

# ***Employee Handbook***

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

**August 2012**

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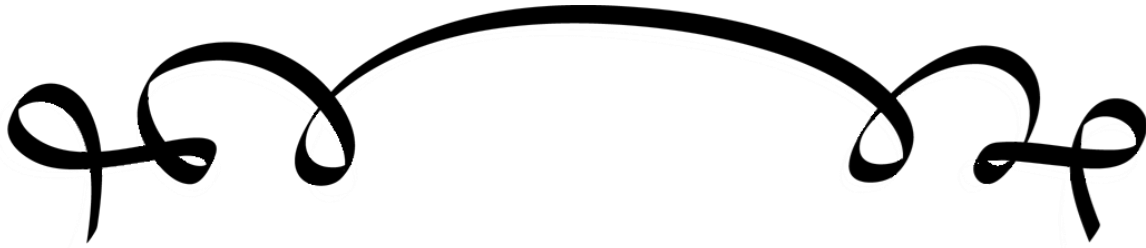
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## ***MISSION STATEMENT***

*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.*

*(Board Policy Manual p.3)*

**LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE**  
**Cheyenne, Wyoming**

**BOARD OF TRUSTEES**

Brian Farmer, Chairman  
Anne Beckle, Vice Chairman  
Glenn Garcia, Treasurer  
Bob Farwell, Assistant Treasurer  
Jan Stalcup, Clerk  
Sandy Shanor, Trustee  
Hank Bailey, Trustee  
David Evans, Board Attorney

**ADMINISTRATIVE STAFF**

Mark Stock, Superintendent of Schools  
Tracey Kinney, Assistant Superintendent of Instruction  
John Lyttle, Assistant Superintendent of Human Resources  
Dave Bartlett, Assistant Superintendent of Support Operations  
Marc LaHiff, Director of Instruction  
Alice Hunter, Director of Special Services  
Gordon Knopp, Director of Technology  
Brent Young, Assistant Director of School Improvement/Assessment Facilitator/At Risk  
J. P. Denning, Assistant Director of Special Services

**August 2013**

## 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-At-Risk/School Improvement/Assessments.....	771-2254
Community Relations .....	771-2192
Federal Programs .....	771-2214
World Language .....	771-2170
Instructional Materials Center .....	771-2178
Language Arts.....	771-2140
Math.....	771-2455
Music Office.....	771-2104
Physical Education/Health.....	771-2139
Science Center.....	771-2604
Social Studies.....	771-2170
Technology Department.....	771-2222
Technology-Field Services .....	771-2222
Technology-Multimedia .....	771-2222
Voc. /Career Education .....	771-2271
Assistant Superintendent of Human Resources .....	771-2160
Sub Office .....	771-2122
Director-Special Services .....	771-2174
Educational Resource Center .....	771-2183
Homebound Services.....	771-2186
Nurse .....	771-2202
Parent Resource Center .....	771-2172
Student Records .....	771-2206
Assistant Superintendent of Support Operations.....	771-2114
Accounting/Finance.....	771-2113
Accounts Payable .....	771-2119
Business Services.....	771-2117
Energy Management .....	771-2266
Graphics Department .....	771-2224
Mail Room .....	771-2141
Payroll.....	771-2106
Planning/Construction Office .....	771-2124
Purchasing .....	771-2157
Risk Management.....	771-2169
Facilities Management .....	771-2633
Nutrition Services .....	771-2440
Transportation.....	771-2628
Warehouse .....	771-2616
First Education Federal Credit Union.....	638-9758
Cheyenne Teachers Education Association .....	638-3440
Wyoming Education Association .....	634-7991
Wyoming Public Employees Association .....	635-7901
Laramie County Community College .....	778-5222
University of Wyoming Outreach Services .....	632-8949



## Schools – Principal, Address, and Phone

<i>School</i>	<i>Principal</i>	<i>Address</i>	<i>Phone</i>
Central High	Stephen Newton	5500 Education Dr.	771-2680
East High	Sam Mirich	2800 East Pershing Blvd.	771-2663
Triumph High	Michael Helenbolt	1250 W. College Drive	771-2500
South High	Phil Thompson	1213 W. Allison Rd.	771-2410
Carey Junior High	Tory Richey	1780 E. Pershing Blvd.	771-2580
Johnson Junior High	John Balow	1236 W. Allison Rd.	771-2640
McCormick Junior High	Jeff Conine	6000 Education Dr.	771-2650
Afflerbach Elementary	Carol Clarke	400 W. Wallick Rd.	771-2300
Alta Vista Elementary	Della Buchmann	1514 E. 16 <sup>th</sup> St.	771-2310
Anderson Elementary	Jim Fraley	2204 Plain View Rd.	771-2606
Arp Elementary	Don Brantz	1216 Reiner Ct.	771-2365
Baggs Elementary	Larry Bowman	3705 Cheyenne St.	771-2385
Bain Elementary	Todd Burns	903 Adams Ave.	771-2525
Buffalo Ridge Elementary	Greg Garman	5331 Pineridge Ave.	771-2595
Clawson Elementary	Harry Petty	376 Road 228A, Horse Creek, WY 82061	771-2291
Cole Elementary	Matt Schlagel	615 W. 9 <sup>th</sup> St.	771-2480
Davis Elementary	Michael Fullmer	6309 Yellowstone Rd.	771-2600
Deming Elementary	Tony Crecelius	715 W. 5 <sup>th</sup> Ave.	771-2400
Dildine Elementary	Mike Wortman	4312 Van Buren Ave.	771-2320
Fairview Elementary	Susan Barnett	2801 E. 10 <sup>th</sup> St.	771-2610
Freedom Elementary	Chad Delbridge	4500 Happy Jack Rd.	771-2305
Gilchrist Elementary	Harry Petty	1108 Happy Jack Rd.	771-2285
Goins Elementary	Joyce Chalstrom	201 S. Cribbon Ave.	771-2620
Hebard Elementary	Carla Gregorio	413 Seymour Ave.	771-2450
Henderson Elementary	Karen Lyons	2820 Henderson Dr.	771-2550
Hobbs Elementary	Randy Hurd	5710 Syracuse Rd.	771-2560
Jessup Elementary	Brenda Creel	6113 Evers Blvd.	771-2570
Lebhart Elementary	Susan Barnett	807 Coolidge St.	771-2614
Miller Elementary	Tony Crecelius	3501 Evans Ave.	771-2376
Pioneer Park Elementary	April Gates	1407 Cosgriff Ct.	771-2316
Rossman Elementary	Maurice Darnell	916 W. College Dr.	771-2544
Saddle Ridge Elementary	Eric Jackson	6815 Wilderness Trail	771-2360
Sunrise Elementary	Larry Sturgeon	5021 E. 13 <sup>th</sup> St.	771-2280
Willadsen Elementary	Harry Petty	645 Harriman Rd. Granite Canyon, WY 82059	771-2295

**ADMINISTRATORS**  
**Building Administrators**

<b>Secondary</b>			
<b>School</b>	<b>Principal</b>	<b>Associate Principal</b>	<b>Assistant Principals</b>
Central High	Stephen Newton	Brian Cox	Fred George, Kristen Siegel
East High	Sam Mirich	Tom Kreider	Fawn Bartlett, Tommy Cress
Triumph High	Michael Helenbolt		
South High	Phil Thompson	Royce Backman	Louis Sisemore, Derek Nissen
Carey Junior High	Tory Richey	Cory Talich	Derede Darden
Johnson Junior High	John Balow	John Cunningham	Margaret Robertson
McCormick Junior High	Jeff Conine	Tina Troudt	Sheryl Solberg

<b>Elementary Schools</b>		
<b>School</b>	<b>Principal</b>	<b>Assistant Principal</b>
Afflerbach Elementary	Carol Clarke	Cindy Pilch
Alta Vista Elementary	Della Buchmann	
Anderson Elementary	Jim Fraley	
Arp Elementary	Don Brantz	
Baggs Elementary	Larry Bowman	
Bain Elementary	Todd Burns	
Buffalo Ridge Elementary	Greg Garman	
Cole Elementary	Matt Schlagel	
Davis Elementary	Michael Fullmer	
Deming/Miller Elementary Schools	Tony Crecelius	
Dildine Elementary	Mike Wortman	Donna Adams
Fairview/Lebhart Elementary Schools	Susan Barnett	
Freedom Elementary	Chad Delbridge	
Gilchrist/Clawson/Willadsen Elementary Schools	Harry Petty	
Goins Elementary	Joyce Chalstrom	
Hebard Elementary	Carla Gregorio	
Henderson Elementary	Karen Lyons	
Hobbs Elementary	Randy Hurd	
Jessup Elementary	Brenda Creel	
Pioneer Park Elementary	April Gates	Cara Pruter
Rossman Elementary	Maurice Darnell	
Saddle Ridge Elementary	Eric Jackson	
Sunrise Elementary	Larry Sturgeon	

**ADMINISTRATORS**  
**Coordinators and Program Administrators**

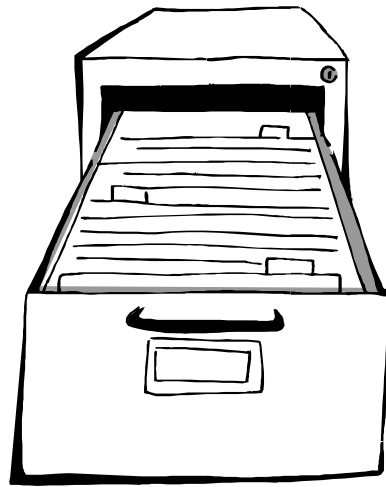
**COORDINATORS**

Sean Ambrose	Coordinator - Music
Mary Brummond	Coordinator - World Language
John Contos	Coordinator - Physical Education/Health
Karen Delbridge	Coordinator - Secondary Language Arts
Mary Beth Emmons	Coordinator - Elementary Language Arts
Walt Hushbeck	Coordinator - Science
Lynn Newman	Coordinator - Art
Mark Quinlivan	Coordinator - Social Studies
Jeff Stone	Coordinator - Vocational/Career Education
Kristin Williams	Coordinator - Mathematics

**PROGRAM ADMINISTRATORS**

Greg Tucker	Facilities Management/Risk Management
Dennis Auker	Planning/Construction
Elizabeth Hastings	Nutrition Services Assistant
Scott Cavalier	Field Services
Jerod Friedlan	Human Resources
Kara Gann	Information Technology
Brian Harmsen	Business Services
Merle Smith	Transportation
Kyle McKinney	Information Systems
Mary Quast	Community Relations
Mike Wiggam	Finance
Lena Harris-Wilson	Nutrition Services

# Employment Practices



and  
Procedures

**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, 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:

- Employee's competency and preference for the vacant position
- Employee's educational qualifications and experience in the area
- Responsibilities and relative difficulty of the position
- Employee's seniority in the District
- Prior evaluations
- Academic qualifications shall receive priority over extra-duty assignments. Extra-duty assignments may be made by the Superintendent's designee. (**Reference Board Policy Manual - pg. 162**)

Posting of all District vacancies may be found on the District's website...[www.laramie1.org](http://www.laramie1.org)

**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the District 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; and 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 Paraprofessionals, 3) Essential Skills Program and Therapeutic Learning Center Teachers and Paraprofessionals, 4) Athletic Trainers, 5) Custodians, 6) Elementary Secretaries, 7) Elementary Paraprofessionals, 8) One-to-One Paraprofessionals, 9) Bus Drivers and Transportation Assistants on TLC, ESP, PALS, and Multiple-Handicap Buses, 10) Physical Education Teachers, 11) Coaches, 12) Plumbers, 13) Industrial Technology Teachers, 14) Family & Consumer Science Teachers, 15) Audiologists and Audiology Technicians, 16) Vocational Agriculture Teachers, 17) Special Education personnel who care for high risk students. 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 ensure that each employee with an initial assignment where occupational exposure may occur has information and training. 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 the 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 upon request. These records cannot be transferred to another facility (*Reference Board Policy Manual - pg. 221*)

### COMPLAINTS CONCERNING DISTRICT PERSONNEL

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. (*Reference Board Policy Manual - pg. 199*)

### 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 or 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 applicant fingerprint cards provided by the Wyoming Division of Criminal Investigation. Payroll technicians will be responsible for making arrangements with the Division of Criminal Investigation to have the respective employee's fingerprints taken. Fingerprinting will be scheduled prior to the employee reporting to work. Each prospective employee shall also complete, sign, and have notarized, the waiver form contained on the reverse side of the fingerprint card. All completed fingerprint cards and waiver forms shall be left with the Office of Criminal Investigation at the time of fingerprinting.

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 of the information shall be restricted to the Assistant Superintendent or designee. The information shall be maintained in separate files for each applicant in a locked file cabinet in the Human Resources Office. The District shall not divulge the information obtained from the criminal history check unless required to do so by any 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.

The District may deny employment to any person seeking employment who 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, and/or violence. The District shall pay all costs incurred for obtaining the fingerprinting and processing the

criminal history check for all persons applying 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/hers resignation, will be required to pay the costs for obtaining fingerprinting and processing criminal history checks. 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. In the event the applicant/employee criminal history check indicates the person has been convicted of a felony as defined by W. S. 21-2-802(g), or any applicant/employee who fails to provide complete and accurate information to the District regarding their criminal history shall also be subject to immediate dismissal from their employment with the District. An applicant/employee dismissed for providing incomplete or inaccurate criminal history information shall be entitled to a hearing before the Board provided by the Wyoming Administrative Procedures Act and the Board’s hearing policies. **(Reference Board Policy Manual - pg. 147)**

**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 the 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. **(Reference Board Policy Manual - pg. 231)**

**EMPLOYEE RESIDENCY**

No employee shall be required to reside in Laramie County as a condition of employment. **(Reference Board Policy Manual - pg. 151)**

**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.

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, however, in operating effective and efficient schools.

### **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 policy, 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 the 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.

***(Reference Board Policy Manual - pg. 7-9)***

**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 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 husband and wife work for the school District, the aggregate amount of leave that can be taken by the husband and wife 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 has 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. ***(For information regarding other employee leaves of absence see Board policy Chapter VI, Section 12 - pg. 182.)***

**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 certified necessary by the attending physician. 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 certified 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. ***(Reference Board Policy Manual - pg. 181)***

**GRIEVANCES**

The 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 (5) 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**

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. *(Reference Board Policy Manual - pg. 24-26 and applicable employee negotiated agreements.)*

**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 interests of the District will be served.

To insure continuation of the work effort, the employees 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 employee 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. ***(Reference Board Policy Manual – pg. 164)***

**NEPOTISM**

Relatives of the supervisor, or individuals living in the same household, shall not be assigned in that supervisor’s area of direct responsibility. A relative is defined as a spouse, father, mother, brother, sister, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, nephew, niece, mother-in-law, and father-in-law. ***(Reference Board Policy Manual - pg. 168)***

**NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES**

There shall be no discrimination within the District against its personnel, potential personnel, students, or others on the basis of race, color, gender, religion, national origin, or disability. There shall be no discrimination against persons on the basis of age except as provided by 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, or age, as required by Title IX of the Education Amendments of 1972. Information concerning alleged discrimination shall be furnished by persons having knowledge of such to the Superintendent or designee. ***(Reference Board Policy Manual - pg.5)***

**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.

Employees shall submit Form 122 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 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 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 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. **(Reference Board Policy Manual - pg. 169)**

### 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 teacher or school employee.

1. The teacher or 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 appropriate suspension/expulsion policy shall be initiated.
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. **(Reference Board Policy Manual - pg. 249)**

#### Laramie County School District Number One Video Camera Use

Maintaining the health, welfare and safety of students, staff and visitors and the protection of school district properties shall be the prime factors in placement of video-only cameras and recorders into school district operated facilities. By installing a video camera monitoring system, it is the district's plan to achieve the following:

- A safer teaching and learning environment.
- The ability to target problem areas related to safety and security.
- Decrease the cost from incidents of graffiti, vandalism and burglary; and to deal with behavior issues. **(Reference Board Policy Manual – pg. 114-115)**

### 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. **(Reference Board Policy Manual - p. 221)**

### PROBATIONARY EMPLOYMENT PERIOD

The probation period for all classified personnel shall be the first ninety (90) days of employment in any position. Following the successful completion of the probationary period, the employee shall be considered a permanent employee. **(Reference Board Policy Manual - p. 152)**

**REDUCTION IN FORCE**

The Board of Trustees, in directing a reduction in force (RIF), may put into effect the staff reduction plan only after closely studying and evaluating decreasing enrollments, lack of funds, or other events beyond the control of the Board; and after every effort has been made to avoid this procedure through attrition, retirement, early release compensation, and leaves of absence. The District will make every effort to retain employees; however, the number of employees may, under some circumstances, have to be reduced. A decision to reduce the number of employees will, in all cases, remain within the sole discretion and judgment of the Board of Trustees under provisions of Wyoming law and procedure. *(Reference Board Policy Manual - pg. 206)*

**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. No installment schedule for repayment shall exceed two years or payment period to match overpayment timeline. *(Reference Board Policy Manual - pg. 188)*

**SEXUAL HARASSMENT/DISCRIMINATION**

The District will promptly and carefully investigate all complaints of sexual harassment. An individual filing a complaint is requested to complete Exhibit 37, Personnel Sexual Harassment Report. All complaints, both written and verbal will be investigated regardless of completing Exhibit 37. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and well-being of both the accuser and the accused. 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 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.

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII and Title IX of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et. seq. and the Wyoming Fair Employment Practices Act of 1965. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual jokes, sexual graffiti, or other verbal or physical conduct of a sexual nature which:

1. is made an employment condition so that submission to such conduct is a term or condition of employment;
2. is an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee;
3. is an offensive job interference, so that such conduct has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment;
4. is made a condition such that a student believes that submission to such conduct is required to participate in a school program or activity;

5. causes a student to believe that an employee will make an educational decision about the student based on whether the student submits to the unwelcome sexual conduct;
6. is so severe, persistent, pervasive, or deliberate as to create an intimidating, persistent, hostile, or offensive educational environment.
7. Sexual harassment may include, but is not limited to: verbal harassment, including epithets, derogatory comments or slurs, sexual jokes, sexual graffiti, physical harassment, physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings, or posters. **(Reference Board Policy Manual - pg. 225)**

## SUBSTITUTES

Qualified substitutes shall be employed and assigned to minimize the disruption to District operations if regularly employed certificated personnel are absent.

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. **(Reference Board Policy Manual - p. 187)**

## USE OF TOBACCO PRODUCTS

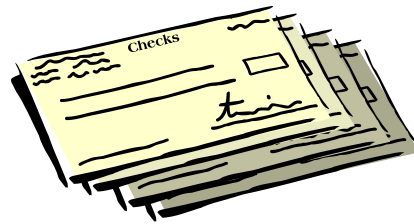
The Board of Trustees of Laramie County School District Number One recognizes the major negative effects of the use of tobacco products on personal health and health-care costs. The use of tobacco products in buildings, vehicles, or on property owned or operated by the District is prohibited. **(Reference Board Policy Manual - p. 220)**

<b>VIOLENCE IN THE WORKPLACE</b>
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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 all threats or violent actions to their immediate supervisor, except where the threat or act of violence is committed by their immediate supervisor, in which case the occurrence shall be reported to the District's Assistant Superintendent of Human Resources. Confirmed acts of violence could result in disciplinary and/or legal action. (***Reference Board Policy Manual - p. 250***)



# 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 date of hire
- 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 \$128.20 per month
  - Single \$38.76 per month
- \$500 single/\$1,000 family deductible
- 50/50 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 20 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
<b>Salary</b>	<b>Coverage</b>	<b>Monthly Premium</b>
<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 20 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):

<b>Employee</b>	
<b>Age</b>	<b>Monthly Cost Per \$1000 of coverage</b>
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
<b>Spouse</b>	
<b>Age</b>	<b>Monthly cost per \$1000 of coverage</b>
30-34	\$.07
35-39	.08
40-44	.09
45-49	.14

50-54	.21
55-59	.39
<b>Spouse</b>	
<b>Age</b>	<b>Monthly cost per \$1000 of coverage</b>
60-64	.60
65-69	1.15
<b>Child(ren) Monthly cost per \$1000 of coverage</b>	
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 20 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.
    - \$2,500 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
  - Adoption Assistance Program
    - Allows for reimbursement of qualified adoption expenses in connection with the adoption of an eligible child
    - \$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

- Must elect to participate within 30 days of hire
- Eligibility: permanent employee
- Employee contribution: \$10.32/single, \$14.52/employee +1, \$26.04/family

**RETIREMENT**

- Wyoming Retirement System
- Effective 9/1/11 District contributes 14.12 percent of gross salary (12.69 percent contributed by the District, 1.43 percent contributed by the Employee).

**TAX SHELTER ANNUITIES**

- Employees can contribute a maximum of \$17,000 of their annual income to a participating 403(b) investment company
- Employees can contribute a maximum of \$17,000 to Wyoming Deferred Compensation

**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. 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 Administrator
  - o. Human Resources Program Administrator
  - p. Facilities/Risk Management Administrator
  - q. School-Community Relations Administrator
  - r. Transportation Administrator
  - s. Nutrition Services Administrator
  - t. Energy Manager
  - u. Psychologists/Psychometrists/Psychological Technicians
  - v. Food Service Managers
  - w. Managers and Supervisors

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. **(Reference Board Policy Manual - pg. 154)**

**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**

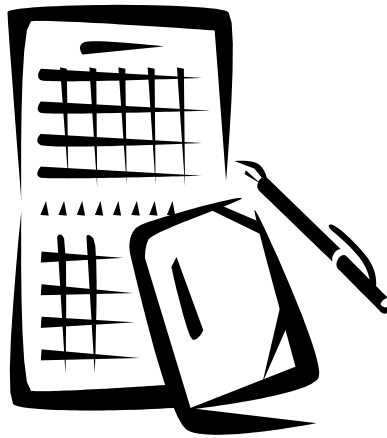
Identified employees of the District are covered by the State of Wyoming's Workers' Safety and Compensation program for injuries that occur while performing assigned duties. The identified employees are:

- Janitors, groundskeepers & maintenance workers
- Cafeteria workers
- Nurses
- Diagnostic & analytical laboratory employees
- Hazardous substance workers
- Power equipment operators

- Bus drivers
- 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 3320 Maxwell Avenue, Cheyenne, Wyoming. For information call 771-2226 or 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





# Instructional Aspects And Related Issues



<b>ACCOUNTABILITY PROGRAM</b>
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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. (*Reference Board Policy Manual - p. 4*)

<b>ADMINISTRATION OF MEDICATION</b>
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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. Medications may be administered to students by the school nurse or designated “friends”:

1.
  - a. 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. “Healthcare provider” is defined as any physician, physician assistant, or advanced practice registered nurse (aka nurse practitioner) who is licensed to prescribe medicine in the State of Wyoming.
  - b. Dietary supplements and herbal products are not regulated by the FDA for safety and dosages in children. These products will be held to the same standards as other prescriptions and over the counter medications in LCSD1.
  - c. Authorization will be standardized in the Administration Regulations.
  - d. “Friends” must attend a District standardized training program prior to assuming the responsibility for administration of medications to students.
2. Medication Administration will be standardized in the Administration 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
3. Neither the District, nor any of its personnel, shall be responsible for medicine taken by a student without the knowledge of school personnel.
4. 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 standardized Form (NU#1) 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". (*Reference Board Policy Manual - pg. 409*)

### 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. (*Reference Board Policy Manual - pgs. 336*)

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

The District provides technology services as a resource to support the District mission, vision, and goals. These services assist student and staff learning, collaboration, communication, and accountability. While the technology services may be used in a variety of ways, depending on the role of the user, the services are here to help guarantee a high quality education for all students. Staff members conducting District business and communications are expected to use the appropriate District provided services - examples include: email, gradebook, and website services. The commonness of technology services provides opportunities for access to information in the District and outside of the District. The use of technology services, provided by the District or others, by student, staff, and trustee is expected to support and maintain a safe and orderly environment within the District.

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of school setting. Among other things, there is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. Laramie County School District Number One wishes to support student and staff responsible use of the Internet and does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computer is not always possible. Thus, students are expected to use the resource in a manner consistent with this contract and will be held responsible for their use.

Additionally, parents should discuss with their children their own expectations for their child's Internet use.

To provide a safe and orderly environment and optimal availability of technology services, students and staff are expected to abide by the District guidelines. Each school, department, or role in the District, may have additional guidelines, but may not exempt any of the District guidelines.

**Terms:**

**Network Transmissions include all voice, video, and data transmissions which utilize the LCSD1 Network.**

**Voice and Video Transmissions** are data transmissions – all references to data storage and transmission also pertain to voice and video transmission.

**LCSD1 Network** includes all of the infrastructure, equipment, and services which permit voice, video, and data transmission, storage, and retrieval.

**Network Appliances** include computers, servers, switches, access points, routers, and other peripherals.

**Technology Services** includes network appliances, network transmissions, collaboration tools (i.e. District website, social networking tools) information, and other services that utilize the LCSD1 Network.

## LCSD1 TECHNOLOGY SERVICES - Terms and Conditions

1. **Acceptable Use** - The users of technology services are expected to adhere to a high standard of ethical use in supporting the District mission, vision, and goals. The technology services may connect with other organization's services. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Publication, ownership or transmission of any materials in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be assumed to be private property. This includes the expectation that student, staff, and trustees use of technology, District or Non-District provided will not interfere with the education of students, cause substantial disruption at the school District, or involve any threat/abuse of student, staff, or trustee. Use of Laramie County School District Number One Network for product advertisement or political lobbying is not allowed. Illegal activities are strictly prohibited. All communications must use appropriate language and be polite. Do not swear, use profanity, vulgarities, threaten, intimidate, abuse, or harass other users. Unauthorized network transmissions, any activity that adversely impacts the education environment, causes disruption at the school District, or is perceived as a threat to students or staff are not acceptable uses of technology services. Users are responsible for staying abreast of changes in the system by reading the announcements on Laramie County School District Number One's web page.

Laramie County School District Number One Technology Services are not guaranteed to be private. The District reserves the right to inspect any and all files stored in private areas of the District's Technology Services in order to assure compliance with District policy and applicable governing regulations, laws, and rules. People who operate the system do have access to all technology services. Technology services are not accessed randomly. However, technology services can be accessed if a user is suspected of violating related guidelines, regulations, policies, rules, or laws. Technology services relating to or in support of illegal activities may be reported to the proper authorities. The District may comply with appropriate requests from law enforcement and regulatory agencies for logs, diaries, and archives on individual's use of technology services.

Activities that are not permitted include:

- Network transmissions containing offensive content or links to such content including;
- Using obscene or inappropriate language;
- Harassing, insulting, or threatening others (including physical/emotional threats);
- Damaging computers, computer systems, computer files, or any part of the LCSD1 Network;
- Sharing network access with others through your network login;
- Sharing, using, or changing another's ID and/or password;
- Trespassing in another's technology services account, folders, work or files;
- Impersonating another individual;
- Leaving network applications open and unattended;
- Employing technology services for commercial purposes;
- Searching, creating, transmitting, viewing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching,

- creating, transmitting, viewing, or retrieving sexually explicit, profane, abusive, insulting, threatening, or illegal materials is not permitted);
- Creating, transmitting, viewing or retrieving items that interfere with the education environment, cause disruption at the school District, or threatens, abuses, or insults others;
  - Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted). Reference Chapter VII, Section 17, Reproduction of Copyrighted Materials. Licensing on software may change with each package. The installer should check the original license to insure he/she is installing appropriately and have proof of legal license purchases;
  - Subscribing to any services or ordering of any goods or services not school related;
  - Sharing of the student's home address, phone number, or other information;
  - Streaming services (such as audio/video), and other high bandwidth utilizations applications;
  - Intentionally wasting network resources disrupting the use of the network by other users (e.g., downloading large files during prime time; sending mass network transmissions; annoying others via network transmissions);
  - Connecting unauthorized technologies to the network (for example adding a non-District switch or wireless access point);
  - Modify, move or otherwise alter the physical or logical configuration or connection of any network connected device. (examples: moving wireless access points, switches, etc.);
  - Using your Laramie County School District Number One account to access or control other network appliances for purposes not allowed on the LCSD1 Network;
  - Any activity that violates a school rule or a local, state, or federal law;
  - No one may use the District's facilities knowingly to disable or overload any computer system or the LCSD1 network, or to circumvent any system intended to protect the privacy or security of another user.

Users who have any questions or doubts about whether a specific activity is permissible should consult a teacher, administrator, or the LCSD1 Department of Technology.

**2. Technology Service Access** - The inappropriate use of technology services can result in cancellation of those privileges and disciplinary action. Based upon the acceptable use guidelines outlined in this document, the system administrator will deem what is inappropriate use of the network and take appropriate action. The system administrators or Program Administrators may suspend or close an account at any time as required. The user of the closed or suspended account and the school/department/District supervisor will be notified of the action and the reason for the action. The administration, faculty, and staff of Laramie County School District Number One may also request the system administrators or District Technology Director to deny, revoke, or suspend network or program user accounts. An individual, whose account has been denied, revoked, or suspended, does have the following rights:

- a. To request in writing a written statement justifying the actions.
- b. To submit a written appeal to the District Technology Director and as a follow-up to this letter to have a meeting with the District Technology Director and any others involved or interested staff. Students who are under 18 must have a parent or guardian present at the meeting.

**3. Security** - Security on any network is a high priority, especially when the system involves many users. If you feel you can identify a security problem on LCSD1 Network, you must notify the Department of Technology. Do not demonstrate the problem to other users. **Users may not, under any circumstances, use another individual's account.** Guests authorized to connect a non-District network appliance to the LCSD1 Network are responsible for protecting the LCSD1 Network from

computer viruses and related malicious software by having an appropriate scanning application, with current updated definitions, running on their appliance.

4. **Vandalism** - Vandalism may result in cancellation of privileges. Vandalism is defined as an attempt to obtain, harm, or destroy data, or the technology services of another user, the District, or any of the above-listed agencies or other networks that are connected to the District technology services. This includes, but is not limited to, the uploading or creation of computer viruses, spyware or other malware.

5. **Updating Your User Information** - The LCSD1 Network may occasionally require new registration and account information (address, etc.).

6. **Reliability** - Laramie County School District Number One makes no warranties of any kind, whether expressed or implied, for the service it is providing. Laramie County School District Number One will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Laramie County School District Number One specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. **Confidentiality** - The transmission of confidential information should be limited to the secured services specifically identified by the District. This does not include email or the unsecured portions of the district website.

8. **Indemnity** - The LCSD1 Network user and if a minor, his or her parent or 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 any breach of this contract.

9. **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to Laramie County School District Number One. These terms and conditions reflect the entire agreement of the parties and supercedes all prior oral or written agreements and understandings of the parties. Exceptions to these terms and conditions may be made at the direction of the Director of Technology. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Wyoming, United States of America.

Students and staff are expected to abide by the terms and conditions above. Failure to meet the expectations can result in disciplinary action.

Prior to network access being granted, staff will need to fill out the attached contract and application (Exhibit 49). Commonly known as the Acceptable Use Policy. Current staff should return the contract to their immediate supervisor; new employees have this as part of their initial paperwork completed for LCSD1 Human Resources. Please retain this copy of the Terms and Conditions for your files. Any questions can be addressed to the Director of Technology, Laramie County School District Number One.

#### **User Agreement Terms and Conditions**

Laramie County School District Number One may provide Electronic Information Services (EIS) to qualified personnel who are employed by Laramie County School District Number One. EIS include, but are not limited to LCSD#1 networks, the Internet, electronic mail, databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CD's), floppy disks, or other electronic sources. You shall abide by the following regulations:

You shall refrain from using EIS for any purpose, or in any manner prohibited by the user agreement or LCSD#1 policies and regulations.

You shall not submit any materials forbidden by statutes, laws, or LCSD#1 policies and regulations, including that which is defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal.

No publishing, displaying, or retrieving any materials forbidden by statutes, laws or LCSD#1 policies and regulations, including that which is defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal.

You shall abide by all copyright regulations. You shall report any misuse of the electronic information resources to immediate supervisor. You shall not intentionally use the network in any way that would disrupt use of the system by others. You shall not reveal home addresses and telephone number of others unless authorized due to your job responsibilities. Electronic mail is not private and will be monitored. You shall strive to use correct spelling, punctuation, and grammar when sending electronic mail or publishing documents. You shall take responsibility for any account that is given to you, keeping passwords and/or user ID private, and will not allow others to access your accounts unless authorized due to your job responsibilities. You shall obtain prior authorization before accessing or using a service that requires a fee, and you will accept responsibility for any expenses incurred for use of such services without prior authorization.

LCSD#1 specifically denies any responsibility for the accuracy of information that may be obtained through EIS. While LCSD#1 will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how EIS are used and bears the risk of reliance on the information obtained. LCSD#1 does not assume liability for any information lost, damaged, or unavailable due to technical and/or other difficulties. LCSD#1 reserves the right to establish rules and regulations as may be necessary for the efficient operation of EIS. You shall maintain supervision of students using EIS. You shall directly log on and supervise account activity when allowing students to use your personal account.

Violation of the above terms and conditions may result in disciplinary action and the revocation of use of EIS. Additionally, if inappropriate use violates law, law enforcement entities will be notified. **(Reference Board Policy Manual - pg. 337)**

**EMPLOYEE IDENTIFICATION**

School safety is paramount to the Board of Trustees. All employees shall wear District or school identification badges while at work. 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. **(Reference Board Policy Manual - pg. 251)**

**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 of Trustees retains full authority to adopt curriculum in the District as it is recommended via the curriculum adoption process defined in administrative regulation. The Board is receptive to the input and expression of concerns by parents, students, and patrons related to curriculum. The Board further encourages parent, student, and patron participation on curriculum development committees.

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. There shall be a Standards/Curriculum Advisory Council (Standards shall be defined as the expectations of what a student should know and be able to do. Curriculum shall be defined by benchmarks as a regular course of study or learning activity sponsored by the District.)

The responsibilities of the Standards/Curriculum Advisory Council shall be:

1. To advise in the coordination and continuity of standards/curriculum planning in grades K-12.
2. To assist in providing for continuous and systematic evaluation of the standards/curriculum and instructional materials.
3. To encourage and seek out innovative and creative standards/curriculum related projects in collaboration with Curriculum Coordinators.
4. To serve as an available clearinghouse for new standards/curriculum ideas in collaboration with Curriculum Coordinators.
5. To assist in communication among staff members and the Board about matters of standards/curriculum.
6. To function as an advisory council submitting recommendations to the Assistant Superintendent of Instruction for further consideration.
7. To meet with each curriculum coordinator on a three (3) year rotating basis to review standards, curriculum, and courses.
8. To furnish a copy of each Standards/Curriculum Advisory Council meeting minutes to each building CDM team and each building principal.
9. To render suggestions to the Superintendent relative to all standards/curriculum matters and assessments.

**(Reference Board Policy Manual - pgs. 258)**

## FIELD TRIPS AND EXCURSIONS

Educational trips may be arranged for instructional purposes providing the activities can be reasonably expected to enhance student learning experiences 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 review the educational value of the trip 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. Each field trip will include preparation which aligns with the District standards and curriculum.
2. Signed parental permission is required for each student participating in the trip, including walking or bicycling excursions. Parental permission forms 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)/guardians(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: The school District recognizes that the parent/guardian can be immediately available for any medical emergencies if the parent/guardian accompanies students. The school District prefers that the parent/guardian accompanies 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: Distance to nearest medical facility, accessibility of phone services, and response time of emergency medical services. 2) If school nurse is asked to accompany overnight field trips, the following needs to be considered: Coverage for the nurse's assignment can be arranged through a substitute and 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 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 trips will generally fall into one of three categories:

1. All trips in-state and out-of-state within a one hundred and fifty (150) 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 (150) 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. 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. (Reference Board Policy Manual – pg. 304-307)

**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 AdvancED.

The school improvement plan should be in AdvancED format as well as meet 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 time lines 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. (Reference Board Policy Manual - pg. 253)

**ORGANIZATION OF INSTRUCTION**

The Board of Trustees is responsible for the public education of all District students in kindergarten through grade twelve. The grouping and housing of instructional 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. (Reference Board Policy Manual - pg. 256)

**SUPERVISORY RESPONSIBILITIES**

- Tracey Kinney, Assistant Superintendent ..... 771-2188
- Has supervisory responsibility for eight major areas: instruction, curriculum, assessment, professional development, technology, school improvement, and accountability and continuous improvement. These functions are implemented primarily by five directors and nine curriculum coordinators.
- Serves in the absence of the Superintendent as Chief Administrative Officer

- Supervises directors and assists in principal supervision  
 Sarah Lucero, Executive Assistant to Assistant Superintendent..... 771-2188  
 Primary contact person for:
  - Accreditation
  - Activities Council
  - Curriculum Council
  - Home Schooling
  - Student Registration Information
  - Student Travel Funds for National Competitions
  - Long-term Suspension and Expulsions

Marc LaHiff, Director of Instruction ..... 771-2123

- Supervises Coordinators
- Assessment Implementation & Administration
- Coordinates Work of Building Assessment Leaders
- Group Testing Program
- Federal Programs
- Accountability Reports

Stacy Cenedese, Administrative Assistant to Director of Instruction..... 771-2214

Brent Young, Assistant Director of At-Risk/School Improvement/Assessments ..... 771-2554

Alice Hunter, Director of Special Services ..... 771-2174

- Directs all special services programs, including behavior management programs and alternatives to expulsion
- Primary contact person for:
  - Special Education
  - School Psychologists
  - Counselors & Nurses
  - Special Services Staff
  - Behavioral Disorders
  - Transition Program

Dawn Guffey, Administrative Assistant to Director of Special Services ... 771-2174

J. P. Denning, Assistant Director of Special Services ..... 771-2164

Gordon Knopp, Director of Technology ..... 771-2222

- Coordinates Information Management Systems
- Coordinates school technology contacts
- Design and Development of Technology Program
- Develops and Implements District Technology Plan
- Audiovisual
- Instructional Materials Center
- Service Desk
- Supervises Field Services
- Supervises Information Services
- Supervises Department of Technology Staff

Linda Thyarks, Administrative Assistant for Department of Technology .. 771-2222

Director of ..... 771-2570

- New Teacher Induction
- Mentoring (Tina Troudt)

Mary Quast, Director of Community Relations..... 771-2192

- Develop & design District-wide publications  
 (includes the *Public Schools' Chronicle*, the annual *District Report Card*, the *Informer* employee newsletter, and District-wide parent/student handbooks)

- District media liaison and crisis public information officer
- Develop professional development workshops for classified staff
- Research and verify public access information
- Provide the web master with public access information for the District website
- Plan and coordinate employee years of service and retirement recognition reception
- Coordinate Board of Trustees recognition
- Provide photography and ID services to administration and support services
- Manage business partnership programs
- Provide public relations support to the Cheyenne Schools Foundation

**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:

Sean Ambrose, Music Coordinator .....	771-2104
Debra McCutcheon, Secretary.....	771-2105
John Contos, Physical Education/Health/Safe & Drug Free Schools Coordinator .....	771-2139
Mary Anderson, Secretary .....	771-2255
Mary Brummond, World Language Coordinator .....	771-2175
Donna Olmstead, Secretary.....	771-2170
Lynn Newman, Art Coordinator.....	771-2103
Donna Olmstead, Secretary.....	771-2170
Mark Quinlivan, Social Studies Coordinator .....	771-2215
Donna Olmstead, Secretary.....	771-2170
Walt Hushbeck, Science Coordinator .....	771-2604
Becky Poch, Secretary.....	771-2604
Jeff Stone, Vocational/Career Coordinator .....	771-2216
Leigh Ann Ojeda, Secretary.....	771-2271
Mary Beth Emmons, Elementary Language Arts Coordinator.....	771-2140
Sarah Yosten, Secretary.....	771-2173
Karen Delbridge, Secondary Language Arts Coordinator .....	771-2140
Sarah Yosten, Secretary.....	771-2173
Kristin Williams, Math Coordinator.....	771-2456
Jane Lessenger, Secretary.....	771-2455

<b>PARENT INVOLVEMENT</b>
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The Board 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 Board 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. Parental involvement 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 complimentary 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), and parents and students will be asked to discuss the SRL at home, sign the agreement, indicating receipt and review of its contents, and return 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.

An annual 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. ***(Reference Board Policy Manual - pg. 534)***

**PARENT VISITORS**

While parents are encouraged to visit the school and 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. ***(Reference Board Policy Manual - p. 513)***

**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. ***(Reference Board Policy Manual - p. 527)***

**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. (*Reference Board Policy Manual - p. 405*)

**SPECIAL SERVICES**

In full compliance with regulations and requirements of the Wyoming Department of Education (WDE) and the federal mandates as outlined in the individuals with Disabilities Education Act (IDEA), Special Services offers a wide range of programs and services for students ages 5 to 21 with special educational needs in Laramie County School District One. The primary purpose of special education is to ensure that exceptional children develop mentally, physically, socially and emotionally.

Every school in the district provides special education services within resource rooms as well as regular classrooms. There are a variety of Districtwide programs in some schools to serve students with higher IEP needs.

**Districtwide Programs**

**Program for Adaptive Learning Skills (PALS)** - Provides specialized individual instruction, maximized student learning, and a variety of educational opportunities for students with identified significant needs. Some students may need the specialized approach offered by this more restrictive setting.

**Community Living Access Skills (CLAS)** – Provides a more age-appropriate environment to that of their peers who have graduated from high school to promote the transition of older students with more involved disabilities.

**Social/Emotional Programs** - Provide special learning opportunities for those students who because of their emotional disability and/or behavior cannot function effectively in the general education classroom.

**Related Services**

**Adaptive Physical Education** - Provides a diversified program of developmental activities, games and sports suited to the interests, abilities and limitations of students with disabilities who may not safely or successfully engage in the general physical education program.

**Audiology** - Provides diagnostic services to students suspected of having hearing or auditory processing impairments. Audiology also serves to offer inservices, collaborate with school staff, coordinate classroom and medical management of students with such impairments so that they might function more effectively in school.

**Autism Support Specialist** – Provides services for students with autism spectrum disorders by assisting classroom teachers with interventions and strategies for academic instruction and positive behavioral support.

**Deaf/Hard of Hearing Services** - Provides assistance for students who cannot benefit fully from regular education programs because of deafness or a hearing impairment.

**Occupational Therapy** - Assists classroom teachers with support and accommodations and provides specifically designed individual instruction to IEP students with motor difficulties.

**Physical Therapy** - Assists classroom teachers with support and accommodations and provides specifically designed individual instruction to IEP students with physical disabilities.

**Vision Specialist** - Assists classroom teachers with support and accommodations and provides specifically designed individual instruction to students with visual disabilities.

**Psychological Services** - Evaluates students for educational disabilities. Their assessment information may include individual evaluations of learning potential, academic achievement, learning styles and processing, as well as in-depth diagnostic determinations of issues that impact a student’s ability to learn.

**Social Work Services** - Assists students with school, home or community problems that influence the student’s learning and academic success.

**Speech and Language Therapy** - Provides remedial services to students who exhibit speech/language delays or deficiencies, fluency problems or voice disorders. These can include stuttering, impaired articulation, language disability or deviant voice quality that adversely impact their academic success.

**Transition Services** – Provides support to students with disabilities as they transition through school to achieve their post school goals.

**Resources**

**Assistive Technology Team** - Provides universally designed instructional intervention strategies, tools, and training to maximize learning outcomes of students with disabilities.

**Educational Resource Center** - This library is an academic resource provided by the Special Services Department of Laramie County School District #1. It contains materials that could enhance your classroom instruction, a 'Professional' library, and a variety assessment materials, including protocols, for clinical staff.

**Homebound Instruction Services** - Provides teachers for students who may be absent from school, due to illness, for an extended period of time. Students will continue to receive credit for completed assignments when approved by staff from the student’s home school.

**Parent Resource Center** - Is an information and referral center for parents/legal guardians and professionals in the community who wish to learn more about disabilities and laws and regulations surrounding the education of students with disabilities.

**Transportation Services** - Provides support to students with disabilities who are unable to benefit from regular transportation options.

**Vision Specialist** - Assists classroom teachers with support and accommodations and provides specifically designed individual instruction to students with visual disabilities.

**CONTACTS**

Special Services.....	771-2174
Student Records/Demographics .....	771-2206
Audiology .....	771-2177
Homebound Instruction .....	771-2186

**STAFF DEVELOPMENT**

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

Employees approved for participation in a developmental 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 training is a course 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 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 to 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 his supervision and/or involving students or personnel under his supervision. (**Reference Board Policy Manual - pgs. 428**)

**STUDENT RECORDS**

Student records are those official District files, documents, and other materials in writing, on film, or on tape 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. Student records do not include:

1. Records of instructional, supervisory, administrative, and ancillary educational personnel. These records are commonly known as grade books, lesson plans, and working papers which are in the sole possession of the individual who has written them and which are not accessible or revealed to any other person except a building principal or designee or a substitute on a temporary basis.



2. Records concerning students who are employed by the District and which relate exclusively to the student's capacity as an employee.
3. Records on a student who is eighteen years of age or older which are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than the persons providing the treatment. However, the records may be personally reviewed by a physician or other appropriate professional of the student's choice.

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

All student 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. Inservice training shall be provided for all appropriate personnel who may collect or use personally identifiable information. Their training shall include information concerning legal policy, the Family Educational Rights and Privacy Act, the Wyoming Public Records Act, and other applicable Wyoming statutes.

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 student 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.

Student 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. (*Reference Board Policy Manual - pg. 431*)

### 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. (*Reference Board Policy Manual - pg. 426*)

### 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 civilization can and should be properly taught.

The District and its employees shall not advocate openly, covertly, or by subtlety a particular religion or religious belief. (*Reference Board Policy Manual - pg. 266*)

# Evaluation Of Personnel



<b>EVALUATION OF PERSONNEL</b>
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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 the 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.

Remediation procedures and techniques may be used as needed for both initial contract and continuing contract teachers.

**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 his 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. (*Reference Board Policy Manual - pg. 171*)

<b>PERSONNEL RECORDS</b>
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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.

Lists of District employees' names and addresses shall be released only to governmental agencies as required for official reports. 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 documents, 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 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.

Classified 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. (***Reference Board Policy Manual - pg. 217***)

# Discipline

*Staff and Students*

<b>RESIGNATION, DISCIPLINE/DISCHARGE, TERMINATION &amp; DISMISSAL OF DISTRICT EMPLOYEES</b>
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**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** 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 terminations 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 or disciplined 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. Recommendations for approval or disapproval of termination will be documented on the District "Request for Personnel Action" (FORM #421).

**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 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 reasons(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. (*Reference Board Policy Manual - pg. 196*)

<p><b>CORPORAL PUNISHMENT/FORCIBLE RESTRAINT AND FORCIBLE PHYSICAL CONTACT WITH STUDENTS</b></p>
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The use of corporal punishment in Laramie County School District Number One is prohibited.

Forcible physical contact with a student 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. (*Reference Board Policy Manual - pg. 388*)

<p><b>DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM</b></p>
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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 eq.) 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. (*Reference Board Policy and Administrative Regulation - pgs. 231-232*)

## 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.

Effective operation of the schools requires essential rules and regulations of conduct. 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 building discipline plan. (*Reference Board Policy Manual - pg. 386*)

## VIOLENCE PREVENTION

The Board of Trustees acknowledges the importance of regulating the school environment in order to provide the opportunity for maximum achievement on the part of all students. The Board of Trustees further acknowledges the adverse effects that all forms violence have on academic success and the development and maintenance of good mental and physical health.

Therefore, the Board of Trustees has established the following policy:

- The District shall maintain a safe environment and acknowledges that violent behavior requires assistance, as well as appropriate consequences.
- Students shall not act violently toward other students or present him or herself as a physical threat to the safety of others. The District prohibits any form of violence including bullying, harassment, sexual harassment, physical fights, battery and the use/possession of weapons on school property, in school vehicles, at bus stops and at school-sponsored events.
- The District will discipline, as appropriate considering the seriousness of the offense, any student who has been found to act violently toward another student.
- The District will promptly investigate all reports or complaints of violence. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and well-being of both the accuser and the accused.
- The District will report and document all incidences of violence in the District's Student Discipline Log.
- District policy regarding violence is reviewed and discussed annually by the policy review committee. Policy is publicized on the District's online website and in the District Policy Handbook.

District policy is carried out as outlined in the District's Administrative Regulations.

### 1. **Bullying**

Bullying creates a hostile educational environment through domination and aggression that harms the victim psychologically, emotionally and socially. Bullying substantially interferes with all students' educational benefits, opportunities, and performance.

**Definition**

Bullying is defined as aggressive, intimidating and harassing behavior that is intended to cause harm or distress to another student. This definition includes a pattern of behavior repeated over time, and an imbalance of power or strength that results in a student having difficulty defending him or herself.

This includes, but is not limited to, the following:

- 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.
- C. Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.  
*Reference: Safe Schools Climate Act, W.S. § 21-4-312.*
- D. Cyber-bullying involves sending or posting messages or images using electronic media such as computer, cell phones, video game systems or other technology to hurt or embarrass another person (U.S. Department of Justice).

**False Accusations**

No person shall engage in false and/or malicious accusations of bullying. False and/or malicious accusations will be dealt with through appropriate discipline procedures.

**Reprisals**

The District will discipline any individual who retaliates against any victim of bullying and any individual who retaliates against any person who reports bullying. The District will discipline any individual who retaliates against any person who testifies, assists or participates in an investigation of a bullying complaint. Retaliation includes, but is not limited to, any form of intimidation, harassment or physical threat.

**2. Sexual Harassment**

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and well being of both the accuser and the accused.

**Definition**

Sexual harassment is a form of violence and sex discrimination which violates Section 703 of Title VII and Title IX of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et seq.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, sexual jokes, sexual graffiti, or other verbal or physical conduct of a sexual nature that:

- a. interferes with a student's work performance,
- b. creates a condition such that a student believes that submission to such conduct or request is required to participate in a school program or activity,
- c. causes a student to believe that an educational decision will be based on whether he or she submits to the unwelcome sexual conduct, or,
- d. is so severe, persistent, pervasive, or deliberate as to create an intimidating, hostile, or offensive educational environment.

Sexual harassment may include incidents that occur between two or more students, as well as incidents that occur between a student(s) and members of the school district community. The school district community consists of school district employees, contracted personnel, and other persons invited into the school environment by school district employees.

**Non-harassment**

The District recognizes that not every advance or consent of a sexual nature constitutes

harassment. Whether or not a particular action or incident is a personal, social relationship, without a discriminatory effect, or constitutes sexual harassment, requires a determination based on all the facts and surrounding circumstances.

#### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing the complaint with the next higher level or supervisor, filing charges, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

#### **Sexual Harassment as Sexual Abuse**

Under certain circumstances, sexual harassment may constitute child abuse or neglect under W.S. § 14-3-201 *et seq.* Wyoming Statutes 1978, as amended. In such situations, school districts shall comply with the reporting requirements.

#### **False Accusations**

No person shall engage in false and/or malicious accusations of sexual harassment. False and/or malicious accusations will be dealt with through appropriate discipline procedures.

#### **Reprisals**

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **3. Threats, Physical Fights and Battery**

#### **Definitions**

- A. Threat: Threatening conduct is defined as any conduct which places a student, teacher or other person in fear of impending bodily injury. An expression of intention to inflict injury or damage.
- B. Physical fight: A mutual act of aggression between persons.
- C. Battery: A person is guilty of battery if he or she intentionally causes bodily injury to another person by use of physical force W.S. § 6-2-501(b).

#### **False Accusations**

No person shall engage in false and/or malicious accusations of physical fight and assaults. False and/or malicious accusations will be dealt with through appropriate discipline procedures.

#### **Reprisals**

The District will discipline any individual who retaliates against any person who reports physical fights/assaults, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to a physical fight/assault complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **4. Weapons**

#### **Definition**

A weapon is a device that is designed, or used, to injure another person or person's belongings.

This includes, but is not limited to, a firearm, explosive or incendiary material, motorized vehicle, instrument, material or substance that is reasonably capable of producing bodily injury (W.S. § 6-1-104).

- A. Firearm: Any weapon which will, or is designed to, expel any projectile by the action of an explosive. (W.S. § 19-13-102). This includes, but is not limited to, a pistol, revolver, rifle or derringer.
- B. Explosive: Any chemical or mechanical compound, substance, mixture or device that is used to cause an explosion capable of producing destructive effects. This

includes, but is not limited to, a bomb, grenade, rocket, missile, mine or similar device containing poison gas or chemical capable of causing death or serious physical injury (W.S. § 6-3-111).

- C. Instruments include, but are not limited to, a knife or other stabbing tool, metal knuckles, baton, martial art instrument, straight edge razor or any razor blade fitted to a handle, metal pipe or bar, club, electronic taser or immobilizer, or any instrument designed or used to inflict injury or death upon another.

**False Accusations**

No person shall engage in false and/or malicious accusations of weapons possessions or threats. False and/or malicious accusations will be dealt with through appropriate discipline procedures.

**Reprisals**

The District will discipline any individual who retaliates against any person who reports alleged violations of District Policy involving weapons and threatening conduct, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to a weapons or threat violation complaint. Retaliation includes, but is not limited to, any form of intimidation or harassment. (***Reference Board Policy Manual – pg. 472***)

# Miscellaneous



<b>ASBESTOS NOTIFICATION</b>
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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 771-2169 or come to the Risk Management Office located at 3320 Maxwell Avenue, Cheyenne, Wyoming.

<b>CRISIS PREVENTION</b>
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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 (Form 368). This report will be placed in the student's cumulative folder.

### 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.  
(Reference Board Policy Manual - pg. 445-446)

### EMERGENCY PLANS/EMERGENCY CLOSINGS

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. (Reference Board Policy Manual - pg. 97-98)

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 Governorial 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.

### SCHOOL CLOSURES WHEN SCHOOL IS IN SESSION

The Superintendent shall establish identification codes with local broadcasting stations so that District emergency information cannot be fabricated. Parents and guardians of District students shall be notified of emergency closures and actions through broadcasts from all available Cheyenne radio stations and television stations. Frequent announcements shall be requested concerning school closure or dismissal following notification from District officials. Employees and patrons shall be urged not to call District offices but to receive the message through radio broadcasts. The availability of open telephone lines is of paramount importance in the expeditious and safe direction of District students and personnel during an emergency.

In case of severe storms or other emergency at the starting time of school days, the Superintendent shall determine if the buses are to complete the normal bus schedules. In case any regularly scheduled bus trip or route is canceled, every effort shall be made to notify building administrators as soon as possible. Parents and guardians shall be notified through radio broadcasts.

In the event of early dismissal, building administrators will be notified through two-way radio broadcast using equipment provided to each building. District buses shall be dispatched as soon as radio messages have been broadcast. Parents should be informed to instruct students at the beginning of the school year as to family procedures to be followed when they arrive home at a time not regularly scheduled. Bus drivers shall be responsible for the arrival of all students to designated stops. All students who normally ride District buses shall be sent home on the bus unless instructions to the contrary are received from the parent. Students who do not normally ride District buses shall not be released to go home with anyone other than a parent without parent permission.

During emergencies which render it unsafe for students to leave District buildings, the building principal shall assume responsibility for housing students in the building until other arrangements are possible. If this action is necessary, it shall be reported to parents and guardians through radio broadcast.

School employees shall be notified of emergency information. Employees should not attempt to reach District officials by telephone. The emergency information can be communicated to each employee by telephone within minutes if telephone lines are left open.

In the event telephone lines are not operational, personnel will receive emergency information through radio broadcast. Regular school schedules shall be followed unless emergency procedures are activated as described. No message will be sent to employees or to parents and guardians through radio broadcasts 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 radio to a local radio or television station for important information and instructions.
2. A direct line of communication shall be maintained between the Superintendent's office and the Laramie County Emergency Management Agency. Coordination is from the Emergency Operations Headquarters of the Emergency Management Agency.
3. The issuance of a natural disaster or other emergency warning may result in one of three 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. 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.

***(Reference Board Policy Manual - pg. 99)***

<b>ENERGY MANAGEMENT CONSERVATION</b>
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The Board of Trustees of the Laramie County School District Number One believes 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 “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. (**Reference Board Policy and Administrative Regulations - pg. 119**)

## 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: Michael Wiggam, 771-2110; Cary Bell, 771-2131; or Celine Kuntz - 771-2115.

### 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: Celine Kuntz, 771-2115; Michael Wiggam, 771-2110; and Cary Bell, 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: Trystin Green, 771-2219.

### 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: Celine Kuntz, 771-2115.

### 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: Mike Jackson, 771-2106.

### 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: Shawne Metzler, 771-2113; Cary Bell, 771-2131.

### **PAYROLL**

Questions on payroll checks and information listed on checks are handled in this department. Questions regarding deductions, hours worked, or general questions about the paycheck are handled here.

Questions about your salary amount and errors in payments of steps, extra duty pay, etc., are handled in the Human Resources Department. W-2 forms are issued from this office. Contacts: Cyndi Furman, 771-2156 and Mike Jackson, 771-2106.

### **ACCOUNTING**

Questions on signing of checks by facsimile, payroll, payment of telecommunication and utility billings, recording of copier readings, reimbursement of petty cash, and issuance of District credit cards are handled in this department. Contacts: Cyndi Furman, 771-2156 and Mike Jackson, 771-2106.

### **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: Michael Wiggam, 771-2110; Cary Bell, 771-2131; Celine Kuntz, 771-2115; 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. Material Safety Data Sheets may be obtained from the Risk Management Office located at 3320 Maxwell Avenue, Cheyenne, Wyoming or by calling 771-2169.

## **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 on a daily basis
- Pick up and deliver books, filmstrips, slide sets, etc., from the Instructional Materials Center
- Pick up and deliver books and special kits from the Educational Resource Center
- Sort incoming U. S. mail and parcels by schools and departments
- Record registered, insured, certified, express, Federal Express, Airborne Express, and UPS mail and secure appropriate signatures
- Make special pickups from schools and departments, including throat cultures, Board packets, and equipment on a daily basis.

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 the Administration Building, is responsible for:

- Assuring that all purchases made by the District are necessary and within budget allowances.
- Overnight and Local Purchase Order, Purchase Request and Purchase Card (Visa) purchases.
- Processing all quotes and bids for goods and services valued at \$10,000 or more.
- Issuing and monitoring the use of Visa cards.
- Providing purchasing-related assistance to school and department staff whenever needed.
- Maintaining inventory of valuated and non-valuated goods and equipment.

**WAREHOUSE**

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

- Book Disposal
- Surplus property disposal
- 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 discrepant 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 work order or through Digital Storefront
- All Binding of orders such as saddle back stitching, stapling, hole punching, GBC binding, folding, cutting
- Provides banners and posters
- Providing print-on-demand District forms
- Laminating
- School or department envelopes
- Printing Bulk Mail communications

<p><b>NEWS RELEASES</b></p>
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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. (*Reference Board Policy Manual - pg. 499*)

### 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 Lunch, Breakfast, and Snack Programs. They also oversee all grant programs such as the Fresh Fruit and Vegetable program at participating sites. Food is prepared at five production kitchens (located in secondary schools) and shipped out to the elementary sites. A variety of fruit, vegetables, grains, and milk accompany all lunches. Menus are sent home once a month with elementary students. Menus are also published in the Wyoming Tribune Eagle and Traders and are available on the District website.

Applications for free and reduced meals are mailed to the household of all registered LCSD1 students. Applications may also be completed online via the Nutrition Services webpage or at [www.applyforlunch.com](http://www.applyforlunch.com) for faster processing. Paper applications are approved and filed at the Nutrition Services offices and may take up to 10 days for processing.

Parents may pay for student meals online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com). Student ID number and date of birth information is required for initial setup. There is a transaction fee of \$1.95, but the fee is per transaction, not per student. Therefore, parents can pay for meals for all students with only one transaction fee. Payments available for student use immediately when transacted before the start of the cafeteria breakfast or lunch hour as long as internet access is available at campus.

District employees and parents are welcome to eat lunch and breakfast at school. 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 meals.

Nutrition Services does not provide catering services, but may be able to accommodate special meal requests for students. Please contact the Program Administrator for additional information, if interested in this option. Sack lunches can be provided 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.

<b>PLANNING AND CONSTRUCTION OFFICE</b>
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- Major facilities or site improvements or upgrades 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. 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 \$10,000. Projects under \$10,000 are normally completed by the Facilities Management Department through a work order.

- Facility assessments are completed by the Wyoming School Facilities Department and 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.
- 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.
- Classroom furniture is purchased by the Planning and Construction Office for additional needs or replacement. The Planning and Construction Office performs assessments to review the condition of furniture for replacement, and replaces furniture based on the greatest need throughout the District when funds are available. All furniture requests should be placed through the school principal.
- Traffic 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 through the use of a computerized student demographic system, general information on student population, and demographics is available from the system.