY
29th - Memorial Day - Paid Holiday

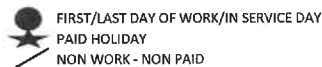
DECEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER
22nd - Christmas Break - Paid Holiday
23rd - Christmas Break - Paid Holiday
26th - Christmas Break - Paid Holiday
30th - New Year's - Paid Holiday

JUNE						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE

14 Paid Holidays
246 Work Days



Elementary Principal*

August 1, 2022-June 7, 2023 (200 Days)

JULY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY
2nd Non Work-Non Paid
16th-MLK/Equality Day
Non Work-Non Paid

AUGUST						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
1st - First contract day

FEBRUARY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEBRUARY
20th-President's Day-Non Work-Non Paid

23

19

SEPTEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER
5th-Labor Day - Non Work - Non Paid

MARCH						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH
27th-Spring Break-Non Work-Non Paid
28th-Spring Break-Non Work-Non Paid
29th-Spring Break-Non Work-Non Paid
30th-Spring Break-Non Work-Non Paid
31st-Spring Break-Non Work-Non Paid

21

18

OCTOBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21

APRIL						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL

20

NOVEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER
23rd-Thanksgiving break-No Work Day
24th-Thanksgiving Break-No Work Day
25th-Thanksgiving Break-No Work Day

19

MAY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

29th-Memorial Day-Non Work-Non Paid

22

DECEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER
19-30 Non Work-Non Paid

12

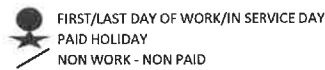
JUNE						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE

7th-Last contract day

5

200



*Triumph Principal
JH Assistant/Associate Principal
SH Assistant Principal
Elementary Assistant Principal
Curriculum Coordinator

Junior High Principal/Senior High Principal/Associate July 19, 2022-June 8, 2023 (210 Days)

JULY JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19th-First Contract Day

AUGUST August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5th-Labor Day - Non Work - Non Paid

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

23rd-Thanksgiving break-No Work Day
24th-Thanksgiving Break-No Work Day
25th-Thanksgiving Break-No Work Day

DECEMBER DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-30 Non Work-Non Paid

JANUARY JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2nd-Non Work-Non Paid
16th-MLK/Equality Day
Non Work-Non Paid

FEBRUARY FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

20th-President's Day-Non Work-Non Paid

MARCH MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27th-Spring Break-Non Work-Non Paid
28th-Spring Break-Non Work-Non Paid
29th-Spring Break-Non Work-Non Paid
30th-Spring Break-Non Work-Non Paid
31st-Spring Break-Non Work-Non Paid

APRIL APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY MAY

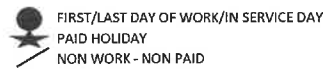
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29th-Memorial Day-Non Work-Non Paid

JUNE JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

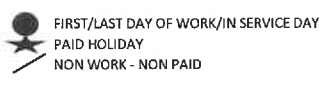
8th-Last contract day



School Psychologist

August 15, 2022-June 7, 2023 (190 Days)

	JULY		JANUARY	JANUARY																																																																																																		
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Nutrition Services Supervisor

July 25, 2022-June 16, 2023 (225 Days)

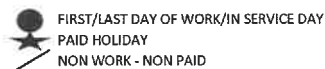
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13 Paid Holidays
212 Work Days

FIRST/LAST DAY OF WORK/IN SERVICE DAY
 PAID HOLIDAY
 NON WORK - NON PAID

Kitchen Managers August 12, 2022-June 6, 2023 (193 Days)

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ROTC CALENDAR

July 27, 2022-June 30, 2023 (220 Days)

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY
27th-First Contract Day

3

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY
2nd Christmas Break
Non Work Day
16th-MLK/Equality Day
Non Work Day

20

AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST
24th-First day of school

23

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEBRUARY
20th-President's Day-Non Work Day

19

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER
5th-Labor Day - Non paid, non work day

21

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH
27th-31st Spring Break
Non Work Days

18

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

21

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30						

APRIL

20

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER
23rd-Thanksgiving break-Non Work Day
24th-Thanksgiving Break-Non Work Day
25th-Thanksgiving Break-Non Work Day

19

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY

29th-Memorial Day-Non Work Day

22

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER
19th-30th Christmas Break
Non Work Days

12




JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE

6th-Last day of school

22

 FIRST/LAST DAY OF WORK/IN SERVICE DAY
 PAID HOLIDAY
 NON WORK - NON PAID

TRANSPORTATION ASSISTANTS AND DRIVERS

JULY 2022 - JUNE 2023 (194 DAYS)

	JULY	August	JANUARY
	Sun Mon Tue Wed Thu Fri Sat	19th In Service - PAID 22nd In Service - PAID 23rd In Service - PAID 24th First Day Of School	Sun Mon Tue Wed Thu Fri Sat
0	3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 5th Labor Day - PAID HOLIDAY	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	AUGUST	October	FEBRUARY
	Sun Mon Tue Wed Thu Fri Sat	10th NON WORK - NON PAID 27th No Classes Elementary - WORK DAY 28th NON WORK-NON PAID	Sun Mon Tue Wed Thu Fri Sat
9	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 11th Staff Development - NON WORK - NON PAID 23rd Thanksgiving Break - PAID HOLIDAY 24th Thanksgiving Break - PAID HOLIDAY 25th Thanksgiving Break - PAID HOLIDAY	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
	SEPTEMBER	December	MARCH
	Sun Mon Tue Wed Thu Fri Sat	19th Christmas Break - NON WORK-NON PAID 20th Christmas Break - NON WORK-NON PAID 21st Christmas Break - NON WORK-NON PAID 22nd Christmas Break - PAID HOLIDAY 23rd Christmas Break - PAID HOLIDAY 26th Christmas Break -PAID HOLIDAY 27th Christmas Break - NON WORK-NON PAID 28th Christmas Break - NON WORK-NON PAID 29th Christmas Break - NON WORK-NON PAID 30th Christmas Break - PAID HOLIDAY	Sun Mon Tue Wed Thu Fri Sat
22	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	January 2nd New Year's - PAID HOLIDAY 16th MLK/Equality Day - NON WORK - NON PAID 20th No Classes Secondary - WORK DAY	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	OCTOBER	February	APRIL
	Sun Mon Tue Wed Thu Fri Sat	17th Staff Development - NON WORK-NON PAID 20th Presidents' Birthday - PAID HOLIDAY	Sun Mon Tue Wed Thu Fri Sat
19	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	March 27th Spring Break - NON WORK-NON PAID 28th Spring Break - NON WORK-NON PAID 29th Spring Break - NON WORK-NON PAID 30th Spring Break - PAID HOLIDAY 31st Spring Break - PAID HOLIDAY	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	NOVEMBER	May	MAY
	Sun Mon Tue Wed Thu Fri Sat	26th Staff Development - NON WORK-NON PAID 29th Memorial Day - PAID HOLIDAY	Sun Mon Tue Wed Thu Fri Sat
21	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	June 6th Last Day Of School 7th In Service - PAID	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	DECEMBER		JUNE
	Sun Mon Tue Wed Thu Fri Sat		Sun Mon Tue Wed Thu Fri Sat
16	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

FIRST/LAST DAY OF WORK - IN SERVICE DAY
 PAID HOLIDAY
 NON WORK-NON PAID
 (13 Paid Holidays - 181 Working Days)

PARAEDUCATOR - SECONDARY

JULY 2022 - JUNE 2023 (188 DAYS)

	JULY	August		
	Sun Mon Tue Wed Thu Fri Sat	19th First Day of Work		
	3 4 5 6 7 8 9	September		
	10 11 12 13 14 15 16	2nd Early Release - WORK FULL DAY		
	17 18 19 20 21 22 23	5th Labor Day - PAID HOLIDAY		
0	24 25 26 27 28 29 30	October		
	31	10th Staff Development - NON WORK - NON PAID		
	AUGUST	27th Early Release - WORK FULL DAY		
	Sun Mon Tue Wed Thu Fri Sat	28th Jr./Sr. High Conf - NON WORK-NON PAID		
	1 2 3 4 5 6	November		
	7 8 9 10 11 12 13	11th Staff Development - NON WORK - NON PAID		
	14 15 16 17 18 19 20	23rd Thanksgiving Break - NON WORK-NON PAID		
9	21 22 23 24 25 26 27	24th Thanksgiving Break - PAID HOLIDAY		
	28 29 30 31	25th Thanksgiving Break - PAID HOLIDAY		
	SEPTEMBER	December		
	Sun Mon Tue Wed Thu Fri Sat	19th Christmas Break - NON WORK-NON PAID		
	4 5 6 7 8 9 10	20th Christmas Break - NON WORK-NON PAID		
	11 12 13 14 15 16 17	21st Christmas Break - NON WORK-NON PAID		
	18 19 20 21 22 23 24	22nd Christmas Break - PAID HOLIDAY		
22	25 26 27 28 29 30	23rd Christmas Break - PAID HOLIDAY		
		26th Christmas Break - PAID HOLIDAY		
		27th Christmas Break - NON WORK-NON PAID		
		28th Christmas Break - NON WORK-NON PAID		
		29th Christmas Break - NON WORK-NON PAID		
		30th Christmas Break - NON WORK-NON PAID		
	OCTOBER	January		
	Sun Mon Tue Wed Thu Fri Sat	2nd New Year's - PAID HOLIDAY		
	9 10 11 12 13 14 15	16th MLK/Equality Day - NON WORK - NON PAID		
	16 17 18 19 20 21 22	20th Planning Day - NON WORK-NON PAID		
19	23 24 25 26 27 28 29	February		
	30 31	17th Staff Development - NON WORK-NON PAID		
	NOVEMBER	20th Presidents' Birthday - PAID HOLIDAY		
	Sun Mon Tue Wed Thu Fri Sat	March		
	6 7 8 9 10 11 12	24th Early Release - WORK FULL DAY		
	13 14 15 16 17 18 19	27th Spring Break - NON WORK-NON PAID		
	20 21 22 23 24 25 26	28th Spring Break - NON WORK-NON PAID		
20	27 28 29 30	29th Spring Break - NON WORK-NON PAID		
		30th Spring Break - NON WORK-NON PAID		
		31st Spring Break - PAID HOLIDAY		
	DECEMBER	April		
	Sun Mon Tue Wed Thu Fri Sat	**TBD Early Release - WORK FULL DAY (subject to change)		
	4 5 6 7 8 9 10	May		
	11 12 13 14 15 16 17	26th Staff Development - NON WORK-NON PAID		
15	18 19 20 21 22 23 24	29th Memorial Day - NON WORK- NON PAID		
	25 26 27 28 29 30 31	June		
		6th Last Day of Work		

- FIRST/LAST DAY OF WORK/IN SERVICE DAY
- PAID HOLIDAY
- NON WORK - NON PAID
- EARLY RELEASE - WORK FULL DAY

9 Paid Holidays - 179 Working Days

NUTRITION SERVICES

JULY 2022 - JUNE 2023 (179 DAYS)

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August
 16th First Contract Day -ALL STAFF TRAINING
 17th Paid Extra For Hours Worked - NON CONTRACT
 18th Paid Extra For Hours Worked -NON CONTRACT
 19th Paid Extra For Hours Worked -NON CONTRACT
 22nd Paid Extra For Hours Worked -NON CONTRACT
 23rd Paid Extra For Hours Worked -NON CONTRACT
 24th First Day of School

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September
 2nd Paid Extra For Hours Worked -NON CONTRACT
 5th Labor Day - NON WORK - NON PAID

October
 10th Staff Development - NON WORK - NON PAID
 26th Paid Extra For Hours Worked -NON CONTRACT
 27th Paid Extra For Hours Worked -NON CONTRACT
 28th Paid Extra For Hours Worked -NON CONTRACT

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November
 11th Staff Development - NON WORK - NON PAID
 23rd Thanksgiving Break - NON WORK-NON PAID
 24th Thanksgiving Break - PAID HOLIDAY
 25th Thanksgiving Break -NON WORK- NON PAID

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December
 19th Christmas Break - NON WORK-NON PAID
 20th Christmas Break - NON WORK-NON PAID
 21st Christmas Break - NON PAID-NON WORK
 22nd Christmas Break - PAID HOLIDAY
 23rd Christmas Break - PAID HOLIDAY
 26th Christmas Break -PAID HOLIDAY
 27th Christmas Break - NON WORK-NON PAID
 28th Christmas Break - NON WORK-NON PAID
 29th Christmas Break - NON WORK-NON PAID
 30th Christmas Break - PAID HOLIDAY

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January
 2nd New Year's - PAID HOLIDAY
 16th MLK/Equality Day - NON WORK - NON PAID
 20th Paid Extra For Hours Worked -NON CONTRACT

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22





DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February
 17th Staff Development - NON WORK-NON PAID
 20th Presidents' Birthday - PAID DURING SPRING BREAK

March
 24th Paid Extra For Hours Worked -NON CONTRACT
 27th Spring Break - NON WORK-NON PAID
 28th Spring Break - NON WORK-NON PAID
 29th Spring Break - NON WORK-NON PAID
 30th Spring Break - NON WORK-NON PAID
 31st Spring Break - PRESIDENT'S DAY - PAID HOLIDAY

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3

-  FIRST/LAST DAY OF WORK
-  PAID HOLIDAY
-  NON WORK - NON PAID
-  Paid Extra for Hours Worked - NON CONTRACT

(8 paid holidays - 171 Working days)

April
 **TBD Early Release - Paid Extra For Hours Worked -NON CONTRACT (Subject to Change)

May
 26th Staff Development - NON WORK-NON PAID
 29th Memorial Day - PAID HOLIDAY

June
 6th Last Day Of School-Paid Extra For Hours Worked

TSS NUTRITION SERVICES WAREHOUSE

JULY 2022 - JUNE 2023 (182 DAYS)

JULY							August
Sun	Mon	Tue	Wed	Thu	Fri	Sat	24th First Day of Work
					1	2	
3	4	5	6	7	8	9	September
10	11	12	13	14	15	16	2nd Early Release - NON WORK-NON PAID
17	18	19	20	21	22	23	5th Labor Day - PAID HOLIDAY
24	25	26	27	28	29	30	October
31							10th Staff Development - NON WORK - NON PAID
AUGUST							26th Early Release - NON WORK-NON PAID
Sun	Mon	Tue	Wed	Thu	Fri	Sat	27th Parent/Teacher Conf - NON WORK-NON PAID
	1	2	3	4	5	6	28th Parent/Teacher Conf - NON WORK-NON PAID
7	8	9	10	11	12	13	November
14	15	16	17	18	19	20	11th Staff Development - NON WORK - NON PAID
21	22	23	24	25	26	27	23rd Thanksgiving Break - PAID HOLIDAY
28	29	30	31				24th Thanksgiving Break - PAID HOLIDAY
							25th Thanksgiving Break - PAID HOLIDAY
SEPTEMBER							December
Sun	Mon	Tue	Wed	Thu	Fri	Sat	19th Christmas Break - NON WORK-NON PAID
				1	2	3	20th Christmas Break - NON WORK-NON PAID
4	5	6	7	8	9	10	21st Christmas Break - NON WORK-NON PAID
11	12	13	14	15	16	17	22nd Christmas Break - PAID HOLIDAY
18	19	20	21	22	23	24	23rd Christmas Break - PAID HOLIDAY
25	26	27	28	29	30		26th Christmas Break - PAID HOLIDAY
							27th Christmas Break - NON WORK-NON PAID
							28th Christmas Break - NON WORK-NON PAID
							29th Christmas Break - NON WORK-NON PAID
							30th Christmas Break - NON WORK-NON PAID
OCTOBER							January
Sun	Mon	Tue	Wed	Thu	Fri	Sat	2nd New Year's - PAID HOLIDAY
						1	16th MLK/Equality Day - NON WORK - NON PAID
2	3	4	5	6	7	8	February
9	10	11	12	13	14	15	17th Staff Development - NON WORK-NON PAID
16	17	18	19	20	21	22	20th Presidents' Birthday - PAID HOLIDAY
23	24	25	26	27	28	29	March
30	31						24th Early Release - NON WORK-NON PAID
							27th Spring Break - NON WORK-NON PAID
							28th Spring Break - NON WORK-NON PAID
							29th Spring Break - NON WORK-NON PAID
							30th Spring Break - PAID HOLIDAY
							31st Spring Break - PAID HOLIDAY
NOVEMBER							April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	**TBD Early (subject to change)
		1	2	3	4	5	May
6	7	8	9	10	11	12	26th Staff Development - NON WORK-NON PAID
13	14	15	16	17	18	19	29th Memorial Day - NON WORK- NON PAID
20	21	22	23	24	25	26	June
27	28	29	30				5th Last Day of Work
DECEMBER							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

● FIRST/LAST DAY OF WORK/IN SERVICE DAY
★ PAID HOLIDAY

CUSTODIAL SERVICES

JULY 2022 - JUNE 2023 (260 DAYS)

	JULY	July		
	Sun Mon Tue Wed Thu Fri Sat	4th Independence Day - PAID HOLIDAY		
		27th Cheyenne Day - PAID HOLIDAY		
	3★ 4 5 6 7 8 9			
	10 11 12 13 14 15 16	August		
	17 18 19 20 21 22 23	11th Custodial In-service		
	24 25 26★ 27 28 29 30			
21	31	September		
		5th Labor Day - PAID HOLIDAY		
	AUGUST	November		
	Sun Mon Tue Wed Thu Fri Sat	23rd Thanksgiving Break - PAID HOLIDAY		
		24th Thanksgiving Break - PAID HOLIDAY		
	1 2 3 4 5 6	25th Thanksgiving Break - PAID HOLIDAY		
	7 8 9 10● 11 12 13			
	14 15 16 17 18 19 20			
	21 22 23 24 25 26 27			
23	28 29 30 31	December		
		22nd Christmas Break - PAID HOLIDAY		
		23rd Christmas Break - PAID HOLIDAY		
		26th Christmas Break - PAID HOLIDAY		
		30th New Year's - PAID HOLIDAY		
	SEPTEMBER	January		
	Sun Mon Tue Wed Thu Fri Sat	2nd New Year's - PAID HOLIDAY		
		16th MLK/Equality Day - NON WORK - NON PAID		
	4★ 5 6 7 8 9 10			
	11 12 13 14 15 16 17			
	18 19 20 21 22 23 24			
22	25 26 27 28 29 30	February		
		20th Presidents' Birthday - PAID HOLIDAY		
	OCTOBER	March		
	Sun Mon Tue Wed Thu Fri Sat	28th Custodial In-service		
		30th Spring Break - PAID HOLIDAY		
		31st Spring Break - PAID HOLIDAY		
	2 3 4 5 6 7 8			
	9 10 11 12 13 14 15			
	16 17 18 19 20 21 22			
	23 24 25 26 27 28 29	May		
21	30 31	29th Memorial Day - PAID HOLIDAY		
	NOVEMBER	June		
	Sun Mon Tue Wed Thu Fri Sat	6th Last day of school		
	1 2 3 4 5			
	6 7 8 9 10 11 12			
	13 14 15 16 17 18 19			
	20 21 22★ 23★ 24★ 25 26			
22	27 28 29 30			
	DECEMBER			
	Sun Mon Tue Wed Thu Fri Sat			
	4 5 6 7 8 9 10			
	11 12 13 14 15 16 17			
	18 19 20 21★ 22★ 23★ 24			
22	25★ 26 27 28 29★ 30 31			

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1★	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19★	20	21	22	23	24	25
26	27	28				

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29★	30★	31	

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28★	29	30	31			

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

★ PAID HOLIDAY
 / NON WORK - NON PAID
 ● IN-SERVICE TRAINING

15 Paid Holidays - 245 Working Days

TECHNICAL & SUPPORT SERVICES

JULY 2022 - JUNE 2023 (205 DAYS)

	JULY	August 2nd First Day of Work	
	Sun Mon Tue Wed Thu Fri Sat	September 5th Labor Day - PAID HOLIDAY	
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 10th Staff Development - NON WORK - NON PAID	
	AUGUST	November 11th Staff Development - NON WORK - NON PAID 23rd Thanksgiving Break - PAID HOLIDAY 24th Thanksgiving Break - PAID HOLIDAY 25th Thanksgiving Break - PAID HOLIDAY	
	Sun Mon Tue Wed Thu Fri Sat	December 19th Christmas Break - NON WORK-NON PAID 20th Christmas Break - NON WORK-NON PAID 21st Christmas Break - NON PAID-NON WORK 22nd Christmas Break - PAID HOLIDAY 23rd Christmas Break - PAID HOLIDAY 26th Christmas Break - PAID HOLIDAY 27th Christmas Break - NON WORK-NON PAID 28th Christmas Break - NON WORK-NON PAID 29th Christmas Break - NON WORK-NON PAID 30th Christmas Break - NON WORK-NON PAID	
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
	SEPTEMBER	January 2nd New Year's - PAID HOLIDAY 16th MLK/Equality Day - NON WORK - NON PAID	
	Sun Mon Tue Wed Thu Fri Sat	February 17th Staff Development - NON WORK-NON PAID 20th Presidents' Birthday - PAID HOLIDAY	
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	March 27th Spring Break - NON WORK-NON PAID 28th Spring Break - NON WORK-NON PAID 29th Spring Break - NON WORK-NON PAID 30th Spring Break - PAID HOLIDAY 31st Spring Break - PAID HOLIDAY	
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 26th Staff Development - NON WORK-NON PAID 29th Memorial Day - NON WORK- NON PAID	
	OCTOBER	June 6th Last Day of Work	
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
	NOVEMBER		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		
	DECEMBER		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
	JANUARY		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
	FEBRUARY		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		
	MARCH		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
	APRIL		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		
	MAY		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
	JUNE		
	Sun Mon Tue Wed Thu Fri Sat		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		

FIRST/LAST DAY OF WORK/IN SERVICE DAY
 PAID HOLIDAY
 NON WORK - NON PAID

11 Paid Holidays - 194 Working Days

TECHNICAL & SUPPORT SERVICES

JULY 2022 - JUNE 2023 (260 DAYS)

		JULY							July	JANUARY							
		Sun	Mor	Tue	Wed	Thu	Fri	Sat	4th Independence Day - PAID HOLIDAY	Sun	Mor	Tue	Wed	Thu	Fri	Sat	
							1	2		1	★2	3	4	5	6	7	
		3	★4	5	6	7	8	9	September	8	9	10	11	12	13	14	
		10	11	12	13	14	15	16	5th Labor Day - PAID HOLIDAY	15	16	17	18	19	20	21	
		17	18	19	20	21	22	23	November	22	23	24	25	26	27	28	
		24	25	26	27	28	29	30	23rd Thanksgiving Break - PAID HOLIDAY	29	30	31					21
21		31							24th Thanksgiving Break - PAID HOLIDAY								
		AUGUST								FEBRUARY							
		Sun	Mor	Tue	Wed	Thu	Fri	Sat		Sun	Mor	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	5	6	December				1	2	3	4	
		7	8	9	10	11	12	13	22nd Christmas Break - PAID HOLIDAY	5	6	7	8	9	10	11	
		14	15	16	17	18	19	20	23rd Christmas Break - PAID HOLIDAY	12	13	14	15	16	17	18	
		21	22	23	24	25	26	27	26th Christmas Break - PAID HOLIDAY	19	★20	21	22	23	24	25	
23		28	29	30	31				30th New Year's - PAID HOLIDAY	26	27	28					20
		SEPTEMBER							January	MARCH							
		Sun	Mor	Tue	Wed	Thu	Fri	Sat	2nd New Year's - PAID HOLIDAY	Sun	Mor	Tue	Wed	Thu	Fri	Sat	
						1	2	3	16th MLK/Equality Day - NON WORK - NON PAID				1	2	3	4	
		4	★5	6	7	8	9	10	February	5	6	7	8	9	10	11	
		11	12	13	14	15	16	17	20th Presidents' Birthday - PAID HOLIDAY	12	13	14	15	16	17	18	
		18	19	20	21	22	23	24	March	19	20	21	22	23	24	25	
22		25	26	27	28	29	30		30th Spring Break - PAID HOLIDAY	26	27	28	29	★30	★31		23
									31st Spring Break - PAID HOLIDAY								
		OCTOBER							May	APRIL							
		Sun	Mor	Tue	Wed	Thu	Fri	Sat	29th Memorial Day - PAID HOLIDAY	Sun	Mor	Tue	Wed	Thu	Fri	Sat	
								1								1	
		2	3	4	5	6	7	8		2	3	4	5	6	7	8	
		9	10	11	12	13	14	15		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22		16	17	18	19	20	21	22	
		23	24	25	26	27	28	29		23	24	25	26	27	28	29	
21		30	31							30							20
		NOVEMBER								MAY							
		Sun	Mor	Tue	Wed	Thu	Fri	Sat		Sun	Mor	Tue	Wed	Thu	Fri	Sat	
				1	2	3	4	5			1	2	3	4	5	6	
		6	7	8	9	10	11	12		7	8	9	10	11	12	13	
		13	14	15	16	17	18	19		14	15	16	17	18	19	20	
		20	21	22	★23	★24	★25	26		21	22	23	24	25	26	27	
22		27	28	29	30					28	★29	30	31				23
		DECEMBER								JUNE							
		Sun	Mor	Tue	Wed	Thu	Fri	Sat		Sun	Mor	Tue	Wed	Thu	Fri	Sat	
						1	2	3						1	2	3	
		4	5	6	7	8	9	10		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17		11	12	13	14	15	16	17	
		18	19	20	21	★22	★23	24		18	19	20	21	22	23	24	
22		25	★26	27	28	29	★30	31		25	26	27	28	29	30		22

★ PAID HOLIDAY
 / NON WORK - NON PAID

14 Paid Holidays - 246 Working Days

TSS HEARING & VISION TECHNICIANS

JULY 2022 - JUNE 2023 (178 DAYS)

JULY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August
24th First Day of Work

AUGUST						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September
5th Labor Day - PAID HOLIDAY

October
10th Staff Development - NON WORK - NON PAID
27th Parent/Teacher Conf - NON WORK-NON PAID
28th Parent/Teacher Conf - NON WORK-NON PAID

SEPTEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November
11th Staff Development - NON WORK - NON PAID
23rd Thanksgiving Break - NON WORK-NON PAID
24th Thanksgiving Break - PAID HOLIDAY
25th Thanksgiving Break - PAID HOLIDAY

OCTOBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December
19th Christmas Break - NON WORK-NON PAID
20th Christmas Break - NON WORK-NON PAID
21st Christmas Break - NON WORK-NON PAID
22nd Christmas Break - PAID HOLIDAY
23rd Christmas Break - PAID HOLIDAY
26th Christmas Break - PAID HOLIDAY
27th Christmas Break - NON WORK-NON PAID
28th Christmas Break - NON WORK-NON PAID
29th Christmas Break - NON WORK-NON PAID
30th Christmas Break - NON WORK-NON PAID

NOVEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January
2nd New Year's - PAID HOLIDAY
16th MLK/Equality Day - NON WORK - NON PAID

February
17th Staff Development - NON WORK-NON PAID
20th Presidents' Birthday - PAID HOLIDAY

DECEMBER						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May
23rd Last Day of Work

JANUARY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21

FEBRUARY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

19

MARCH						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20

APRIL						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						




20

MAY						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17

JUNE						
Sun	Mor	Tue	Wec	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

0

 FIRST/LAST DAY OF WORK/IN SERVICE DAY
 PAID HOLIDAY
 NON WORK - NON PAID

9 Paid Holidays - 169 Working Days

TSS INTERPRETERS & SLP ASSISTANTS - SECONDARY

JULY 2022 - JUNE 2023 (186 DAYS)

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August
23rd First Day of Work

September
5th Labor Day - PAID HOLIDAY

October
10th Staff Development - NON WORK - NON PAID
28th Jr./Sr. High Conf - NON WORK-NON PAID

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November
11th Staff Development - NON WORK - NON PAID
23rd Thanksgiving Break - NON WORK-NON PAID
24th Thanksgiving Break - PAID HOLIDAY
25th Thanksgiving Break - PAID HOLIDAY

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December
19th Christmas Break - NON WORK-NON PAID
20th Christmas Break - NON WORK-NON PAID
21st Christmas Break - NON WORK-NON PAID
22nd Christmas Break - PAID HOLIDAY
23rd Christmas Break - PAID HOLIDAY
26th Christmas Break - PAID HOLIDAY
27th Christmas Break - NON WORK-NON PAID
28th Christmas Break - NON WORK-NON PAID
29th Christmas Break - NON WORK-NON PAID
30th Christmas Break - NON WORK-NON PAID

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January
2nd New Year's - PAID HOLIDAY
16th MLK/Equality Day - NON WORK - NON PAID
20th Planning Day - NON WORK-NON PAID

February
17th Staff Development - NON WORK-NON PAID
20th Presidents' Birthday - PAID HOLIDAY

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March
27th Spring Break - NON WORK-NON PAID
28th Spring Break - NON WORK-NON PAID
29th Spring Break - NON WORK-NON PAID
30th Spring Break - NON WORK-NON PAID
31st Spring Break - PAID HOLIDAY

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May
26th Staff Development - NON WORK-NON PAID
29th Memorial Day - NON WORK - NON PAID

June
6th Last Day of Work

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				




FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 FIRST/LAST DAY OF WORK/IN SERVICE DAY
 PAID HOLIDAY
 NON WORK - NON PAID

Instructional Aspects And Related Issues



ACCOUNTABILITY PROGRAM

The Superintendent of Schools shall establish a program of individual school accountability. Each school shall maintain an accountability program which includes pupil performance standards, a school improvement plan, and yearly reporting of progress made in school effectiveness. Guidelines for the accountability program shall be developed by the Superintendent of Schools.

ADMINISTRATION OF MEDICATION

Laramie County School District One will provide services to administer necessary medications to students during the school day in a safe and effective manner, pursuant to the Wyoming Nurse Practice Act, Wyoming statute 33-21-154 and W.S. 21-4-310, and other statutes as applicable by law.

Safety and effectiveness of medication administration includes:

1. Definition of medications:
 - a. For the purposes of school board policy, the term "medication" is defined as all drugs which are regulated by the Food and Drug Administration (FDA) under the Federal Food, Drug and Cosmetic Act, as amended through December 31, 2004, and the Dietary Supplement and Health Education Act (DSHEA) of 1994.
 - b. Dietary supplements, herbal products, and essential oils are not regulated by the FDA for safety and dosages in children. These products will be held to the same standards as other prescription and over the counter medications in LCSD1.
 - c. Essential oils will not be applied by LCSD1 students, nurses or staff to another individual.
2. Authorization to administer medications in LCSD1
 - a. Medications may be administered to students by the school nurse or designated "friends".
 - b. An authorization and recognition of designated "friends", pursuant to the legal standard of "in loco parentis", the Wyoming Nurse Practice Act and Wyoming statute 33-21-154, and release of liability shall first be completed by the parent with legal custody or by the court-appointed guardian of the student as shown in sample Exhibit 62, Authorization for Administration of Medication and Release of Liability.
 - c. Authorization will be standardized in the Administrative Regulations.
 - d. "Friends" must attend a District standardized training program prior to assuming the responsibility for administration of medications to students.
3. Medication Administration will be standardized in the Administrative Regulations and will include, as a minimum:
 - a. Requirements for authorization to administer medications
 - b. Criteria for all medications:
 - (i) Responsibilities of School Nurses
 - (ii) Requirements for Orders from healthcare providers
 - (iii) Requirements for labeling of medications
 - (iv) Requirements for expiration dates
 - (v) Requirements for security
 - (vi) Specific requirements for herbals and supplements
 - c. Requirements for Documentation
 - d. Responsibilities and Guidelines for "friends"
 - e. Requirements for Provisions for the Self-administration of medication for potentially life threatening conditions, which conforms with W.S. 21-4-310
 - f. Requirements for Standardized Training for Medication Administration
 - g. Specific Guidelines for Implementation of Medication Administration
4. Neither the District, nor any of its personnel, shall be responsible for medicine taken by a student without the knowledge of school personnel.

- 5. Self-administration of medication for potentially life threatening conditions.
 - a. W.S. 21-4-310 requires Wyoming school Districts to permit a student to possess and self-administer asthma medication.
 - b. The District Board shall permit a student to possess and self-administer within any school of the District medication required for potentially life threatening conditions if a standardized Exhibit 62 is completed containing applicable:
 - (i) Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of medication required for potentially life threatening conditions.
 - (ii) Health care provider identification of the prescribed or authorized medication required for potentially life threatening conditions and verification of the appropriateness of the student's possession and self-administration of the medication required for potentially life threatening conditions.
 - (iii) Emergency situations that require the administration of any emergency medications including injectables (Glucagon, Epi-pens) are covered by this statute and the designation of "friends".

ETHICS IN USE OF TECHNOLOGY

It is the policy of the Laramie County School District Number One Board of Trustees to adhere to the highest standard of ethics for use of technology. Use of technology for access to local, state, national, and international networks is a privilege requiring responsible, ethical use at all times. The Administrative Regulation describes terms for students, staff, and trustees. The principal shall establish and school personnel shall enforce additional guidelines limiting or prohibiting the possession and use of portable electronic devices.

**TERMS AND CONDITIONS FOR USE OF
LCSD1 TECHNOLOGY SERVICES**

The District provides technology services to support the District mission, vision, and goals. These services are for District business; other use is prohibited. These of technology services by student, staff, and trustee is expected to comply with all applicable laws, regulations, policies, and procedures. Failure to comply may result in disciplinary action.

To ensure student and staff privacy, safety, and legal compliance, only District approved technology services (including software and online services) should be used while conducting District business. Examples include: email, gradebooks, electronic communications/collaboration, and websites. Use of unapproved technology services for District business or related activities is prohibited; regardless of the price.

District technology services are the property of the District and not guaranteed to be private. As permitted by law, the District reserves the right to monitor activities on and inspect data in or data passing through District technology services in order to assure effective and efficient operations of District and partner systems, compliance with District policy, applicable laws, regulations, rules, and procedures. Monitoring and inspection may include but not be limited to present and past activity, and data format, properties, and content while in transit or at rest. Findings may result in further actions including disciplinary action. Findings relating to or in support of illegal activities may be reported to the proper

authorities. The District will cooperate with local, state, or federal investigations concerning or relating to misuse of District technology systems.

Internet Safety

The educational value of appropriate information on the internet is substantial. However, the internet includes material that is not of educational value in a school setting.

Staff and students recognize that in compliance with applicable laws and regulations:

- The District utilizes content filters that protects against internet access by both adults and minors to inappropriate content
- The District provides training for students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response
- The District utilizes security measures to:
 - a) Restrict access by students to inappropriate matter on the internet or materials harmful to them
 - b) Provide for the safety and security of students when using email, chat rooms, and other forms of direct electronic communications
 - c) Avoid unauthorized access, including so-called “hacking,” and other unlawful online activities by students
 - d) Avoid unauthorized disclosure, use, and dissemination of personal or confidential information

Disclaimer

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

Terms and conditions are provided so that people connecting to or using District technology services are aware of the responsibilities they assume. These responsibilities include efficient, ethical, and legal utilization of the resources. Schools, department, or other units, may have additional policies, regulations, rules, or guidelines.

LCSD1 TECHNOLOGY SERVICES – Terms and Conditions

1. General
 - a. Compliance with all applicable laws, regulations, rules, policies, and procedures is expected
 - b. Use of technology services that interfere with the education of students, cause substantial disruption at the District, or is perceived as a threat/abuse of student, staff, or trustee is prohibited
 - c. General or targeted product/service advertising or political lobbying is not permitted
 - d. Users will report any known violation to school of District authorities immediately
2. Personal Safety and Privacy
 - a. Users will not disclose any personal information about themselves or any other person to unauthorized parties
 - b. Users will use only District approved software or technology services for District business or related activities
 - c. Users will not agree to meet with someone they have met online without appropriate approval

- d. Users will report all suspicious activity, including inappropriate contacts, to school or District authorities immediately
3. Illegal Activities
 - a. Users will not attempt to gain unauthorized access to the network, any computer system, or another person's account or data. (i.e. "hacking", "phishing", etc.)
 - b. Users will not intentionally attempt to disrupt or corrupt any technology service by spreading computer viruses or other means
 - c. Users will not attempt to impersonate another individual or organization
 - d. Users will not engage in any illegal activity, such as, but not limited to: illegal drug activity, fraud, illegal gang activity, gambling, or threaten the safety of a person or persons
 4. Security
 - a. Users are responsible for their individual accounts and should take all reasonable precautions to prevent other from accessing or using your accounts. Under no condition should users give passwords to other people nor post passwords in written form where they can be easily seen by others
 - b. Users will log off of lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access
 - c. Users will immediately notify school or District authorities if they have identified a possible security problem. However, testing or purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the District service desk.
 - d. Users will avoid the spread of computer viruses by enduring appropriate behavior and that any computer they use to access District technology services has up-to- date antivirus software. The user may not remove, disable or replace the District antivirus software solution on District computers for any reason
 - e. Users will not download and install unnecessary programs from the internet since most of this installs "spyware" or "malware" on the computer and hinders the performance of the computer (i.e. free apps, toolbars, email add-ons, screen savers, search engine assistants, pop-up blockers, etc.)
 - f. Users will not use software that circumvents District security protocols and protections. (i.e. VPN, proxy servers, etc.)
 - g. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic
 5. Network
 - a. All computers are to be setup and maintained with connection to the District domain for network administration and security. Removing a computer from the District domain without the District permission may be considered an act to circumvent District network security and is strictly prohibited
 - b. All wireless devices on the District network will be setup using District wireless policies. No unauthorized wireless devices are to be attached to the District network and doing so will be considered a network security breach
 - c. Non-District devices (i.e. personal devices) may be temporarily connected to the District guest wireless account which has limited and filtered access to the internet but no access to the District network
 - d. Network bandwidth is a limited resource of which must be conserved to serve all of the network needs of the District. Users must understand that the use of rich internet content (i.e. Listening to streaming audio, viewing streaming video sites, and downloading extremely large files, etc.) should not be used in a manner that impacts network use by others
 - e. Users will not modify, move or otherwise alter the physical or logical configuration or connection of any network connected device. (i.e. moving wireless access points, switches, etc.)

- f. Users will not access or control District technology devices they are not authorized to access
 - g. Users will not knowingly disable or overload any technology system intended to serve or protect the privacy or security yourself or of another user
6. Inappropriate Content
- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic form. This includes personal attacks or harassment of another person
 - b. Users will not use the District technology services to access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful content in any electronic form including audio, images, video and text
 - c. Users will not circumvent District content filters using any means in order to access inappropriate content as listed above
7. Resource Limits
- a. Users will use District technology services only for District business. Personal use of these resources is prohibited. This includes using District network resources for personal monetary gain such as operating a personal business
 - b. Users will not post or forward email "chain letters", jokes, or send annoying or unnecessary messages to others
 - c. Users will not use District email to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations
 - d. Users will not subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional development activities. Users are responsible to "unsubscribe" from undesired services
 - e. Users will not subscribe others to such services without their express consent
 - f. Users will not store personal digital content (including music, pictures, vacation videos, etc.) on District servers/resources.
8. Access and Use of Materials
- a. Users will not take the ideas or creations of others and present them as if they were their own
 - b. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy or distribute electronic resources without the appropriate permissions, documentations or citations
 - c. Users will immediately report to school authorities any website they access with inappropriate content

Users who have any questions or doubts about whether a specific activity is permissible should consult a school or department administrator, or the Office of the Director of Technology.

Loss of Access to District Technology Services

The inappropriate use of technology services can result in loss of access to District technology services and/or disciplinary action.

Indemnity

The District technology services user (if a minor, then parent of legal guardian) specifically agree(s) to indemnify Laramie County School District Number One, or any of its employees for any losses, costs, or damages, including reasonable attorney's fees incurred by Laramie County School District Number One and employees relating to, or arising out of breach of this agreement.

Changes

The District may change these and related policies and procedures from time to time. It is the responsibility of the user to stay abreast of changes posted by the District. By using the District

technology services, user agrees to be bound by and comply with these policies and procedures and applicable laws, regulations, rules, policies, and procedures.

Exceptions

Exceptions must be approved, in writing, by the Director of Technology or designee. Should the need arise, this shall be governed and interpreted in accordance with the laws of the State of Wyoming, United States of America.

Demonstration of Acceptance

With each login to the District network, users agree that they have read and agree to abide by these policies and regulations.

In addition:

1. Staff and Trustees must have signed on file with Human Resources (Exhibit 49).
 - a. Exhibit 49 is commonly known as the Acceptable Use Policy
2. Students operate under an "opt out" policy (Exhibit 50) regarding internet access.
 - b. Parents will need to send a letter (See Deny Permission Internet Use Form) requesting their child be removed from the network within two weeks of registration each school year or the student will be allowed access.

EMPLOYEE IDENTIFICATION

School safety is paramount to the Board of Trustees.

All employees shall wear District identification badges on a District issued breakaway lanyard around the neck or District issued armband while at work. Employees must independently swipe their badge when entering and exiting a school/district site for the safety and security of our staff and students. Employees of the District visiting a school are to advise the school office by checking in and wearing appropriate employee identification when they are on District-owned property. Any violation of this policy shall be reported at once to the building administrator.

STANDARDS/CURRICULUM DEVELOPMENT

The standards/curriculum for the District shall be the regular courses of study or learning activities approved by the Board of Trustees and administered through the office of the Assistant Superintendent of Instruction.

The Board is receptive to the input and expression of concerns by parents, educators, students, and patrons related to curriculum. The Board further encourages parent, student, and patron participation on curriculum committees. Stakeholders will submit input to the appropriate curriculum coordinator. Curriculum coordinators and the Division of Instruction will review, develop, and propose curriculum changes and new courses to the Assistant Superintendent of Instruction for approval. The Board of Trustees retains full authority to adopt curriculum in the District as it is recommended via the curriculum adoption process.

The Board of Trustees believes that the coordination and continuity of standards/curriculum planning is a vital part of the educative program for the District and shall continue to promote innovative programs within the confines of fiscal responsibility.

FIELD TRIPS AND EXCURSIONS

Educational trips may be arranged for instructional purposes providing the activities are aligned to district curricular units and are not unduly disruptive of the total school program.

Educational trips shall be planned and conducted using the following guidelines:

1. The teacher shall carefully align the objective of the field trip/excursion to district curricular units of study with the principal and receive the principal's approval prior to making any arrangements for the trip.
 - a. Field trips are to be designed to provide opportunities for each student to demonstrate state and local standards through extended and constructed responses.
 - b. Requests will include documentation demonstrating adequate lesson preparation, preparation which aligns to appropriate District curricula.
2. Signed parental permission is required for each student participating in the trip, including walking or bicycling excursions. Parental permission forms, as shown in Exhibit 45, must be completed for each student and will be available in each school office.
3. The teacher shall provide the parents and guardians with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when the field trip will extend beyond the school day.
4. Students shall not be permitted to leave the field trip group during the trip unless they are released to parents nor shall they be permitted to drive motorized vehicles during a trip. Students will only be released to parent(s)/guardian(s) and no one else even with written permission of the parent(s)/guardian(s).
5. The teacher should review acceptable standards of conduct with students in advance of the trip. The teacher has primary responsibility for the conduct of students. Those students who cannot be self-controlled or teacher-controlled may be excluded from field trips.
6. The teacher planning the trip will be responsible for arranging an appropriate alternative educational experience and supervision for students who do not participate in the field trip.
7. Student safety shall be a primary consideration. Safety, including potential risks, and emergency procedures, if any, must be discussed with students, parents, and chaperones. In case of a student illness or accident, one adult must remain with the student at all times.
8. Medical considerations for students:
 - a. In cases where a student requires advanced medical care or has medical issues that need to be addressed during a field trip, advanced planning of at least thirty calendar days is necessary. Communication between the teacher, school nurse and parent/guardian is required to determine the necessary accommodations required for student attendance.
 - b. During overnight trips:
 1. The school District recognizes that the parent/guardian can be immediately available for any medical emergencies if the parent/guardian accompanies students.
 2. The school District prefers that the parent/guardian accompanies a student with advanced medical needs on trips.
 - c. Special considerations to be discussed for students with advanced medical needs:
 1. Location of overnight field trip needs to be considered:
 - a) Distance to the nearest medical facility
 - b) Accessibility of phone service

- c) Response time of emergency medical services
- 2. If school nurse is asked to accompany overnight field trips, the following needs to be considered:
 - a) Coverage for the nurse's assignment can be arranged through a substitute
 - b) School nurse is available for overnight trips
- 9. In the event of an emergency situation, the teacher is responsible for notifying the principal by telephone as soon as possible.
- 10. District school buses will ordinarily be used for transportation. Commercial carriers may be used for certain trips.
- 11. Vans that seat more than 10 occupants are not to be used to transport students.
- 12. If students return from a field trip to the school after school hours, the teacher and the principal shall make provisions for their safe departure home, taking into account the age of the students and the hour.

OUT-OF-DISTRICT FIELD TRIPS

Authorized trips out-of-district involving students, excluding regularly scheduled school activities, must meet the educational objectives of the District. The trips must be carefully planned and coordinated, and shall not seriously disrupt the educational program of any students. If the proposed trip includes both male and female students, chaperones of both genders must be provided.

Requests for permission for any student or group of students to participate in out-of-District activities must be made by the teacher or sponsor.

Out-of-District field trips will generally fall into one of three categories:

1. All trips in-state and out-of-state within a one hundred and fifty mile radius will require that the request be made at least three weeks in advance. Only the building principal need approve the request. A detailed itinerary must be submitted two weeks in advance of the trip. The teacher or sponsor will submit the Student Out-of-District Activity Request Form.
2. Out-of-state trips beyond a one hundred and fifty mile radius of the District will require that the request be made at least six weeks in advance. Approval shall be received from both the building principal and the Assistant Superintendent of Instruction or designee. A detailed itinerary must be submitted four weeks in advance of the trip. The teacher or sponsor will submit the Student Out-of-District Activity Request Form.
3. Trips which involve leaving the continental United States will require the approval of the Board of Trustees. Thirty calendar days are required for approval. If fund-raising is required, see next section. The building principal is responsible for channeling the request through the Assistant Superintendent of Instruction within the required time frame. The teacher or sponsor will submit the Student Out-of-District Activity Request Form. The District's current policy provides coverage for lawsuits brought in the United States. International Travel Liability Insurance shall be purchased to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country. Medical Insurance: All employees, students, and chaperones traveling to a foreign country shall have proof of medical insurance coverage.

When District buses are to be used, a transportation request must be initiated by the sponsor.

FUND-RAISING FOR FIELD TRIPS

Trips which involve a major fund-raising project of \$2,500 or more will require that the request be made three months in advance. Approval by the Superintendent and the Board is necessary. A detailed itinerary must be submitted one month before departure.

Teachers, students, or parents shall not become involved in preparation or activity relative to a trip until after the preplanning request has been approved.

The teacher or sponsor will be notified of approval or disapproval of the initial request as soon as possible. If approved, the request for final approval will then be completed in detail and submitted to the Superintendent or designee.

When it is necessary to reschedule trips which have been approved, the three-month planning period is not applicable.

STUDENT AWARD WINNERS

An exception to this policy shall be when a student or a group of students have been elected to state office or declared winner(s) and have earned the right to represent the District or staff in regional or national activities. This would include, but not be limited to activities such as DECA, FBLA, FFA, speech/debate, etc. Sports are scheduled activities and do not need the out-of-District travel form.

They shall receive approval through the stated channels, but need not meet the time frames described, when their representation is required and time for approval is not available.

INSTRUCTIONAL PRIORITIES

The overall instructional program of Laramie County School District Number One shall emphasize continuous educational growth. District instructional programs shall be designed to meet the needs, abilities, and interests of students. Community service may be utilized as an appropriate instructional strategy within the context of an approved curriculum. In accordance with state law, the Board adopts a standards-based educational program. It is the intent of the Board that the District's program of instruction and assessments be aligned with the content standards. The curriculum shall provide a program of instruction based on and designed to enable students to meet or exceed state and District content and performance standards at levels determined by the District.

As students progress through the instructional program, priority shall be given to and emphasis placed on the demonstration of proficiency in all common core of knowledge and skills areas. Effective instruction is established when school results are achieved which meet the goals identified for each school population. The Board of Trustees directs that there be continual evaluation of instructional programs and may request periodic reports.

SCHOOL IMPROVEMENT

School improvement is a systematic process involving the school community with the purpose of improving individual student performance. Each school is to form a school improvement team as defined by the guidelines established for state accreditation. Each school shall analyze student performance data yearly, revise their plan as needed, and submit the school improvement plan on a yearly basis upon a date established by the Assistant Superintendent of Instruction. Other timelines for submissions or revisions may be designated as needed.

Laramie County School District Number One will develop a District improvement plan based on the criteria established for individual schools as specified above.

ORGANIZATION OF INSTRUCTION

The Board of Trustees is responsible for the public education of all District students in kindergarten through grade twelve.

The organization of instructional (K-12) levels in school facilities throughout the district as well as the administration of the instructional program shall be according to plans developed by the

Superintendent's staff as approved by the Board. All grade levels shall be administered through the office of the Assistant Superintendent of Instruction.

Jim Fraley, Assistant Superintendent

771-2188

Supervisory responsibility for areas of: instruction, curriculum, assessment, professional development, special education, school improvement, activities, and accountability. These functions are implemented primarily by three directors, two assistant directors, 1 MTSS administrator and nine curriculum coordinators.

- ❖ Serves in the absence of the Superintendent as Chief Administrative Officer
 - Oversees Implementation of Strategic Plan and Superintendent Charges
 - Enrollment, Registration, Boundary Waivers
 - Community Outreach
 - Long term Suspension / Expulsion
 - Board communication reports
 - Leadership development of district principals
 - Supervises three directors, MTSS administrator, and data analyst
 - Dawn Guffey, Executive Assistant to Assistant Superintendent
771-2188

Steve Newton, Director of Instruction

771-2214

- ❖ Supervises the following:
 - CTE, Science, Math, Workforce, Fine Arts (music & art), Social Studies/World Language, Physical Education, Secondary English Language Arts
 - School Leadership/Supervision: Cheyenne Virtual School & K-12 Programming, East, Johnson, Triumph
- ❖ Oversees the Following
 - Counselors Jr & High school, Secondary Libraries, Assessment, CAP, Secondary Literacy Coach
 - Accountability, Comprehensive Academic Prep
 - Homeschool curriculum requirements
 - Student Teacher Programs
 - Secondary Athletics & Activities for District
 - Curriculum Instruction and adoption for Elementary and Secondary
 - Instructional Information Systems Tech, Beth Miller
10406
771-2373 ext.
 - Administrative Assistant to Director of Instruction and MTSS 771-2255

Eric Jackson, Interim Director of School Leadership

771-2254

- ❖ Supervises the following:
 - Professional Learning – Professional Development certified and classified, Elementary Literacy
 - School Leadership/Supervision: Central, Carey, Sunrise, Prairie Wind, Anderson, Buffalo Ridge/Hebard, Pioneer Park, Bain, Dildine
- ❖ Oversees the following
 - Federal Programs
 - Consolidated Grant, Title 1, Title 1-D, Title 2, Title 3, Title 4, McKinney-Vento

- Accreditation, Charter Schools, School Improvement and Grants
 - Stacy Cenedese, Administrative Assistant to Director of School Leadership
771-2214

Amanda Hall, Interim Assistant Director of Instruction**771-2235**

- ❖ Supervises the following:
 - ELL, Elementary English Language Arts, TOSA, Elementary Library TOSA, ELA Instructional Coaches, MTSS Tier I Instruction
 - School Leadership/Supervision: South High, Alta Vista, Hobbs, Fairview/Lebhart, McCormick, Jessup, Deming/Miller, Gilchrest, Willadsen, Clawson
- ❖ Oversees the Following
 - Reading Intervention, Prekindergarten Programs, Summer School, Extended Day Programs
 - Stephanie Bogue, Administrative Assistant to Assistant Director of Instruction
771-2187

Arby Burkhardt, Director of Student Services**771-2174**

- ❖ Supervises the following:
 - District Psychologist, Pre-K Transition, Inclusion, Head Nurse
 - Asst Director of Student Services
 - MTSS Administrator
- ❖ Oversees the Following
 - Social Workers / Counselors, Psychologists, BISs (SpEd), MTSS, Nurses, Gifted & Talented
 - Federal Programs:
 - 6B Grant, 619 Federal Funding
 - Accountability –State
 - BOCES, Out of District Placement
 - Out of District Contract
 - Lisa Stephens, Administrative Assistant to Director of Student Services
771-2174

Kris Klopfenstein, Assistant Director of Student Services**771-2164**

- ❖ Supervises the following:
 - Special Education Coordinators, Elementary Day Treatment, Adolescent Day Treatment, Vision Services, Audiology, CLAS, Assistive Technology, Adaptive Physical Education, Special Education Coaches, Homebound Instruction, Educational Annex
 - School Leadership/Supervision: Cole, Freedom, Baggs, Davis
- ❖ Oversees the Following
 - Speech Pathologists/SPLAs, Occupational & Physical Therapists, CODA
 - 504 Rules and Regulations
 - Extended School Year (ESY Programs)
 - Terri Kirby, Administrative Assistant to Assistant Director of Student Services
771-2225

Matt Schlagel, MTSS Administrator - Social / Emotional Learning**771-2328**

- ❖ Supervises the following:
 - Violence Prevention, Safe and Drug Free Schools, Equity & Access, Graduation Coaches, PEEPS, McKinney Vento, Court Order Placement, Juvenile Service Center, Behavior Intervention Specialists

- ❖ Oversees the Following
 - Counselors – High School/Junior High School,
 - Foster Students – Department of Family Services Liaison
 - Graduation Coaches
 - Long term suspension Restorative Planning

Trevor Swarm, Program Administrator Data Research 771-2118

- Collect and compile data relevant to district strategic plan and day to day operations.
- Provide information based on data.
- Facilitate research within the district as well as outside research agreements.
- Support building level leadership in the use of data.

Drew Hall, Equity & Access Coordinator 771-2373 ext. 10441

- Coordinates district advocacy committees
- Coordinates district programs supporting cultural diversity

Chris Zimny, Violence Prevention Facilitator 771-2204

- Bully Investigations
- Title IX

Adam Keizer, Workforce Partnership Facilitator 771-2271

- Workforce liaison:

CURRICULUM COORDINATORS

Each coordinator is responsible for development, implementation, and evaluation of selected curriculum areas, including curriculum adoption, assessment, and curriculum integration. The following individuals are responsible for specified areas within the common core of knowledge:

- Dan Holroyd, Fine Performing Arts Coordinator 771-2105
 - Mary Marchand, Administrative Assistant, Fine Performing Arts
771-2104
- Mark Quinlivan, Social Studies / World Language Coordinator 771-2215
- Lindsey Stutheit, Vocational/Career Coordinator 771-2216
- Katie Dijkstal, Elementary Language Arts Coordinator 771-2140
- Joseph Evans, Secondary Language Arts Coordinator 771-2417
 - Connie Axness, Administrative Assistant, SS, CTEA, Lang. Arts, Workforce
771-2173
- Julie Calkins, Science Coordinator 771-2605
- Amy Kassel, Math Coordinator Secondary/Instructional Coach 771-2454
- Valerie Kerschner, Elementary Math Coordinator 771-2499
- Teresa Ross – Professional Learning Coordinator 771-2373 ext. 10442
 - Jane Lessenger, Administrative Assistant, Science, Math, W.L. 771-2455
- Laura Fowler, PEEPS – Family Engagement Facilitator 275-4394
- Alicia Goehring, ELL Coordinator 771-2170
- Denise Ryden & Jessica Jessen, McKinney Vento (Homeless) 631-3153
- Jayne Adams, Joalyne Steinhausen, Comprehensive Academic Preparations (CAP)
- Nate Munter, Juvenile Service Center
- Julia Torres, Court Ordered Placements 771-2373 ext. 10528

Coaches &TOSA

Keri Rhoden, Elementary Literacy TOSA
 Michelle Ottoes, Library TOSA
 Kylie Maloney, Elementary ELA Coach
 Shelley Hunter, Elementary ELA Coach
 Kelley Horn, Instructional Coach
 Kylie Maloney, Instructional Coach
 Kirsten Bean, Graduation Coach
 Kim Rayl, Graduation Coach

Danelle Moyte, TOSA
 Karyn Smith, Elementary ELA Coach
 Kelly Horn, Elementary ELA Coach
 Kerri Peterson, Elementary ELA Coach
 Karyn Smith, Instructional Coach
 Judi Knapp, Secondary Literacy Coach
 Julie Bloomfield, Graduation Coach
 Esther Moratzka, Graduation Coach

PARENT INVOLVEMENT

The Board of Trustees recognizes the unique role of each parent or guardian in the education of their children and the important role they play as partners in the educational process. Parents and guardian(s) are a child’s first teacher, and each is an important recipient of the District’s services.

Parents have a major responsibility role in their child’s education. When parents and guardians are actively involved in the education of their children, student performance is higher, attendance is better, and students are less likely to have discipline problems.

Families have the responsibility to emphasize the importance of students being in attendance each school day, taking studies seriously, valuing the education process, and supporting the efforts of school staff by following through with suitable learning activities at home.

Therefore, it is the policy of the Laramie County School District Number One Board of Trustees that parent involvement be encouraged and promoted throughout the organization. Each standing committee of the Board shall include members whose sole role is that of parent, and each building collaborative decision-making team shall include parents. Each content area standards/curriculum committee shall encourage parents to participate in work of those committees. Each program area shall include parents in any and all District advisory committees, and ad hoc committees formed at the District level shall include parental representation. Parent involvement in Laramie County School District #1 shall meet all federal requirements as detailed in administrative regulation.

SHARED RESPONSIBILITY FOR LEARNING

A Shared Responsibility for Learning agreement (SRL) shall be developed jointly in all schools by students, parents, and staff. These SRLs will outline how parents, staff, and students will share responsibility for promoting high student achievement. The SRL agreement will outline the complementary responsibilities for learning through a checklist of responsibilities for teachers, parents, and students. The SRL will be distributed widely through each school community (newsletters, PTO meetings, back to school night, student handbook). Parents and students will be asked to discuss the SRL at home, sign the agreement indicating receipt and review of its contents, and return the agreement to the school each year. The District will develop a process for coordinating parent involvement, providing technical assistance and other support necessary to plan and implement effective parent involvement.

A periodic evaluation of the effectiveness of parent involvement in all schools will be conducted and the findings will be used to modify parent involvement strategies as needed and for school improvement.

Title I Schools will comply with all Title I regulations by supplementing these District requirements by: a) involving parents in the development of a school parent involvement policy, b) holding at least one annual Title I parent meeting, c) offering a flexible number of meetings, and by providing information on annual evaluation of school performance, individual student performance, curriculum, and assessment.

PARENT VISITORS

While parents are encouraged to visit the school and, at designated times, classrooms of their students, certain considerations are required: The teacher's first responsibility is to the students, and the teacher will generally not be able to visit with parents during school hours. Conferences with teachers shall be arranged at a mutually agreeable time. Permission to visit shall be obtained prior to the visit so that conflicts can be avoided.

RELATIONSHIPS WITH PARENT ORGANIZATIONS

The Board is aware of the constructive role which parent-teacher groups can play in the District. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board offers these groups the full cooperation, and urges parents, teachers, and administrators to become enthusiastic participants.

Each school may set up its own form of parent-teacher organization. Before official recognition, the organizational plan and rules of operation for each parent-teacher organization must be reviewed and approved by the Superintendent or designee. The parent-teacher organization may then form committees, plan programs, study projects, and engage in other activities in accordance with Board policies.

Any fund-raising activities of school-sponsored parent-teacher organizations and their gifts to schools shall be in accordance with Board policies.

RELEASE OF STUDENTS

During school hours, students shall not be released to the custody of anyone other than a parent, court-appointed guardian, or their designee. Designation shall not be accepted by invalidated telephone calls.

Students of estranged parents shall be released only on the request of the parent who has custody of the student pursuant to court order and who is designated as parent or guardian of the student on school records. Students shall not be sent on personal errands for District personnel.

STUDENT SERVICES

The special education staff in Laramie County School District strive to work cooperatively with students, parents, staff and the community to guarantee a high-quality education in a safe and orderly environment inspiring all students to become lifelong learners and responsible and productive citizens. We implement evidence-based practices to prepare students with the skills, knowledge and independence necessary for their future endeavors. We are committed to identifying and meeting the diverse needs of each student. We deliver special education services following the rules and requirements of the Wyoming Department of Education and the federal regulations as outlined in the Individuals with Disabilities Education Act (IDEA). All students with disabilities for whom LCSD1 has educational responsibility will receive a free and appropriate public education in the least restrictive environment.

Child Find locates children with disabilities.

- **Eligibility** — The eligibility for special education services is the responsibility of qualified district staff and is completed in cooperation with parents. Each category of a disability identifies criteria which must be met prior to the delivery of special education services.
- **Eligibility Classifications** —The categories of disability include autism spectrum disorder, cognitive disability, deaf-blindness, developmental disability, emotional disability, hearing impairment including deafness, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury and visual impairment.

Special Education and Related Services

Special Education- specially designed instruction to meet the unique needs of students with disabilities.

Assistive Technology - universally designed instructional intervention strategies, technology related tools, and training to maximize the learning outcomes of students with disabilities.

Psychological Services – includes administering psychological and educational tests and interpreting information about behavior and conditions related to learning, providing psychological counseling and assisting in the development of positive behavioral interventions and strategies.

Social Work Services - assists students with school, home or community problems that influence the student's adjustment in school.

Counseling Services - assists students in making decisions affecting their education, personal adjustment and future plans.

Audiology - diagnostic and educational services for students suspected of having hearing loss including the determination for amplification or aides to promote student achievement.

Deaf/Hard-of-Hearing Services - instruction for students who are identified as deaf or hard of hearing and need individualized assistance to benefit fully from regular education programs.

Speech and Language Therapy - remedial services to students who exhibit speech/language delays or deficiencies, fluency problems or voice disorders.

Visual Impairment and Mobility Services- assists students with instructional support, accommodations, and specifically designed individual instruction to students who are visually impaired.

Intensive emotional/behavioral/social skills support - specially designed instruction for students with intensive emotional, behavioral or social skill needs which may include services provided in a least restrictive settings outside of the general education classroom within a school.

Occupational/Physical Therapy - screening, evaluation and intervention to provide access to educational environments and are designed to instruct and accommodate students with special education disabilities.

Adaptive Physical Education Program - developmental activities, recreation and sports suited to the interests, abilities and limitations of students with disabilities and to promote engaging in physical education in the least restrictive environment.

Adaptive living skills, language rich functional education and pre-vocational classes - individualized educational instruction for students with severe intellectual disabilities in a variety of least restrictive environment settings to advance the learning outcomes of students.

School Health Services – designed to promote good health, disease and injury prevention as well as school nursing services to support the needs of students with disabilities.

Specialized Transportation Services – specially designed transportation for students with disabilities who are unable to access regular transportation options due to a disability.

Transition Services - special education services for students to promote a successful transition from school to their desired post school outcome, post-secondary education, training, military or employment.

Support Services

Homebound Instructional Services - instruction for students who are absent from school for an extended period of time due to extended illness or hospitalization. Homebound services are provided in accordance with the School Board’s policies for students who are homebound.

CONTACTS

Director of Student Services.....	771-2174
Assistant Director, Student Services	771-2164
Audiology.....	771-2177
Homebound Instruction	771-2177

STAFF DEVELOPMENT

The District fully supports the ongoing training and updating of skills by employees. Professional development may consist of in-service training, assistance from supervisors and consultants, and attendance at conferences and meetings within budgetary limitations.

Employees approved for participation in a professional development activity shall receive their daily salary. Reimbursement for expenses shall be paid in accordance with the Expense Reimbursement policy in the Board Policy Manual or as agreed to in the negotiated agreement. An employee will not have to use vacation time to attend approved developmental activities.

Mandatory training, with pay, will be provided to all new nutrition service, paraprofessional, custodial, maintenance, transportation, and technical and support employees to orient them to procedures and duties related to their positions. Any employee who will be required to operate a District vehicle will be required to successfully complete a Defensive Driving Course. This certification must be renewed every three years. Also included in this course is a training in first aid.

STUDENT ACCIDENTS AND ACCIDENT REPORTS

The District does not accept responsibility for accidents or injuries to students while they are on District property or participating in school-sponsored activities or while they are on the way to or from school or bus loading stations. The District shall not assume liability for students using their own vehicles and/or walking to and from any activity within the District.

All accidents or injuries to students shall be reported at once to the building principal and the school nurse. Emergency first aid shall be provided as required. If the injury is, or may be serious, the parent or guardian shall be notified immediately and advised to seek professional treatment for the student.

An accident report form (Exhibit 66) shall be completed by the building principal, the staff member who was supervising the student at the time of the accident, or the school nurse for all reportable injuries to students, employees, or visitors. The term "visitors" includes all persons on District property, whether or not for a proper reason. A reportable injury is any injury which necessitates notification of the parent and/or medical treatment. Completed accident report forms shall be forwarded to the building principal and the office of the Head School Nurse and kept on file in the office of the Risk Management Administrator.

Accidents involving property damage only shall be reported to the Risk Management Administrator. The report shall be by telephone. If damage resulting from an accident appears likely to result in the placement of a claim by or against the District, the telephone call shall be followed by a written report.

Each principal shall also maintain a log of reportable accidents occurring on school property under their supervision and/or involving students or personnel under their supervision.

EDUCATION RECORDS

Education records and data will be treated as confidential in compliance with applicable laws and regulations including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C § 1232h; 34 CFR Part 98).

Education records are those official District files, documents, and other materials recorded in any way, including, but not limited to handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche which contain information personally identifiable and/or directly related to a student or former student and which are maintained by the District or by a person or persons directed to act for the District.

The following are not considered "education records" under FERPA- 34 C.F.R. § 99.3("Education records") (b)(1)- (b)(6)

1. records that are made by faculty and staff for their own use as reference or memory aids and not shared with anyone other than a temporary substitute;
2. records of an educational agency or institution's law enforcement unit;
3. records of employees of an educational agency or institutions that are made during the normal course of business and relate exclusively to their employment;
4. records of students 18 years or older or attending a post-secondary school that are created by professionals, such as physicians or psychiatrists, for treatment purposes;
5. records created by an educational agency or institution after an individual is no longer in attendance that do not directly relate to the individual's attendance as a student; or
6. grades on peer-graded papers before a teacher collects and records them.

Responsibility for the creation, maintenance, security, and review of education records is that of the principal of the school where the student is in attendance as well as the Assistant Superintendent of Instruction or the professional personnel designated for the treatment or remediation of specified students.

All education records maintained at the building level are not to be removed from the school except in the case of student transfer, or if the file is needed for review or reference at the Administration Building or subpoenaed by the courts. If the student record is needed out of the school building, it will be officially

checked out through the building principal or designee. The check-out information should contain the name of the student file, name of the individual checking out the file, date of check-out, reason for the removal, and date of return. All additions, deletions, and revisions are to be made to the file without removing it from the school premises.

The District shall keep confidential any personally identifiable data, information and records collected or maintained on a child with a disability, protecting the confidentiality or personally identifiable information at collection, storage, disclosure, and destruction stages. Periodic in-service training shall be provided for all appropriate personnel who may collect or use personally identifiable information. The training will include information pertaining to applicable federal and state laws and regulation in addition to District policies, procedures, expectations.

The District is to notify parents and eligible students annually of their rights under the Family Educational Rights and Privacy ACT (FERPA). The following information about students is not considered an education record and is not subject to access or disclosure rules under FERPA:

1. Handwritten notes by teachers, supervisors, school counselors, and administrators, that may be used by substitute teachers or other replacement personnel.
2. Records created by law enforcement units of schools or education agencies that are maintained separately from education records.
3. Employment records about a student who is employed by a school, education agency, or institution.
4. Information obtained about individuals after they are no longer students.

Upon request the following information shall be furnished to the parents or guardians of each student registering to attend school in the District:

1. types of education records maintained;
2. the name and position of the school official responsible for the maintenance of each type of record;
3. persons who have access to those records and the purposes for which they have access;
4. procedures of the District for reviewing and expunging records;
5. procedures for obtaining access to records;
6. procedures for challenging the content of records;
7. the cost to the parent or eligible student for reproduction of copies of records;
8. categories and use of information designated as directory information.

This information shall be provided in the principal language of the student’s home.

Education records shall include a classification known as directory information which may contain: students’ names; parents’ names; address; telephone numbers; date and place of birth; photograph; participation in recognized District activities; height and weight of members of District athletic teams; dates of attendance; awards; and school where presently in attendance. Directory information shall be available without release, but for educational purposes only. District personnel shall not release any information regarding students or other employees to unauthorized individuals or to individuals whose identity and purpose cannot be readily ascertained.

The District will provide public notice of what is considered directory information. Parent(s) and/or guardians(s) may refuse to allow the District to designate any or all of their child’s record as directory information. Parent(s) and/or guardian(s) must notify the District within ten (10) calendar days following their child’s registration in a District school.

SUSPECTED CHILD ABUSE OR NEGLECT

Any person who knows or has reasonable cause to believe or suspect that a student has been abused or neglected or who observes any student being subjected to conditions or circumstances that

would reasonably result in abuse or neglect, shall immediately report it to the child protective agency or local law enforcement agency or cause such a report to be made.

District personnel reporting suspected child abuse or neglect shall notify their building principal or designee as soon as possible. The building principal is then also responsible to make the report or cause the report to be made.

Nothing in this policy is intended to relieve individuals of their obligation to report suspected child abuse or neglect on their own behalf unless a report has already been made or will be made.

District personnel suspecting abuse or neglect may consult with the school nurse, social worker, and/or counselor regarding the situation.

If it is determined that the suspected abuse or neglect should be reported, then a report in writing shall immediately be made to the building principal and telephone contact made with the Department of Family Services. If the Department of Family Services cannot be contacted, the local law enforcement agency shall be called.

If it is necessary that an investigation be conducted on District premises by a local law enforcement agency and/or other civil agencies, the principal shall designate which school personnel may be present at the investigation. A written summary of the action shall be submitted to the principal by the employee who is present.

If the Department of Family Services requests a written summary of the suspected abuse or neglect, the principal shall use Exhibit 65 to supply the information. A summary of the information on the case shall be forwarded to the Director of Student Services as soon as possible.

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and church. Within District schools it shall remain the free choice of the individual, subject to the prohibition in the Wyoming State Constitution against imparting, exacting, or applying sectarian instruction, qualifications, or tests.

Religion influences many areas of education such as literature and history. Religion's role in will be taught objectively in accordance with district adopted curriculum and resources, or materials approved by a curriculum coordinator or supervisor of instruction.

The District and its employees shall not, while teaching about these aspects of religion, advocate openly, covertly, or by subtlety a particular religion or religious belief, or any antireligious beliefs or viewpoints.

Evaluation Of Personnel



EVALUATION OF PERSONNEL

Evaluations of District personnel place emphasis on school results, ethical conduct and on the accomplishment of District goals and objectives. District personnel shall be evaluated by their immediate supervisor using approved evaluation instruments. Remediation procedures and techniques may be used as needed for all employees. Remediation procedures and techniques are outlined more specifically in the Laramie County School District Number One Employee Evaluation Manual and in the Negotiated Agreements between the recognized representatives of each unit and the Board of Trustees.

ADMINISTRATORS

New administrators shall be evaluated at least twice each year during their first two years. All other administrators shall be evaluated annually.

TEACHERS

Initial contract teachers shall be evaluated at least twice each year of their three-year probation period. Continuing contract teachers shall be evaluated annually.

CLASSIFIED STAFF

Each classified employee of the District shall be evaluated at least annually.

RECORD KEEPING

All personnel evaluations and reports shall be placed in each employee's permanent personnel file maintained in the office of the Assistant Superintendent of Human Resources. It shall be the responsibility of the building administrator or supervisor to forward a copy of evaluation reports from the working file to the employee's permanent file.

Before any evaluation is placed in an employee's permanent file, each employee shall have an opportunity to review and sign the report. The employee shall have ten working days in which to make any written response. Responses shall be included in the permanent personnel file. If an employee refuses to sign an evaluation report, this shall be noted in the evaluation.

PERSONNEL RECORDS

A comprehensive and efficient system of secured personnel records shall be maintained in the office of the Assistant Superintendent of Human Resources.

A personnel folder for each employee, certificated and classified, shall be accurately maintained in that office. An electronic copy of each employee's personnel record shall be maintained by Human Resources. Employees of Laramie County School District Number One shall be entered into the current District payroll database using their full legal name. The District payroll database shall be the authoritative source of employee information for all District databases. It is the responsibility of the employee to promptly inform Human Resources of any employee information changes.

All personnel records of individual employees shall be considered confidential. They shall not be released for public inspection.

District employees' names and addresses shall be released only as required by the Freedom of Information Act. Information of a "directory" nature shall be released only as approved by the Board.

In addition to the application for employment and references, the folders shall contain records and information regarding compensation, payroll deductions, evaluations, and other information considered pertinent by the Assistant Superintendent of Human Resources.

Evaluations, correspondence, or other material received after initial employment making reference to an employee's competence or character shall not be placed in the personnel file of an individual without first requesting the employee to sign the document. If the employee refuses to sign the document, it shall be placed in the employee's personnel file, provided the supervisor/administrator notes the employee's opportunity to sign. After the employee receives the document, they will have ten calendar days to attach comments.

Record of any grievance procedure(s) shall be maintained separately from an employee's permanent personnel file.

Each employee shall have the right, upon written request to the Assistant Superintendent of Human Resources to review the contents of his/her own file, with the exception of pre-employment reference recommendations. The review shall be conducted in the presence of the Assistant Superintendent of Human Resources or designee.

Employees shall have the right to petition for removal of documents from their personnel files as specified in negotiated agreements between their recognized representatives and the Board.

Discipline

Staff and Students

**RESIGNATION, DISCIPLINE/DISCHARGE,
TERMINATION & DISMISSAL OF DISTRICT EMPLOYEES****RESIGNATIONS**

Resignation from any position within the District shall be in writing.

Any teacher may resign his/her position effective at the end of the school year, by giving written notice on or before May 15 of any school year, to the Superintendent, or designee, of his/her desire not to be employed by the District for the following school year, or must give at least seventy-five (75) calendar days' notice of intention to resign if resignation is prior to the end of the school year.

Any teacher who resigns from the District and does not give the required notice shall forfeit all compensation paid for unused sick leave and will not be eligible for the retention bonus, unless the school Board grants special release.

Any teacher who resigns from the District and does give the required notice, the District will pay the teacher at the daily rate of his/her annual salary for each day taught during the current school year. Resignation of certificated personnel to be effective during the school contract year shall be considered by the Board of Trustees and may be accepted for good cause.

A two week notice of resignation is requested from classified personnel.

DISCIPLINE AND DISCHARGE

Discipline and discharge of employees shall be as specified in individual negotiated agreements/contracts between the recognized representatives of the employee units and the Board. The District may dismiss any person who has been convicted of a felony as defined by W. S. 21-2-802(g).

Before discharge, the employee shall be given written (or verbal) notice of the proposed discharge and the reasons for the proposed discharge. The authorized representatives of the unit in which the employee is a member shall be notified of each termination and the reason(s) for the termination at the time the employee is notified or as soon thereafter as possible.

Any permanent classified employee, or recognized representative acting on the employee's behalf, who considers that the employee has been discharged without proper cause shall appeal the discharge in accordance with the procedures of the grievance process.

All recommendations for termination will be approved by the Assistant Superintendent of Human Resources before any termination is finalized. Recommendation for termination will be documented on the District "Request for Personnel Action" (FORM #421).

TERMINATION OF CERTIFICATED EMPLOYEES

Termination of the employment of certificated personnel shall be effective at the end of the school contract year. Notice of termination of employment of certificated personnel, excluding administrators, shall be given no later than April 15.

An initial contract teacher who has taught in the District continuously for a period of at least ninety days shall be hired on an annual basis and shall be notified in writing of the reasons for termination, if such is the case, no later than April 15 of each year. An initial contract teacher's employment may be terminated for any reason not specifically prohibited by law. An initial contract teacher shall not be entitled to a hearing.

DISMISSAL OF CERTIFICATED EMPLOYEES

Pursuant to W. S. 21-7-110, the dismissal from employment of certificated personnel prior to the ending of a contract year shall be made for incompetency, neglect of duty, immorality, insubordination, unsatisfactory performance, or any other good and just cause approved by the Board or on the recommendation of the Superintendent.

Before dismissal, the employee shall be given notice in writing of the recommendation and the reason(s) for the dismissal. Notice shall be delivered by the Superintendent or a member of the Board of Trustees.

Any continuing contract teacher or certificated employee, other than an initial contract teacher, receiving notice of a recommendation of termination or against whom dismissal or suspension proceedings are begun is entitled to a hearing before an independent hearing officer on the recommendation or the reasons for dismissal, termination or suspension, upon submission of a written request to the Superintendent. The request for hearing shall be given within seven days after receipt of notice.

An initial contract teacher may be dismissed for any reason not specifically prohibited by law. An initial contract teacher shall not be entitled to a hearing.

SECLUSION, RESTRAINT, FORCIBLE PHYSICAL CONTACT AND CORPORAL PUNISHMENT, WITH STUDENTS

It is the policy of Laramie County School District Number One to regulate the use of seclusion and restraint with students pursuant to W.S. §21-2-202(a) (xxxii), W.S. §21-3-110(a) (xxx) and Chapter 42 of the Wyoming Department of Education Rules.

- A. **Seclusion** – Laramie County School District Number One shall limit the use of seclusion to seclusion of students from the learning environment. The District does not condone the use of enclosed isolation rooms and prohibits the use of locked seclusion.
- B. **Restraint and Forcible Physical Contact with Students** in Laramie County School District Number One shall be limited to cases of ensuring the safety of students, self-defense, or defense of other students. Only such force shall be used as is reasonable to defensive ends, When behavior requires that a District employee forcibly hold, move, or seat a student, the action shall be taken only with sufficient force to accomplish the purpose of restoring a learning environment. All incidents requiring forcible restraint or forcible physical contact with a student shall be carefully and completely documented,
- C. **Corporal Punishment** - The use of corporal punishment in Laramie County School District Number One is prohibited.

DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM

In order to provide for a drug/alcohol free workplace, and to comply with the Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq., Laramie County School District Number One shall implement a drug and alcohol testing program supported by an Employee Assistance Program (EAP). This policy shall cover all employees of the District.

The purpose of this policy is to enhance and protect the health, safety, and welfare of students and employees of the District; and to ensure to the greatest extent possible that the schools and other places of work within this District are drug/alcohol free. The Employee Assistance Program is intended to assist employees who are identified as having a drug and/or alcohol abuse problem. It is the express intention of this policy to ensure to the greatest extent possible that employees of the District do not have a detectable level of alcohol or any controlled substance, as defined in the following administrative regulations, in his/her body while performing duties for the District.

No employee shall unlawfully manufacture, use, possess, distribute, or dispense controlled substances while performing duties for Laramie County School District Number One. Furthermore, no employee shall have a detectable presence of alcohol or any controlled substance (as defined in W. S. 35-7-1001 et seq.) in his/her body while performing duties for the District.

Administrators/supervisors must submit their recommendations for reasonable cause drug/alcohol testing to the Superintendent or designee for approval. Only the Superintendent or designee may authorize reasonable cause drug/alcohol testing.

DISCIPLINE

Discipline shall mean the control of behavior necessary to accomplish District goals and objectives. The specific nature of discipline to be used in the District shall be gauged by the expectancy it may have in the attainment of the goals and objectives while keeping school safe and conducive to learning.

Effective operation of the schools requires essential rules and regulations of conduct. District Discipline Matrices shall be used to provide guidance for disciplinary consequences. Students, parents, and District personnel are encouraged in cooperative efforts to assure support for the rules and regulations.

Building teachers and administrators will meet a minimum of once a year to review or revise the discipline matrices.

HARASSMENT, SEXUAL DISCRIMINATION/HARASSMENT, INTIMIDATION, BULLYING, AND OTHER FORMS OF VIOLENCE
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The Board of Trustees is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, in order to provide the opportunity for maximum achievement for all students.

Prohibition of Harassment and Discrimination. LCSD#1 prohibits harassment, intimidation, bullying, and other forms of violence. The District further prohibits harassment and/or discrimination of students or by students, employees and others at school on the basis of race, color, gender, religion, national origin, disability, or sex.

Prohibition of Title IX Sexual Discrimination/Harassment. LCSD#1 prohibits any discrimination on the basis of sex in its education programs or any activity that it operates, including in employment. Title IX Sexual Harassment is addressed separately in **Chapter 8, Title IX Sexual Harassment Administrative Regulation]** The LCSD#1 Title IX Coordinator is designated to oversee compliance with all aspects of Title IX Sexual Harassment and may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2159; TitleIX@laramie1.org. Title IX Sexual Harassment is implemented separately as outlined in LCSD#1 Administrative Regulations.

Harassment, Intimidation, Bullying, or Other Forms of Violence

The District prohibits any form of harassment, intimidation, bullying, or violence on school property, in a school bus or other school related vehicle, at a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child. Harassment, intimidation, bullying, or violence may occur adult to student, student to adult, student to student, male to female, male to male, female to male or female to female.

The District shall investigate all reports or complaints of harassment, sexual harassment, intimidation, bullying, and violence, either formal or informal, verbal or written, in a prompt, thorough, and impartial manner. A statement about the disposition of the report or complaint will be developed and appropriately communicated. The District shall take disciplinary action against any student or school personnel found to have violated this policy.

The LCSD#1 Violence Prevention Facilitator is designated to oversee compliance with all aspects of the Harassment, Intimidation, Bullying, and Other Forms of Violence policy and may be reached at the District Administration Building, 2810 House Avenue, Cheyenne, WY 82001, (307) 771-2204, email: violenceprevention@laramie1.org.

The Harassment, Intimidation, Bullying, and Other Forms of Violence policy is implemented as outlined in LCSD#1 Administrative Regulations.

Confidentiality

If a complainant and/or alleged target does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the complainant and/or alleged target may make such a request to the building principal, who shall evaluate that request in light of the duty to provide a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in District activities. Note that the District's ability to remedy and respond to a reported incident may be limited if the complainant and/or alleged target does not want the District to proceed with an investigation and/or the resolution.

Retaliation

The District shall discipline any individual who retaliates against an individual who reports alleged harassment, intimidation, bullying, or violence, or an individual who testifies, assists, or participates in an investigation or proceeding relating to a complaint or report under this policy.

Retaliation includes, but is not limited to, any form of intimidation, harassment, threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to this policy.

False Allegations

Any student or employee who is found to have made a knowing, deliberate, or false accusation, statement, report, or formal complaint or who has otherwise provided false information in the grievance process will be dealt with through appropriate discipline procedures.

DEFINITIONS

1. Harassment, Intimidation or Bullying. Any gesture, any electronic communication or any written, verbal or physical act initiated, occurring or impacting the school environment that a reasonable person under the circumstances should know will have the effect of:
 - a. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
 - b. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - c. Creating an intimidating, threatening, or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Constitutionally-protected speech, including reasonable expressions of academic, religious, or political viewpoints appropriate to the setting, may not form the basis of a finding of harassment, intimidation, or bullying unless it is sufficiently serious so as: 1) to cause substantial disruption in, or substantial interference with, the orderly operation of the school; or 2) limit or deny a student's ability to participate in or benefit from an educational program.

In the case of bullying, the following three criteria must also be met:

- a. Must be intentional action meant to harm,
 - b. Must be repeated behavior over time, and
 - c. Must have a power imbalance where a student or group of students have a hard time defending themselves.
2. Cyber-bullying. Cyber-bullying involves sending or posting messages or images using electronic media, including but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal web sites, social networking sites and online personal polling sites or journals, or other technology to support harassment, intimidation, bullying, or other forms of violence.
 3. Other forms of Violence. Violence may also include but is not limited to the following:
 - a. Physical Fight. A mutual act of aggression between persons.
 - b. Battery. A person is guilty of battery if he/she intentionally causes bodily injury to another person by use of physical force.
 - c. Assault. A person is guilty of simple assault if, having the present ability to do so, he/she unlawfully attempts to cause bodily injury to another.
 - d. Terrorist Threats
 4. Retaliation. Retaliation includes, but is not limited to, any form of intimidation, harassment, threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to the District's Harassment, Intimidation, Bullying, and Other Forms of Violence policy and this administration regulation.
 5. School. School includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Title IX Administrative Regulation for Personnel

Prohibition of Sexual Discrimination/Harassment: LCSD#1 prohibits any discrimination on the basis of sex in its education programs or any activity that it operates, including in employment, and it is required by Title IX not to discriminate in such a manner.

Title IX Coordinator: LCSD#1's Title IX Coordinator is designated and authorized to oversee compliance with all aspects of the District's Title IX Sexual Harassment policy. Inquiries about the application of Title IX to LCSD#1 may be referred to: 1) the Title IX Coordinator, who may be reached at the District Administration Building, 2810 House Ave., Cheyenne, WY 82001, (307) 771-2159; TitleIX@laramie1.org; or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.¹

The contact information for the Title IX Coordinator is available on the District's website: www.laramie1.org.

I. DEFINITIONS

1. Actual Knowledge means notice of sexual harassment or allegations of sexual harassment to 1) the Title IX Coordinator; 2) any school employee; or 3) any District official who has authority to institute corrective measures on behalf of the District. This standard is not met when the only employee or official with actual knowledge is the respondent.
2. Complainant means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.
3. Deliberate Indifference means failure to respond to discrimination based on sex reasonably in light of known circumstances.
4. Education Program or Activity includes location, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including but not limited to on school premises, a school bus or other school related vehicle, a school bus stop, an activity, or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the student.
5. Formal Complaint means a document filed by a Complainant or their parent/guardian or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the LCSD#1's education program or activity. The phrase "documentation filed by a Complainant" means a document or electronic submission (such as email or through (portal)) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.
6. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

¹ Previously, the District was required to notify students and employees of the Title IX Coordinator's contact information. Now LCSD#1 must also notify applicants for employment, parents, or legal guardians of elementary and secondary students of the name or title, official address, email address, and telephone number of the Title IX Coordinator.

7. Retaliation means intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstance as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.
8. School Official means a building level administrator (principal or assistant principal) or a central office administrator.
9. Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:
 - a. A LCSD#1 employee conditioning the provision of an aid, benefit, or service of LCSD#1 on an individual's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the LCSD#1's education program or activity; or
 - c. "Sexual assault" (as defined by the Clery Act²), and "dating violence", "domestic violence", or "stalking" (as defined in the Violence Against Women Act³) as set forth below:
 - i. "Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. "Dating violence" means violence committed by a person—
 - 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1) The length of the relationship.
 - 2) The type of relationship.
 - 3) The frequency of interaction between the persons involved in the relationship.
 - i. "Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

² Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, 20 U.S.C. §1092(f) (2018)

³Violence Against Women Act. (2014, October 20). 34 U.S.C. 12291 et seq. (formerly codified at 42 U.S.C. 13925)

- ii. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 1) fear for his or her safety or the safety of others; or
 - 2) suffer substantial emotional distress.
 - 3) For The purpose of this definition:
 - a) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
10. Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the LCSD#1's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or LCSD#1's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. LCSD#1 must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of LCSD#1 to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

II. GRIEVANCE PROCEDURES

1. Reporting Allegations of Sexual Harassment

Any person may report sexual harassment, regardless of whether the person is the alleged victim of the reported conduct.

To Whom:

- a. A School Official, teacher or other LCSD#1 employee may receive oral or written reports of sexual harassment at the building level. Any teacher or employee who receives a report of sexual harassment under this policy shall immediately inform a School Official.
- b. Any teacher or employee who observes or has knowledge that a student is the victim of sexual harassment shall report to a School Official.
- c. If the complaint involves a School Official, the report may be made directly to the District's Title IX Coordinator.
- d. Complaints may also be directed to LCSD#1's Title IX Coordinator in person, by mail, by telephone, or by email, at the District Administration Building 2810 House Ave., Cheyenne, WY 82001, (307) 771-2159, TitleIX@laramie1.org. Such report may be made at any time (including non-business hours) by using the Title IX Coordinator's telephone number or email address.

- e. Individuals experiencing sexual harassment or discrimination also have the right to file a formal grievance with the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.
 - f. An anonymous report may be made by utilizing the Safe to Tell link on the District's website, or at <https://www.safe2tellwy.org/>
2. **Formal Complaint.** A complainant or their parent/guardian may file a formal complaint with the Title IX Coordinator as outlined above. A third party may not file a formal complaint; however, the Title IX Coordinator may also sign a formal complaint, triggering an investigation. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.
 3. **Anonymity:** Irrespective of whether a report of sexual harassment is anonymous, or the reporter does not wish for their name to be shared or does not wish for an investigation to take place, the District is deemed to have actual knowledge of sexual harassment or allegations of sexual harassment in an education program or activity and must respond promptly. On the other hand, if LCSD#1 cannot identify any of the parties involved in the alleged sexual harassment based on the anonymous report, then a response that is not clearly unreasonable under light of these known circumstances will differ from a response under circumstances where LCSD#1 knows the identity of the parties involved in the alleged harassment, and LCSD#1 may not be able to meet its obligation to, for instance, offer supportive measures to the unknown complainant.

III. DISTRICT RESPONSE

1. **General Response:**

LCSD#1 will investigate formal complaints alleging sexual harassment in a prompt, thorough, and impartial manner that is not deliberately indifferent, and shall take disciplinary action against any student or school personnel found to have violated this policy. The District is committed to providing a balanced and fair process to resolve complaints of sexual harassment so that everyone – complainants, respondents, and the entire school community – is treated in a non-discriminatory manner. In this regard, LCSD#1 shall:

 - a. Offer supportive measures to a complainant and follow the Grievance Procedure as set forth in this policy before imposing any disciplinary consequences or sanctions on the respondent.
 - b. Require an objective evaluation of all available evidence, both inculpatory and exculpatory, and prohibit credibility determinations based on a party's status as complainant, respondent, or witness.
 - c. Require that any person designated as a Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal process not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent. LCSD#1 shall be solely responsible for designating the Title IX Coordinator, investigators, decision-makers, and any person designated to facilitate an informal process.
 - d. Require that throughout the investigation and until a determination has been made at the conclusion of the grievance process, it shall be presumed that the respondent is not responsible for the alleged conduct.

- e. Conclude the grievance process in reasonably prompt time frame, absent extenuating circumstances based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, the need for language assistance or accommodation needs) with written explanation to both parties explaining the reason for delay.
2. Title IX Coordinator Initial Response: Upon receipt of a report of sexual harassment, the Title IX Coordinator will promptly contact the complainant (alleged victim) to a) discuss the availability of supportive measures; b) consider the complainant's wishes with respect to supportive measures; c) inform the complainant of the availability of supportive measures with or without filing a formal complaint; and d) explain the process for filing a formal complaint.
 3. Emergency Removal/Administrative Leave:
 - a. Student Respondent: A student respondent may be removed from the education program or activity on an emergency basis, provided that LCSD#1 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, LCSD#1 will provide the respondent with notice and an opportunity to challenge the decision immediately after the removal.
 - i. Emergency removal does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act.
 - b. Employee Respondent: An employee respondent may be immediately placed on administrative leave as provided under LCSD#1 Board Policy and Wyoming law.

IV. FORMAL COMPLAINT PROCESS

1. Written Notice: Upon receipt of a formal complaint, LCSD#1 will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice will include:
 - a. Notice of the grievance process.
 - b. Notice of the allegations in sufficient details (i.e. names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response.
 - c. A statement that the respondent is presumed not responsible for the alleged conduct and that responsibility will be determined at the conclusion of the grievance process.
 - d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
 - e. Notice of the provision in this policy that prohibits knowingly making false statements or providing false information in the grievance process.

If, in the course of the investigation, LCSD#1 decides to investigate allegations about the respondent or complainant that were not included in the original written notice, notice of the additional allegations will also be provided in writing to the known parties.

2. Dismissal: LCSD#1 will investigate the allegations in a formal complaint.
 - a. However, the complaint shall be dismissed if the allegations:

- i. would not constitute sexual harassment as defined in this policy, even if proved.
 - ii. did not occur in LCSD#1's program or activity; or
 - iii. did not occur against a person in the United States.
 - b. The complaint may be dismissed if:
 - i. The complainant notifies the Title IX Coordinator at any time during the investigation that he or she wishes to withdraw the complaint or any allegation in the complaint.
 - ii. The respondent's enrollment or employment ends; or
 - iii. The specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or any allegation (i.e.-passage of several years between a formal complaint and the alleged conduct or a complainant ceasing to cooperate with the grievance process).
 - c. In the event of dismissal, LCSD#1 may investigate the allegation/s as a violation of any other applicable code of conduct.
3. Consolidation: LCSD#1 may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
4. Investigation
 - a. By Whom
 - i. All reports of sexual harassment, false reporting, or retaliation shall be processed by the Title IX Coordinator.
 - ii. An impartial and trained investigator shall conduct the investigation into the allegations and draft an investigative report.
 - b. Burden of Proof
 - i. The burden of proof and gathering of evidence rests on LCSD#1, not the parties.
 - ii. In its investigation, LCSD#1 cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional which are made and maintained in connection with treatment to a party, unless LCSD#1 obtains that party's (or the party's parent's) voluntary, written consent to do so.
 - c. Parties' Rights
 - i. Each party will have an equal opportunity to present witnesses and evidence during the investigation process.
 - ii. LCSD#1 does not restrict the ability of either party to discuss the allegations under investigation and to gather and present relevant evidence.
 - iii. The parties may have others present during interviews or other related meetings or proceedings, including an advisor of their choice who may but is not required to be an attorney. The advisor's role will be limited to acting as an advisor to the party; the advisor will not be allowed to participate in the interview, related meeting or proceeding, or otherwise question parties or witnesses, nor will the advisor be

allowed to interrupt or interfere with questions asked by the investigator(s).

- iv. A party whose participation is invited or expected will be provided written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time to allow the party to prepare to participate.
- v. Both parties and their advisors, if any, will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in formal complaint, including evidence on which LCSD#1 does not intend to rely and any exculpatory (evidence that tends to show the respondent did not commit the alleged sexual harassment) or inculpatory (evidence that tends to show the respondent did commit sexual harassment) evidence from any source. This evidence will be provided to the parties at a time as determined by the investigator but prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response. The investigator must consider each party's written response prior to completing the investigation report:

d. Investigative Report

- i. The LCSD#1 investigator will prepare a written Investigative Report that fairly summarizes the relevant evidence and provide the report to the parties and their advisors, if any, for their review and written response, at least ten (10) school days prior to a determination of responsibility.

5. Determination regarding responsibility

- a. Decision-Maker: Following the investigation process, an impartial decision-maker designated and trained by, or training credentials confirmed by, LCSD#1, shall make a determination regarding responsibility. The decision-maker cannot be the investigator or the Title IX Coordinator.
- b. Questions by Parties: After having sent the Investigative Report to the parties, but before reaching a determination regarding responsibility, each party shall have the opportunity to submit written, relevant questions that the party wants asked of another party or witness, provide each party with the answers, and provide for limited follow-up questions. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. The decision-maker shall set reasonable deadlines for submission and response to questions.
- c. Standard of Evidence: In reaching a determination of responsibility, the decision-maker shall apply the preponderance of evidence standard ("it is more than likely than not that sexual harassment occurred").
- d. Written Determination: The decision-maker shall issue a written determination of responsibility simultaneously to both parties that:
 - i. Identifies the allegations that potentially constitute sexual harassment.
 - ii. Describes the procedural steps taken from receipt of the complaint through the determination.
 - iii. Includes findings of fact supporting the determination.
 - iv. Includes conclusions regarding application of this policy and administrative regulation to the facts.

- v. Includes a statement of, and a rationale for, the result as to each allegation, including
 - 1) a determination of responsibility;
 - 2) any disciplinary sanctions; [the decision-maker may not have authority under Wyoming law to impose certain sanctions but in that case, will make a recommendation as to sanctions to those with legal authority]
 - 3) whether remedies to restore or preserve equal access to LCSD#1's education program or activity will be provided to the complainant.
- vi. Sets forth the procedures and bases for the parties to appeal.

V. APPEALS

1. Right to Appeal: Each party shall be offered the right to appeal: 1) from a determination regarding responsibility; and 2) from LCSD#1's dismissal of a formal complaint or any allegations contained therein, on the following limited bases:
 - a. Procedural irregularity that affected the outcome of the matter.
 - b. New evidence that was not available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, investigator (s), or decision-makers(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

No right to appeal exists with respect to remedies, sanctions, or for any other reason not set forth above.

2. How to Appeal: Within ten (10) school days from the date of the written determination, any party who wishes to file an appeal must provide written notice of appeal to the Title IX Coordinator, who may be reached at the District Administration Building, email address (TitleIX@laramie1.org); 2810 House Ave., Cheyenne, WY 82001.
 - a. The written notice of appeal shall indicate whether the appeal is from a determination of responsibility or dismissal of a complaint and include the basis as set forth above upon which it is relying for the appeal.
3. District Action on Notice of Appeal: Upon receipt of a written notice of appeal, the Title IX Coordinator will notify the other party in writing that an appeal has been filed. A different decision-maker than the one who reached the determination of responsibility or dismissal shall be assigned to make a determination on the appeal.
4. Parties' Rights: Within ten (10) business days from notification of the other party that an appeal was filed, each party may submit a written statement in support of, or challenging, the outcome.
5. Determination of Appeal: Within ten (10) school days of receipt of the parties' written submissions, the appeal decision-maker will issue a written decision describing the result of the appeal and the rationale for the result.

VI. REMEDIES/SANCTIONS

1. After a determination of responsibility has been made against a respondent, the Title IX Coordinator shall coordinate implementation of remedial action for the complainant

and disciplinary action against the student respondent, under the guidance of the District's policies and procedures. The Superintendent or designee shall be responsible for imposing disciplinary sanctions against an employee respondent.

2. Remedies for Complainant: The remedies for the complainant will be determined on a case-by-case basis and may include the same actions as described as supporting measures.
3. Disciplinary Sanctions against Respondent
 - a. Student Respondent: The range of disciplinary sanctions against a student respondent following a determination of responsibility will depend on the severity, and the age level but may include suspension or expulsion. All discipline taken shall remain at the full discretion of LCSD#1 and in accordance with LCSD#1 policy, LCSD#1's student handbook, and all applicable law.
 - b. Employee Respondent: Disciplinary sanctions against an employee respondent will be imposed in accordance with LCSD#1 policy and all applicable law. A determination of responsibility against an employee respondent will be considered "good and just cause" for suspension, termination, or dismissal.

VII. INFORMAL RESOLUTION

1. Right to Informal Resolution: After a formal complaint is filed, and at any time prior to reaching a determination regarding responsibility, LCSD#1 may facilitate an informal resolution process such as mediation, that does not involve a full investigation and determination of responsibility, if:
 - a. Both parties are provided written notice of:
 - i. the allegations;
 - ii. the requirements of the informal resolution process, including circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - iii. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
 - b. Both parties provide voluntary written consent to the informal resolution process.
2. Right to Withdraw: At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
3. Not Available for Employee Respondent. Informal resolution is not available to resolve allegations that an employee sexually harassed a student.

VIII. RETALIATION

1. Retaliation Prohibited: Neither LCSD#1 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 or proceeding under this policy.
2. Confidentiality: LCSD#1 is required to keep as confidential the identify of any individual who has made a report or complaint of sex discrimination, including any individual who

has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by law, or to carry out the purposes of this policy, including the conduct of any investigation.

3. Complaints of Retaliation: Complaints alleging retaliation may be filed using the procedures set out in this policy.

IX. FALSE ACCUSATIONS OR STATEMENTS

A false accusation of sexual harassment and/or any false statement or providing false information in the grievance process under this policy can have a serious detrimental effect on innocent parties. 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 the disciplinary sanctions outlined above. A determination that a respondent is not responsible for alleged sexual harassment under this policy after investigation does not equate to a false accusation, if the claim is made in good faith.

X. REPORTS/COMPLAINTS TO LAW ENFORCEMENT AUTHORITIES

Where there is reasonable suspicion that the allegation of sexual harassment involves criminal activity, the appropriate law enforcement agencies will be immediately contacted. Under certain circumstances, sexual harassment may constitute child abuse or neglect under WYO.STAT. §§ 14-3- 201 et seq. as amended. In such situations, LCSD#1 shall comply with the reporting requirements contained therein. In the event that law enforcement agencies become involved, LCSD#1 will complete its investigation and render its written findings in accordance with its policies and procedures and independent of the law enforcement agencies disposition of the case.

XI. 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, the scope of the LCSD#1's education program or activity, how to conduct an investigation and grievance process, including appeals and informal resolution processes, as applicable, 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.

LCSD#1 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.

XII. RECORDS

LCSD#1 will maintain for a period of seven (7) years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, and disciplinary sanction imposed on the respondent, and any remedies provided to the complainant.
2. Any appeal and the result therefrom.
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These training materials will also be available on the LCSD#1 website.

Miscellaneous



ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act, Environmental Protection Agency, 40 CFR Part 763.84C⁸, employees of the District are hereby notified of the presence of asbestos containing materials within buildings owned and operated by this District. For additional information call 771-2381 or come to the Facilities or Risk Management Office located at 3520 Maxwell Avenue, Cheyenne, Wyoming.

CRISIS PREVENTION

Students in crisis who are in imminent danger must be dealt with immediately. The following set of procedures are to be utilized:

ACUTE EMERGENCY SITUATION

In the event of an attempt to cause physical harm to self and/or immediate threat of serious physical violence to others:

1. Immediately dial 911 for assistance. Police/sheriff's office, ambulance, and Peak Wellness Center.
2. Contact principal or designee and another crisis team member (see paragraph 2 under activities).
3. Contact parent or guardian.
4. Principal will notify Superintendent's office.
5. Initiating staff or building crisis team member will complete the Crisis Report (Exhibit 71). This report will be filed with the Director of Student Services.

EMERGENCY SITUATIONS

If signs are present of an impending crisis:

1. The initiating staff member will contact the principal or designee and another crisis team member.
2. Contact parent or guardian immediately to inform them of current situation. Advise them of courses of action and tell them what services are available.
3. If the team determines that the student must be taken to an agency outside the school and the parents cannot transport, the crisis team will coordinate transportation for the student.
4. If the parent refuses to allow a referral, and the crisis team and principal determine there is a serious intent to harm self or others, one or more of the following agencies shall be contacted for a possible emergency detention or examination:
 - a. City Police Department or Sheriff's Office
 - b. Peak Wellness Center
 - c. Department of Family Services (referral, if appropriate)
5. Initiating staff or building crisis team will complete the Crisis Report (form 368). This report will be placed in the student's cumulative folder.

ACTIVITIES

1. Each building will appoint a crisis team.
2. The team may consist of, but not be limited to: (a minimum of three persons must be involved.)
 - a. Principal or designee
 - b. Counselor
 - c. School nurse
 - d. Psychologist/psychometrist
 - e. Social worker
 - f. Teacher(s)

- 3. Duties of the crisis team shall include:
 - a. Assist in interviewing students with possible crisis issues when appropriate.
 - b. Notify parents in all cases when the Crisis Report Form is completed.
 - c. Complete Crisis Report when appropriate and file in student’s cumulative folder.
 - d. Provide inservice to staff and/or students concerning crisis prevention/intervention.
- 4. Each building will develop and be ready to implement a crisis plan.
- 5. Develop a post-crisis plan to deal with the building environment and all building personnel.

EMERGENCY PLANS/EMERGENCY CLOSINGS

EMERGENCY PLANS

Planning for emergencies and disasters is essential to the safety of students and personnel should a threat to their safety arise. The Superintendent shall develop, implement, and maintain plans for dealing with emergency situations such as fire, civil disturbance, and natural disasters. District Emergency Plans shall be coordinated with local civil defense plans.

EMERGENCY COMMUNICATIONS

Due to the possibility that employees may be called upon to provide emergency services on behalf of District students, each employee shall have, whenever possible, ready access to a telephone or other means of communication.

Communication with the media during a crisis situation is directed by the Superintendent/designee or civil authorities. In the event of a crisis where employees’ or students’ health or safety may be in jeopardy, media will not be allowed access to school property until it is ascertained by the Superintendent/designee or civil authorities that there is no longer an emergency situation.

EMERGENCY CLOSINGS

The Superintendent or designee is empowered to close school or dismiss school in the event of emergency conditions which threaten the health, safety, or welfare of students or personnel. Emergency closures may also be pursuant to regulations of the State Board of Education or to Presidential or Gubernatorial executive orders.

In order that school closings do not result in fewer days of school operation than are required annually by the Wyoming Department of Education regulations, make-up days may be required.

Decisions regarding school closing or other emergency actions shall be made on the basis of all available information including that from the Laramie County Emergency Management Agency.

A direct line of communication shall be maintained between the Superintendent's office and the Emergency Management Agency.

All pertinent weather and other emergency information shall be received from the most knowledgeable source available, i.e., United States Weather Bureau, Wyoming Department of Transportation, etc.

PROCEDURES FOR EMERGENCY CLOSINGS

The emergency closing of school or other emergency actions authorized by the Superintendent shall be handled with the following procedures:

1. The Superintendent will establish identification codes with the local broadcasting stations so that District emergency information cannot be fabricated.
2. Parents and guardians of District students will be notified of emergency closures and actions through broadcasts from all available Cheyenne radio stations, television stations, and the District rapid notification system. Frequent announcements shall be requested concerning school closure or early dismissal.
3. Employees and patrons will be urged not to call District offices but to receive the message through media broadcasts and District rapid notification system.
4. In the event of severe weather or other emergencies prior to school starting, the Superintendent shall determine if the buses are to complete normal bus schedules. If normal schedules are affected and the weather boundaries are implemented, District officials will follow procedures outlined in the Emergency Closure Handbook.
5. In the event of early dismissal, building administrators will be notified by two-way radio broadcast using equipment provided to each building. District buses will be dispatched in accordance with release times. Parents will be informed to instruct students as to family procedures to be followed when students arrive home at a time not regularly scheduled. The transportation department will be responsible for the transportation of students to designated stops. Students who normally ride District buses will be sent home on the bus unless parents arrange for other transportation.
6. Students who do not ride District buses will not be released with anyone other than a parent or designated adult.
7. During emergencies which render it unsafe for students to leave District buildings, the building principal shall assume responsibility for housing students in the building. If this action is necessary, it will be reported to parents and guardians through media broadcasts and the District rapid notification system.
8. School employees will be notified of emergency information by immediate supervisor or the District rapid notification system.
9. In the event telephone lines are not operational, personnel will receive emergency information through media broadcasts and the District rapid notification system.
10. Regular school schedules will be followed unless emergency procedures are activated as described. Messages will not be sent to employees or parents/ guardians through media broadcasts and the District rapid notification system if school is to be held as usual.

NATURAL DISASTER OR OTHER EMERGENCY WARNING PLAN

The procedures for responding to a natural disaster or other emergency warning shall be:

1. Recognition of the warning system for the City of Cheyenne; a steady three to five minute tone. The warning means that a natural disaster or other emergency of significant magnitude exists. Natural disasters include tornadoes, earthquakes, floods, or fires. Other emergencies include toxic chemical spills, hazardous materials control, civil, or military disturbances. Tune to a local radio or television station for important information and instructions.
2. A direct line of communication will be maintained between the District and the Laramie County Emergency Management Agency.
3. The issuance of a natural disaster or other emergency warning may result in one of the following emergency actions:
 - a. Evacuation of District buildings: each building administrator shall develop, implement, and maintain plans for their building.
 - b. Retention of students: each principal shall develop, implement, and maintain plans for sheltering students and teachers in the building or preplanned evacuation areas in the

- event there is less than adequate warning time before a natural disaster or other emergency.
- c. In the event a natural disaster occurs during the release of students, school personnel will take charge of all students remaining at the school. Bus drivers that have started their route will proceed to the nearest school for shelter. They will notify transportation dispatch of their location.
 - d. No warning: in the event there is no warning of natural disaster or other emergency, students and teachers shall take the most protective course of action as judged by the teacher.

ENERGY MANAGEMENT CONSERVATION

As the Board of Trustees of the Laramie County School District Number One, we believe it to be our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the Board members, administrators, teachers, students, and support personnel, and its success is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The building principal shall be accountable for energy management in his/her building with ongoing energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each building will be the joint responsibility of the principal and head custodian to insure that an efficient energy posture is maintained on a daily basis.

Curriculum shall be used to insure that every student will participate in the energy management program in the District as an "energy saver."

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. Energy management shall be made a part of the building principal's annual evaluation.
4. The designated custodian at each school will be responsible for a total shutdown of the facility each evening.
5. Administrative guidelines shall be disseminated that will be the rules and regulations for implementing our energy program.

FINANCE/BUDGET OPERATIONS

BUDGET

The accounting division of Support Operations provides information on budget. This includes transfers for present budgets; loading of new budgets; problems with charges on budgets; and developing budgets for the next fiscal year. Contacts: Jed Cicarelli, 771-2156; Kristine Sara 771-2201; or Shawne Metzler, 771-2113.

ADJUSTMENTS TO CURRENT YEAR'S BUDGET

All adjustments to the current year's budget, including possible errors in charges will be handled by this department. Adjustments can be made in most of the school/department line items at the site location. Any other adjustments will be handled by this department. Contacts: Shawne Metzler, 771-2113; Jed Cicarelli, 771-2156; and Chris Martinez, 771-2131.

ACCOUNTS PAYABLE - GENERAL FUND

Payment of invoices and bills for general fund will be processed in this department. This includes status of general fund purchase orders and problems associated with these purchase orders as well as purchase orders for reimbursement of expenses. Contact: Tammy Maret, 771-2119.

FEDERAL ACCOUNTS

Payment of invoices and bills for federal accounts and grants. This would include status of purchase orders and problems associated with these purchase orders. Contact: Shawne Metzler, 771-2113.

TRUST FUNDS

Notification and payment to recipients of trust funds (scholarships and memorial funds). Responsible for the accounting and investment of funds for trust funds. Contact: Shawne Metzler, 771-2113.

STUDENT ACTIVITIES

Payment of invoices and bills for student activity accounts are submitted to the school secretaries/bookkeepers. This includes any problems associated with the activity vouchers. Applicable forms and brochures to be used are in "School Handbook for Activity Funds." Contact: Secretaries/bookkeepers in the schools.

MAJOR MAINTENANCE PROJECTS

Payment of invoices and bills for capital projects fund and problems associated with these purchase orders. Contact: Kristine Sara, 771-2201.

ACCOUNTS RECEIVABLE/FINANCE

Receiving and receipting in of all money for all accounts, including general fund, trust fund, special building, special revenue, and debt service. Applicable forms and brochures to be used are in "School Handbook for Activity Funds" and "Allocation Numbers for General Fund." Bank reconciliation forms are received in this office. Contacts: Christell Gomez, 771-2219; Chris Martinez, 771-2131.

ACCOUNTING

Questions on signing of checks by facsimile, payment of telecommunication and utility billings and recording of copier readings. Contacts: Christell Gomez, 771-2219.

FINANCE

Questions for opening bank accounts, balancing bank statements, tax exemption status, investment of District funds, fund-raising approval, and matching funds purchase order approval. Contacts: Jed Cicarelli, 771-2156; Chris Martinez, 771-2131; and Shawne Metzler, 771-2113.

HAZARDOUS COMMUNICATION STANDARD

In accordance with OSHA regulation, 29 CFR 1910.1200, employees have the right to know about the hazardous chemicals/products that they may be exposed to. Safety Data Sheets are accessible to all employees online through the Safetec data base through the following link: <http://www.laramie1.msds.com/Login.aspx?ReturnUrl=%2f>. In addition, Safety Data Sheets may

be obtained at the Facilities or Risk Management Office located at 3520 Maxwell Avenue, Cheyenne, Wyoming or by calling 771-2381.

BUSINESS SERVICES

MAILROOM

The Mailroom is located at 316 S. Lexington. The primary goal of the District Mail Room is to provide same-day service to the District with the least amount of cost.

Responsibilities of the mail room include:

- Secure incoming and outgoing mail and parcels from the U. S. Post Office
- Secure and distribute inter-school mail
- Pick up and distribute finished printed materials from the Graphics department daily
- Sort and distribute incoming U. S. mail and parcels to schools and departments
- Provide confidential document disposal
- Provide material folding and inserting services for school and department mailings
- Provide postage cost saving assistance for school and department mailings

The daily delivery routes encompass 79 departments and schools. The administration building receives mail delivery once in the morning and once in the afternoon.

PURCHASING

Purchasing, located in Room 118 of the Administration Building, is responsible for:

- Assuring that all purchases of the District are made as prescribed by law.
- Assuring that all purchases made by the District are necessary and within budget allowances.
- Publishing and enforcing administrative procedures regarding District purchasing activities.
- Publishing and enforcing administrative procedures regarding District Travel
- Oversight and processing of Purchase Request and Purchase Card (Visa) purchases.
- Oversight and processing of Employee and Non-Employee Reimbursements.
- Processing all quotes and bids for goods and services
- Ensuring that employee reimbursements for goods, non-contract mileage and out-of-District travel meet requirements of District policy
- Processing employee reimbursements
- Issuing and monitoring the use of District Purchasing (VISA) cards.
- Providing purchasing-related assistance to school and department staff whenever needed.
- Maintaining inventory of valuated and non-valuated goods and equipment.
- Management and reporting of the District photocopier fleet (Maintenance orders are placed through the DOT Service Desk).

WAREHOUSE

The Central Warehouse, located at 316 S. Lexington Avenue, is responsible for

- Book Disposal
- Surplus property disposal (All items)
- Maintaining Excess property
- Central receiving and proper disbursement of ordered goods
- Maintaining Stock items in the warehouse facility
- Maintaining a stock catalog for use by the schools and departments
- Delivery of all orders and stock items
- Returning incorrect order items

GRAPHICS

The Graphics department, located at 316 S. Lexington Avenue, is responsible for:

- All copy work orders for black and white or color copies submitted via Digital Storefront
- All Binding of orders such as saddle stitching, stapling, hole punching, GBC binding folding, cutting and envelopes
- Banners and posters
- Laminating (limits apply) and foam board mounting
- Providing District forms
- We work closely with the mailroom on large mailings or distributions
- Call us at 771-2224 and we would be happy to talk you through your uploading order or reset your password as needed.

NEWS RELEASES

Every effort shall be made to assist the press and other communications media to obtain timely, accurate and adequate coverage of District programs, plans, activities, and problems.

All representatives of the media shall be given equal access to information about the District. General releases of interest to the entire District shall be made available to all media simultaneously. There shall be no exclusive releases except as individual media representatives request information on particular programs, plans, activities, or problems.

COORDINATION OF INFORMATION RELEASES

In order that District publicity be given wide coverage and coordinated into a common effort and purpose, while recognizing the right of any Board member or any District employee to speak on matters of interest to them, the following procedures shall be followed in giving official information involving District matters to the news media:

1. The Board chairman shall be the official spokesman for the Board, except as otherwise delegated to the Superintendent.
2. News releases which are of a District wide nature, or pertain to established District policy are the responsibility of the Superintendent or a member of the administrative staff whom may be designated. Those releases shall be issued only through the office of the Superintendent.
3. News releases which are of concern to only one school, program, or school organization are the responsibility of that particular school. Dissemination of these releases shall go through the office of School-Community Relations. All statements made to the press by other staff members of a particular school or program must be cleared with the building administrator

While it is impossible to know how news releases will be treated by the press, every possible effort shall be made to obtain coverage of District activities which will create and maintain a dignified and professionally responsible image of the District.

NUTRITION SERVICES

Offices for Nutrition Services are located at 3320 Maxwell Avenue. Hours are 7:00 a.m. - 4:00 p.m., phone - 771-2440, FAX - 772-8560.

Nutrition Services oversees the compliance, production, service, and sales transactions for all meals served at the schools under the National School Breakfast, Lunch, Suppers, and Snack Programs.

They also oversee all grant programs such as the Fresh Fruit and Vegetable program at participating sites. A variety of fruit, vegetables, grains, and milk accompany all lunches. Menus are available on the district website.

Applications for free or reduced meals may be completed online at www.family.titank12.com. Paper applications are available at the Nutrition Services office located at 3320 Maxwell Avenue. Applications are processed as soon as possible but may take up to 10 operating days.

Parents can put money on student accounts online at the payment website listed at www.family.titank12.com. Payments can also be made by check or cash at the school cafeteria before or during breakfast service.

District employees and parents are welcome to eat lunch and breakfast at school. The price for lunch is \$4.25 and \$3.00 for breakfast. The prices charged for adult meals are higher than the price for student meals because the district does not receive any federal reimbursement or commodity reimbursement for adult and non-student meals.

Sack lunches are available in place of a hot lunch when a class is scheduled for a field trip. Please give a two-week notice to allow adjustment to orders to accommodate requests. Special meal service such as pizza parties can be accommodated with advance notice. The campus cashier should be contacted for additional details.

PLANNING AND CONSTRUCTION OFFICE

Major facilities renovations, improvements and upgrades; site improvements or upgrades, and Capital Construction projects are completed by the Planning and Construction office. All requested upgrades and improvement projects for each site are maintained within the office. These projects are then reviewed, prioritized, and completed as funds become available. Approved projects are typically scheduled the year following the request. All facility improvements or revisions should be requested in writing through the school principal to the Planning and Construction office.

Typical projects completed out of the Planning and Construction office would exceed a construction value of \$50,000. Projects under \$50,000 are normally completed by the Facilities Management Department through a work order. Facility assessments are completed by the Planning and Construction office staff typically on a yearly basis to assess the condition of elements on the site and within the facility to determine needs in areas for facility improvement or replacement at each facility.

Capital Improvement Plan (CIP). In order to assure the orderly, prioritized development and execution of projects, the Planning and Construction office, in concert with the Facilities Management Department, have developed a *Capital Improvement Plan (CIP)*. This process will enable the planning of projects by priority over a 5-year period. Details regarding the CIP are further outlined in the *Administrator's Survival Guide, Planning & Construction, Section 7.4*. Requests for CIP projects requests will be sent out each January and September.

- **Facility records** are maintained within the Planning and Construction office, including site plans, floor plans, space utilization schedules, building square footage, construction documents, including plans and specifications, equipment and material, operation and maintenance manuals, all facility ownership data including construction dates and costs.
- **Rec Mill Projects and Playground Equipment.** Rec Mill Grant forms are available online at <http://www.laramie1.org> and are typically due June 15 of each year. Details for Rec Mill projects are further outlined in *Planning and Construction Requested Projects* letter typically sent to principals in January and September each year.

- **Traffic and safety** concerns should be addressed through the Traffic Safety Advisory Committee, which is a cooperative effort between the school district, governmental, and law enforcement agencies. Concerns regarding student walking routes, traffic circulation, and safety of students to and from school should be reviewed with the school principal, and then addressed at the traffic safety meeting. Meetings are normally held at 1:30 p.m., on the third Monday of each month. Traffic safety brochures are available for each elementary school and are produced as a cooperative effort between the committee and the Planning and Construction office.
- **Demographic and attendance boundaries** are developed and reviewed by the Planning and Construction office to meet the needs of changing student demographics and building capacities. The office maintains this data using a computerized student demographic system, general information on student population, and demographics is available from the system.
- **Parent organization** projects are assisted to the greatest extent possible by the Planning and Construction office to assure a successful project is completed meeting district requirements and applicable codes and standards. These projects typically include minor facility improvements, site, and playground improvements.