

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE CHEYENNE, WYOMING

BOARD OF TRUSTEES POLICIES

**ADOPTED JUNE 11, 1984
REVISED AUGUST 12, 1985
JULY 28, 1986, MARCH 9, 1987, JULY 13, 1987,
SEPTEMBER 14, 1987, OCTOBER 12, 1987, MARCH 14, 1988, MARCH 28, 1988,
MAY 2, 1988, JULY 11, 1988, AUGUST 8, 1988, AUGUST 13, 1990, APRIL 8, 1991,
JULY 8, 1991, JULY 1, 1992, JULY 1, 1993, JULY 1, 1994, JULY 1, 1995,
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JULY 2, 2001, JULY 1, 2002, JULY 7, 2003, JUNE 21, 2004, JUNE 20, 2005,
FEBRUARY 6, 2006, JULY 19, 2006, MARCH 5, 2007, JULY 18, 2007, JUNE 16, 2008,
JUNE 15, 2009, JUNE 7, 2010, JUNE 20, 2011, MAY 7, 2012, JULY 1, 2013, JULY 14, 2014**

BOARD OF TRUSTEES

**Hank Bailey
Anne Beckle
Tim Bolin
Nate Breen
Mark Klaassen
Sandy Shanor
Lynn Storey-Huylar**

**John Lyttle
Superintendent of Schools**

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CHAPTER I
FOUNDATIONS

Section 1. SCHOOL DISTRICT LEGAL STATUS. "Laramie County School District Number One, State of Wyoming" is a political subdivision of the State of Wyoming, a body corporate, and a unified school district providing educational services to those eligible students of Laramie County residing in the area for School District Number One as reflected in Exhibit 1.

Legal Reference - Wyoming Constitution, Article 1, §1; W.S. § 21-3-101, 21-3-104, 21-5-103, 21-5-104, and 21-5-105

Cross Reference - Chapter II, Section 1, Board of Trustees Legal Status.

Adopted 6/11/84

EXHIBIT 1

LEGAL DESCRIPTION Laramie County School District Number One

Laramie County School District Number One is that portion of Laramie County, Wyoming, beginning at the Southeast corner of Section 13, Township 12 North, Range 65 West of the 6th P.M., Laramie County, Wyoming; thence, Westerly along the South boundary line of Laramie County, Wyoming, to a point on the West boundary line of Laramie County, Wyoming, located in Section 18, Township 12 North, Range 70 West of the 6th P.M., Laramie County, Wyoming; thence, Northerly along the West boundary line of Laramie County, Wyoming; to a point located on the North boundary line of Laramie County, Wyoming, located in Section 6, Township 19 North, Range 70 West of the 6th P.M., Laramie County, Wyoming; thence, Easterly along the North boundary line of Township 19 North, Ranges 70, 69, 68, 67, 66, and 65 West to the Northeast corner of Section 4, Township 19 North, Range 65 West of the 6th P.M., Laramie County, Wyoming; thence, Southerly along the East boundary line of Sections 4, 9, 16, 21, 28, and 33, Township 19 North, Range 65 West to the Southeast corner of said Section 33, Township 19 North, Range 65 West of the 6th P.M., Laramie County, Wyoming; thence, Easterly along the North boundary line of Sections 3, 2, and 1, Township 18 North, Range 65 West to the Northeast corner of Section 1, Township 18 North, Range 65 West of the 6th P.M., Laramie County, Wyoming; thence, Southerly along the East boundary line of Townships 18, 17, 16, 15, 14, 13, and 12 North, Range 65 West to the Southeast corner of Section 13, Township 12 North, Range 65 West of the 6th P.M., Laramie County, Wyoming, which is the place of beginning.

Laramie County School District Number One is approximately the western half of Laramie County including the major city of Cheyenne, Wyoming.

Adopted 6/11/84
Revised 7/13/98
Revised 6/20/05

Section 2. 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.

OUR VISION is to become the premier District “of learners for learners” in the Rocky Mountain Region where every student is successfully learning.

OUR CORE VALUES: High Expectations, Maximizing Learning Opportunities, Shared Responsibility, and Human Connection.

Adopted 7/12/99
Revised 9/11/00
Revised 6/20/05
Revised 3/5/07
Revised 6/15/09

Section 3. ACCOUNTABILITY PROGRAM. The Superintendent of Schools shall establish a program of individual school accountability. Each school shall maintain an accountability program which includes pupil performance standards, a school improvement plan, and yearly reporting of progress made in school effectiveness. Guidelines for the accountability program shall be developed by the Superintendent of Schools.

Adopted 6/11/84
Revised 9/1/89 (Section #only)
Revised 7/8/91
Revised 1/12/98 & 7/12/99

Section 4. 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.

Legal Reference - Article VII, §10, W.S. §21-4-303 and 21-7-302
Cross Reference - Chapter I, Section 5, Reporting Noncompliance.

Adopted 6/11/84
Revised 1/9/89 (Section # only)
Revised 7/1/92
Revised 7/18/07

Section 5. REPORTING NONCOMPLIANCE. The personnel of the District, students enrolled in District schools, and the public are encouraged and invited to report to the Board of Trustees through the office of the Superintendent, noncompliance with any State or Federal law, relative to the activities or operation of the District.

The personnel of the District shall give full cooperation to any legally constituted agency or person inquiring into the activities or operation of the District in this respect.

District personnel shall solicit any suggestions, comments, and help from such agencies and persons which will assist the District in obtaining and maintaining this compliance.

Said reports shall be made to the Assistant Superintendent of Human Resources.

Adopted 6/11/84
Revised 9/14/87
Revised 1/9/89 (Section # only)
Revised 7/10/00
Revised 7/2/01
Revised 12/5/11

Section 6. ETHICAL CONDUCT. This statement of standards for ethical conduct is designed to inspire a quality of behavior that reflects honor and dignity on all employees of Laramie County School District Number One. Teachers, administrators, staff, and school board members must recognize the magnitude of the responsibility inherent in the education process.

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

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

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

PROFESSIONAL CONDUCT GUIDE

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

DISTRICT EMPLOYEES

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

1. Shall obey local, state, and national laws;
2. Shall adhere to school board policies and administrative rules, regulations, and established standards for work and performance;
3. Shall protect and conserve all property owned, held by, or leased to the District;
4. Shall not use his/her position for personal gain;
5. Shall refrain from acting on any matter or letting any contracts in which the employee or his/her immediate family or business associates stand to gain a pecuniary benefit as defined by W.S. Section 6-5-101;
6. Shall refrain from conducting personal business during business hours;
7. Shall not accept any pecuniary benefits as defined by W.S. Section 6-5-101 in circumstances that would create the appearance of a conflict of interest;
8. Shall not accept outside employment or any other outside activity which interferes with the full and proper discharge of the employee's duties and responsibilities to the District, except as allowed by Board of Trustees policies, Chapter VI, Section 7;
9. Shall not knowingly make a false, malicious, threatening, or harassing statement to or about District employees, students, or parents;
10. Shall strive to resolve all problems at the lowest possible level, and attempt to resolve problems with another employee privately before involving others in a dispute.

EDUCATORS

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

In fulfillment of his/her obligation, the educator:

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

ADMINISTRATORS

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

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

1. Shall recognize that public schools are the public's business and seek to keep the public informed about their schools;
2. Shall support the principle of due process and protect the civil and human rights of all individuals;
3. Shall implement school board policies and administrative rules and regulations;

4. Shall pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

SCHOOL BOARD MEMBERS

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

1. Shall remember that the first and greatest concern must be the educational welfare of all children in the District;
2. Shall bring about desired changes through legal and ethical procedures;
3. Shall uphold and enforce all laws, State Board of Education rules, and court orders pertaining to schools;
4. Shall hold confidential all matters pertaining to school issues, which if disclosed, may needlessly injure individuals or schools, and shall respect the confidentiality of information that is privileged under applicable law or executive session;
5. Shall recognize that decisions must be made by the Board as a whole, make no personal promise, or take private action which could compromise the Board, and recognize that authority rests only with the Board in official meetings;
6. Shall endeavor to make policy decisions only after full discussion at publicly held Board meetings;
7. Shall tender all decisions based on the available facts and refuse to surrender that judgment to individuals or special interest groups;
8. Shall refuse to participate in irregular meetings such as "secret" meetings, which are not official and in which all members do not have the opportunity to attend;
9. Shall encourage the free expression of opinion by all Board members and seek systematic communications between the Board and parents, students, staff, and all elements of the community;
10. Shall make certain the Board remains responsive to the community and shall communicate to Board members and the Superintendent at appropriate times

- expressions of public reaction to Board policies and school programs;
11. Shall avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain;
 12. Shall attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
 13. Shall understand and accept that the basic function of the Board is to make policy and not to administrate, and to learn to discriminate between the two functions;
 14. Shall refer all complaints to the proper administrative office and discuss them at a regular meeting after failure of administrative solution;
 15. Shall not knowingly make false or malicious statements about District employees, students, or parents.

Adopted 4/13/98
Revised 6/28/99
Revised 7/19/06
Revised 6/7/10
Revised 7/14/14

Wyoming Professional Conduct Guide

The Best Way to Teach is by Example - *Einstein*

The following examples of appropriate professional conduct are presented by the Professional Teaching Standards Board in support of Wyoming educators' commitment to ensuring safe, healthy environments for students. The Professional Teaching Standards Board strongly recommends that all school staff become knowledgeable of their local district's policies regarding professional conduct. **Support a school culture of professionalism** by helping to create a culture of intolerance for unprofessional behavior. Ignoring unprofessional conduct sends the message that such behavior is acceptable.

HEALTHY BOUNDARIES: All students have the right to be safe emotionally, physically, and intellectually. More than ever, kids need healthy, clearly-defined relationships with adults. Educators are mentors; and as such, have the responsibility to model, teach, encourage, and support positive, healthy human relationships.

- **Maintain a professional relationship with students inside and outside of school property.**
 - Going to parties or socializing with students is inappropriate.
 - Assigning or requesting students to do errands to meet personal needs is inappropriate.
 - Inviting students to your home, especially when no one else is present, is inappropriate.
 - A pattern of writing passes, making excuses, or rides home, for a particular student, or students is inappropriate.
- **Use caution in the way you touch students.**
 - Lingering massages or touches, kisses, or **asking for a hug** are inappropriate.
 - **Do not engage in, solicit, or consummate any inappropriate written, verbal, or physical relationship with a student.**
- If you need to speak with a student privately, leave your classroom door open.
- Maintain a professional relationship with students at **extracurricular activities**. Loose, inappropriate boundaries set the stage for inappropriate gender and harassment issues.
- Ensure that a **chaperone** is present and available to students during off-campus school sponsored activities. It is recommended that there is a male chaperone for male students and a female chaperone for female students.
- Remind students of the **limits of your relationship as an educator**.
 - Affirm the helping nature of your relationship with students.
 - Assist students to obtain the additional supports they may need; counseling, medical interventions, etc.
 - **As an educator you are a role model, not their friend, not their confidante, or surrogate parent.**
- **Model appropriate language** for students. The use of profanity, vulgarity, put downs, sarcasm, or name calling is inappropriate at all times in the presence of students.
 - Student-educator communications should be open and **void of any "hidden messages"**.
- **Dress professionally** – regardless of current trends. Dress in a manner in which you can be actively involved in student learning and activities.
 - Clothing with vulgar statements, sexual innuendos, discriminatory put downs, or that promote the use of illegal and unauthorized drugs or alcohol should not be worn at school.
- Students need to be **supervised** at all times while in your classroom.

- Do not use, possess, be under the influence of, or encourage the use of **alcohol, illegal drugs, or the unauthorized use of drugs** while on school property or at a school sponsored activity involving students.
 - Do not encourage the use of or supply any illegal or unauthorized drug to students.

TECHNOLOGY

- **Do not use your personal phone to text or call students.** If required to use – or recommended to use – by your school, request that the school issue you a phone specifically to use with students.
- **Email students via your school sponsored web site, computer, or email.** Do not use your personal email account. Consider all **emails public**.
- **School computers** are to be used for school purposes at all times –whether used at school or away from school.
 - Do not download sexually explicit or any inappropriate or questionable material on school computers.
- **My Space, Facebook:** *If you don't want the Superintendent reading it aloud to you in a meeting, don't post it.*
 - Be aware, once you post something it is there forever. You may take it off – but information you want deleted may already be out on the internet – without any future control by you.
 - Set up your site as private. (Understand that **“privacy” on the internet is an oxymoron.**)
 - When adding photos select the option **“do not share photos”**.
 - **Delete any off-color comments** made by friends.
 - **Do not “tag” your photos** with your name or the names of others. Tagging photos means listing the people in the photos by name, either partial or full. “Tagged” photos automatically link to others’ sites.
 - Keep blogging work friendly. **Do not use names of co-workers, bosses, or students** in a rant about a bad day at school.
 - Do not allow students into your site.
 - Do not give out personal information.
- **Movies, TV programs**, internet sites, reading material, etc. used at school by you for students need to comply with school district policy.

PROFESSIONAL EDUCATOR

- **Maintain confidentiality.**
 - Grades, test scores, reports from related services personnel (school psychologist’s reports, nurse, etc) and information from community agencies (Department of Family Services, police department, etc), and sensitive information shared by family members to you are confidential.
 - **Disclosure of information to persons who do not have both a right and a need to know is a violation of the law.**
- **Respect differences;** plan for inclusive groupings for instruction and other school activities.
 - Assign leadership roles equitably.
 - Be careful not to group on the basis of race, gender, family, social, or cultural background, national origin, political or religious beliefs, or disability.
 - Actively participate in and comply with Individual Educational Programs (IEP) and 504 plans.
 - Students should not be labeled based on race, gender, sexual orientation, family, social, or cultural background, national origin, political or religious beliefs, or disability. Do not undermine a student’s beliefs by criticizing, making fun of, or “subtle” sarcasm.
- Adhere to **federal and state laws**, professional licensure requirements, and local school policies.
- **Recommend for employment** only those educational professionals who have demonstrated professional and ethical behavior.
- Act with honesty and integrity in administering **standardized tests**.
 - Follow the directions for administering the test explicitly.
 - Do not read sections that students are required to read independently.
 - Do not lead a student to the correct answer.

- Do not falsify answers or copy and teach to specific test items on the test.
- Do not edit or change any student answers or results.
- Conduct **financial business** with integrity and by honestly accounting for all funds committed to the educator's charge and collect and report funds consistent with the school and district policy.
- Comply with inquiries regarding **investigations and hearings** initiated by the Professional Teaching Standards Board.
- Provide **truthful information** on all documents and applications for licensure.

Created January 2010 by Wyoming Professional Teaching Standards Board (PTSB)
<http://ptsb.state.wy.us>

Adopted 7/14/14

CHAPTER II

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CHAPTER II

BOARD OF TRUSTEES GOVERNANCE AND OPERATION

Section 1. BOARD OF TRUSTEES LEGAL STATUS. The governing body of Laramie County School District Number One, State of Wyoming, shall be a seven member Board of Trustees. Members of the Board of Trustees shall be elected and serve as provided by law.

Legal Reference – W.S. § 21-3-105, 21-5-114, 21-5-118, and 22-22-102

Cross Reference - Chapter I, Section 1, School District Legal Status.

Adopted 6/11/84
Revised 9/14/87

Section 2. BOARD OF TRUSTEES POWERS AND DUTIES. The powers and duties of the Board of Trustees of Laramie County School District Number One are prescribed by statute. The Board is charged with the general operation of the public schools of the school district.

The Board of Trustees has the exclusive right to manage the affairs of the District. It may direct and control its operations and independently make and execute any plans or decisions deemed necessary for the welfare, advancement, and best interests of the District.

The Board shall maintain a fiscally sound operating budget. In no event shall the Board adopt an annual expenditure budget that cannot be supported by cash reserves and revenues received for that fiscal year.

A majority of the number of members of the Board of Trustees shall constitute a quorum for the transaction of business at any properly convened meeting of the Board of Trustees. No action of the Board shall be valid unless it receives the approval of a majority of the membership of the Board of Trustees during a properly convened meeting. An individual member of the Board does not have authority to act on behalf of the Board, except as delegated by a majority vote of the Board.

As an elected member of the Board of Trustees, the Chairman may vote, subject to the same provisions and limitations as any other member of the Board. Furthermore, the Chairman shall vote in the event that any item for decision before the Board is tied prior to the casting of the Chairman's vote.

NEGLECT OF DUTY

A Trustee who willfully fails, refuses, or neglects to perform the duties of his elected position as Trustee, shall be subject to the provisions of law.

Legal Reference – W.S. § 21-3-105, 21-3-110, 21-3-111, and 21-3-124

Adopted 6/11/84
Revised 8/12/85, 7/28/86, 1/9/89

Section 3. BOARD OF TRUSTEES ELECTIONS. The election of members of the Board of Trustees for Laramie County School District Number One shall be held on the Tuesday next following the first Monday in November in general election years. Members of the Board of Trustees shall be elected on a nonpartisan ballot in accordance with the provisions of the Wyoming Election Code and the Wyoming Education Code.

Candidates are elected by the electorate of the entire school district.

Trustees shall within ten days after receiving notification of their election and before assuming the duties of their offices, appear before some person qualified to administer oaths and take an oath for the faithful performance of their duties as required by law.

Legal Reference – W.S. § 21-3-106, 21-3-121, 22-22-101 through 22-22-308

Adopted 6/11/84
Revised 8/12/85, 9/14/87, & 7/1/96
Revised 7/13/98

Section 4. VACANCIES ON THE BOARD OF TRUSTEES. A vacancy occurring for any cause on the Board of Trustees shall be filled as prescribed by law.

The Board of Trustees shall fill the vacancy within thirty days by a majority vote of the remaining members.

Each appointee shall be a resident of the District and shall serve until a successor is elected and qualified.

Legal Reference – W.S. § 21-3-108, 21-3-109, 22-18-111

Adopted 6/11/84
Revised 7/1/92
Revised 7/13/98
Revised 7/19/06

Section 5. BOARD OF TRUSTEES OFFICERS AND OFFICIALS. The Board officers shall be Chairman, Vice Chairman, Clerk, Assistant Clerk, Treasurer, and Assistant Treasurer. They shall perform the duties of their offices as prescribed by law.

The Chairman shall preside at all meetings of the Board of Trustees when the chair is present.

The Vice Chairman shall preside at all meetings of the Board of Trustees at which the Chairman is not present.

If neither the Chairman nor Vice Chairman is present at any meeting of the Board, the members who are present shall elect a temporary Chairman for that meeting.

The Clerk shall provide fiscal reports as required by law; provide copies of reports and papers as required by law; cause certification of bonds or evidence of debt as required by law; and record all proceedings of the Board as required by law.

The Assistant Clerk shall perform the duties of the Clerk in the absence of the Clerk.

The Treasurer shall have custody of District moneys as prescribed by law; keep an account of District expenditures and receipts; and provide District financial statements as required by law.

The Assistant Treasurer shall perform the duties of the Treasurer in the absence of the Treasurer.

Surety bonds shall be required for the Board of Trustees Treasurer, Clerk, Assistant Treasurer, Assistant Clerk, and the Superintendent as prescribed by law.

SCHOOL ATTORNEY

The Board of Trustees may appoint a firm of attorneys-at-law to serve as legal, administrative advisors to the Board and the Superintendent.

The School Attorney may render administrative advice, conduct or assist with District litigation, and provide specialized service. In the event of a contested case where the assistance of the school attorney is given to the administration, the school attorney shall not advise the Board in their deliberations of the case.

INTERNAL AUDIT

The Board of Trustees may designate an employee, or an outside auditor, to perform and supervise internal audit procedures.

Legal Reference – W.S. § 16-3-111, 21-3-110, 21-3-111, 21-3-113 through 21-3-119
Cross Reference - Chapter IV, Section 1, Budget; Chapter IV, Section 13, Audits.

Adopted 6/11/85
Revised 9/14/87
Revised 7/1/92
Revised 7/1/95
Revised 6/28/99
Revised 6/19/06

Section 6. BOARD OF TRUSTEES MEETINGS.

ORIENTATION OF NEW MEMBERS - ORGANIZATIONAL MEETING

An organizational meeting of the Board of Trustees shall be held at the first regular meeting after December 1. The meeting shall be called to order by the current Chairman of the Board of Trustees.

The meeting shall include the election of Board officers for the ensuing year.

Additional organizational activities that shall be completed include the adoption of resolutions regarding: bonding of officers and Superintendent, facsimile signatures, federal programs authorization, designating depositories, and regular meetings.

An orientation session shall be established by the Board Chairman to familiarize new members with District policies and procedures and their duties as a member of the Board of Trustees.

REGULAR MEETINGS

The Board shall annually determine the dates of regular meetings to be held as prescribed by law. At least one meeting must be held each month.

The required notice of meetings shall be provided to members of the Board, the Superintendent, and official newspapers.

The agenda format shall be established by the Board. Each agenda shall be prepared by the Superintendent or designee. Members of the Board may submit items to the Superintendent for inclusion on the agenda prior to its preparation. Members of the public may propose items for inclusion on the agenda, and the Superintendent shall present such items to the Board for consideration. Items may be added at the Board meeting by majority Board approval.

A Board meeting packet shall be furnished to each Board member. It shall contain a copy of the agenda and information of possible interest to the Board. Copies of the meeting agenda shall be made available to the press and to any others attending the meeting. Copies of the Board meeting packet may be provided to others as deemed necessary by the Superintendent.

Meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order, except when changed by these policies or by applicable law.

Minutes of each meeting shall be kept. The minutes shall reflect: the time and place of the meeting; resolutions and elections coming before the meeting; the exact wording of motions and resolutions presented; the identity of members making, seconding, and voting on motions; a record of warrants issued, and the nature of all business and actions conducted and taken at the meeting.

SPECIAL MEETINGS

Special meetings of the Board of Trustees may be held as prescribed by law and as determined appropriate by at least two members of the Board or the Chairman of the Board upon due notice.

EXECUTIVE SESSIONS

Executive sessions may be held by the Board as prescribed by law.

Action by the Board on matters considered in an executive session shall be taken in an open meeting. All members of the Board, the Superintendent, and the School District Attorney shall be notified of executive sessions. The Superintendent and/or the attorney may be excluded as deemed necessary by the Board. Others may be invited to participate in an executive session as deemed appropriate by the Board.

Minutes shall be maintained of any executive session. Except for those parts of minutes of an executive session reflecting a members' objection to the executive session as being in violation of this act, minutes and proceedings of executive sessions shall be confidential and produced only in response to a valid court order.

Legal Reference - W.S. § 16-2-102, 16-4-401 through 16-4-406, 21-3-110, 21-3-111, 21-3-116 through 21-3-120.

Cross Reference - Chapter IX, Section 1, Public's Right to Know.

Adopted 6/11/84

Revised 8/12/85, 9/14/87

Revised 1/9/89, 7/1/92, 7/13/98, 7/12/99, 7/10/00

Revised 7/19/06

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER II, SECTION 6, BOARD OF TRUSTEES MEETINGS

BOARD AGENDA FORMAT

The agenda for each Board meeting shall reflect the priorities for presentation and discussion as determined by the Superintendent. The first order of business shall be approval of the agenda, followed by any recognitions, approval of the minutes of the previous meeting(s), and approval of bills and payroll. Generally, items tabled at a previous meeting shall be considered before any new items.

Items from members of the public will be presented as part of the agenda, and a recommendation for addressing the item will be submitted by the Superintendent.

Copies of the agenda and Board meeting packet will be prepared for all Board members, the District's attorney, all members of the Senior Leadership Team/Cabinet, all principals, the CTEA president, and designated representatives of the Wyoming Tribune Eagle.

A complete packet shall be provided to all named individuals unless confidential information regarding a student or staff member is included or in the event that copying costs preclude the inclusion of certain backup materials.

SPECIAL MEETINGS

Notices of special meetings shall be sent to each Board member, the District's attorney, the Superintendent, members of the Cabinet, and the official newspapers.

Adopted 1/89
Revised 7/12/99
Revised 6/7/10

EXHIBIT 2

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

NOTICE OF MEETINGS

Notice of Regular Meetings (to be given immediately after organizational meeting, within one week after start of first semester and with statement of revenue and expenditures of District):

Notice of School Board Meetings and Availability of Minutes

Notice is hereby given that regular meetings of the Board of Trustees of Laramie County School District Number One, State of Wyoming, are held at 7 p.m., on the 1st and 3rd Mondays of each month in the Boardroom, Storey Gymnasium, 2811 House Avenue, Cheyenne, Wyoming, and that such meetings are open to the public.

Notice is also given that official minutes of each regular or special meeting of such Board, including a record of all official acts and of all warrants issued, are available for inspection by any citizen during regular office hours, at the office of the Clerk of said District, at the Administration Building, 2810 House Avenue, Cheyenne, Wyoming.

Chairman, Board of Trustees
Laramie County School District Number One
State of Wyoming

Notice of Change of Time or Place for Regular Meetings (whenever such is desired):

Notice of Change of Time (Place) of Regular Meeting of School Board

Notice is hereby given that the time (place) of the regular meeting of the Board of Trustees of Laramie County School District Number One, State of Wyoming, will be changed from 7 p.m. on _____ to _____ m. on _____ to _____, (Building), _____ (Street), Cheyenne, Wyoming.

Chairman, Board of Trustees
Laramie County School District Number One
State of Wyoming

Notice of Special Meetings (whenever such are required - including organizational meeting):

Notice of Special School Board Meeting

Notice is hereby given that a special meeting of the Board of Trustees of Laramie County School District Number One, State of Wyoming, will be held at ___ m. on _____, 20__, at _____ Room, _____ Building, _____ Street, Cheyenne, Wyoming, for the purpose of considering and acting on the following matters: _____.

Chairman, Board of Trustees
Laramie County School District Number One
State of Wyoming

Adopted 1/89
Revised 7/1/93
Revised 12/11/00

Section 7. BOARD OF TRUSTEES CONFLICTS OF INTEREST. A member of the Board of Trustees shall disclose his interest in any contract or other matter under consideration with the District.

Annually, Board members shall complete District Form #527, Related Party Disclosure Statement.

A Trustee should not vote on any matter in which he has a conflict of interest even though his vote may be needed to fulfill the requirements of a quorum for Board action.

A member of the Board of Trustees should not act for the Board in connection with any contract or other matter in which he has a conflict of interest.

Legal Reference – W.S. § 9-13-106 and 16-6-118

Cross Reference - Chapter II, Section 2, Board of Trustees Powers and Duties; Chapter IV, Section 6, Purchasing.

Adopted 6/11/84

Revised 7/1/94

Revised 7/19/06

Section 8. PUBLIC PARTICIPATION AT BOARD MEETINGS. All meetings of the Board of Trustees shall be open to the public, except for executive sessions which may be convened as provided for by law.

The Chairman of the Board of Trustees shall recognize all speakers who identify themselves. The Chairman may set a reasonable time limit for speakers.

The Chairman may refuse to allow anyone other than Trustees to speak while the Board is considering official business except when an interim public discussion period has been scheduled on the agenda for a particular item.

Legal Reference – W.S. S 16-4-403

Cross Reference - Chapter II, Section 10, Rules of Practice Governing Hearings; Chapter IX, Section 1, Public's Right to Know.

Adopted 6/11/84

Section 9. GRIEVANCES. This grievance procedure shall provide for the equitable settlement of disputes in a timely manner, without the fear of reprisals. Earnest efforts shall be made, by all parties, to resolve disputes at the lowest level. At all times, the focus shall be on problem solving.

DEFINITIONS

1. Grievance - A dispute arising from interpretation or applications of contract terms, District policies, and/or regulations.
2. Grievant - Employee, or group of employees, or association representing employees filing grievance.
3. Association - Association shall mean the group/organization recognized as the bargaining representative for that employee(s) classification.
4. Class Action Grievances: Grievances directly affecting two or more grievants shall be filed at Level II.
5. Sexual Harassment Grievances - Sexual harassment grievances shall be filed at Level II.
6. Written Grievance - The written grievance shall include the following:
 - a. A description of the grievance.
 - b. Time-frame or date.
 - c. Identity of the party(ies) involved.
 - d. The provision of Board policy, regulations, or negotiated agreement in dispute.
 - e. A suggested remedy.
7. Grievance File - A written record of the grievance kept by the Human Resources Office. This file shall be separate from the personnel file. The grievance shall not be referred to in any evaluation or recommendation of the grievant.
8. Days - Days shall mean contract days for the grievant.
 - a. The number of days indicated at each level shall be considered a maximum and every effort shall be made to expedite the process.
 - b. Days shall mean all calendar days when the grievance is received either:
 - (1) Within twenty (20) days of the end of the grievant's contract year; or
 - (2) After the end of the grievant's contract year.

- c. Any time period within this procedure may be modified by mutual written agreement between the parties involved. A copy of this agreement shall be provided to all parties.
9. Time Limits -
- a. Filing: The grievance shall be presented within thirty contract days of the actual knowledge of the dispute.
 - b. Resolution: At the end of each time limit, the grievance shall automatically proceed to the next level, if the process has not been completed.
10. Representation - An employee may be represented at each level of the grievance.
11. Full Disclosure - All parties agree to provide the appropriate data, as it applies to the grievance. The District shall release individual(s) and their representative(s) to attend, at District cost, grievance meetings and hearings.

LEVEL I

1. Time Limit - Five days to complete after receipt of written grievance. Grievant presents immediate supervisor with a written grievance. A meeting shall be held between the grievant and the supervisor, with every effort made to resolve the grievance by consensus. The outcome of this meeting shall be:
- a. Resolution of the grievance; or
 - b. Immediate elevation to Level II; or
 - c. 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

1. 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:

- a. Resolution of the grievance; or
- b. Immediate elevation to Level III; or
- c. Withdrawal of the grievance by the grievant.

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

LEVEL III

1. 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.

Cross Reference - Chapter I, Section 5, Reporting Noncompliance; Chapter VI, Section 5, Scope of Negotiations; Chapter VII, Section 8, Special Instructional Programs for Students with Disabilities.

Adopted 9/14/87
Revised 7/1/96
Revised 6/28/99

Section 10. RULES OF PRACTICE GOVERNING HEARINGS.

FORMAL HEARINGS

All contested cases shall be considered at formal hearings of the Board of Trustees to be held as prescribed by law. Contested cases are defined as matters for determination of legal rights, duties, or privileges of a party to be determined by the Board after an opportunity for a hearing.

Hearings of noncontested cases may, at the discretion of the Board, be held in the same fashion. They may also be held by the Board at a regular or special Board meeting.

An alleged contractual obligation may or may not be a contested matter. It will depend on whether or not it is required by law (entirely independent of the contract) to be determined by the Board of Trustees after an opportunity for a hearing.

INFORMAL HEARINGS

Informal hearings held other than under the requirements for a formal hearing may be held. These informal hearings will give any interested person an opportunity to be heard on a particular matter and to answer inquiries from Trustees concerning the matter. The informality of this type of hearing is primarily directed at the introduction of evidence and procedures to be employed.

The listing of the informal hearing on the meeting agenda and distribution of the Board meeting agenda shall be sufficient notice to interested persons.

The Board's decisions on the matters of an informal hearing shall be reflected in the minutes of that Board meeting.

PROCEDURES FOR PROVIDING FORMAL HEARINGS

The procedures to be followed in the event of a formal hearing shall be:

1. A request for a hearing to the Board of Trustees on a matter in which an appeal to the Board is provided for shall be submitted to the Board in writing and shall refer to the recommendation, notice, or action appealed and its date. All other requests for a hearing shall state the specific purpose and basis, the identity of all persons who may be affected by the decision, and the action desired of the Board.

2. All papers filed with the Board of Trustees shall be printed or typewritten on one side of the paper only. As far as possible, the paper shall be 8½ by 11 inches in size. The original and one copy of each paper filed shall be furnished to the Clerk of the Board of Trustees at the time of filing.
Filing of such papers shall be at the office of the Superintendent of Schools for Laramie County School District Number One. The office of the Superintendent is located in the Administration Building. Filing shall be during regular business hours. The secretary of the Superintendent of Schools shall serve as the designee of the Clerk of the Board of Trustees for the purpose of maintaining a docket and files on any contested cases.
3. Additional pleadings or filings shall not be required. Filing of motions pertaining to procedures as well as filings of requests for subpoenas, discovery papers, or other matters authorized by the Rules of Practice Governing Hearings may also be made in this manner.
4. Upon receipt of a request for a hearing, the following steps shall be taken:
 - a. The matter shall be entered on the Board's hearing docket;
 - b. A number shall be assigned to the case;
 - c. The record of all preliminary proceedings and actions shall be filed in the case file and docketed;
 - d. All subsequent actions, proceedings, and filings shall be docketed and maintained in the case file.
5. The procedures followed shall be in conformance with Rules 4 through 6, 26 through 37, 41 through 46, 59 through 61 and 80 of the Wyoming Rules of Civil Procedures. The procedures will also be in conformance with the provisions of the Wyoming Administrative Procedures Act as supplemented by law and these administrative regulations.
6. Publication of any required notice shall be made by publishing the notice, at least once, in a newspaper of general circulation, printed and published in the District.

7. Oaths authorized by law to be administered to the Board of Trustees may be administered by any member of the Board, a notary public, or a certified court reporter designated to do so.
8. Subpoenas authorized by law to be issued by the Board may be issued by the Chairman, the Clerk, or the person designated by the Board to preside at the hearing.
9. The Board of Trustees shall conduct all hearings involving the expulsion of a student, the suspension of a student for more than ten days. A majority of the Board shall be present at all times during such hearings.
The Board may designate a hearing officer to conduct such hearings.
10. For all hearings other than those specified in procedure 9, the hearing may be presided over by any of those designated by law.
11. If a hearing is held by a hearing officer, the officer shall make recommended Findings of Fact, Conclusions of Law, and Decision or Order.
The Board of Trustees shall accept, reject, or modify such recommendations. It may substitute different Findings of Fact, Conclusions of Law, and Decision or Order based upon the whole record, except as provided for by law.
12. The decision in any contested case shall be made by the Board of Trustees. It shall be made by a majority vote of the Board.
Any Trustee, who has viewed the record, including the transcript, may vote on the decision whether or not he was present at all times during the hearing.
The Board of Trustees shall make Findings of Fact, Conclusions of Law, and Decision or Order.

These shall be a final determination of the matter subject only to authorized judicial

review.

PROCEDURES FOR CONDUCTING FORMAL HEARINGS

The following additional guidelines shall be observed during the course of formal hearings of contested cases

1. The District may be represented by the regularly employed School Attorney or by an attorney specifically employed for that hearing at any formal hearing.
2. Any other party involved in the formal hearing may appear at the hearing in person or as represented by counsel. This includes the parent of any involved student.

The counsel or representative of any other party shall meet the requirements set by the Wyoming Supreme Court relative to representation. That is, the counsel or representative must be admitted to practice law in one of the states in the United States of America, currently be in good standing to practice law in that state, or be admitted to practice law in Wyoming, or be accompanied by a person admitted to practice law in Wyoming at all stages of the procedure.

3. The evidence and arguments at formal hearings shall be as follows:
 - a. The District shall be allowed an opening statement.
 - b. The other party shall be allowed an opening statement.
 - c. The District shall present its evidence. Witnesses shall be subject to cross examination. The cross examination will be open first to the other party and then to Trustees of the Board.
 - d. The other party shall present its evidence. Witnesses shall be subject to cross examination. The cross examination will be open first to the District and then to Trustees of the Board.
 - e. The District may present rebuttal evidence. Witnesses shall be subject to cross examination. The examination will be open first to the other party and then to Trustees of the Board.
 - f. The District shall make its closing statement.
 - g. The other party shall make its closing statement.

The Board of Trustees may, in its discretion, present evidence or allow evidence to be presented in an order other than specified in this section.

4. A verbatim recording or other record shall be made of all formal hearings. Copies of transcripts of the proceedings may be obtained from the reporter taking record of the proceedings. Fees may be charged for the transcripts.

Legal Reference – W.S. § 16-3-101, 16-3-102, 16-3-114, 16-3-115

Cross Reference - Chapter I, Section 5, Reporting Noncompliance; and Chapter II, Section 9, Grievances.

Adopted 6/11/84

Section 11. BOARD OF TRUSTEES POLICY DEVELOPMENT. Policies of the Board of Trustees chart the courses of action to be taken to accomplish the District's goals and objectives. Experience derived from their application along with changes which are synonymous with the passage of time, make a continual reassessment of adopted policies necessary.

The written policies of the Board shall serve as guidelines for the discretionary action of those to whom it delegates authority. They are a source of information and guidance for all persons who are interested in and affected by District schools.

Providing for changes in policy including amendments, additions, and deletions is the responsibility of the Board of Trustees. It is an ongoing process which requires consultation between Board and administrative staff to assure congruence between policy intent and implementation.

POLICY ADVISORY COMMITTEE

A Policy Advisory Committee shall be activated by October 15.

Final determination as to the adoption of a proposed policy amendment, addition, or deletion shall be that of the Board of Trustees.

POLICY ADVISORY COMMITTEE OPERATION

The Policy Advisory Committee shall consist of the following membership:

1. The Superintendent;
2. Three certificated employees of the Administrative Cabinet designated by the Superintendent;
3. Two principals designated by the Cheyenne Administrators Association;
4. Five certificated personnel designated by the Cheyenne Teachers Education Association;
5. One representative from each of the classified units in the District; and
6. Five parent representatives designated by the District Parent Advisory Committee.

The term of service for each member of the Committee shall be one year. However, members may be designated by their respective organizations to succeed themselves.

The committee shall adopt its own procedural rules.

The Committee may request research assistance and other consultation from any District employee through the Superintendent.

PROPOSALS FOR POLICY AMENDMENT, DELETION, OR ADDITION

Proposals for policy amendments, deletions, or additions may be made by parents, students, employees, and other patrons; and they shall be made to the Superintendent, who shall submit them to the Advisory Committee and advise the Board of Trustees of the proposals.

The Policy Advisory Committee shall research and consider each proposal. It shall determine whether or not to recommend adoption of the proposal to the Board. The proposal shall be presented to the Board in written form, titled, and coded in conformance with the Board's system for consideration.

The Board of Trustees or a Trustee may refer a proposal for policy amendment, deletion, or addition to the Policy Advisory Committee. The Board may also act on the development of any policy, policy amendment, deletion, or addition without referral to the Policy Advisory Committee.

Legal Reference – W.S. § 16-3-101, 16-3-103, 16-3-104

Adopted 6/11/84
Revised 1/9/89, 7/1/92
Revised 1/12/98

Revised 7/13/98
Revised 7/10/00
Revised 7/19/06

Section 12. ADOPTION OF BOARD OF TRUSTEES POLICIES. The Board of Trustees shall act on proposals for policy amendment, deletion, or addition when received from the Policy Advisory Committee within ninety days after presentation.

Action shall consist of either a rejection of the proposal, an indication of intent to adopt the proposal, or a modification of the proposal. If the intent is to adopt a proposal, notice of the action shall be given as required by law.

At a time not sooner than forty-five days after the notice, the Board of Trustees shall adopt, reject, or modify the proposal at a regular or special meeting of the Board. During the meeting, any interested person may submit views, arguments, comments, and observations regarding the proposal.

If the proposal is adopted, it shall be filed with the County Clerk to become effective immediately as provided by law. The effective date may be accelerated in emergency cases as provided for by law.

Exhibits 3, 4, 5, and 6 show the forms for motion of intended action, notice of intended action, motion adopting policy or policy change, and certificate of adoption for filing with the County Clerk.

Legal Reference –W.S. § 16-3-101, 16-3-103, 16-3-104

Adopted 6/11/84

Revised 8/12/85
Revised 7/1/92
Revised 7/19/06

EXHIBIT 3

MOTION

I move that the Board hereby declares its intention to (adopt) (amend) (repeal) Chapter _____, Section _____ of its Policy Manual (if adopt or amend: to read as reflected in Exhibit B attached hereto and made a part hereof by this reference) (if repeal only: relative to _____), such action to be taken at a (regular) (special) meeting of the Board to be held at _____ m. on the _____ day of _____ 20_____, in the Board meeting room, Storey Gymnasium, 2811 House Avenue, Cheyenne, Wyoming.

Further, that notice of such meeting as set forth in Exhibit A, attached hereto and made a part hereof by this reference, be published in the Wyoming Tribune Eagle, Cheyenne, Wyoming; and that a copy of such notice be sent to:

County Clerk, Laramie County
Department of Education, State of Wyoming
Cheyenne Teachers Education Association
Wyoming Education Association, Local #1
Wyoming Public Employees Association
and to any others who request a copy thereof.

Adopted 6/11/84
Revised 8/12/85

EXHIBIT 4

NOTICE

The Board of Trustees of Laramie County School District Number One, State of Wyoming, intends to (adopt) (amend) (repeal) Chapter _____ Section _____ of its Policy Manual relating to _____ such action to be taken at a (regular) (special) meeting of the Board to be held at _____ m. on the _____ day of 20_____, in the Board meeting room, Storey Gymnasium, 2811 House Avenue, Cheyenne, Wyoming.

Interested persons may submit data, views, and arguments relative thereto in writing or orally, at such meeting, and they may submit the same in writing in care of the Superintendent of Schools, Administration Building, Laramie County School District Number One, 2810 House Avenue, Cheyenne, Wyoming 82001; in time to be received prior to such meeting. A copy of such Policy Manual as so changed is available for inspection at said office of the Superintendent.

Chairman, Board of Trustees
Laramie County School District Number One
State of Wyoming

Adopted 6/11/84

EXHIBIT 5

MOTION

I move the (adoption) (amendment) (repeal) of Chapter _____, Section _____, of the Board's Policy Manual (if adoption or amendment: to read as reflected in Exhibit B attached hereto and made a part hereof by this reference) (if repeal only: relating to _____
_____ and that the same
be filed in the office of the County Clerk as required by law).

Adopted 6/11/84

EXHIBIT 6
CERTIFICATE OF ADOPTION FOR FILING
WITH COUNTY CLERK
POLICIES, RULES, AND REGULATIONS
APPROVED BY
THE BOARD OF TRUSTEES
OF
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
STATE OF WYOMING

I certify that the attached is a true and correct copy of the policies of the Board of Trustees of Laramie County School District Number One relating to Foundations, School Board Governance, General School Administration, Fiscal Management, Supportive Services, Personnel, Instruction, Students, and Community and Other Institution Relations, adopted in accordance with W.S. 21-3-110(a), (i) 1999 Edition. These policies supersede all other policies previously filed.

Prior to adoption these policies were made available for public inspection on the _____ day of _____ 20_____, and notices of intended adoption were mailed to all persons requesting notice of proposed rules.

The attached policies are effective immediately upon filing with the County Clerk.

Signed this _____ day of _____ 20_____.

Superintendent of Schools
Laramie County, State of Wyoming

Adopted 6/11/84

Section 13. MAINTENANCE OF BOARD OF TRUSTEES POLICY MANUAL. The policies of Laramie County School District Number One Board of Trustees shall be maintained in book form known as the Policy Manual.

One copy shall be issued to each Trustee, the School Attorney, the Superintendent, the President of the Cheyenne Teachers Education Association, and the County Clerk.

Public copies shall be maintained in each appropriate building and the Superintendent's office. They shall be made available to any District employee, parent, student, or resident for review or use within the building. The Superintendent may give custody of one or more copies to anyone for a reasonable length of time at his discretion.

Additional copies may be printed and made available to administrators and others as deemed necessary by the Superintendent. A record of the location of all policy manuals shall be maintained by the Superintendent.

The Superintendent shall have the responsibility of keeping these copies of the Policy Manual current and complete.

Adopted 6/11/84

Revised 1/9/89

Revised 7/1/92

Section 14. BOARD OF TRUSTEES APPROVAL OF ADMINISTRATIVE DIRECTIVES.

All directives, regulations, handbooks, or similar documents developed by District personnel shall be consistent with adopted Board policy.

They shall be available for review by the Board if requested.

Cross Reference - Chapter III, Section 7, Building Administration, Handbooks; Chapter VIII, Section 11, Disruptive Student Behavior, Discipline, and Detention.

Adopted 6/11/84

Section 15. COMPREHENSIVE-SYSTEMATIC ACCOUNTABLE LONG-RANGE PLANNING

PROCESS. Laramie County School District Number One shall use a comprehensive-systematic accountable long-range planning process. The process shall be used to systematically identify and resolve critical needs in the following six areas: (1) Administration, (2) Facilities and Equipment, (3) Community Relations, (4) Human Resources, (5) Program/Curriculum, (6) Prevention of At-Risk Barriers to Student Achievement, and (7) School Results.

The planning process shall systematically document and demonstrate how student performance standards adopted by the Board have affected planning for facilities and annual budget priorities.

The planning process systematically assures that the District and each school within the District shall assess itself in order to identify strengths, plan and implement improvement; shall comply with all legal requirements; and shall demonstrate to the public that students are learning in accordance with locally determined performance standards.

The planning process involves parents, community, and professional staff in implementing and improving programs which will improve student results.

Student performance results shall be identified, monitored, and reported annually. Results will be disseminated widely to patrons of the District.

Staff development shall relate to student performance.

The planning process assures that all school operations are in compliance with legal requirements, federal, state, and local.

Adopted 3/13/89
Revised 7/1/92
Revised 7/1/95
Revised 4/13/98

Section 16. PUBLIC PETITIONS RECEIVED BY THE BOARD OF TRUSTEES. The Board of Trustees action will be administered in accordance with W.S. 21-3-110. W.S. 21-3-110 states the following: Consider every petition presented to the Board and subscribed by at least five (5) citizens of the school District and take some action on such petition within thirty (30) days after it is received; provided, that no action shall be required if the precise question presented by the petition has been considered and acted upon by the Board of Trustees at any meeting held within the current fiscal year.

Adopted 7/19/06

CHAPTER III
GENERAL SCHOOL ADMINISTRATION

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CHAPTER III
GENERAL SCHOOL ADMINISTRATION

Section 1. DISTRICT MANAGEMENT TEAM. The Board of Trustees supports the concept and application of team management in the administration of District programs and activities. Members of the management team shall assist and advise each other in accomplishing the goals specified in their respective job descriptions to ultimately achieve the goals and objectives of the District.

The Superintendent shall direct District Administrators to provide for communication and input in the development and management of District programs and activities. Members of the Superintendent's Staff shall consist of Administrators appointed by the Superintendent.

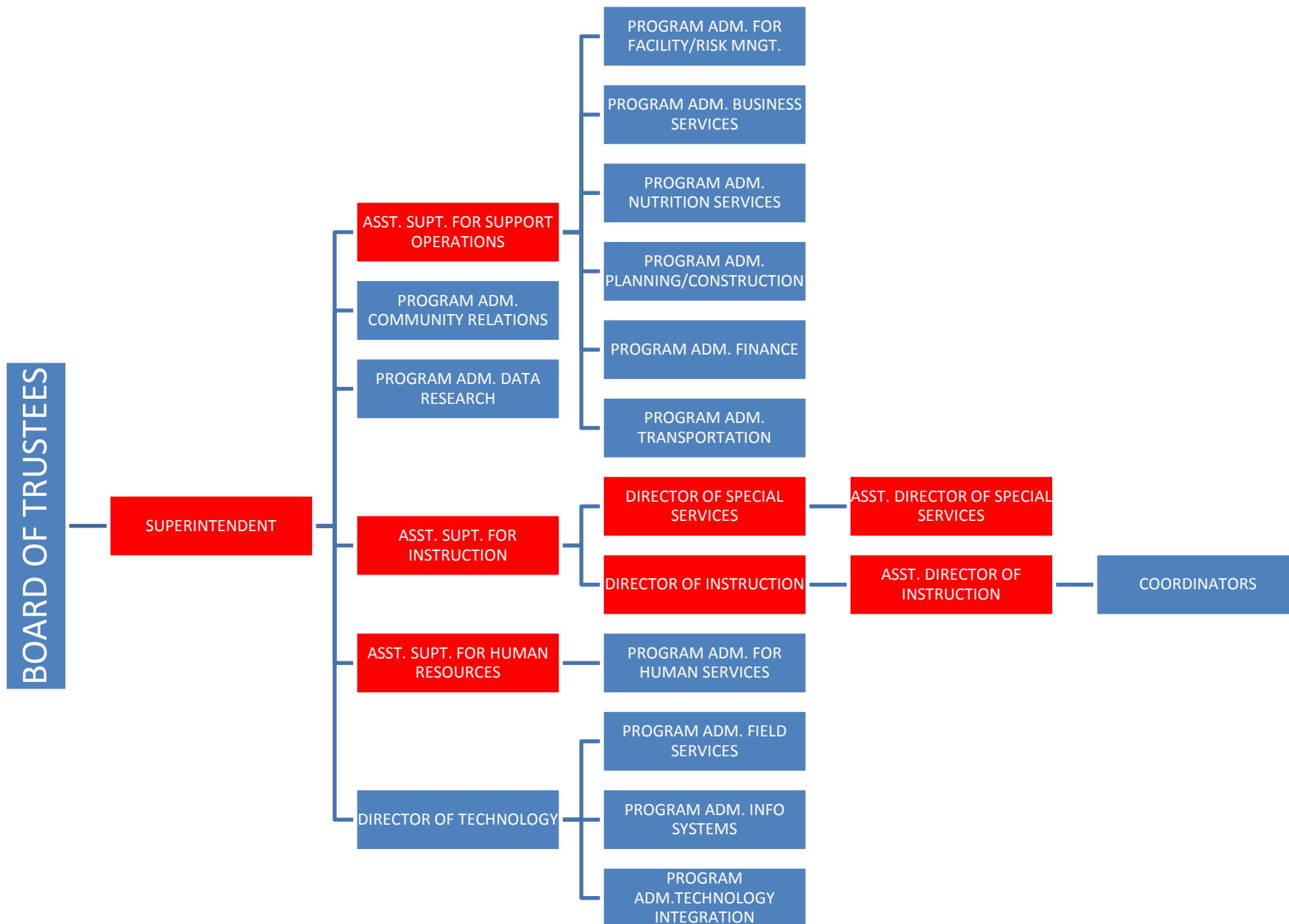
Adopted 6/11/84
Revised 1/9/89 & 8/13/90
Revised 6/20/05

Section 2. ADMINISTRATIVE ORGANIZATION PLAN. The authority of the Board of Trustees shall be transmitted through the Superintendent, who is the District's executive school officer. The Superintendent shall be accountable for administering the Board's policies and general management of the District's operation. The Superintendent shall establish an appropriate organizational structure with the advice and consent of the Board. The Superintendent shall inform the Board of its specific lines of authority whenever there is a change.

The lines of authority on the chart represent direction and allocation of authority and responsibility.

Further specification of supervisory and evaluative responsibility, as well as the functions and duties of the individuals holding these positions, are maintained in the specific job descriptions, which are in the District Job Description Manual.

DISTRICT LEVEL ORGANIZATIONAL CHART



Section 3. TEMPORARY ADMINISTRATIVE AUTHORITY ARRANGEMENTS. In the absence of the District Superintendent or the principal of any building, administrative continuity must be maintained in order to insure that matters requiring administrative attention are promptly resolved.

DISTRICT ARRANGEMENT

The following lines of authority are established:

1. Superintendent
2. Assistant Superintendent of Instruction
3. Assistant Superintendent of Human Resources
4. Assistant Superintendent of Support Operation
5. Director of Instruction
6. Director of Special Services

In the absence of the individual in the first named position, the individual in the second position shall assume the authority of the Superintendent. In the absence of the individuals in the first and second named positions, the Superintendent shall designate an individual to assume the authority of the Superintendent.

Except in cases of emergency, the individual planning an absence which would cause the assumption of authority by another should notify the other individual.

An acting replacement for any administrator may be appointed by the Superintendent, and approved by the Board, until a permanent replacement has been employed. Such replacement may be necessary in the event of the resignation, death, or extended illness of the incumbent. The Board shall appoint an acting Superintendent in the event of resignation, death, termination, or extended illness of the incumbent.

BUILDING ARRANGEMENT

Each secondary principal shall designate either an associate or assistant principal to assume administrative authority in his absence. If all administrators are to be absent, a teacher shall be designated to assume administrative authority. An administrator from another building shall be designated to be contacted by the designated teacher in the event of an emergency or matter requiring the decision of an administrator.

Each elementary principal shall designate a certified employee to assume administrative authority in his absence. Furthermore, when an elementary principal is to be absent from the District for more than one day, another administrator shall be designated to be contacted by the designee in the event of an emergency or matter requiring the decision of an administrator.

An acting principal shall be appointed by the Superintendent, and approved by the Board, when there is a vacancy in a principalship due to resignation, extended illness, or death of the principal. Such administrator shall serve until a permanent replacement has been employed.

Adopted 6/11/84
Revised 1/9/89 & 7/1/93
Revised 7/1/95
Revised 7/13/98
Revised 6/20/11

Section 4. CURRICULUM COORDINATION. Curriculum coordinators may be designated by the Superintendent with the approval of the Board of Trustees. Their duties and responsibilities shall be specified in the respective job descriptions.

Revised 7/1/95

Section 5. ELEMENTARY SCHOOL TRIAD PLAN. Elementary schools shall be designated into triads to aid in balancing class size and to coordinate instructional programs as closely as possible.

The goal of the Elementary School Triad Plan shall be to maintain the quality of education within the financial resources of the District.

The Elementary School Triad Plan shall enter into the assignment of children to attendance areas.

Cross Reference - Chapter V, Section 11, Student Transportation; Chapter VIII, Section 4, Attendance Areas.

Adopted 6/11/84
Revised 7/19/06
Revised 6/7/10

Section 6. SECONDARY SCHOOL DEPARTMENTAL PLAN. Department chairmen may be appointed by the principal of each secondary school. The appointment of a departmental chairman shall be considered when the number of teachers and students in an academic area or grouping is such that a department chairman will accomplish a substantial increase in educational efficiency.

The duties and responsibilities of a department chairman shall be as specified in that job description.

A department chairman shall not make any formal written evaluation of certificated personnel. Any certificated employee may be called upon to assist in the improvement of instruction.

Adopted 6/11/84
Revised 1/9/89

**ADMINISTRATIVE REGULATION FOR CHAPTER III, SECTION 6, SECONDARY SCHOOL
DEPARTMENTAL PLAN --**

The principal of a secondary school shall determine the administrative structure of the school. The principal may decide to use department heads as part of the structure or may decide to use an alternative structure.

The principal may assign duties as appropriate within District policies and contracts. However, a department chairman shall not be required to make any formal written evaluation of certificated personnel.

Section 7. BUILDING ADMINISTRATION.

PRINCIPALS

A qualified principal shall be appointed by the Superintendent, with the approval of the Board of Trustees, to each elementary and secondary school within the District. A school may be organized in more than one building.

Their duties and responsibilities shall be specified in a job description.

Associate and assistant principals shall be appointed by the Superintendent, with the approval of the Board. Their duties and responsibilities shall be specified in a job description.

BUILDING HANDBOOKS

Each building shall develop, issue, and maintain a staff handbook and a student handbook (or combination staff and student handbook). The contents shall not conflict in any way with existing policy, rule, or regulation. It shall describe those schedules and procedural or disciplinary requirements necessary for the efficient, effective operation of the building. Each building handbook shall be approved prior to publication by the Superintendent or designee. Each handbook shall be made available to Trustees upon their request for inspection.

A copy of each building handbook shall be made available to any employee, student, or parent who is affected by its contents.

BUILDING CDM TEAMS

Decisions to improve school effectiveness and climate provide the best opportunity for success when they are developed collaboratively. Collaborative decision making teams (CDM teams) shall be formed at each building.

By September 15, the CTEA faculty representative, with the administration, will be responsible for calling a building meeting to form the CDM team. Each building staff shall decide the membership to include a minimum of one (1) representative from each of the following sub-groups:

1. Certificated Staff

2. Classified Staff
3. Administration
4. Parent and/or Community

Terms of membership and additional members shall be decided at the building level. Specific sub groups may be convened to address internal concerns. These concerns may be resolved at this level or recommendations referred to the CDM team.

At the first CDM team meeting of the year, the team shall, by consensus, determine:

1. Chairman
2. Frequency of meetings
3. Method of communication to constituents
4. Process of developing agenda
5. Distribution of minutes

The CDM team, by consensus:

1. Shall help develop and review building policies and procedures;
2. Shall offer assistance and advice to the administration;
3. May review and help implement school improvement plans;
4. Service on the CDM team shall be taken into account by balancing extra assignments.
5. Training shall be offered by the district to facilitate implementation of the CDM process.

Cross Reference - Chapter II, Section 14, Board of Trustees Approval of Administrative Directives; Chapter VIII, Section 11, Disruptive Student Behavior, Discipline, and Detention.

Adopted 6/11/84
Revised 1/9/89

Revised 6/28/99
Revised 7/1/13

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CHAPTER IV
FISCAL MANAGEMENT

Section 1. BUDGET. The budget is a legal document which states the operational plan, in financial terms, for the conduct of all programs within the District. It is the legal basis for the establishment of tax rates. It shall be prepared, adopted, and used as provided by law.

The fiscal year for the District shall be July 1 through June 30.

The budget officer of the District shall be the Superintendent. The Superintendent may delegate some of the responsibilities of budget officer to the Assistant Superintendent of Support Operations or designee.

The budget program system is a combination of personnel, facilities, equipment, supplies, and services which operate together to improve student performance by accomplishing the goals and objectives of the District. As required by law, the District's budgeting program system shall conform to the uniform system established by the Wyoming Department of Education.

1. The funds available for use in District programs.
2. The use of funds by District programs are shown in Exhibit 8.

BUDGET TIMETABLE

During the first six months of the budget year, the administration shall establish a budget calendar outlining dates for accomplishment of generating the new budget.

At Board meeting immediately prior to May 15 -----

Superintendent or designee presents preliminary budget to Board, with an estimate of anticipated revenues and recommendation for proposed expenditures. Board action and updated data are used to establish a proposed budget.

Summary of proposed budget and notice of budget hearing submitted to officially designated newspaper for publication at least one week before the hearing.

Board of Trustees holds public hearing on budget no later than the third Wednesday in July and a copy of the legal notice of hearing is sent to the Wyoming Department of Education and State

Department of Audit.

On or the day following the public hearing, the Board of Trustees shall, by resolution or ordinance, make the necessary appropriations and adopt the budget, subject to future amendments, which shall be in effect for the next fiscal year.

Board of Trustees certifies in writing to the County Commissioners a copy of the budget and the amount to be raised by tax levy to finance the budget.

Board of Trustees files a copy of the budget with the District budget office, the county clerk, and the Wyoming Department of Education.

Within six months after the close of the fiscal year -----

An audit shall be conducted by an independent auditor according to the general accepted auditing standards of all funds.

Audit completed and filed with --

1. Department of Audit
2. County Clerk
3. Wyoming Department of Education

BUDGET PREPARATION

Budget preparation shall emphasize reality and accuracy. Estimates of revenues shall be based on data from previous budgets, Wyoming Department of Education consultation, the Department of Revenue, the County Treasurer, the County Assessor, and other appropriate sources.

Estimates of expenditures shall be based on data supplied by principals, department chairmen, teachers, supervisors, and others who have information on need for human and material resources necessary to achieve the goals and objectives of the district.

The budget officer shall conduct hearings, consultations, and research as necessary to refine budget items. The data shall be consolidated into a summary of estimates for all budget items.

TRANSFERS

Transfers of funds within the budget categories shall be made only on approval of the Board of Trustees. Transfers of budget items within categories may be made by the Superintendent or designee.

Transfers between categories shall be approved by the Board. Major categories are: Instruction; Instructional Support; Support Services - General Support; Operation of Non-Instructional

Services; Facilities Acquisition and Construction Services; Other Uses; Cash Reserve.

Transfers from the cash reserve fund shall be made only as authorized by law.

BUDGET INFORMATION SYSTEM

A system shall be maintained for informing District personnel who initiate purchase requests routinely and punctually about budget allocations, purchase totals, and remaining balances in accounts pertaining to them. Both those who initiate requests and those who approve them shall be responsible for planning the use of budgeted funds to maximum advantage in reference to department, building, and District priorities.

GRANT REQUESTS

All applications for grants for funding shall be authorized by the Board of Trustees or designee.

FEDERAL GRANTS

Federal grants that allow advance draws shall be drawn as closely as administratively feasible to the related program expenditures.

It is prohibited for any federal money to be used for partisan political purposes within Laramie County School District Number One.

Legal Reference – W.S. § 16-4-101 through 16-4-124, 21-2-304, 21-3-125, 21-13-101 through 21-13-721

Adopted 6/11/84

Revised 10/12/87, 7/8/91

Revised 7/1/92, 7/1/95, 8/1/97, 7/19/06, 6/15/09, 5/7/12

EXHIBIT 7

FUNDS FOR UTILIZATION

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Services Funds
- Trust Funds
- Agency Funds
- General Capital Assets & General Long-Term Liabilities

BALANCE SHEET STRUCTURE

- Assets
- Liability
- Fund Equity

REVENUE

- Revenue from Local Sources
- Revenue from County Sources
- Revenue from State Sources
- Revenue from Federal Sources
- Other Sources

EXPENSES

- Personal Services – Salaries
- Personal Services – Employee Benefits
- Purchased Services
- Supplies and Materials
- Capital Outlay
- Other Objects
- Other Uses of Funds

Adopted 6/11/84
Revised 7/8/91, 7/1/95, 5/7/12

**EXHIBIT 8
UTILIZATION OF FUNDS BY PROGRAM**

INSTRUCTION

INSTRUCTIONAL SUPPORT

SUPPORT SERVICES – GENERAL SUPPORT

OPERATION OF NON-INSTRUCTIONAL SERVICES

FACILITIES ACQUISITION & CONSTRUCTION SERVICES

OTHER USES

CASH RESERVE

Any additional State reporting requirements will be handled within these major categories.

Section 2. BOND ISSUES. The bond indebtedness of the District shall not exceed ten percent of the assessed valuation of the District.

The procedures, purposes, and redemption of bond issues shall be as prescribed by law.

Legal Reference – W.S. § 21-13-701 and 21-13-703 through 21-13-721

Adopted 6/11/84

Section 3. STUDENT ACTIVITY FUNDS. Student organizations may be established with the consent of the Superintendent or designee(s).

When a student organization receives or expends funds, the funds shall be administered, expended, and accounted for under the supervision and direction of the Superintendent or designee.

Separate and complete records shall be maintained for each student organization. The records, accounts, and funds shall be audited annually as prescribed by law.

PROCEDURES TO ACCOUNT FOR STUDENT ACTIVITY FUNDS

The following procedures shall be used in accounting for student activity funds.

1. Receipts from registration fees, curriculum connected activities, admissions, and rentals shall be deposited promptly in the authorized depository.
2. The funds for each student organization shall be kept in separate accounts supervised by the Superintendent or designee.
3. Expenditures for the above listed receipts are to be charged to line items in the activity fund (agency fund).
4. All disbursements from activity accounts shall be:
 - a. By check carrying a signature of Board officers, signed with the authorized facsimile signature plate,
 - b. By petty cash in accordance with the requirements and limitations for the petty cash system, supported by an itemized voucher with attached receipts, or
 - c. By ACH for credit card payments only.
5. The funds of activity accounts supported by the budget are to be reverted to the general fund at the end of the fiscal year.
6. The funds of activity accounts not supported by the budget may remain in the account established for that activity.
7. Activity sponsors shall be routinely and punctually informed of the status of activity accounts pertaining to them, including expenditure and receipt totals as well as current balances. Provision shall be made so that year-end

balances for continuing activities shall be rebudgeted for the following year to provide continuity and responsible use of funds.

8. Disbursements from activity accounts shall not be made without signature of the faculty sponsor and activity/organization treasurer on an activity fund voucher. Forms to be used as vouchers will be maintained by the Business Office.
9. Further specifications regarding accounting procedures for student activity funds shall be maintained in the office of the Assistant Superintendent of Support Operations.

Legal Reference – W.S. §16-4-121, 21-3-110

Cross Reference - School Handbook for Activity Funds (available in the Business Office); Chapter VIII, Section 8, Student Organizations.

Adopted 6/11/84
Revised 10/12/87
Revised 7/1/92
Revised 7/1/95
Revised 7/19/06
Revised 5/7/12

Section 4. DEPOSITORY OF FUNDS. All revenue received by the District shall be deposited in an official depository or depositories designated by the Board of Trustees.

The Board shall make these designations for each fiscal year or for other periods if it deems such action advisable or required.

Each financial institution named as depository shall pledge securities sufficient to secure all District deposits as prescribed by law.

Legal Reference – W.S. §9-4-806 through 9-4-831

Adopted 6/11/84

Section 5. PETTY CASH. Petty cash or impressed checking account (referred to as petty cash) accounts are cash funds of a fixed amount established through an advance of funds to effect immediate cash payments of relatively small amounts for purchases of supplies or services.

Petty cash accounts shall be established only with the approval of the Board of Trustees. Petty cash accounts shall be established only when they will provide for necessary and more efficient, economical accomplishment of District goals and objectives.

The amount of each petty cash account shall be established on the basis of the estimated monthly payments to be made from the account and the need for replenishment without undue administrative burden, but shall not exceed \$4,000 at the building level.

The administration building accountant's office shall have a \$16,000 petty cash checking account which will be used to fund all petty cash accounts within the District. The accountant responsible for managing this account shall be bonded.

Payments from a petty cash fund shall be made only on the authorization of the individual to whom the fund is entrusted. Itemized receipts shall be obtained for each expenditure from a petty cash fund.

A petty cash fund shall be reimbursed regularly from District funds. Each reimbursement shall be accompanied by an itemized voucher supported by receipts.

High schools may establish an additional petty cash checking account to pay game officials with the permission of the Superintendent or designee(s). Limits as established above will apply.

Cross Reference - Chapter IV, Section 6, Purchasing.

Adopted 6/11/84
Revised 7/1/95, 7/1/96, 5/7/12

Section 6. PURCHASING. All purchases of the District shall be made as prescribed by law.

Purchases shall be marked by fair and open dealing.

No trustee, officer, or employee of the District shall be interested in any way, directly or indirectly, in the sale of school supplies to the District.

Trustees of the Board and District employees shall not accept personal gifts or entertainment from any person or entity doing business with the District, except advertising items of nominal value which are widely distributed. These items shall not exceed **\$20**.

Purchases shall not exceed budget allowances.

ACCEPTANCE OF GIFTS AND DONATIONS

Any person or organization wishing to make a nonsolicited gift other than cash contributions to the schools of the District or to a particular school in the District shall submit to the appropriate building and/or program administrator a written statement giving information relative to the nature of the gift or donation and its proposed use. The District reserves the right to accept or decline the proposed gift or donation.

At the time of acceptance, there shall be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or for all schools in the District.

When the gift or donation has been accepted by the appropriate building and/or program administrator, it shall become the property of the District, is subject to applicable fixed asset inventory requirements, and all decisions regarding its maintenance and use shall be made by the District.

To be considered for acceptance, a gift should satisfy the following criteria:

1. Would not imply the endorsement of any particular business, or product, or any specific political or religious point of view;
2. Would not be in conflict with any provisions of state or local laws and regulations;
3. Would have a purpose consistent with the goals of the educational program;
4. Would not be inappropriate or harmful to the welfare of the students or staff;
5. Would not result in excessive costs for staff, maintenance, installation, replacement, or unacceptable continuing costs to the District;

6. Would not restrict or otherwise limit the school program;
7. Would, if the gift constitutes a piece of equipment, meet the accepted quality, performance and safety standards;
8. Would become the sole property of the school district and subject to the same controls and regulations as other school owned property.

PURCHASING AUTHORITY

Approval of the budget is authority to purchase, within the limits of the budget, items in accordance with established District purchasing procedures.

PURCHASING ACCOUNTABILITY

Responsibility for assuring that all purchases made by the District are necessary and within budget allowances shall be that of the Superintendent or designee(s).

Assurance shall be in the form of monthly/quarterly reports made to the Board Treasurer. Reports shall analyze the expenditures for the quarter and shall include information on any special areas requested by the Board.

Further assurances shall be provided in the form of administrative regulations which outline the procedures required to carefully scrutinize and justify all purchase requests. These regulations shall be distributed to all administrators, coordinators, and supervisors and shall be made known to the Board Treasurer. Records of the enforcement of these administrative procedures shall be kept and the Board Treasurer shall be advised of enforcement activities.

EMERGENCY PURCHASES

In accordance with the Board of Trustees fiscal management policy, an emergency is defined as the need to procure materials, equipment, and/or services in order to protect the life, safety, or welfare of District employees, students, or the community or to preserve the assets of the District.

Emergency procurement will only be granted if the situation or activity clearly meets the parameters stipulated by the Board of Trustees in its fiscal management policy, as defined above.

Poor planning or unanticipated circumstances which do not threaten life or assets will not constitute an emergency.

An emergency situation will not universally waive the competitive bid requirements. Based on

the required time line for a response, as defined by the customer, the Assistant Superintendent of Support Operations or designee has the right to seek competitive quotes through an abbreviated bid process.

The Board of Trustees shall retroactively approve emergency purchases where the total value of the equipment or service exceeds \$25,000.

FIXED ASSET INVENTORY SYSTEM

A system shall be maintained by the Superintendent or designee to provide for the continuing inventory of all District property to conform with recognized standards for fixed assets accounting as well as a system for supply and warehouse inventory. These records shall be the responsibility of each building or program administrator whose duty it shall be to complete annually an inventory of the equipment in his/her school or department on forms provided by the Business Services office.

WAREHOUSE INVENTORY SYSTEM

Every effort shall be made by the Superintendent or designee to minimize the inventory investment. Purchases of stock items shall not raise inventory value above \$500,000 unless specifically authorized by the Board. A perpetual inventory system which conforms with recognized accounting and auditing standards shall be maintained.

Warehouse requisitions shall be used in lieu of individual purchase orders for building and program supply needs for warehouse stocked items.

LOCAL PURCHASE ORDERS

The local purchase order system was designed to expedite payment for local purchases which meets all of the following eligibility criteria:

1. The purchase does not exceed \$1000 in total amount. The purchase may not be divided into smaller amounts in order to circumvent these criteria. Local purchase orders over \$1,000 shall require the written approval of the Superintendent or designee.
2. The purchase is not an ongoing, periodic, or anticipated payment or purchase such as a membership, subscription or service agreement.
3. The payment is to a local vendor, determined by the vendor address reflecting a Laramie County Zip Code.

In the event that the purchase does not meet at least one or more of the above criteria, the regular purchase procedures shall be followed. The only exception is provided when the purchase or payment requires confidentiality to prevent circulation of warrants and attachments which may violate the protected interests of students or District personnel. This use of the Local Purchase Order shall require the approval of the Superintendent or designee.

Local purchase order books shall be in the possession of supervisors or designee(s) who will be authorizing purchases. A listing by position shall be maintained in the Business Office detailing to whom the books have been issued and those employee positions authorized to approve local purchase orders.

When needed, a subordinate shall request the book from the supervisor stating the need for the purchase and receive at that time a verbal approval for the purchase. Upon completion of the purchase, the book shall be returned to the supervisor who shall sign approval and retain the book. The appropriate copy must be forwarded to the purchasing office for their review and concurrence.

Local purchase order books shall be kept in a secured place and used judiciously.

Capital outlay equipment shall not be purchased under a local purchase order, however, consultant services or other purchased services may be paid following the provision of services when social security numbers and other appropriate tax identification have been received.

At no time shall an employee sign a local purchase order in more than one place on the order. The employee shall not sign for the vendor. Supervisors who are signing for services or supplies and equipment that they themselves have received shall sign as the employee on the local purchase order and forward to their supervisor for approval.

The local purchase order system shall not be used to circumvent state statutes or established District purchasing procedures.

LOCAL PURCHASE PREFERENCE

Preference in purchases made through established District procedures may be given to materials, supplies, equipment, and services which are provided, manufactured, supplied, or grown in Wyoming to that of equal quality offered by competitors outside of the state. When the manufacturer establishes the selling price, a local vendor will be given preference. A maximum five percent differential may be allowed.

PROCEDURES FOR PROCESSING PURCHASE REQUESTS

The following procedures shall be used in processing purchase requests:

1. Requisitions for purchases shall originate with the person(s) responsible for the use of the services, supplies, materials, or equipment requested. Requisitions shall be electronic unless the department or school does not have the appropriate computer access.
2. Each requisition shall have a reference to the budget item from which it is to be paid.
3. The requisition shall be submitted to the supervisor of the individual making the request for approval or disapproval.
4. If approved, the requisition shall be submitted to the office of the purchasing agent. Blanket electronic signature approvals are obtained from each building or department administrator.
5. The purchasing agent shall determine if the request conforms to requirements of the law and is in proper form. If specifications are desired for the purchase, the purchasing agent shall cooperatively prepare the specifications with the individual making the requisition and the appropriate District personnel with input from vendors and manufacturers as required. Competition is a primary consideration in the specification development process.
6. If the transaction does not require bidding, the purchasing agent shall prepare the purchase order.
7. If the transaction does require bidding, the Assistant Superintendent of Support Operations or designee shall follow those procedures as specified in policy.
8. The District administrator of Business Services shall review regular purchase requests and local purchase orders for compliance with state statutes and Board policy. He shall review any purchase or request to purchase that he deems may be inappropriate with the Assistant Superintendent of Support Operations. The

Assistant Superintendent of Support Operations may deny the purchase request if an impropriety exists. In the event that the transaction has already taken place, as on a local purchase order, the Assistant Superintendent of Support Operations shall order the transaction reversed. If it is not possible to reverse the transaction, a letter of reprimand shall be placed in the permanent personnel file of the supervisor who authorized the purchase. Two letters of reprimand in any one fiscal year shall be deemed cause to terminate the purchasing authority of the supervisor for the remainder of that fiscal year. Whenever the Superintendent or Assistant Superintendent of Support Operations deems a purchase, either local purchase order or a request to purchase is atypical, the matter shall be reviewed with the Board.

9. The purchasing officer shall order the merchandise or service from the vendor once approved. Considerations as specified in policy relative to local purchase preference shall be applied.
10. After the merchandise is received or the service is performed, as well as the itemized invoice and signed voucher received from the vendor, the Board shall approve or disapprove payment. Forms to be used for vouchers will be maintained by the Business Office. Normally, Board approval shall be requested by presenting a list of purchases, identified by purchase order number to the Board at monthly intervals.
11. All documents relative to purchase orders presented to the Board for approval shall be available in the Business Office for review by Trustees.
12. For services received such as travel voucher, the voucher must be signed by the person performing the service.
13. If payment is approved by the Board, checks or warrants for payment shall be prepared for signature. After signatures are obtained, payment shall be made. One of the keys for the facsimile signature machine shall be maintained under the exclusive control of the Board Treasurer.
14. The Assistant Superintendent of Support Operations shall insure that information

relative to approval or disapproval of purchase requests is transmitted to the person(s) initiating such requests.

PROFESSIONAL SERVICE SOLICITATION

Selection of a provider for all professional services costing in the excess of \$10,000 shall be accomplished by the use of a competitive selection process. Professional services include, but are not limited to, architects, auditors, accountants, attorneys, consultants, engineers, financial advisers, lecturers, underwriters, etc. Professional services are not to be confused with purchased services which include but are not limited to custodial, maintenance, mechanical repair, grounds care, snow removal, etc. Purchased services are acquired through the Invitation for Bid (IFB) process.

Procedures will be established to insure uniform application of this competitive selection process for professional services.

All selections will be presented to the Board for approval. Any and all exceptions to this competitive selection process will be allowed only with the approval of the Board.

BIDDING

All District purchases in which the cost is anticipated to exceed \$10,000 shall require informal competitive bidding. Purchases in which the anticipated cost is over \$25,000 shall require competitive bidding with formal notice and publication in accordance with Wyoming Statutes.

The District shall obtain competitive quotations or bids whenever possible with the understanding that there is patented, sole source or emergency items or services which will not always lend themselves to such processes. Negotiated pricing may be accepted in lieu of formal bid pricing when duly authorized by action of the Board of Trustees.

Purchases not exceeding \$10,000 shall be distributed equitably among qualified vendors or may be bid at the discretion of the purchasing officer and shall follow established procedures.

BIDDING PROCEDURES

The following information shall be used for District purchases which require bidding:

1. Definitions.
 - a. Capital Outlay - an expenditure for land or existing buildings, improvement of grounds, construction of buildings, additions or remodeling of buildings, initial or additional equipment, and

replacement of equipment.

- b. Purchased services and supplies - amounts paid for services rendered by individuals not on District payroll.
- c. Supplies - purchase of expendable items.
- d. Informal bids - competitive price quotes or bids solicited by phone, letter, or other informal process, with an estimated value of \$10,000 to \$25,000.
- e. Formal bids - competitive bids received as a result of a formal legal advertisement with the approval of the Board of Trustees.

2. Prebidding Criteria.

- a. Budgeted expenditures:
 - (1) All investigations necessary to complete the proposal must be conducted and reduced to writing.
 - (2) The necessary specifications must be drafted.
 - (3) Cost estimate must be developed, including information comparing budgeted amount and estimated cost.
 - (4) Approval of the Superintendent or designee must be obtained before calling for bids.

3. Bidding Criteria.

- a. Expenditures under \$10,000 - items may be purchased following routine purchasing procedures.
- b. Expenditures \$10,000 to \$25,000 - solicit at least three informal bids and document the process. Telephone quotes must be sufficiently documented to insure the lowest and best bid has been obtained and approved by the purchasing officer. Facsimile bids will be allowed as determined appropriate by the purchasing agent.
- c. Expenditures over \$25,000 - solicit a minimum of three formal bids in accordance with Wyoming Statutes with approval of the Board of Trustees, and required notices published. Facsimile bids will not be allowed.

4. Formal Bidding Procedures.
 - a. Invitation to bid shall be disseminated to all potential bidders as determined by the Assistant Superintendent of Support Operations or designee. The dissemination shall be in consideration of purchasing bidder lists and bidder application files, past experience, knowledge of potential suppliers, characteristics of the product or services desired, and the number of able and interested suppliers. The competitive process shall be maximized to insure best value for the District's expenditure.
 - b. The invitation to bid shall reflect that the District reserves the right to reject any and all bids and to waive irregularities and informalities in the bidding.
 - c. A performance bond shall be required for construction repairs, additions, or improvements estimated to cost over \$7,500. Bid specifications shall state this requirement.
 - d. Bid specifications and instructions shall be clear, complete, and conducive to competitive bidding.
 - e. Adequate time of at least ten days shall be provided between the distribution of bid specifications and the bid opening time.
 - f. The five percent preference to local bidders shall be calculated as follows: if an out-of-state firm submits the low bid, the amount submitted by the out-of-state firm may be multiplied by not more than five percent for comparison to amounts submitted by resident bidders. Prompt pay and other discounts offered will be taken into consideration and deduction made prior to application of the preferential rate or percentage.
 - g. A successful resident bidder shall not subcontract more than twenty percent of the work covered by his contract to nonresident

contractors.

- h. Preference of ten percent will be applied for any printing done within the state of Wyoming provided the printer either owns, operates, and/or maintains an establishment that does at least seventy-five percent of the printing on the premises. The preferential rate will be applied after deduction of any discounts offered.
- i. Non-Wyoming laborers may be used on construction, reconstruction, improvement, enlargement, alteration, or repair projects only when Wyoming laborers are not available for such employment within the state or are not qualified to perform the work involved.
- j. Davis-Bacon bid compliance - when Laramie County School District Number One uses federal funds, either partially or in whole, to pay for contracted goods or services, the provisions of the Davis-Bacon Act (PL74-403, 40 USC 276A-276A-7) as amended, and as supplemented by Department of Labor regulations (29 CFR, Part 5), shall apply. The project manual for the U. S. Department of Labor General Wage Determination and Additional Requirements (i.e., submission of payroll, etc.) will be used as a reference guide. The primary contractor and all subcontractors shall comply with the same statutes and provisions and shall so stipulate in any agreement or contract with them.

5. Acceptance of Bids.

- a. Sealed bids shall be opened at a specified time, date, and place.
- b. After the bids have been opened and tabulated, they shall be available to those interested to copy or study. They shall not, however, be removed from the Business Office.
- c. The amount of the bids shall be furnished to the Board of Trustees with a recommendation by the Superintendent or designee relative to selection.

- d. The Board shall select the bidder to receive the award, basing selection on the lowest bid (residential differential applied) considering quality, service, conformance to specifications, and delivery terms. The Board may also reject all bids.
6. Acceptance of Competitive Sealed Proposals.
 - a. Sealed proposals shall be accepted until a specified date, time, and place.
 - b. Proposals will be opened and evaluated based upon criteria contained within the proposal. They shall not be available to those interested to copy or study prior to award by the Board of Trustees.
 - c. The proposed criteria and supporting documentation regarding the proposals shall be furnished to the Board of Trustees with a recommendation by the Superintendent or designee relative to selection.
 - d. The Board shall select the proposal to receive the award, basing selection on the proposal criteria. The Board may also reject all proposals.
7. Emergency or special need expenditures:
 - a. The emergency or special need shall be presented to the Superintendent with documentation and a proposed source of funds. The item(s) which were budgeted for and which will be deleted must be identified.
 - b. The emergency or special need will be presented to the Board as an agenda item requesting special approval for the new item(s). Subject to approval by the Board, the procedures specified above in the section on Budget Expenditures shall then be followed.

REQUIREMENTS FOR MATERIAL SAFETY DATA SHEETS

All items or products purchased other than those specifically exempt by the United States Department of Occupational Safety and Health (OSHA) or can be classified as an article as defined by

OSHA will, at the time of delivery or during the purchase process, have attached an MSDA (Material Safety Data Sheet) for evaluation.

All items identified by the Assistant Superintendent of Support Operations or designee as potentially hazardous or which may incur increased disposal costs must be accompanied by MSDS.

Based upon recommendations, the Director of Support Operations or designee shall have the authority to deny the purchase of items identified as potentially hazardous or which will incur increased disposal costs.

Legal Reference – W.S. §16-4-119, 16-4-120, 16-6-202, 16-6-203, 21-3-110, 21-3-111, 21-3-113, 21-3-118, 21-3-125

Adopted 6/11/84
Revised 7/11/88, 7/8/91, 7/1/92
Revised 7/1/95, 8/1/97, 7/13/98
Revised 6/28/99
Revised 7/10/00
Revised 7/19/06
Revised 6/7/10
Revised 5/7/12
Revised 7/1/13

**ADMINISTRATIVE REGULATION FOR POLICY CHAPTER IV, SECTION 6, PROFESSIONAL SERVICE SOLICITATION –
PROFESSIONAL SERVICE SOLICITATION PROCEDURES**

Following is a general outline of the procedures employed by Laramie County School District Number One for the procurement of professional services (architects, engineers, etc.).

1. Fees under \$2,500
 - A. A firm with expertise in the appropriate design area will be selected.
 - B. A fee quote will be requested and approved or negotiated, if required.
 - C. Work on this size of project will be passed around to qualified interested firms with an emphasis on keeping the work local.
2. Fees ranging from \$2,500 to less than \$10,000
 - A. A minimum of three informal proposals will be obtained, if possible.
 - B. Proposal requests will be evaluated on the basis of:
 - 1) Successful experience on similar projects
 - 2) Qualifications of key personnel
 - 3) Qualifications of consultants
 - 4) Appropriate fee amount or range (if requested)
 - 5) Professional liability insurance coverage
 - 6) References
 - 7) Firm's present workload
 - C. A committee of three or more individuals will review the proposals and rank the top three firms.
 - D. The fee amount will be approved or negotiated if required, based on defining the services required for the exact scope of the project with the top ranked professional.
 - E. If a fee cannot be agreed upon, the District will negotiate with the next highest ranked firm.
3. Fees \$10,000 and above
 - A. A request for proposals shall be sent to potential professionals. The request shall outline the project and state specific information required in the proposal.
 - B. If professionals are available within the Laramie County area, all appropriate professionals will be invited to submit proposal requests.
 - C. If it is determined by the Superintendent or designee that an adequate number of professionals do not exist in Laramie County to provide a selection which is in the best interest of the owner, professionals outside Laramie County may be solicited by legal advertisements or other means necessary to acquire qualified

professional proposals.

- D. Proposals shall be submitted prior to an exact time and date established in the request for proposals to be considered.
 - E. Proposal requests will be evaluated by a committee of no fewer than four people. Proposals will be evaluated and selections made for professionals to be interviewed.
 - F. Proposals shall include information pertinent to the selection process, and as appropriate, shall be evaluated on the basis of:
 - 1) Successful experience on similar projects
 - 2) Qualifications of key personnel
 - 3) Qualifications of consultants
 - 4) Prior work with consulting team
 - 5) Professional liability coverage
 - 6) References
 - 7) Fees
 - 8) Ability to meet project schedule
 - 9) Size of firm
 - 10) Location of firm
 - 11) Firm's present workload
 - 12) Amount of prior work with the District
 - 13) Quality of prior work with the District
 - G. Finalists shall be interviewed by a committee of no fewer than four people.
 - H. Additional information may be requested of finalists including:
 - 1) Additional information on past projects
 - 2) Additional information on key personnel to be used on the project
 - 3) The design approach for the project fees
 - I. The committee shall numerically rank all firms interviewed.
 - J. The fee will be approved or negotiated if required, based upon defining the services required for the exact scope of the project with the top-ranked professional.
 - K. If a fee cannot be agreed upon, the District will negotiate with the next highest ranked firm.
- 4. On projects where fees range from \$10,000 to \$50,000 the committee may choose not to have an interview session and rank professionals directly from the proposals submitted.
 - 5. On projects where fees are in excess of \$500,000, the committee may choose to have a design competition with the top-ranked professionals as a portion of the selection criteria.
 - 6. The outline above is general in nature. Updating and refining of the procedure is an ongoing process. Should the Planning and Construction Office determine that it is necessary to make significant revisions; a formal approval by the Board of Trustees will be requested.

Adopted 7/1/95

Section 7. FINANCIAL RECORDS MANAGEMENT. The Superintendent or designee shall establish and maintain an adequate financial records management system to insure proper status of financial or obligatory documents.

Accounts payable, purchasing, petty cash transactions, warrants, and local purchase orders shall be maintained according to retention schedule as directed by the Wyoming School Records Manual.

Financial obligations, informal and formal bidding, as well as accompanying documentation, and contracts for expenditures shall be maintained according to retention schedule as directed by the Wyoming School Records Manual.

Final retirement of contracts shall be the responsibility of the Superintendent or designee with the approval of the Board.

The Superintendent or designee shall be authorized to sign appropriate school business applications and school reporting documents on behalf of the Board for normal school business activities.

Adopted 6/11/84

Revised 7/8/91 & 7/1/95

Section 8. STUDENT PURCHASES. When students or their parents are expected to purchase goods or services for school-related activities, District personnel may not compel the selection of a particular brand, trademark, or vendor.

In certain activities, District personnel may make reasonable requests in terms of design, quality, or color.

Cross Reference - Chapter IV, Section 6, Purchasing.

Adopted 6/11/84

Section 9. UNPAID WARRANTS. On the first Monday of April in each year, the Board of Trustees Treasurer shall cancel all unpaid warrants which have been issued for a period exceeding twelve months. The Treasurer shall certify these warrants to the Board.

The Superintendent or designee shall publish a list of the unpaid warrants as prescribed by law.

Adopted 6/11/84
Revised 10/12/87 & 7/1/95

Section 10. PAYROLL. The salary amount for all District personnel shall be determined through negotiated agreements between the Board of Trustees and recognized negotiated representatives for each employee unit within the District.

The payday schedules shall be as specified in negotiated personnel agreements.

Deductions from the earnings of an employee shall be made only for FICA, withholding income tax, retirement, District-sponsored insurance programs, obligations owed to the District, professional organization dues, tax-deferred annuities, or for payments to organizations recognized by the District as negotiating agent for a unit of its employees or its affiliates. Other deductions from personnel payroll shall be approved by the Board.

Deductions for tax-deferred annuities and for payments to organizations recognized by the District as negotiating agents shall be made only on written request by the employee on proper forms available from the office of Human Resources.

Direct deposit of payroll to employees' bank accounts shall be made by the District only on written request by the employee on proper forms available from the office of Human Resources.

Cross Reference - Chapter VI, Section 3, Professional and Classified Staff Contracts; Chapter VI, Section 7, Outside Employment of District Personnel; Chapter VI, Section 14, Salary and Fringe Benefits; Chapter VI, Section 17, Retirement.

Adopted 6/11/84

Section 11. EXPENSE REIMBURSEMENT. Reimbursement for expenses incurred by members of the Board of Trustees or by District employees while performing duties specified in the District job descriptions shall be made in accordance with applicable state and federal regulations and as approved by the Board.

TRAVEL REIMBURSEMENTS

Reimbursement for travel expenses incurred by Trustees or District employees shall be made only as provided for in the approved annual budget. In all instances, travel reimbursement to Trustees and District personnel shall be for expenses deemed absolutely necessary. Reimbursement for mileage shall be based on current IRS guidelines.

Travel by Trustees or by District personnel shall have the correct prior authorization in order to claim reimbursement. Trustees and the Superintendent shall have the approval of the Board. District personnel shall have the approval of the Superintendent or designee.

1. In-District Mileage: Reimbursement for in-District travel required of personnel shall be reported through procedures established in the Business Office under the supervision of the Superintendent or designee.
2. Travel by Trustees: Reimbursement for actual expenses for travel and for attendance at county, state, or national meetings shall be allowed for Trustees with the submission of itemized receipts and voucher.
3. Travel by Administrators: Reimbursement for travel and for attendance at professional development/educational meetings shall be allowed to administrators as specified in Administrative Regulation - District Travel Guidelines developed and maintained in the Business Office.
4. Travel by Teachers (Professional Leave): Reimbursement for travel by teachers shall be as specified in Professional Leave Guidelines provided for in negotiated agreement between the Board of Trustees and the Cheyenne Teachers Education Association. The Professional Leave Guidelines are

located in the office of the Director of Instruction and in all buildings.

5. Travel by Administrators or Teachers on School Business: Reimbursement for travel by administrators or teachers as requested by their supervisor for purposes of school business shall be as specified in Administrative Regulation - District Travel Guidelines developed and maintained in the Business Office.
6. Federal Program Travel: Reimbursement for travel by District personnel involved in federal programs shall be as specified in Federal Program Travel Guidelines located in the Division of Instruction.
7. Student Activity Travel: Reimbursement for travel by District personnel acting as sponsors for student activities shall be as specified in the Laramie County School District Number One Activities Handbook.

EDUCATIONAL REIMBURSEMENT

Reimbursement for educational expenses incurred by personnel in classified units shall be as specified in guidelines developed as provided for in negotiated agreements between the Board of Trustees and the recognized representatives of the paraprofessionals, technical and support services, transportation unit, nutrition services, and custodial unit.

REFRESHMENTS REIMBURSEMENT

Expenditures for group refreshments for employee or guest consumption for school-related functions shall be made only on written administrator approval, which shall be included with the request for reimbursement. Public funds may not be used for personal gain.

Legal Reference – W.S. §9-3-102, 16-4-124, 21-3-111

Cross Reference - Chapter IV, Section 6, Purchasing; Chapter VII, Section 12, Educational Field Trips; Professional Leave Guidelines (available in each principal's office and in the Division of Instruction); Federal Travel Guidelines (available in the Division of Instruction).

Adopted 6/11/84
Revised 10/12/87, 7/8/91
Revised 7/1/92 & 7/1/95
Revised 7/10/00
Revised 7/01/02
Revised 7/07/03
Revised 6/20/05

Revised 5/7/12

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER IV, SECTION 11 - EXPENSE REIMBURSEMENT -- PAYMENT FOR MEALS PARTAKEN WITHIN DISTRICT BOUNDARIES --

1. The District will pay the full expense of a meal when it is determined that the meal was an integral part of a meeting or when it is judged that to adjourn for a meal would cause an undesirable interruption to a meeting.

The determination of the need for the District meal shall be the responsibility of the Superintendent of Schools or his designee. The administrator in charge of the meeting shall advise the business office in writing, if approval for the meal has been obtained.

2. The cost of the meals charged within the District boundaries or on trips of one day or less duration shall be added to the pay records of the employee as additional income. (See Internal Revenue Code 162(a)).

Adopted 11/17/87
Revised 7/18/07

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER IV, SECTION 11 - DISTRICT TRAVEL GUIDELINES--

1. In-District Travel: Employees traveling in the District are reminded that no mileage may be claimed for travel to and from work.

Reimbursable travel is travel that is authorized and essential to the business of the District. Reimbursement for in-District mileage will be based on that rate established by IRS guidelines.

Persons not authorized for a monthly travel allowance must submit a record of trips and use appropriate Laramie County School District Number One mileage grids. If mileage grids are not available, odometer readings must be submitted. These readings are to be attached to a local purchase order and presented to the District Accounts Payable Office at the convenience of the employee. All reimbursement requests for the fiscal year must be in Accounts Payable by June 1.

2. Out-of-District Travel: Mode of Transportation: When common carrier is used, the District may pay for the economy fare ticket in advance of the trip. An official fare receipt must be returned to Accounts Payable following the trip for verification and/or reimbursement if the ticket was not paid for in advance.

Transportation may be chartered or contracted when approved by the Superintendent or designee. Justification shall be provided at the time of the request.

If District vehicles are not available, private passenger vehicles may be used and will be reimbursed based on the rate established by IRS guidelines. Mileage shall be calculated on the basis of map mileage. Payment shall not exceed the cost of economy air fare when destination can be served by air (documentation shall be submitted to support the least cost alternative).

When travelers are sharing the use of a privately owned vehicle in lieu of a common carrier, reimbursement is allowable only once. When the traveler elects, for personal preference, to use a privately owned vehicle in lieu of a common carrier, reimbursement for mileage and related costs may not exceed the amount charged for the most commonly used public carrier (e.g., economy airfare), plus applicable ground transportation expense to the authorized destination.

Lodging, meals, and miscellaneous allowances will be allowed only for the time that would have been required to make the trip by the most common public carrier (documentation shall be submitted to support the least cost alternative).

Any extra working days necessary for making the trip by privately owned vehicle over the number of days required to make the trip by common carrier will be charged to annual leave or other leave as determined by the supervisor.

Necessary costs for parking fees, toll fees, taxi, and limousine fees will be reimbursed with a proper receipt. If receipt cannot be obtained, costs may be listed and sworn as true by the employee. Reimbursements shall be limited to the least cost alternative.

Mileage: Mileage claimed should be map miles or the odometer readings authorized by

supervisor for the most direct route. For points traveled off main highways where mileage is not shown on the map, permission may be given by the Superintendent or designee for reimbursement for any additional side trips or terminal mileage (travel within a community) by using odometer readings. Reimbursement for District mileage will be based on that rate established by IRS guidelines.

Toll Roads: Travel via toll roads can be a safer and faster means of travel and therefore is an acceptable expense, upon approval of supervisor and presentation of required receipts.

Rental or Lease Car: Use of a rental or lease car may be authorized by the approving authority when it is essential to conduct Laramie County School District Number One business. Only one vehicle may be rented when two or more employees from the same department or school are attending the same conference or meeting. An employee traveling alone is restricted to an intermediate or smaller car (economy or compact). Exceptions to these restrictions may be approved by the Superintendent or designee in special situations such as unavailability of that specific size car or if the vehicles are needed to transport attendees.

Employee Meals and Lodging Allowances: Employees authorized to travel on official business that extends beyond one day or is to a location more than 50 miles from their official domicile shall be entitled to either per diem allowances or reimbursement of actual lodging and meal expenses with approval of their supervisor.

Employee Lodging: Lodging will be reimbursed with receipts listing the actual expenses incurred. Additional internal controls to regulate lodging reimbursements in accordance with IRS regulations can be put in place by the Business Services department.

Employee Meal Per Diem: A standard per diem meal amount allowed per government rate is allowed plus actual costs for lodging. For partial-day travel, either arriving at your destination or returning home, a 75 percent allowance of the per diem will be allowed. Some locations in the United States are designated as high-cost areas, qualifying for higher standard meal allowances. Locations qualifying for higher rates are listed in Appendix A of the Internal Revenue Service Publication #1542 or at www.gsa.gov/perdiem and must be authorized by a supervisor. If you travel to more than one location in one day, use the rate in effect for the area where you stop for sleep or rest and use the standard rate allowed per government rate on your return day of travel.

Per diem for one day travel (no overnight stay) will be processed as a benefit through payroll.

Employee Registration Fees: Registration fees may be paid in advance.

Student Travel: Student travel for activities and field trips is governed by regulations set forth in the Laramie County School District Number One Activity Handbook.

Required Receipts: Receipts for lodging (actual expense basis) and incidental expenses are to be furnished and attached to the purchase order. Receipts are required when using a District credit card (with actual expense basis or per diem basis). Receipts are not required for meals (per diem basis) unless the cost exceeds the government rate per day, inclusive of tax and tip allowance not to exceed 15 percent.

Non-Employee Travel: Travel for non-employees (i.e., consultants, etc.) is dictated by the contract agreement related specifically to that non-employee.

Adopted 6/11/84

Revised 7/28/86, 7/8/91, 7/1/92, 7/1/95, 7/10/00, 7/07/03, 7/19/06, 7/18/07, 6/7/10, 5/7/12, 7/1/13

Section 12. DISTRICT CREDIT CARDS. The Board of Trustees may authorize the acquisition of credit cards for gasoline/oil purchases, telephone, automobile rental, or limited District use only.

District credit cards shall be maintained by the Superintendent or designee to be issued through procedures developed and maintained in Administrative Offices.

Credit card purchases shall be substantiated by itemized receipts attached to the credit card receipts obtained by the individual to whom the card is issued and by voucher certification.

Payment for credit card purchases shall be made on or before the balance due date.

In the event a District issued credit card is lost or stolen, the employee shall notify the Superintendent or designee by telephone immediately. The Superintendent or designee shall notify the company honoring the card.

Final responsibility for judicious use of District issued credit cards rests with the individual to whom the card is entrusted. Criminal prosecution procedures may be initiated for misuse of credit cards.

PURCHASING CREDIT CARDS

The Board of Trustees may authorize the acquisition and use of purchasing credit cards for all appropriate goods, services, and supplies.

Purchasing credit cards shall be maintained by the Superintendent or his designee to be issued through procedures developed and maintained in administrative offices.

Purchasing credit card purchases shall be substantiated by itemized receipts attached to the credit card receipts obtained by the individual to whom the card is issued and by supervisor verification.

Payment for purchasing credit card purchases shall be made on or before the balance due date.

In the event a purchasing credit card is lost or stolen, the employee shall immediately notify the issuing bank and the school or department administrator.

Final responsibility for judicious use of purchasing credit cards rests with the individual to whom the card is entrusted. Any violation of this policy will be investigated and could result in termination and/or criminal prosecution. Human error and patterns of chronic abuse will be taken into consideration.

Adopted 6/11/84

Revised 10/12/87, 7/1/92, 7/1/95
Revised 7/2/01
Revised 7/19/06

ADMINISTRATIVE REGULATION FOR CHAPTER IV, SECTION 12 (PURCHASE CREDIT CARDS)

The Purchasing Cardholder is responsible for:

- Understanding the Purchasing Card Program.
- Signing a cardholder agreement.
- Making tax-exempt purchase(s).
- Keeping itemized receipts and sales invoices.
- Verifying that you have received the item(s), returns, and disputes.
- Following the rules of your school/department.
- Any charges not authorized by the school/department administrator.

Conditions of use:

The Purchasing Card is issued in your name and ONLY you are authorized to use it. No personal charges are ever authorized.

The total value of a transaction shall not exceed your single purchase limit as stipulated in writing by your administrator. A purchase will not be split into multiple transactions to stay within the single purchase limit.

Itemized receipts are essential. Request merchants to give detailed description of goods, not just "miscellaneous". **Save the cash register receipt.** Standard payment policies require retention of **itemized** receipts and other documentation. As with any credit/charge card, you must **retain itemized** sales slips, **itemized** cash register receipts, **itemized** invoices, **itemized** order forms, and **itemized** receiving documents. If a vendor provides a packing list, but not an invoice, write the missing information on the packing list. Also write "**Only Receipt Available**" on the packing list. If an itemized receipt is missing, immediately contact the vendor and ask them to provide a detailed receipt, credit memo, or an adequate substitute. If they can only fax you a copy, please remember to certify and sign it as valid and as the only copy you received. If you are unable to obtain a copy of a **sales receipt**, you **must** complete a Cardholder Lost Receipt Affidavit.

Inform the merchant of the following information:

- This purchase is Wyoming State sales tax exempt. Our tax exempt number (02-0-00867) is printed on your card.
- Remind the merchant that this is a Laramie County School District Number One purchase and should be accorded any applicable discounts.
- Give accurate delivery information. For telephone, fax, catalog or Internet orders, specify your name and your school or department address. Never direct shipment to your home address. Do not allow C.O.D. deliveries. You must pay at the time of ordering or pick up by using the Purchasing Card.
- Request itemized documentation showing description and cost of each item.
- When placing a phone or fax order, get order number and request a faxed copy of the invoice or order.
- **Immediately** report a lost or stolen card to UMB Bank, 1-888-494-5141 and the school/department purchasing card administrator. The school or department has full liability for all purchases made before a card is reported lost or stolen.
- Ensure original merchant documentation is complete and available for every transaction.
- Turn in your receipts to your administrator per the directions of your school/department.

Receipt of order:

Ensure receipt of goods and materials and follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods. It is illegal for the merchant to submit a VISA charge for payment unless you have received your order. Inspect all goods immediately upon receipt. If there is a problem with the order, contact the merchant immediately. Keep notes on problems and their resolution including names, dates, and conversation results.

Returns and/or exchanges:

If an item is not satisfactory, received in error, damaged and/or defective, duplicate order, etc., the following steps should be followed:

Mail orders: You must contact the vendor to obtain authorization to return the item(s). Every vendor has different return policies - make sure your return meets their criteria. Determine if there is a restock fee. If so, be sure you record that amount on your expense report as it will be charged to your card. The item(s) to be returned must be repacked in original manufacturer's carton(s).

Local Orders: Take original receipt with product in original manufacturer's carton back to the vendor. If you have already submitted your receipt, call Accounts Payable for the original receipt to be returned to you. When an item has been returned and credit voucher received, you must reflect this credit on the expense report. Return the original receipt to Accounts Payable. If the vendor has not replaced or corrected the item by the cutoff date, then the purchase of that item will be considered in dispute. Attach Cardholder Dispute Form (PC4) to the expense report and provide the pertinent information. If you are disputing a charge, you must complete a Disputed Charge Report and include with the expense report.

Never direct shipments of goods to your home address. All manuals and forms are on file and may be obtained online or in your administrator's office.

Adopted 7/2/01
Revised 7/18/07

Section 13. AUDITS. The Board of Trustees shall receive monthly statements showing the financial condition of the District as of the last day of the preceding month from the Superintendent or designee. The statements shall reflect the following:

1. The general fund cash accounts;
2. Expenditures and receipts;
3. A monthly cash reconciliation of federal programs;
4. A listing of all disbursements (except payroll) which shall also be published monthly in accordance with W.S. § 21-3-110;
5. A statement of receipts and expenditures for secondary student activity funds;
6. An annual statement of receipts and expenditures for elementary student activity funds.

Other financial records as may be determined necessary either by the Board or the administration shall be presented periodically.

The Board shall utilize an internal audit system in which accounts and financial records of the District are reviewed by individuals accountable to the Superintendent.

The Board shall authorize an audit of the District as prescribed by law. The audit shall be filed with the Wyoming Department of Audit and the Wyoming Department of Education.

Legal Reference – W.S. S 16-4-121
Cross Reference - Chapter II, Section 5, Board of Trustees Officers and Officials.

Adopted 6/11/84
Revised 10/12/87, 7/8/91, 5/7/12

Section 14. ACQUISITION AND DISPOSITION OF DISTRICT BUILDINGS AND GROUNDS.

ACQUISITION

The basic purpose of the acquisition of buildings and grounds by the District shall be in accordance with the District's goals and objectives. Within the limitation of capital outlay funds, facilities shall be acquired and maintained to accommodate the number of students in the District with the kind of facilities which will best support and accommodate District educational programs.

An effort shall be made in the acquisition of real property for District purposes to assure sufficient area to allow for future expansion of buildings placed on the property. An effort shall be made to acquire real property for District purposes in areas where population growth can be reasonably expected.

DISPOSITION

Disposition of buildings and grounds shall be made only when they are of no further use to the District and subsequently declared surplus by the Board of Trustees.

Disposition of buildings and grounds shall be made in a reasonable and prudent manner and with regard to the public trust under which the property is held.

Buildings and grounds shall be disposed of in accordance with W.S. 21-3-111 (a) (XIV).

A public sale by sealed bids is the preferred method of disposition. Preference shall be given to governmental entities in regard to disposition of District buildings and grounds.

Cross Reference - Chapter III, Section 5, Elementary School Triad Plan.

Adopted 6/11/84
Revised 7/8/91, 7/1/92, 7/1/95

Section 15. DISPOSITION OF SURPLUS DISTRICT VEHICLES, EQUIPMENT, FURNITURE, OR USABLE MATERIALS. Any vehicle, equipment, furniture, or usable materials belonging to the District which have been determined to be surplus shall be disposed of in accordance with the public trust. Preference shall be given to governmental entities, educational, and/or nonprofit educational organizations in the disposition of surplus District vehicles, equipment, furniture, or usable materials.

VEHICLES

Unless provision has been made in the purchase agreement for trade-in of District vehicles when new vehicles are purchased, the replaced vehicles may be declared surplus and of no further use to the District by the Board of Trustees.

Public notice of intent for disposal shall be published through the Business Office.

Upon the recommendation of the Superintendent or designee, the vehicle(s) may be disposed of either through auction, public sale, or sealed bidding.

EQUIPMENT, FURNITURE, AND USABLE MATERIALS

Unless provision has been made in the purchase agreement for trade-in of District equipment, furniture, and usable materials when new items are purchased, the replaced equipment, furniture, or unusable materials shall be disposed of with the approval of the Superintendent or designee.

Public notice of intent for disposal shall be published through the Business Office.

Upon the recommendation of the Superintendent or designee, the items may be disposed of either through auction, public sale, or sealed bidding. For equipment, materials, or furniture with an appraised value of \$10,000 or more for any individual item, final approval of the Board shall be required before the transaction is completed. For purposes of disposition of surplus equipment, materials, or furniture, the value may not be divided to circumvent the \$10,000 limitation.

BOOKS

Books and consumable educational materials determined to be surplus by the building administrator for reasons of replacement with newer books or for nonrepairable damage, shall be disposed of with the approval of the Superintendent or designee.

Each item shall be marked "discard" and disposed of through procedures approved by the Superintendent or designee.

SCRAP MATERIAL/JUNK ITEMS

Scrap and junk items may be sold at the current rate of exchange or disposed of as determined appropriate. More than one bid is not a requirement. Approval to dispose of scrap and junk items shall be obtained from the Assistant Superintendent of Support Operations or designee prior to selling the goods. The individual making the sale should satisfy himself that the District is receiving the current rate of exchange and all checks are to be payable to Laramie County School District Number One and forwarded to accounting with the appropriate sale documentation.

Legal Reference – W.S. S 21-3-111 (a) (XV)

Adopted 6/11/84
Revised 10/12/87, 7/8/91, 7/1/95
Revised 6/28/99
Revised 6/7/10

Section 16. STATEMENT OF INVESTMENT POLICY OF DISTRICT FUNDS. The governing body of Laramie County School District Number One wants to safely earn a prudent investment income to provide funding for educational services and to comply with new Wyoming investment requirements effective July 1, 1996, investing in the following securities:

United States Treasury bills, notes, bonds, including stripped principal or interest obligations issued by the United States Treasury; bonds, notes, or debentures issued by or guaranteed by any federal governmental agency; repurchase agreements; deposits in financial institutions located within the state of Wyoming; mortgage backed securities guaranteed or insured issues of the United States government; securities eligible for purchase by the federal reserve system; guaranteed investment contracts guaranteed by a United States commercial bank or a United States insurance company; eligible securities held through a trust department of a bank authorized to do business in this state; certificates of deposit of federal savings bank and bank authorized to do business in this state and secured by a pledge of assets; bonds of the Wyoming natural gas pipeline authority; shares in a diversified money market fund with a stable share value of one dollar (\$1.00); and commercial paper of corporations organized and existing under the laws of any state of the United States as authorized under W.S. 9-4-831.

The Assistant Superintendent of Support Operations or designee shall be authorized to invest District funds in accordance with W. S. 9-4-831 (a) (i) through W. S. 9-4-831 (j).

Each agency shall provide a signed 'Statement of Investment Advisor' indicating that the investing agency has read the policy and agrees to abide by this policy and applicable state law with respect to advice the agency gives and the transactions the agency undertakes on behalf of Laramie County School District Number One according to W. S. 9-4-831(h).

Adopted 6/24/96
Revised 10/14/96
Revised 7/19/06
Revised 6/7/10

Section 17. STATEMENT OF FUND BALANCE POLICY IN ACCORDANCE WITH GASB

STATEMENT NO. 54. For all governmental funds, the District will report fund balances using the five categories and definitions provided by Governmental Accounting Standards Board (GASB) Statement No.

54. Governmental funds may include any of the following:

1. Non-spendable Fund Balance

Non-spendable fund balance “includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.” For the District this would include inventories, any prepaid amounts and any other items not considered spendable.

2. Restricted Fund Balance

Restricted fund balance includes amounts constrained to a specific purpose that are either “(a) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.”

3. Committed Fund Balance

Committed fund balance includes “amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority.” The highest level of decision-making authority for the District is the Board of Trustees. Any amount constrained to a specific purpose by formal action of the Board of Trustees would be reported as committed. Amounts reported as committed cannot be used for any other purpose unless the Board of Trustees makes another formal motion. Committed fund balance for the District will include the Special Building fund balance for which the Board has made formal action via adopted budget transfers into this fund to be used for land purchases, new school enhancements and other approved purposes.

4. Assigned Fund Balance

Assigned fund balance includes “amounts that are restrained by the government’s intent to be used for specific purposes, but are not restricted nor committed.” Assigned fund balance for the

District will include amounts constrained by the intent of the Board of Trustees rather than by formal action of the Board of Trustees. Intent will be expressed through items such as a statement by the Board of Trustees, Superintendent or Budget Officers.

5. Unassigned Fund Balance

Unassigned fund balance represents fund balance “that has not been restricted, committed, or assigned to specific purposes.” Unassigned fund balance will be used to report any residual balance in the general fund after restricted, committed and assigned fund balances have been reported. Unassigned fund balance will only be used in the other governmental funds to report a negative fund balance.

For all governmental funds, the District will adhere to the policy that when both restricted and unrestricted (committed, assigned, and unassigned) resources are available for a given expenditure, the District will consider restricted funds to have been used first. It will also be the policy of the District that unrestricted funds will be used in the following order: committed, assigned, and unassigned.

Per GASB 54, for governmental funds “significant encumbrances should be disclosed in the notes to the financial statements by major funds and non-major funds in the aggregate.” The District considers all encumbrances to be significant and will be disclosed as such.

CHAPTER V
SUPPORTIVE SERVICES

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CHAPTER V
SUPPORTIVE SERVICES

Section 1. EMERGENCY PLANS. Planning for emergencies and disasters is essential to the safety of students and personnel should a threat to their safety arise. The Superintendent shall develop, implement, and maintain plans for dealing with emergency situations such as fire, civil disturbance, and natural disasters. District Emergency Plans shall be coordinated with local civil defense plans.

EMERGENCY COMMUNICATIONS

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

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

Cross Reference - Individual School Building Emergency Plans (located in each principal's office), Chapter V, Section 5, Access.

Adopted 6/11/84
Revised 7/10/00

Section 2. EMERGENCY CLOSINGS. The Superintendent or designee is empowered to close school or dismiss school in the event of emergency conditions which threaten the health, safety, or welfare of students or personnel. Emergency closures may also be pursuant to regulations of the State Board of Education or to Presidential or Gubernatorial executive orders.

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

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

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

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

PROCEDURES FOR EMERGENCY CLOSINGS

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

1. The Superintendent will establish identification codes with the local broadcasting stations so that District emergency information cannot be fabricated.
2. Parents and guardians of District students will be notified of emergency closures and actions through broadcasts from all available Cheyenne radio stations, television stations, and the District rapid notification system. Frequent announcements shall be requested concerning school closure or early dismissal.
3. Employees and patrons will be urged not to call District offices but to receive the message through media broadcasts and District rapid notification system.
4. In the event of severe weather or other emergencies prior to school starting, the Superintendent shall determine if the buses are to complete normal bus schedules. If normal schedules are affected and the weather boundaries are implemented, District officials will follow procedures outlined in the Emergency Closure Handbook.
5. In the event of early dismissal, building administrators will be notified by two-way

radio broadcast using equipment provided to each building. District buses will be dispatched in accordance with release times. Parents will be informed to instruct students as to family procedures to be followed when students arrive home at a time not regularly scheduled. The transportation department will be responsible for the transportation of students to designated stops. Students who normally ride District buses will be sent home on the bus unless parents arrange for other transportation.

6. Students who do not ride District buses will not be released with anyone other than a parent or designated adult.
7. During emergencies which render it unsafe for students to leave District buildings, the building principal shall assume responsibility for housing students in the building. If this action is necessary, it will be reported to parents and guardians through media broadcasts and the District rapid notification system.
8. School employees will be notified of emergency information by immediate supervisor or the District rapid notification system.
9. In the event telephone lines are not operational, personnel will receive emergency information through media broadcasts and the District rapid notification system.
10. Regular school schedules will be followed unless emergency procedures are activated as described. Messages will not be sent to employees or parents/guardians through media broadcasts and the District rapid notification system if school is to be held as usual.

NATURAL DISASTER OR OTHER EMERGENCY WARNING PLAN

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

1. Recognition of the warning system for the City of Cheyenne; a steady three to five minute tone. The warning means that a natural disaster or other emergency of significant magnitude exists. Natural disasters include tornadoes, earthquakes, floods, or fires. Other emergencies include toxic chemical spills, hazardous materials control, civil, or military disturbances. Tune to a local radio or television station for important information and instructions.

2. A direct line of communication will be maintained between the District and the Laramie County Emergency Management Agency.
3. The issuance of a natural disaster or other emergency warning may result in one of the following emergency actions:
 - a. Evacuation of District buildings: each building administrator shall develop, implement, and maintain plans for their building.
 - b. Retention of students: each principal shall develop, implement, and maintain plans for sheltering students and teachers in the building or preplanned evacuation areas in the event there is less than adequate warning time before a natural disaster or other emergency.
 - c. In the event a natural disaster occurs during the release of students, school personnel will take charge of all students remaining at the school. Bus drivers that have started their route will proceed to the nearest school for shelter. They will notify transportation dispatch of their location.
 - d. No warning: in the event there is no warning of natural disaster or other emergency, students and teachers shall take the most protective course of action as judged by the teacher.

Adopted 6/11/84
Revised 7/8/91 & 7/1/92
Revised 7/2/01
Revised 7/1/02
Revised 7/19/06
Revised 6/7/10

Section 3. FIRE DRILLS AND EVACUATIONS. A fire drill shall be held at least once each month in each school building when school is in session. Safety drills may be used in lieu of fire drills if approved by and coordinated with the local fire department, provided drills are conducted at each school not less than four times during any one academic year, and the school's fire alarm is tested at each fire or safety drill. A fire department representative shall be requested to attend at least one fire drill each year for the purpose of instruction and constructive criticism.

Building principals shall keep a record of fire and emergency drills on the Annual Fire and Emergency Drill Report as shown in Exhibit 12. One copy of the drill report shall be sent to Risk/Facilities Management at the end of the school year and at the end of summer school or special sessions. One copy of the drill report shall remain on file in the building.

Principals shall assure building compliance with the following:

1. All doors, exits, and classrooms shall be unlocked from the inside during school occupancy.
2. All corridors and means of exit from the building shall be kept free from obstructions of any kind.
3. Rules for evacuation shall be posted in each room. The rules must include primary and alternate exits as well as the outdoor area to which students proceed when leaving the building and room. The evacuation rules shall be discussed with each class using the room during the first days of the school year.
4. A District alarm signal shall be used for fire only. Another type of signal shall be used to instruct students to return to class.
5. No person is to remain in the building during fire drills.
6. Evacuation areas shall be at least six hundred feet from the building and away from any driveways.
7. Students shall be directed to move quickly, quietly, and in an orderly fashion through the assigned exits to the assigned evacuation areas. Running or pushing shall not be allowed. Talking will not be permitted as students participate in the drill.

Each teacher shall:

- a. Close all windows and classroom doors.
- b. Turn off all electrical circuits and gas jets.
- c. Take the class roll book and call the roll of students upon reaching the evacuation area. The teacher shall report any students unaccounted for to the building principal.
- d. Report the time required for the class to evacuate the building to the principal.
- e. Assign students to hold the doors open and instruct those students to rejoin the class when the last students have passed through the doors.

Legal Reference – W.S. S 35-9-505
Cross Reference - Chapter IX, Section 12, Relationships With Fire Authorities.

Adopted 6/11/84
Revised 7/2/01
Revised 6/20/05
Revised 6/7/10
Revised 7/14/14

EXHIBIT 12

Laramie County School District Number One
Cheyenne, Wyoming

ANNUAL FIRE AND EMERGENCY DRILL REPORT

BUILDING _____

ENROLLMENT OF BUILDING _____

NUMBER OF FLOORS IN BUILDING _____

DATE OF DRILL	TYPE OF DRILL AND TIME REQUIRED TO COMPLETE THE DRILL. (REPORT IN MINUTES)	PRINCIPAL'S INITIALS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Date of Report _____

Signature of Principal

Fire or emergency drills shall be conducted at a minimum of once each calendar month. A minimum of four fire drills must be conducted each academic year and once each month summer school is in session

Maintain two copies of this report. Record each drill as it occurs. Send one copy of this report to Risk/Facilities Management at the end of the current school year. Sign and date the report as of the end of the current school year. A fire department representative shall be requested to attend at least one fire drill each year for the purpose of instruction and constructive criticism.

Form SUP101
Adopted 6/11/84
Revised 6/21/04
Revised 7/14/14

Section 4. BOMB THREATS. The Board of Trustees acknowledges the importance of maintaining an educational environment free of physical harm. The Board of Trustees will not tolerate any action that disrupts the educational process, and it is the intent of this Board to take any and all legal actions necessary to prosecute any person or persons apprehended. Any student proven to have made a bomb threat will be expelled from school according to the procedures outlined in the District policy for Student Suspension and Expulsion.

The purpose of this policy is to save lives and reduce the potential for building damage.

Cross Reference - Chapter IX, Section 11, Relationships With Law Enforcement Authorities.

Adopted 6/11/84
Revised 7/1/95
Revised 7/19/06

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER V, SECTION 4 - PROCEDURES FOR DEALING WITH BOMB THREATS --

RECEIPT OF A BOMB THREAT --

Upon receipt of a bomb threat, obtain as much information as possible. Do not panic; take notes. Record the exact wording if possible. Ask questions:

Where is the bomb located and when is the bomb going to explode?

What does the bomb look like?

Where is the bomb now?

Attempt to keep the caller talking -- use the yellow Bomb Threat Card as a reference to obtain additional information. Listen for clues as to the caller's location such as: music, car and vehicle noises, machinery, animal noise, and other voices. Complete the Bomb Threat Report (Exhibit 13) immediately.

After the caller hangs up, immediately notify 911, the school principal or supervisor, and the Superintendent's Office. Do not evacuate the building unless directed to do so by local law enforcement authorities or the caller gives you sufficient reason to believe the bomb will detonate within a specific time frame. Do not report the call on the emergency radio system. This could detonate the bomb. Begin a thorough search of the building. Do not touch or attempt to open any suspicious items. Report all suspicious items to the first law enforcement officer on the scene.

AFTER NOTIFICATION --

The principal shall designate an individual(s) to conduct a site assessment to ensure that all students and staff members are at a safe distance from the building in the event of an explosion. The designated person shall be responsible for maintaining the perimeter zone.

Prior to evacuation, each staff member should conduct a brief (60 second) visual search of the area for foreign objects, packages or other materials that are out of place. If a suspicious object is found, do not touch the object; leave the room with your door open. (This is a signal for the Police Department that a suspicious parcel is located in that room). Report the object to the principal or designated person as soon as possible. Remember, the children come first.

Upon arrival, the police department shall evaluate the situation and determine the need for a building inspection, and the length of time required to conduct an inspection. At that time the Superintendent shall be apprised of the situation, and a determination will be made as to when the school will reopen.

A Bomb Threat Report shall be filed with the Superintendent's office within 24 hours of the incident.

BOMB THREAT RECEIVED AFTER NORMAL WORKING HOURS --

Follow the general procedures as outlined above. Get as much information from the caller as possible. Notify 911 immediately. Follow all directions given by the 911 operator. Call the Superintendent. If you are unable to reach the Superintendent, call the Superintendent's staff as follows:

Assistant Superintendent of Support Operations
Assistant Superintendent of Instruction
Director of Instruction
Assistant Superintendent of Human Resources
Facilities/Risk Manager

GENERAL COMMENTS –

Every building principal or facility supervisor shall meet annually with the Cheyenne Police Department to review specific facility needs.

Building occupants will be instructed as follows:

1. Leave all doors open and windows as they are.
2. Leave all lights on or off as the condition existed when the alarm sounded. Bombs may be wired to a light switch.
3. Take all personal belongings--coats, purses, etc. Books and school materials are to remain in the building.
4. Report any suspicious people or packages to the building principal immediately.
5. Do not touch suspicious objects. Bombs can be built into books and briefcases.
6. Do not make any telephone calls.
7. Do not use portable radios or telephones. Bombs can be constructed to detonate by radio transmission.
8. Remain at a minimum of 600 feet from the building.
9. Immediately report any missing persons.

Adopted 7/1/95
Revised 7/1/02
Revised 7/19/06
Revised 6/7/10

EXHIBIT 13

Laramie County School District Number One
Cheyenne, Wyoming

BOMB THREAT REPORT

School _____ Date _____ Time of Call _____

1. Location of bomb: (if possible, the specific area within the building.)
What floor _____ What room _____ What area _____
2. What time is bomb set to go off? _____
3. Has bomb been placed in open? _____
4. What type and size is the bomb? _____
5. Is bomb disguised or concealed? _____
6. How did bomb get into building? _____ Mailed _____ Carried _____
7. Why was it put there? _____ Who is caller mad at? _____

The above questions are a guide to aid in evaluating situations to evacuate or not evacuate. During the time of call attempt to determine the caller's:

1. Age (estimate) _____
2. Accent: Local _____ Foreign _____ Drawl _____ Other _____
3. Background noises such as music, trucks, cars, buses, other sounds:

4. Disposition: Calm, nervous, hysterical, etc. _____
5. Sex: Male _____ Female _____ Disguised Voice _____
6. Other pertinent information: _____

Principal _____

Person Receiving Call _____

(Send copy of report to Superintendent's office)

Form SUP123

Adopted 6/11/84

EXHIBIT 14
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

TEACHER'S CHECKLIST - FOR USE IN BOMB THREAT IN SCHOOL

SCHOOL _____ **TEACHER** _____ **DATE** _____ **ROOM NUMBER** _____

This checklist has been devised to assist teachers in pre-checking their rooms to see that they are free of explosives. The object of this pre-checking is to reduce the necessity of ordering evacuation of classrooms.

A copy of the checklist should be immediately available to the police should there be an emergency.

	YES	NO
1. Did I secure my room on leaving?		
a. Lock all windows	_____	_____
b. Turn off lights	_____	_____
c. Lock all doors	_____	_____
2. Did I check my room on arrival?		
a. Did I have to use my key	_____	_____
b. Did the lock turn normally	_____	_____
c. Was the light switch normal	_____	_____
d. Were the windows locked	_____	_____
3. Did I check the contents of the room for?		
a. Any extraneous wires	_____	_____
b. Any packages	_____	_____
c. Any ticking sound	_____	_____
d. Any lengths of pipe	_____	_____
e. Any dynamite caps	_____	_____
f. Any dynamite sticks	_____	_____
g. Any exposed matchbooks	_____	_____
h. Any wire or string attached to unknown object (pull type igniter)	_____	_____
4. Did I look:		
a. On the floor	_____	_____
b. On the walls	_____	_____
c. On the ceiling	_____	_____
d. In the desks	_____	_____
e. In the closet	_____	_____
f. Among the books	_____	_____
g. Among the packages	_____	_____
h. Under the room or steps	_____	_____
5. Was there any foreign object noted that is not ordinarily in the in the room: e.g. pizza box, unrecognized back pack, etc.	_____	_____
6. If so, did I leave it alone and notify the proper authorities?	_____	_____

Form SUP124

Adopted 6/11/84
 Revised 7/14/14

EXHIBIT 15

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What will cause it to explode?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

EXACT WORDING OF THE THREAT:

Sex of Caller: _____ Race: _____

Age: _____ Length of Call: _____

Number at which call is received:

Time: _____ Date: ____ / ____ / ____

CALLER'S VOICE:

- | | | | |
|-------|----------|-------|-----------------|
| _____ | Calm | _____ | Nasal |
| _____ | Angry | _____ | Stutter |
| _____ | Excited | _____ | Lisp |
| _____ | Slow | _____ | Raspy |
| _____ | Rapid | _____ | Deep |
| _____ | Soft | _____ | Ragged |
| _____ | Loud | _____ | Clearing Throat |
| _____ | Laughter | _____ | Deep Breathing |
| _____ | Crying | _____ | Cracking Voice |
| _____ | Normal | _____ | Disguised |
| _____ | Distinct | _____ | Accent |
| _____ | Slurred | _____ | Familiar |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | | | |
|-------|---------------|-------|-----------------------|
| _____ | Street Noises | _____ | Factory/
Machinery |
| _____ | Crockery | _____ | Animal Noises |
| _____ | Voices | _____ | Clear |
| _____ | PA System | _____ | Local |
| _____ | Music | _____ | Long Distance |
| _____ | House Noises | _____ | Booth |
| _____ | Motor | _____ | Other |
| _____ | Office | _____ | |
| _____ | Machinery | _____ | |

THREAT LANGUAGE:

- | | | | |
|-------|---------------------------|-------|---------------------------------|
| _____ | Well spoken
(educated) | _____ | Incoherent |
| _____ | Foul | _____ | Taped |
| _____ | Irrational | _____ | Message read
by threat maker |

REMARKS: _____

Report call immediately to:

Phone number _____

Date ____ / ____ / ____

Name _____

Position _____

Phone Number _____

Section 5. BUILDINGS AND GROUNDS.

MANAGEMENT

The care, custody, and safekeeping of all District property shall be the general responsibility of the Assistant Superintendent of Support Operations. He shall establish procedures and employ means as may be necessary to ensure the proper management, insurance, and maintenance of District property.

The Assistant Superintendent of Support Operations shall be assisted in this task by the Business Services Administrator, Risk and Facilities Manager, and the Planning/Construction Administrator.

At the building level, each administrator shall be responsible for overseeing the plan and for proper care of District property by employees and students.

INSPECTIONS

The District shall maintain on file a current report from the State Health Department certifying that buildings meet minimum standards for sanitary environment. All buildings will have a cursory fire and electrical inspection annually with a comprehensive inspection every three years. The building principal/facility manager shall be responsible for compliance with all applicable state and federal standards.

BUILDING ACCESS AND SECURITY

Buildings and grounds of the District constitute one of the greatest investments of the District. It is deemed in the best interest of the District to protect the investment wisely.

SECURITY

Security is defined as the maintenance of secure (locked) buildings, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Board of Trustees requires District personnel to cooperate with federal and state OSHA (Occupational Safety and Health Administration) and environmental officials, local police, fire, and sheriff's departments as well as with insurance company inspectors.

Funds, student records, and other valuable records shall be kept in a fireproof place secured by lock and key.

ACCESS

Outside of regular working hours, access to District buildings shall be restricted to personnel whose work requires it. An adequate key control system shall be established to ensure that unauthorized persons are not in possession of District building keys.

Any person on District property shall give identification upon the request of District personnel or law enforcement personnel. If identification is not given, civil police authorities shall be notified immediately. If it is subsequently determined that the individual was a student, the student shall be subject to suspension from school.

Civil police authorities shall be notified if any unauthorized person who is on District property without lawful purpose fails to leave when requested or if the circumstances indicate that his presence may be for an unlawful purpose.

Legal Reference – W.S. S 35-1-102

Cross Reference - Chapter VI, Section 9, Professional Staff Time Schedules; Chapter VI, Section 10, Classified Staff Time Schedules.

Adopted 6/11/84
Revised 7/1/95 & 8/1/97
Revised 7/1/02
Revised 6/7/10
Revised 7/14/14

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER V, SECTION 5 & SECTION 10 - BUILDINGS AND GROUNDS, AND VEHICLES

VIDEO CAMERA USE IN OR ON PROPERTIES OPERATED BY LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE

Maintaining the health, welfare and safety of students, staff and visitors and the protection of school District properties shall be the prime factors in the placement of 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:

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

Video cameras may be used to monitor behavior in schools, on school transportation vehicles transporting students to and from curricular and extracurricular activities and on District property.

Such equipment may also be used to monitor the performance of District employees in the fulfillment of their duties.

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

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

A. PLACEMENT

1. Video monitoring equipment may be used to monitor building exterior areas including but not limited to parking lots, perimeters, entrances and exit doors, interior hallways, and public spaces, District vehicles, and all buses. Additionally, buses are also fitted with audio monitoring equipment.
2. Video cameras will not monitor areas where the public, students, and employees have a reasonable expectation of privacy, such as private offices, locker rooms, restrooms, etc.
3. Video cameras and recorders will be operational 24 hours per day, year round. Camera systems will not be actively monitored.
4. Signage shall be posted at conspicuous locations informing students, staff, and visitors that video surveillance equipment is being used, but not actively monitored.

B. RECORDED MATERIALS

1. Video monitoring equipment will be supervised and controlled by the building administrator(s) and school resource officer(s), and/or transportation administrator or designee. Circumstances which would warrant review will normally be limited to an incident that has been reported or observed or to investigate a potential crime. Real-time viewing of monitors may be delegated by the building administrator and/or transportation to a very limited number of individuals; e.g., school resource officer, risk management, etc. Portions of the recorded materials may be randomly viewed by District officials or the school resource officers (SRO).
2. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video monitoring and/or recording equipment. The District will provide reasonable safeguards, including but not limited to, password protection, firewalls, and control of physical access to protect the monitoring system from unauthorized users and use.
3. Monitors and monitoring will be located and viewed at school related sites where general public viewing is restricted. Video monitoring equipment will be used in accordance with all District policies, including the District non-discrimination policy and corresponding regulations relating to privacy and safety.
4. Recorded materials will not be saved past the capabilities of the recording device unless, a written request is submitted to a building administrator or transportation administrator or the recording is determined to contain information that may be used in an ongoing investigation.
5. Recordings held for review may be copied for authorized law enforcement agencies, or retained as a necessary part of an ongoing investigation in accordance with established District procedures and/or applicable law. Video recordings considered for retention as part

of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records. Copies made and retained for criminal investigations may be released only as prescribed by law. Upon completion of the investigation a determination will be made by the Superintendent or designee if the recorded material may then be destroyed.

The retention period for information that has not been viewed for law enforcement, school or public safety purposes shall be approximately twenty-one (21) calendar days or be limited to the storage capacity of the digital recorder for digital systems and approximately fourteen (14) calendar days for IP camera systems or be limited to the storage capacity of the digital recorder.

When recorded information has been viewed for law enforcement or school/public safety purposes the retention period shall be one (1) year from the date of viewing.

C. VIEWING REQUESTS

1. Written requests for viewing video recordings will be limited to the parent(s)/guardian(s), or eligible student (18 years of age or older), or others as deemed suitable by the appropriate Assistant Superintendent (Human Resources, Instruction, or Support Operations) or Transportation Administrator or Risk Manager designee. The Assistant Superintendent or Transportation Administrator will grant permission to maintain, release or view video in accordance with federal and state student and employee privacy rights (FERPA). All video recordings are to be made by authorized personnel only with one copy being made. All video recordings will remain the sole property of the District. Only the portion of the video recording concerning a specific incident will be made available for viewing.
2. Approval/denial for viewing will be made within two (2) school days of receipt of the written request and will be communicated to the requesting individual.
3. Video recordings will be made available for viewing, which should occur during the course of the scheduled work day, within three (3) school days of the requested approval.
4. Any unauthorized release of any video recording, in part or in its entirety, may be grounds for discipline and/or arrest. Any violations of this procedure may result in discipline.

D. VIEWING OF RECORDED MATERIALS

1. Actual viewing will be permitted only at school-related sites, including school buildings or central administrative offices, the transportation office or risk management office.
2. All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled-access area. Each storage device that has been used shall be dated and labeled. Access to the storage devices shall only be authorized personnel. A written log will be maintained of the person(s) viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, the name of the driver or other employee witness, and signature of the viewer.

E. NOTIFICATION

1. A general statement shall be included in all parent, student and employee handbooks that video surveillance equipment will be used in and around facilities and District buses and vehicle by Laramie County School District Number One before, during and after the regular school day and during extracurricular activities and that the District's systems are not actively monitored.

Adopted 6/15/09
Revised 6/20/11

EXHIBIT 16
Laramie County School District Number One
Cheyenne, Wyoming

VIDEO SURVEILLANCE COPY
RELEASE FORM REQUEST

I, _____, am requesting a video copy of an incident that occurred at/on _____ (building/bus) _____ (date/time) and acknowledge the following:

- Actual viewing will be permitted only at school-related sites, including school buildings or central administrative offices, the transportation office or risk management office.
- All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled-access area. Each storage device that has been used shall be dated and labeled. Access to the storage devices shall only be by authorized personnel. A written log will be maintained of the person(s) viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, the name of the driver or other employee witness, and signature of the viewer.
- **All storage devices will be returned to the building of origin within 14 calendar days.**

Reason for request _____

Signature _____ Date _____

Title _____

APPROVAL

Request Approved _____ Denied _____ Reason for denial _____

Signature _____ Date _____

Title _____

RESULT

Building _____ Video no. _____ Dated _____

The above video has been retained / deleted / destroyed (circle one) after use. If retained, purpose for retention _____

Signature _____ Date _____

Title _____

Adopted 8/11/11

Section 6. VANDALISM. All persons are urged by the Board of Trustees to report any incidents of vandalism against District property as well as the name(s) of person(s) believed to be responsible. All District personnel shall report to the building principal every incident of vandalism known to them as well as the name(s) of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against District property.

"PRIDE OF OCCUPANCY PLANS"

The Board of Trustees encourages the administration, personnel, students, and student governments within the District to cooperate in developing "Pride of Occupancy" programs for all District buildings. These programs serve to strengthen a common feeling of pride in and responsibility towards the school environment.

Cross Reference - Chapter VIII, Section 13, Police Interviews of Students and Student Locker Inspections; Chapter IX, Section 11, Relationships With Law Enforcement Authorities.

Adopted 6/11/84

Section 7. MAINTENANCE AND CUSTODIAL SERVICES.

MAINTENANCE

The Superintendent shall assure that District buildings and grounds are maintained in a safe and satisfactory condition. The Facilities Manager, under the general supervision of the Assistant Superintendent of Support Operations, shall carry out this function by providing for:

1. Programs for maintenance and preventive maintenance;
2. Buildings and grounds improvements and additions as provided for in the Board of Trustees annual budgetary allotments and facilities plan;
3. Care and maintenance of District grounds and fields;
4. Repairs, including repairs of equipment and painting;
5. Determination of obsolete equipment and a planned program for replacement or updating of the system;
6. Any other activities deemed advisable by the Facilities Manager, Planning/Construction Administrator, and Assistant Superintendent of Support Operations to further the goals of District building maintenance.
7. Ensure that maintenance procedures include a periodic review of the technical aspects of each building and its systems.
8. Ensure compliance with federal/state OSHA (Occupational Safety and Health Administration) and environmental resources regulations, and pesticide application regulations.

CUSTODIAL SERVICES

The Superintendent shall assure that District buildings are kept in a safe, clean, and sanitary condition. The Facilities Manager, under the general supervision of the Assistant Superintendent of Support Operations, shall determine the specific training and duties of custodial staff.

The Facilities Manager shall ensure that all custodial personnel implement the energy conservation program within the scope of their duties as specified in the Administrative Regulation - Energy Management Conservation.

Adopted 6/11/84
Revised 7/8/91 & 7/1/95
Revised 7/1/02
Revised 6/7/10

ADMINISTRATIVE REGULATION - CHAPTER V, SECTION 7, MAINTENANCE AND CUSTODIAL SERVICES –

PESTICIDE APPLICATION REGULATIONS

1. Any application of pesticides, whether restricted use or home use, will be subject to the following rules established by the governing body of Laramie County School District Number One.
 - A. Any commercial applicator must provide the Risk Management Office and designated employee of the District with the following information 72 hours prior to applying any commercial pesticide within the confines of Laramie County School District Number One.
 - 1) Wyoming Applicators License Number and expiration date
 - 2) Proof of insurance
 - 3) Date of application
 - 4) Location of application
 - 5) Pest to be controlled
 - 6) Name and type of pesticide to be applied
 - 7) Material Safety Data Sheet
 - 8) Contact person for any additional information

It will be the responsibility of the applicator (whether commercial or an employee of the District) to post notification of the pesticide application in the proper places according to W.S. 35-7-375.

2. Any person or persons that apply pesticides within the confines of the District shall be subjected to the following rules and laws governed by the Wyoming pesticide law and the regulations of Laramie County School District Number One.
 - A. Prior to the application of any pesticide (restricted use or home use), written notice will be provided to the Facility Management/Risk Management office 72 hours in advance of the application. This information will then be forwarded to the proper facility and administrative personnel within that facility so they can advise their students, staff, and faculty. The following information shall be included in the notification.
 - 1) Date of application
 - 2) Location of application
 - 3) Pest to be controlled
 - 4) Name and type of pesticide being applied
 - 5) Name and phone number for contact person
3. The property being treated shall be posted a minimum of 12 hours prior to any application. Posting shall be done in the following manner:
 - A. If the application is to be done inside of a building, all access doors shall have a sign posted on them stating where the pesticide will be applied, the type of pesticide, and a contact for additional information.
 - B. If the application is to be done on the outside of the building, signs must be posted on all access doors and also the area where the pesticide will be applied.
 - C. All pesticide application records will be kept on file for a minimum of two years. These files shall be stored within the Facility Management/Risk Management building. These files will also be available for inspection at any time.
4. It will be the responsibility of the Facility Management/Risk Management office or a designated employee to do an assessment of any reported pest problem prior to any application by a Certified Pest Applicator or District employee.

5. Emergency pest application can be made if the assessment by the District deems that the pest (hornets, wasps, or bees) to be treated poses a possible threat to the students or employees of the District. This type of application will only be allowed if all other avenues to treat and eliminate the pest have been exhausted. Prior to any emergency application, students and staff will be notified of the application in case there are any chemically susceptible persons in the area. If treatment is to be done in an excessive fashion, the Superintendent and his staff will be notified in order to take the proper steps to safeguard the faculty, staff, and students within the building.

6. It shall be the regulation of Laramie County School District Number One to restrain from using any type of pesticide application whether it is a restricted use pesticide or home use pesticide without first assessing the problem. Any pesticide application including on the spot applications shall abide by the Wyoming pesticide law unless it is categorized as an emergency. The application of fertilizer shall also be incorporated into these laws in order to protect the chemically susceptible employees and students within the District. The District will also make every attempt to eliminate any pest problems by using alternate methods of pest control such as traps, gels, baits, non-chemical solutions and proper cleaning methods. There are many chemically free alternatives available to deter and eliminate most of today's pests.

Adopted 7/1/02

Section 8. ENERGY MANAGEMENT CONSERVATION. As the Board of Trustees of the Laramie County School District Number One, we believe it to be our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

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

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

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

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

Specific areas of emphasis include:

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

Adopted 8/1/97

Revised 7/19/06

Section 9. MAINTENANCE AND CONTROL OF DISTRICT EQUIPMENT AND MATERIALS.

District personnel shall be responsible for all District property under their supervision. Teachers shall also be responsible for books issued to students.

District equipment may be loaned to personnel when the use of the equipment is directly related to their employment. District equipment may be loaned to students when the equipment is to be used in connection with their studies or extracurricular activities. Adequate check-out and control procedures shall be used by personnel responsible for the equipment.

Loan of District equipment and materials as provided for in certain District parent participation programs shall be secured through adequate check-out and control procedures to be used by personnel responsible for the program.

All District personnel shall cooperate with and report to the Assistant Superintendent of Support Operations in maintaining an accurate and recent inventory of District property.

Cross Reference - Chapter IV, Section 6, Purchasing, Inventory System; Chapter IX, Section 5, Use of District Facilities, Vehicles, and Equipment.

Adopted 6/11/84
Revised 6/7/10

Section 10. TRANSPORTATION SERVICES. The District shall provide a safe, efficient, and economical transportation system for students requiring transportation to and from school and specified school activities, with adequate supervision and protection from the weather while waiting at schools.

Student behavior on buses and at bus stops shall be governed in accordance with administrative regulation.

TRANSPORTATION ADVISORY COMMITTEE

A Transportation Advisory Committee shall be formed to address student transportation concerns. Non-voting membership of the Committee shall be comprised of the following representatives:

1. Assistant Superintendent of Support Operations
2. Program Administrator for Transportation
3. Program Administrator for Planning

Voting membership of the committee shall be comprised of the following representatives:

1. One representative from Warren Air Force Base
2. One representative from Laramie County Commissioners
3. Three parents living beyond the emergency snow boundary limits to the South, Central, and East Triads
4. Three parents, one per triad, living inside the emergency snow boundary limits
5. One bus driver
6. One member of law enforcement
7. One elementary principal
8. One secondary administrator

Parent representatives shall serve a three-year term with terms of the members staggered over a three-year period.

The Committee shall evaluate the student transportation system, hear public complaints, and make recommendations to the Superintendent or designee.

The Committee shall review operational guidelines. Meetings shall be called as needed.

TRANSPORTATION FOR STUDENT ACTIVITIES

Transportation of students for school-sponsored activities shall be by insured District vehicles or by properly insured commercial carriers. Transportation for these activities shall be conducted only when it does not interfere with the daily transportation of students to and from school. Total expenses for District paid trips shall not exceed the funds budgeted each year for such trips.

A permission slip stating the pertinent details of the activity which has been signed by a parent or guardian shall be required of all students participating in the activity, as shown in Form 126 (Parent Permission for Field Trips).

ISOLATION PAYMENTS

Isolation payments may be made in place of providing transportation for eligible students.

The Assistant Superintendent of Support Operations shall receive and investigate applications for isolation payments. He shall make recommendations to the Board of Trustees regarding each case in accordance with applicable state statutes and regulations.

Students transported on regularly established bus routes do not qualify for isolation payments unless the designated bus stop is beyond the distance specified in Student Transportation, Section 11 - Eligibility for District Transportation.

BUS ROUTES

Bus service on non-established routes shall be obtained by submitting written requests to the Transportation Administrator. The Transportation Administrator will coordinate requests through the Assistant Superintendent of Support Operations. The Transportation Administrator and/or Assistant Superintendent of Support Operations may request assistance from the Transportation Advisory Committee. Buses will only travel on roads that meet the 1979 County Standards for Construction as adopted by the Laramie County Commissioners, unless approved by the Superintendent or designee. Other criteria considered may include, County maintenance priorities, cost to District, advantages/disadvantages to students, and safety/liability factors.

Drivers will not make changes to routes or scheduled bus stops except in cases where conditions require an immediate decision that affects student safety. Drivers are to report such conditions to a Transportation Supervisor as soon as possible.

Students are to be received and discharged at the same point. Students are to ride their assigned bus except when written permission for change is requested by parents/guardians and

approved by the principal.

SPACE AVAILABLE BUSING

Parent(s)/guardian(s) of students who are not normally eligible for transportation by the District may apply for "Space Available" busing.

In considering "Space Available" busing the following guidelines will be considered:

- The bus must be running at less than 90 percent of capacity,
- The affected route will not be modified,
- The student must board the bus at an existing bus stop.

A parent may apply for "Space Available" busing by contacting the Transportation Department. They must meet with a supervisor of the department at the time of application.

If it is determined that there is space available on a given bus, assignment of the space will be determined by date of application.

Any discipline problem involving a "Space Available" student will result in immediate loss of riding privileges on that space available bus.

In the event a bus reaches capacity, over 90 percent capacity with eligible students, the space available student's riding privileges will be terminated by giving the parent/guardian a five-day notification. This notification process will take place by informing the student in writing of the change.

DISTRICT TRANSPORTATION INSURANCE

The Superintendent shall insure all District vehicles and those being used for District purposes to an adequate amount. The liability policies shall have coverage for students and other occupants of the vehicle. Vehicles contracted for District use shall have similar insurance coverage.

When private vehicles are contracted for District use, the contract shall not be executed until the owner of the vehicle has filed evidence of the required insurance with the District.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Staff members may transport a student or group of students in a personal vehicle for school-related purposes with parental permission and proof of insurance.

Personnel who use their personal vehicle for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage shall be placed on file with the appropriate administrative official.

BUS DRIVERS

Recruitment and hiring of bus drivers shall be in accordance with the Wyoming Department of Education Transportation Manual. Pre-employment examination of all licensing, insurance conditions, and background checks will be made by Human Resources to determine the insurability of any applicant driver in accordance with Wyoming Statutes 21-3-126, 21-3-128, and 21-3-129. Persons determined not to be insurable within the scope of the school district insurance policies or having an unsatisfactory background check, shall not be hired permanently.

The District shall conduct a driver training program for all District bus drivers and school bus transportation assistants as outlined in the procedure manual of the transportation department. Training shall be completed as close to their employment date as possible.

All District bus drivers shall receive an annual evaluation by their immediate supervisor. Such evaluation shall include a review of all data relating to the continued insurability of each bus driver employed by the District. If the data reveals that a driver has become uninsurable, the driver shall be subject to dismissal.

DRIVING OF DISTRICT-OWNED VEHICLES

All personnel of the District shall be approved to drive District-owned vehicles by the Superintendent or designee. The Driver Application Record shall be filed in the office of the Transportation Administrator and the Risk Manager.

A Motor Vehicle Record (MVR) shall be provided from the Wyoming State License Bureau.

Prior to driving a vehicle owned or operated by Laramie County School District Number One, all personnel must successfully complete a defensive driver training class (DDC) every three years and must be in possession of the DOT medical examiner's certificate at all times while transporting students, or operating district vehicles that require a Commercial Driver's License, and when renewing driver's license.

Any applicants who have accumulated five or more points during the three years immediately preceding their application as established by the District Motor Vehicle Record (MVR) Driver Evaluation Form shall not be granted permission to drive a vehicle owned or operated by Laramie County School District Number One. Motor vehicle records of personnel approved to drive a vehicle owned or operated by Laramie County School District Number One shall be checked twice each year--August and February.

Drivers who accumulate in excess of four points within a three-year period as determined by the MVR Driver Evaluation Form shall be notified by the Human Resources Office of the impending loss of

driving privileges. A DWUI/DUI conviction will result in immediate suspension of driving privileges.

Drivers who accumulate seven or more points within a three-year period will not be allowed to drive a vehicle owned or operated by Laramie County School District Number One pending the outcome of an official hearing conducted by the Assistant Superintendent of Human Resources. An employee whose job depends upon driving a school district vehicle shall be subject to dismissal.

FLEET ACQUISITION, MAINTENANCE, AND RECORD KEEPING

The Superintendent shall plan to rotate the District bus fleet to keep the most serviceable and safe buses in operation.

All District buses shall receive regular, periodic maintenance. Records verifying this maintenance shall be kept.

MINIMUM STANDARDS FOR OPERATION OF SCHOOL BUSES

All school buses shall undergo a safety inspection not less than two (2) times each school year, with one (1) inspection conducted by a person not employed by the school district. A copy of the inspection reports shall be filed with the local school district.

School bus operators shall perform a daily pre-trip inspection of their vehicles and report promptly any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in its mechanical breakdown. Documentation of the inspections shall be submitted on a regular basis.

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Safety precautions shall include the following:

Students shall be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.

The use of safety belts in school-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts.

Drivers of all school vehicles shall be responsible for ensuring that all passengers wear seat belts, if so equipped. The driver shall not begin to move the vehicle until the driver and all passengers are belted. Failure to comply with this policy may result in loss of driving privileges.

At least twice during each school year, the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be maintained on file with the school district.

School bus routing and seating plans shall be coordinated to eliminate standing passengers or exceeding the manufacturer's rating capacity for the school bus.

School buses shall operate with lighted headlamps at all times the vehicle is in motion.

The service door (front door) of the school bus shall remain closed at all times the vehicle is in motion.

A bus driver who observes a vehicle passing the school bus when the signal lights are activated shall notify the transportation supervisor of the violation and provide the basic information required by law. The driver shall convey this information to the appropriate law enforcement agency.

The school district shall comply with all state laws and regulations pertaining to the operation of school buses and shall make these requirements known to bus drivers. The District shall also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Any accident involving a school bus which is required to be reported under W.S. § 31-5-1106 shall also be reported to the Wyoming Department of Education on forms approved by the department.

Legal Reference – W.S. §21-3-126 through 21-3-129, 21-4-401
Cross Reference - Chapter VII, Section 12, Field Trips and Excursions; Chapter IX, Section 5, Use of District Facilities, Vehicles, and Equipment.

Adopted 6/11/84
Revised 7/28/86 & 7/1/96
Revised 8/1/97 & 7/13/98
Revised 7/10/00
Revised 7/2/01
Revised 7/1/02
Revised 6/21/04
Revised 6/20/05
Revised 6/7/10
Revised 6/20/11
Revised 5/7/12
Revised 7/1/13
Revised 7/14/14

ADMINISTRATIVE REGULATION FOR CHAPTER V, SECTION 10 – TRANSPORTATION SERVICES.

Riding a school bus is a privilege, not a right. Students who choose to ride a District bus must comply with this administrative regulation. Transportation drivers and transportation assistants will enforce these rules and this regulation in accordance with Board policy.

1. Students on the bus are under the supervision of the bus driver and/or the TA (Transportation Assistant). Seats may be assigned by the driver or TA as necessary.
2. Passengers of a school bus will be limited to assigned students, approved parents, and sponsors. If a driver does not recognize a student as a regular rider, the driver may transport the student or call dispatch for instructions.
3. A misconduct report may be sent to the parent/guardian upon violation of this regulation. Students receiving a misconduct report can have riding privileges suspended for a period of one to ten days at the discretion of the driver/supervisor. Suspension of riding privileges for more than ten days will be determined by the Superintendent or designee. The violation of these rules and the number of violations per an individual student will determine the time of suspension.
4. The driver shall not remove students from the bus until it reaches that student's school of attendance or assigned stop. There may be incidents that require a school administrator or law enforcement officer to remove a student. In these cases, the student will be removed from the bus as necessary and provided transportation to the school or to their home.
5. All passengers will remain seated and out of the aisle while the bus is in motion. A minimal amount of movement from seat to seat is permitted at stops to allow the discharge of passengers at their designated stop.
6. Bullying, profanity, loud noises/conversations and verbal abuse to anyone on the bus will not be tolerated. Violators will be removed from the bus accordingly.
7. The use or possession of tobacco or lookalike tobacco products including but not limited to electronic cigarettes, drugs, or alcohol products is prohibited on the school bus. Weapons or explosive articles are prohibited on the bus, including but not limited to chains, bats, knives, razor blades, flammable materials, guns or other threatening items. Possession of any of these items by a student is cause for immediate removal from the bus.
8. Articles which obstruct the aisle, exits, or may cause a safety concern to the students will not be allowed on the bus. Glass containers or other glass items will not be allowed on the bus. The driver will make the determination if an item can be transported safely.
9. Live animals are prohibited on a school bus with the exception of canine assistants for the impaired.
10. The student is responsible for security of his/her personal property. Personal property found on the bus will normally be placed in a "lost and found" area at Transportation. The driver and/or TA are not responsible for items left on the bus.
11. Cellular phones and video games will not be used on the bus in a manner which causes a distraction to the driver. The driver and/or the TA have the option to confiscate these items to ensure safety of the riders. The item confiscated will be returned to the student when he/she departs the bus.
12. Eating and/or drinking on the bus will be left to the discretion of the driver. Students that have a medical condition that requires him/her to eat at scheduled times will be allowed to do so, but must notify the driver of the requirement. Students who otherwise eat or drink on the bus are responsible for keeping his/her area clean, and properly dispose of their wrappers and/or containers.

13. Students will not be allowed to ride the bus if they wear clothing that causes a distraction to District employees or other students. Pants will be worn near the waistline. Shoes will be of the type that allow for a safe exit from the bus in case of an emergency. (ie. exiting from the rear door).

Adopted 6/11/84
Revised 7/13/87 & 7/1/95
Revised 7/13/98
Revised 7/2/01
Revised 7/1/02
Revised 7/19/06
Revised 6/15/09
Revised 7/14/14

ADMINISTRATIVE REGULATION FOR CHAPTER V, SECTION 10 – TRANSPORTATION SERVICES – BUS DRIVERS AND DISTRICT EMPLOYEES

Bus Drivers

1. Upon hiring, driver will be fingerprinted and must pass the background check.
2. Driver will then be given 80 hours of Initial training conducted by the District.
3. After initial training has been completed, the driver must pass the Commercial Driver's License (CDL) written test, skills test, and road test.
4. Driver must receive CDL license with passenger and air brake endorsement.
5. Driver must pass Department of Transportation (DOT) medical examination and receive medical examiner's certificate.
6. Driver must be responsible for carrying the DOT medical examiner's certificate with him/her at all times while transporting students and when renewing driver's license.
7. Driver must successfully complete a defensive driving course conducted by the District initially and every three years thereafter.
8. Driver will be required to attend six (6) hours of annual training.
9. Driver shall conduct a daily pre-trip inspection of his/her vehicle and submit an electronic report promptly any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in a mechanical breakdown. A pre-trip inspection form is available from the Transportation Dispatcher.
10. Driver shall conduct a post-trip inspection after each trip including checking to ensure that all passengers have vacated the bus.
11. Documentation of the inspection shall be submitted weekly to Dispatch and retained on file with the school district for a period of one year.
12. At least twice during each school year, the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be maintained on file with the school district.
13. Driver must wear lap belt at all times during operation of the bus.
14. Driver shall be responsible for ensuring that all passengers in school buses equipped with seat belts are wearing seat belts while vehicle is in motion.
15. Driver shall instruct students as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
16. School buses shall operate with lighted headlamps at all times the vehicle is in motion.
17. The service door of the school bus shall remain closed at all times while the vehicle is in motion.

District Employees

Any employee that transports students in a district-owned vehicle must meet the following requirements:

1. Employee must successfully complete a defensive driving course conducted by the District initially and then every three years thereafter.
2. Employee must pass Department of Transportation (DOT) medical examination and receive medical examiner's certificate. This physical must be completed prior to an employee transporting students.
3. Employee must be responsible for carrying the DOT medical examiner's certificate with him/her at all times while transporting students and when renewing driver's license.
4. Employee must conduct a pre-trip inspection of vehicle upon check out from Transportation. A pre-trip inspection form (Exhibit 17a) is available from the Transportation Dispatcher.
5. If an employee has a vehicle checked out on a long-term basis, a daily pre-trip inspection prior to departure and is required to report promptly any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in a mechanical breakdown. A pre-trip inspection form (Exhibit 17a) is available from the Transportation Dispatcher. If an employee has a vehicle for a district program, a daily pre-trip inspection is required prior to departure. Report promptly to the Transportation Department mechanics any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in a mechanical breakdown.
6. Employee shall conduct a post-trip inspection after each trip including checking to ensure that all passengers have vacated the bus.
7. Documentation of the inspection shall be retained by the employee and kept on file with the employee's department for a period of one year.
8. Employee will be required to attend six (6) hours of annual training.

9. At least twice during each school year, the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be maintained on file with the school district.

Adopted 5/7/12
Revised 7/14/14

**EXHIBIT 17
Laramie County School District Number One
Cheyenne, Wyoming**

**MOTOR VEHICLE RECORD (MVR)
DRIVER EVALUATION FORM**

Name _____ Date _____
Position _____

The following is a point guide system used to determine eligibility to drive vehicles owned or operated by Laramie County School District Number One.

Review the employee's MVR and assign appropriate points for each "moving violation" in the score box.

Major Moving Violations (within last three year)

- Hit and run; leaving the scene of an accident (injury) 7 each _____
- Hit and run; leaving the scene of an accident (non-injury)..... 4 each _____
- Any felony, homicide or manslaughter involving use of motor vehicles 7 each _____
- License suspension or revocation..... 7 each _____
- Driving under the influence of alcohol or drugs 7 each _____
- Implied consent refusal (refusal to take blood alcohol test)..... 6 each _____
- Racing or excessive speeds (20 mph over limits) 4 each _____
- Reckless driving 4 each _____
- Careless driving 2 each _____
- Speeding 2 each _____

**Other Moving Violations (within last three years)
1 point per violation**

..... 1 each _____
 1 each _____
 1 each _____

TOTAL _____

POINT SYSTEM

Points will be cumulative over a three-year time period.

GRADING

Points	Action
2	No action
4	Warning letter from Human Resources Office
7	Terminating of driving privileges

The employee will not be allowed to drive a Laramie County School District Number One vehicle pending the outcome of an official hearing conducted by the Assistant Superintendent of Human Resources. An employee whose job is dependent upon driving a school district vehicle shall be subject to dismissal.

Driving privileges will only be restored when the employee's MVR points drop below six.

COMPLETED BY _____

Adopted 7/1/96

EXHIBIT 17a
Laramie County School District Number One
Cheyenne, Wyoming

TRANSPORTATION DEPARTMENT
MPV VEHICLE PRE-TRIP INSPECTION

General Information

Date _____
Department _____
Employee Name _____
Vehicle Number _____

Mileage

Mileage End _____
 Start _____
 Total _____

Check*

Please check any boxes where you have found deficiencies in this vehicle.

- | | |
|---|--|
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Cleanliness | <input type="checkbox"/> Two-way radio (if equipped) |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Turn Signals | <input type="checkbox"/> Defroster/Heater/AC |
| <input type="checkbox"/> Wipers | <input type="checkbox"/> Horn |
| <input type="checkbox"/> Flashers | <input type="checkbox"/> Head Lights |
| <input type="checkbox"/> Seat adjustments | <input type="checkbox"/> Other _____ |

Comments: _____

*Send copies of these inspections to Transportation Department annually.

Adopted 5/7/12
Revised 7/14/14

EXHIBIT 18
Laramie County School District Number One
Cheyenne, Wyoming

TRANSPORTATION DEPARTMENT
MISCONDUCT REPORT TO PARENTS/GUARDIANS

Date _____ Bus # _____ Connecting Bus # _____ School the Student Attends _____

Driver _____ To Parent/Guardian of _____

THIS ACTION IS BEING TAKEN AS A RESULT OF A VIOLATION OF SCHOOL BUS RULES AND REGULATIONS. PLEASE BE AWARE THAT ANY "LOSS OF RIDING PRIVILEGES" INCLUDES ALL DISTRICT BUSES.

This misconduct report, or other verification, must be returned to the bus driver, signed by the parent/guardian prior to riding **ANY LCSD#1 SCHOOL BUS**. It is not an admission of guilt, but a report to let the parent/guardian know the Transportation Department feels there is a problem with the student.

Should you, the parent/guardian, wish to appeal the action, you are hereby informed that such a procedure is set forth under Grievance Procedures, Chapter II, and Section 9 of the policies of the District.

Please accept this notice in the spirit of cooperation and in the best interest of greater safety of all students on the bus.

.....
This notice is to inform you that it was necessary for the bus driver to:

_____ **Warn your child that he/she will lose RIDING PRIVILEGES unless his/her behavior and observance of rules and regulations improve.**

_____ **Temporarily suspend your child's riding privileges for _____ days.**

Bus suspension Start Date: _____ End Date: _____

CALL THE TRANSPORTATION DEPARTMENT AT 771-2628 AND DISCUSS THE PROBLEM WITH A SUPERVISOR.

_____ **Temporarily suspend your child's bus riding privileges until the parent/guardian has attended a meeting with the bus driver, a transportation supervisor and/or the child's school principal. Please call 771-2628 to set up an appointment.**

Signature of Parent/Guardian

Phone

Date

Driver/Parent Comments:

White-Parent, Yellow-Supervisor, Pink-Driver, Fax/Email/Copy-School

Form TR709 (Rev. 12/93)

Adopted 6/11/84

Revised 7/13/98, 7/1/02, 4/30/07, 7/1/13

EXHIBIT 19

Laramie County School District Number One Cheyenne, Wyoming

TRANSPORTATION DEPARTMENT

NOTICE TO STUDENTS AND PARENTS/GUARDIANS USE OF VIDEO RECORDERS ON SCHOOL BUSES

The District has installed video recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes at random during the school year. Each bus has been equipped with a video monitor box in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes will be reviewed on an as-needed basis by the transportation supervisor, and evidence of students' misconduct will be documented. Students found to be in violation of the District's bus conduct rules will be notified and disciplinary action will be initiated under the Board-adopted code of conduct and discipline.

Videotapes will be treated as protected student records under the family educational rights and privacy act. The following guidelines will apply:

1. Tapes will remain in the custody of the transportation department.
2. Parents/guardians or eligible students (18 years of age or older) who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set forth in Board policy, procedures for release of student records.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

Form TR700

Reference: Exhibit 16 – Video Surveillance Copy Release Form

Adopted 7/13/98

Revised 8/8/11

Revised 7/1/13

EXHIBIT 20
Laramie County School District Number One
Cheyenne, Wyoming

SPACE AVAILABLE BUSING APPLICATION

In accordance with Board policy, students who are enrolled, not normally eligible for transportation, or attending a special program within a building, are eligible to apply for "space available" busing.

- This application should be returned to the Transportation Department, 316 Lexington Avenue, Cheyenne, WY 82007 or faxed to 771-2613.
- Applications will not be considered until after September 15. This allows the department to determine eligible student loads on all buses.
- If it is determined that there is space available on a given bus, assignment of the space will be determined by date of application.
- Parents will be notified as soon as possible regarding the status of their application.

Note: No new stops will be added to existing routes to accommodate "space available" riders.

Parent(s) Name: _____

Home Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____ School of Attendance: _____

Student's Name(s): _____ Grade: _____ Bus #: _____

_____ Grade: _____ Bus #: _____

_____ Grade: _____ Bus #: _____

Note: If you are requesting consideration for more than one child and only one seat is available, do you wish to reserve the seat? Yes _____ No _____

STUDENT DISCIPLINE PROBLEMS ON THE BUS WILL RESULT IN LOSS OF RIDING PRIVILEGES.

IF SPACE AVAILABILITY CHANGES DUE TO ELIGIBLE STUDENT LOAD, YOUR CHILD'S RIDING PRIVILEGES MAY BE SUSPENDED. YOU WILL BE GIVEN FIVE DAYS NOTICE.

Signature of Parent/Guardian: _____

DEPARTMENT USE ONLY	
Date received _____	Student I.D. _____ Approved/Disapproved _____
Bus Stop _____	Bus # _____ Time: AM _____ PM _____
Approving Authority: _____	Date _____

Section 11. STUDENT TRANSPORTATION. The following regulations pertain to student transportation:

1. Definitions.
 - a. Urban - all areas specified within the District boundaries.
 - b. Rural - all areas outside specified District boundaries, but within the County zoning boundary.

2. Eligibility for Transportation.

Following are the minimum distances for bus transportation according to area served. All stated distances are subject to change if walking would subject the students to crossing hazardous areas. The District Safety Committee shall be responsible for reviewing requests for transportation because of hazardous conditions and make recommendations to the Board. A criteria for establishing hazardous areas shall be developed by the Safety Committee and made part of administrative regulations.

- a. Elementary - all students living outside a 1.2 mile short-path walking distance of the school in their attendance area shall be eligible for transportation.
 - b. Junior high school - all students living outside a 1.7 mile short-path walking distance of the school in their attendance area shall be eligible for transportation.
 - c. Senior high school - all students living outside a 2.2 mile short-path walking distance of the school in their attendance area shall be eligible for transportation.
 - d. Students with disabilities - in the event that a student's disability is judged to be severe enough to interfere with participation in the regular student transportation program, the student shall receive specialized transportation to and from his home.
3. Bus Stops. Bus stops shall be established by the District Transportation Advisory Committee. They shall be located only on roads which have been approved for District use by the Board of Trustees.

TRIAD SCHOOL TRANSPORTATION

1. Students assigned to triad schools shall be transported by the District from approved bus stops. Whenever possible, these bus stops shall be established at District schools.
2. Parents who wish to have their student attend a school other than the school designated

for that attendance area must have the permission of both the designated school's principal and the receiving school's principal. Following such approval, the parents shall furnish transportation for their student regardless of the circumstances involved.

3. In the instance where specific curriculum courses are not provided at a student's designated school, transportation may be provided to the student from his designated school to the school where those courses are scheduled.

Cross Reference - Chapter III, Section 5, Elementary School Triad Plan; Chapter VIII, Section 4, Attendance Areas; Chapter VIII, Section 15, Health and Safety of Students; Chapter VIII, Section 19, Student Vehicles.

Adopted 6/11/84
Revised 7/1/92
Revised 7/1/95 & 7/1/96
Revised 7/7/03
Revised 6/7/10
Revised 7/14/14

Section 12. NUTRITION SERVICES. The District shall participate in the National School Lunch Program and the National School Breakfast Program. The Board of Trustees shall abide by all state and federal regulations required for conducting these programs. Exhibit 21 details District compliance.

The Board shall approve prices charged for meals served by the District Nutrition Services program.

The Assistant Superintendent of Support Operations and the Nutrition Services Administrator shall maintain a satisfactory accounting and record keeping system for the operation of District cafeterias and school lunch/breakfast programs in accordance with state and federal requirements. Administrative Regulation - Procedures for Nutrition Services Collections specifies this operation.

The Board of Trustees shall receive periodic statements showing the financial condition of the Nutrition Services Program. Other financial statements may be requested by the Board.

All reports required by state and federal regulation shall be prepared and submitted to the Board for approval.

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER V, SECTION 12, NUTRITION SERVICES PROCEDURES FOR NUTRITION SERVICES COLLECTIONS

Computer Accounting:

Computer accounting is used for lunch, breakfast, and a la carte charges at all Laramie County School District Number One schools. Payments onto the accounts are made preferably before school and at breakfast. Payments can also be made during lunch service when necessary. For a fee, Credit Card payments can be made online through the Nutrition Services website links. At mealtime, when the student I.D. number is entered into the computer, the correct amount of cash is then deducted from the student's account balance for the appropriate meal or a la carte selection. Parents may request an account activity log which shows all payments and expenditures for the student during any given time period.

Loaners:

Laramie County School District #1 wants to ensure that no child goes hungry. "Loaners" are reimbursable meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. A "loaner" becomes a negative debt on the student's account that must be repaid. The purpose of this loaner policy which is to be adopted by all schools in the District is to be proactive in parent notification in an effort to control loaner balances. Parents and/or guardians are responsible to maintain their child's account throughout the entire school year. This policy guidance is to standardize processes for handling loaners throughout the school district. This policy is to permit the receipt of reimbursable meals only. There are no provisions to allow loaner balances for any ala carte items. Each student may use two (2) loaner meals, therefore each student account will be allowed to charge two (2) meals.

Students will be provided an "Alternate Meal" when loaner/charge limit is exceeded. This Alternate Meal will be designated by the Nutrition Services Program Administrator and meet the USDA nutrition guidelines for a reimbursable meal.

A "no charge" (no loaner) policy takes affect for the remainder of the school year starting the third Monday in May. During this period students will be given the alternate meal and not permitted to incur negative balances.

Notification:

Elementary Schools (K-6)

When the student's account balance reaches \$5.00 or less, the campus cashier will verbally remind the student that they need money in their account when they come to cashier. Cashiers will provide a daily balance report at the end of the day to campus personnel to inform them of loaner status. Additionally, cashiers will coordinate weekly balance letters to be sent home with students.

For the first two loaners, the student will be required to phone parents to inform them that they need lunch money for the next day. After the second loaner, the campus cashier will provide the student with an Alternate Meal. A total of five alternate meals are provided, during which time the cashier must inform the campus principal of the child's status.

Secondary Schools (7-12)

When the student's account balance reaches \$5.00 or less, the campus cashier will verbally remind the student that they need money in their account when they come to cashier. Students will be reminded of low balances until a negative loaner is reached. Cashiers will provide secondary principals with a weekly negative balance report of all students with loaner balances.

On the date of the first and second loaner, the cashier will inform the student to bring money or a lunch the following date and explain that the Alternate Meal will be provided after two loaners.

After the second loaner, the cashier will retrieve meal choices selected and provide student with the Alternate Meal. Every attempt will be made by the food service cashier not to embarrass the student.

A total of five alternate meals are provided, during which time the cashier must inform the campus principal of the child's status.

Special Circumstances

Upon investigation and documentation, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case by case basis.

Point of Service Collection Procedures:

Collection procedures used in Laramie County School District Number One.

1. Money and student I.D. numbers are collected at the end of the service line and the cashier verifies that a reimbursable meal has been served.

Cash Accounting Procedures & Policies:

1. Once a payment is credited to a student account, the parent must send a note if they want the student to withdraw funds.
2. Checks will be deposited for the full amount into the student account. We will not return change for any portion of the check. Non-Sufficient Fund (NSF)/returned checks will be handled according to Nutrition Service department procedures posted online.
3. The daily sales will be recorded and stored following the current USDA guidelines.
4. All school meal service monies shall be deposited to the Nutrition Services bank account and reconciled accordingly.
5. Free and reduced price lunches are served to those students who qualify according to established federal guidelines. All free and reduced lunch applications are approved and notification letters are sent from the Nutrition Services Central Offices. Each day, an electronic free and reduced update is sent to each campus computer. All verification of free and reduced lunch forms is handled through the Nutrition Services Central Offices.

Adopted 7/12/93

Revised 7/1/95, 7/1/96, 8/1/97

Revised 7/10/00

Revised 7/1/02

Revised 7/7/03

Revised 7/19/06

Revised 6/20/11

Revised 7/14/14

EXHIBIT 21
POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS and AFTER SCHOOL CARE PROGRAM PROTOTYPE

The _____ Laramie County School District One _____ has agreed to participate in the:
(Name of Local Education Agency [LEA])

- National School Lunch Program (NSLP) and/or
- School Breakfast Program (SBP) and/or
- Afterschool Care Program
- Special Milk Program (kindergarten or preschool)
- Special Milk Program (only schools children that do not have access to the NSLP or SBP).

and accepts responsibility for providing either:

- Free and reduced price meals and/or
- Free milk to eligible children in "split session" kindergarten or
- Free milk to eligible children in "milk only" schools or
- Free or reduced price after school snacks.

The ___Laramie County School District One assures the Wyoming Department of Education (WDE)
(Name of LEA)

that the LEA will uniformly implement the following policy to determine children's eligibility for free and reduced price meals and free and reduced price snacks and/or free milk for kindergarten in all schools that participate in the NSLP and/or SBP and/or Afterschool Care Program. In fulfilling its responsibilities, the LEA agrees to all conditions outlined in this "Policy."

In fulfilling its responsibilities, the LEA agrees:

A. To serve meals and/or after school snacks (or milk in those schools which offer the free milk option under the SMP) free to children from families who provide a Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps) case number or a Temporary Family Assistance (TFA) case number on the application, or whose income is at or below the free scale of the Income Eligibility Guidelines.

B. To serve meals and/or after school snacks at a reduced price to children from households whose income is at or below the reduced price scale of the Income Eligibility Guidelines.

C. That there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced price meals and/or after school snacks or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets or any other means. Further assurance is given that children eligible for free or reduced price meals and/or after school snacks or free milk shall not be required to:

1. Work for their meals or milk.
2. Use a separate lunchroom or milk service area.
3. Go through a separate serving line.
4. Enter the lunchroom through a separate entrance.
5. Eat meals or drink milk at a different time.
6. Eat a meal different from the one sold to children paying the full price or drink milk different from that sold to children paying the full price.

D. To set reduced price charges for lunch, breakfast or after school snacks at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. **(The reduced price is as follows: 40 cents per lunch; 30 cents per breakfast; and 15 cents for after school snacks).**

E. That, in the operation of school nutrition programs, no child shall be discriminated against because of race, color, national origin, sex, age or disability.

F. To **verify** in accordance with program regulations and maintain records as follows:

1. A summary of the verification efforts;
2. The total number of applications on file **on October 1**; and
3. The percentage or number of applications verified.

Compliance with these requirements will be monitored by the State agency as part of its supervisory assistance monitoring and verification efforts.

G. To establish and use a fair hearing procedure under which:

1. A family can appeal a decision made by the LEA with respect to the family's free milk or free and reduced price meal application; and
2. The LEA can challenge the continued eligibility of any child for free or reduced price meals and/or after school snack or free milk.

During the appeal and hearing, the child who was determined to be eligible based on the original application submitted will continue to receive free or reduced price meals or free milk. Prior to initiating the hearing procedure, the school official, the parent/guardian may request a conference to provide an opportunity for the parent/guardian and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following for both the family and the LEA:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to its time and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a Position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference.
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision.
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned, of the hearing.
11. That such written records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during the period.

H. To designate a determining official(s):

_____ Shannon Thompson-Emslie Program Administrator _____
(Name) (Title)

to **review applications and make determinations of eligibility**. Such official(s) will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals or free milk.

I. To develop and distribute to each child's parents or guardian a letter as provided in sample on-line materials. In addition, an application form for free and reduced price meals or free milk shall be distributed with the parent letter at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the free and reduced price meal application attachment shall have **only the income eligibility guidelines for reduced price meals** with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. **The letter to parents with the free milk application form shall list the income eligibility guidelines for free milk.**

Interested parents or guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of 3 years following the end of the school year to which they pertain.

Applications may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal or milk application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same LEA, his/her eligibility for free or reduced price meals or free milk will be transferred to and honored by the receiving school.

Parents or guardians will be promptly notified of the acceptance or denial of their application. Children will be served meals or milk immediately upon the establishment of their eligibility.

It is recognized that in certain cases foster children are also eligible for these benefits. If a household has a child living with them who is a legal ward of the state of Wyoming, that child is considered a family of one, and monthly income from the State should be listed.

LEAs shall log onto the Direct Certification website at the beginning of each month to find student names who will be eligible for free meals.

When an application is rejected, parents or guardians will be provided written notification, which shall include:

1. The reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application;
2. Notification of the right to appeal;
3. Instructions on how to appeal; and
4. A statement reminding parents that they may reapply for free and reduced price benefits or free milk at any time during the school year.

The reasons for ineligibility shall be properly documented and retained on file at the LEA level.

The designated hearing official is: David Bartlett, Assistant Superintendent of Schools,
_____ 2810 House Ave Cheyenne, WY 82001 _____
(Address) (City, State, Zip)

Note: *The hearing official must be someone **not** involved in the original eligibility determination. It is suggested that he/she hold a position at a higher administrative level than that of the determining official.*

J. To **submit a public/press release** containing both the free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.

K. To establish a procedure to collect money from children who pay for their meals, after school snacks and milk and to account for the number of free, reduced price and full price meals and/or after school snacks served or the number of half-pints of free and full price milk served. This collection procedure will be used so that no other child in the school will consciously be made aware by such procedure of the identity of the children receiving free or reduced price meals or free milk. This procedure is described in detail in the WDE Permanent Agreement.

L. Agrees to submit to the Wyoming Department of Education any alterations, etc., before implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

M. Wyoming Department of Education Child Nutrition Programs Verification of Updated Software
(For districts or agencies that use an on line application software).

I, Shannon Thompson-Emslie contacted MCS Software System to verify that the USDA policies and procedures are being followed. Current guidance on Meal Eligibility as it relates to Software Programs has been communicated between both parties.

Date of Contact: _____ Date software updates received: _____

Signature of Software Program Representative and Title Date

Signature of School Official and Title Date

The signature of the school/agency official signifies that all information in this document are understood and agreed upon.

Signature Date

School District – Superintendent
Private School – Principal or Chairman of the Board
Residential Child Care Institution – Director

Wyoming Department of Education

Child Nutrition Programs

Adopted 7/12/93
Revised 7/1/94, 7/1/95, 7/01, 7/07, 6/08, 6/10
Revised 7/14/14

Section 13. DISTRICT INSURANCE PROGRAM. The responsibility for administering the total insurance program of the District shall be that of the Superintendent and his administrative staff. The Superintendent shall prepare for review and approval of the Board of Trustees specifications for insurance coverage of various types in order that the insurance may be placed by competitive bid as required by law. Any modification of these specifications which may from time to time be considered necessary due to changes in law or substantial changes in the District's risk and exposure values shall be brought to the attention of the Board for discussion.

The Board shall obtain insurance only from companies which maintain an office in the State of Wyoming and are authorized to do business in Wyoming subject to the supervision of the State Insurance Commissioner.

The Superintendent shall maintain an adequate insurance program to:

1. Protect District property against fire, vandalism, theft, and common casualties.
2. Protect the Board of Trustees, the District, and its personnel against general liability resulting from the discharge of their duties. Each person whose duties include operating a District-owned vehicle shall maintain a driving record sufficiently free of violations and chargeable offenses so that the District can maintain its insurance coverage without the threat of cancellation by the insurance company or its underwriters.
3. Offer group hospital and medical insurance coverage, life insurance, and disability insurance for personnel with the premiums to be paid as determined through negotiation.

The Superintendent may also authorize and participate in a group accident, health, and medical insurance program for students with premiums to be paid by parents or guardians.

Legal Reference – W.S. §21-3-110, 21-3-111, 21-3-126 through 21-3-130

Cross Reference - Chapter VI, Section 14, Salary and Fringe Benefits; Chapter VIII, Section 15, Health and Safety of Students.

Adopted 6/11/84

Revised 7/28/86 & 7/8/91

Section 14. PLANNING AND CONSTRUCTION. The Superintendent shall assure that all building construction or modification and any mechanical, electrical, or cabinetry added thereto shall be accomplished in the most efficient manner and meet or exceed all required building codes.

The Superintendent shall further assure that present student population shall be adequately housed and that projections of future student population shall be developed and plans developed to provide facilities for all levels of student enrollment.

This function shall be accomplished by the Planning and Construction Administrator under the general supervision of the Assistant Superintendent of Support Operations by providing for:

1. All necessary construction drawings.
2. All graphs, charts, and material necessary for presentations.
3. A record of all District facilities which will include drawings, specifications, and history.
4. Development of construction documents.
5. Selection of professionals to be involved in building projects and the coordination of their activities with the District.
6. Preparation of building and repair cost estimates.
7. Matching enrollment calculations with facility space and making recommendations to the Superintendent.
8. Assess site and facility needs, prioritize the needs and make recommendations for funding of projects.
9. Direct in the development of a long-range District Master Facility Plan to support the instructional activities and goals.
10. Maintain the planning module of the geographical information system to assist in student demographics and boundary planning.

CHAPTER VI

PERSONNEL

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CHAPTER VI
PERSONNEL

Section 1. DISTRICT POSITIONS FOR PROFESSIONAL AND CLASSIFIED STAFF. All professional and classified staff positions of the District shall be established initially by the Board of Trustees. There shall be a Superintendent or Superintendent's designee approved job description for each position in the District.

Job descriptions shall be generally in the form as outlined in those District job descriptions currently in use.

An individual shall not be employed in any position unless the individual meets the qualifications specified in the job description for that position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position decreases in the event of reduction in force requirements, only the Board may abolish a position it has created.

The Board shall approve the appointment by the Superintendent of any individual to a supervisory or certificated position. The Superintendent or designee may make all other appointments without Board approval.

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 forms, provided by Laramie County School District Number One Human Resource Department.

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 fingerprint form. The fingerprint form shall be returned to Laramie County School District Number One Human Resource Department.

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 resignation will be required to pay the costs for obtaining fingerprinting processing criminal history checks.

The Assistant Superintendent of Human Resources is designated as the person to receive and maintain all information received by the District related to criminal history checks on applicants and employees. All information obtained by the District pursuant to the criminal history check shall remain confidential. The criminal history information shall be returned to the Assistant Superintendent of Human Resources and access 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 that has been convicted of a felony and may dismiss an employee who has misrepresented his/her criminal history. The District may deny employment to any person convicted of any criminal act involving drugs, alcohol, weapons, violence, and/or child or sexual abuse.

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's 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.

VOLUNTEER SCREENING

All individuals who volunteer for more than five days, or a cumulative of more than forty (40) hours, in any school year for activities not associated with their own children will be screened through the Wyoming Department of Family Services. The Assistant Superintendent of Human Resources may require a Division of Criminal Investigation criminal history check.

Cross Reference - District Job Description Handbook - Office of Assistant Superintendent of Human Resources.

Adopted 6/11/84
Revised 7/1/95 & 7/8/96
Revised 10/14/96 & 7/10/00
Revised 7/2/01
Revised 7/1/02
Revised 7/7/03
Revised 6/21/04
Revised 7/19/06
Revised 6/7/10
Revised 5/7/12
Revised 7/1/13

Section 2. RECRUITMENT AND PROMOTION. The Superintendent shall develop and maintain a recruitment and promotion program designed to attract and hold the best possible personnel in District programs. The Superintendent or designee is authorized to issue letters of offer to prospective employees. Such letters of offer shall be subject to Board approval for certificated and/or supervisory positions.

The Superintendent with the Assistant Superintendent of Human Resources and other administrators shall determine the personnel needs of the District.

The District administration shall locate suitable candidates for employment and advancement. The Assistant Superintendent of Human Resources may establish procedures for screening and recommending an applicant(s) for employment.

RECRUITMENT

In the search for all employees, consideration shall be given to all usual means for identifying candidates including placement bureaus, employment agencies, universities and colleges, media advertisements, the Internet, and job fairs. The search for professional employees may extend to a wide variety of educational institutions and may include widespread publication particularly in the District and surrounding geographical area.

PROMOTIONS

Promotions may be granted at the discretion of the Superintendent, subject to the approval of the Board of Trustees where required, and shall be made on the same basis as Assignment and Transfer of District Personnel, Chapter VI, Section 6.

When the decision is made to post a vacancy, current employees shall be notified via electronic posting in sufficient time to permit them to submit an application for consideration.

Within these guidelines and with all other considerations being equal among a group of applicants, current District employees shall receive preference over others.

RECORD KEEPING

In all recruitment and promotional activities and procedures, a complete record of the basis for individual selection shall be maintained in the office of the Assistant Superintendent of Human Resources for two years.

The purpose of the record keeping shall be to document that selection was in accordance with all District policies and that selection was made on an objective and impartial basis.

Records shall include the applications and certifications of all applicants and those reference letters, transcripts, reports, or examinations received and considered in the process.

EMPLOYEE RESIDENCY

No employee shall be required to reside in Laramie County as a condition of employment.

Adopted 6/11/84
Revised 5/8/89 & 7/1/93
Revised 7/1/94 & 7/1/95
Revised 7/10/00
Revised 7/1/02
Revised 7/7/03
Revised 7/18/07
Revised 5/7/12

Section 3. PROFESSIONAL AND CLASSIFIED STAFF CONTRACTS. The Board of Trustees shall enter into individual contracts with all supervisors and administrators regarding salary, fringe benefits, and other terms and conditions of employment. These contracts may refer to memoranda of understanding entered into by the Board with a group or groups of supervisors. The memoranda may contain general conditions, terms of employment, and salary classifications.

The Board of Trustees may enter into contracts with recognized representatives of employee units regarding salary, fringe benefits, and other terms and conditions of employment.

A certificated employee shall be considered to be on continuing contract and eligible for employment on a continuing basis from year to year without annual contract renewal, after the contract is renewed for a fourth consecutive year. A teacher who has achieved continuing contract status in another Wyoming School District, has taught two consecutive school years in Laramie County School District #1, and has had his/her contract renewed for a third consecutive school year shall receive continuing contract status. Prior to this time, certificated employees shall be considered to be on initial contract and employed on a year-to-year contract basis.

A classified employee shall be on probationary status during the first ninety days of employment in any position. Following the successful completion of the probationary period, the employee shall be considered a permanent employee.

In performing their duties and in carrying out their responsibilities, District personnel shall comply with all policies of the Board as well as with the administrative rules and regulations related to those policies.

All negotiations conducted by the Board of Trustees with employees or their recognized representatives shall be in accordance with these policies. If a change in policy is necessitated due to negotiated agreement with any employee or unit, it shall be in accordance with adopted Board policy and procedure for change.

Legal Reference – W.S. §21-7-102, 21-7-104, 21-7-105, 21-7-112

Adopted 6/11/84
Revised 7/1/02
Revised 7/19/06
Revised 5/7/12

Section 4. 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 of Trustees recognizes the Cheyenne Teachers Education Association, also referred to as the Teacher Unit, as the representative for a unit of employees consisting of:

1. Teacher Unit
 - a. Classroom Teachers
 - b. Cluster 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 Specialists
 - o. Coordinators

WYOMING EDUCATION ASSOCIATION

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

1. LOCAL #1- Transportation Unit
 - a. Bus Drivers
 - b. Dispatchers
 - c. Transportation Assistants

2. Specialists In Education Association - Paraeducator Unit

WYOMING PUBLIC EMPLOYEES ASSOCIATION

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

1. Nutrition Services Unit
2. Custodial Unit
3. Technical and Support Services Unit

MEET AND CONFER UNITS

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

1. 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

RECOGNITION OF REPRESENTATIVES

Recognition of representatives for employee units for the purposes of negotiations shall be made only after the majority of the unit expresses its desire for a secret ballot election to choose a representative or to be recognized as an independent unit. If a minimum of thirty percent of a unit expresses by petition their desire for an election, the District shall poll the remainder of the unit by petition. If a majority of fifty percent plus one of the unit expresses a desire for an election, said election shall be authorized only by the Board. The winner of the election shall be the representative receiving a majority of fifty percent plus one of those listed on the eligible voter list. If no representative receives a majority or if the majority vote is for being recognized as independent, the unit will be recognized as an independent unit.

The elections shall be conducted in accordance with provisions specified in Exhibits 22 through 26.

Recognition of representatives for negotiations shall be withdrawn from any employee unit through the same election process. If recognition of the representative is prohibited by law, the Board of Trustees shall withdraw recognition.

An election for any employee unit or group regarding representation shall not be held more often than at twelve-month intervals.

MEMBERSHIP

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.

Adopted 6/11/84

Revised: 8/12/85, 8/19/90, 7/1/95, 7/13/98, 6/28/99, 7/10/00 & 7/2/01, 7/1/02, 6/21/04, 6/20/05, 6/16/08
6/15/09, 6/7/10, 6/20/11, 5/7/12, 7/1/13, 7/14/14

EXHIBIT 22

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

PETITION FOR RECOGNITION OF REPRESENTATIVES ELECTION

1. I, the undersigned, petition to hold a representative election for the employees of Laramie County School District Number One. I further understand that fifty percent plus one is required to schedule such an election.
2. I also understand that should fifty percent plus one fail to petition for an election, Laramie County School District Number One will continue to recognize the current unit representation.

Signature _____ Date _____

EXHIBIT 23

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

MEMORANDUM OF UNDERSTANDING

1. The election will be held on _____(date) in the _____(building). The polls will be open at _____m. and will close promptly at _____m.
2. Only those employees listed on "List of Eligible Voters" shall be entitled to vote. Employees hired after _____(date) shall not be entitled to vote.
3. Employees who are eligible to vote will be allowed sufficient time from their duties to cast their vote.
4. Any employee who resigns prior to the election date shall not be eligible to vote.
5. In order to be recognized as the bargaining agent, the organization must receive a 50 percent plus one majority of those listed on the "List of Eligible Voters."
6. There shall be no verbal or written solicitation of votes subsequent to midnight_____.
7. Campaigning and the soliciting of votes will not be allowed at work sites during work hours. Meetings with the employees shall be conducted outside of work hours. Administrators and supervisors shall remain neutral throughout the campaign.
8. Each party may designate two individuals to act as judges of the election. Only the judges and the voters shall be in the polling place during the election or during the counting of ballots. The judges shall check off the names of the employees as they vote; furnish a ballot to each employee; and deposit the ballot in the ballot box in the presence of the voter. The judges shall count the ballots after the election and make a return as reflected in Exhibit 26. Supervisors and administrators shall not be near the polling site.
9. The order of placement of the organizations named on the ballot will be determined by the flip of a coin. Exhibit 25 is a sample of the ballot that will be used for the election.
10. A notice of election as reflected in Exhibit 24 has been mailed to each employee listed as eligible in the office of the Assistant Superintendent of Human Resources.

Dated:_____

(Signature of Bargaining Agent for Unit)

(Signature of Representative of Unit)

(Signature of Representative of Laramie County School District Number One)

Adopted 8/13/90
Revised 7/1/95, 7/10/00, 7/2/01, 5/7/12

EXHIBIT 24

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

NOTICE OF ELECTION

There will be an election to determine the selection by an employee unit of a bargaining representative for _____ personnel. The election is to be held _____ (date) in the _____ Building _____ (location within building) _____ between the hours of _____ m. and _____ m. No voting shall be allowed after _____ m. Personnel may be allowed release time from their duties to vote.

Adopted 6/11/84
Revised 5/7/12

EXHIBIT 25

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

BALLOT

You are voting to determine (1) whether or not you wish to have an organization represent you in negotiations or in employment contracts with Laramie County School District Number One concerning wages, hours of work, and terms and conditions of employment; and (2) if so, which of the listed organizations is your choice to be such representative.

Place an "X" on ONLY ONE LINE.

Place an "X" in the square of your choice:

(Name of Union, etc.) _____

(Name of Union, etc.) _____

(Independent Unit) _____

If you spoil your ballot, return it to the judges, who will destroy it and issue a new one.

After marking this ballot the judge will place the ballot in the voting box in view of the voter.

DO NOT SIGN BALLOT

Adopted 8/13/90

Revised 5/7/12

EXHIBIT 26

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

RETURN OF ELECTION

Election for _____ (Name of Unit) _____ of Laramie County School
District Number One held _____ (date) _____ in the _____ Building.

1. One initialed ballot given to an eligible voter.
2. Only one ballot given each eligible voter (except that a ballot spoiled by a voter was replaced and the spoiled ballot was destroyed).
3. Ballots were given only to those listed on the agreed list.
4. Ballots were deposited in the ballot box.
5. The polls were open from _____m. to _____m.
6. All ballots were counted immediately after the close of the polls.
7. Such count reflected votes as follows:

(Total Votes) for (Name of Union, etc.)
(Total Votes) for (Name of Union, etc.)
(Total Votes) for (Independent Unit)
_____ Total of Votes

Dated: _____

Section 5. SCOPE OF NEGOTIATIONS. Negotiations shall be for the purpose of establishing an equitable and peaceful procedure for the resolution of differences between the Board of Trustees and the employee units. The establishment of salary, rates of pay, fringe benefits, procedures for grieving terms of the negotiated agreement, and other terms and conditions of employment for members of the unit shall be within the scope of negotiations.

The negotiated agreements shall be automatically renewed on a yearly basis unless reopened for negotiation as agreed to between the Board and the unit. Any agreement may be terminated as specified within each negotiated agreement.

The Board shall designate the individual or individuals to conduct negotiations on its behalf. Any understanding agreed to by those negotiators, however, shall be tentative and subject to approval by the Board.

NO STRIKE PROVISION

All negotiated agreements between the Board and employee units shall specify the understanding by the unit of the need for continued and uninterrupted operation of District programs. This is of paramount importance to the citizens and children of the community as well as to the members of each unit. There shall be no interference with the operation of District programs.

All employee units shall agree that there will be no strikes, slowdowns, lockouts, mass resignations, mass absenteeism, or other similar action which would result in the suspension of/or interference with, normal work performance during the term of the negotiated agreement.

All employee units shall also agree that their officers, members, agents, or principals will not engage in, encourage, sanction, or suggest any of the above named job actions. Any action prohibited by this policy when committed by an employee of the school district shall constitute grounds for termination of employment.

Cross Reference - Chapter II, Section 9, Grievances

Adopted 6/11/84
Revised 1/12/98
Revised 7/2/01
Revised 6/21/04
Revised 6/7/10

Section 6. ASSIGNMENT AND TRANSFER OF DISTRICT PERSONNEL. The ultimate goal of all assignment and transfer of District personnel shall be the improvement of the educational program. The needs of the District shall receive primary consideration in assigning or transferring employees.

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

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

TEACHING VACANCY ANNOUNCEMENTS

Human Resources will post biweekly, a list of vacancies on the District website. A current listing of teacher vacancies shall be posted in the office of the Assistant Superintendent of Human Resources.

Teachers currently employed by the District shall receive priority in filling the positions. In the event a vacancy occurs during the course of the school year, it shall be filled temporarily for the remainder of the year without regard to District employees. However, it shall be filled permanently before the beginning of the next school year.

Secondary school departments shall make recommendations and requests for course assignments of teachers to the principal of the building prior to the close of the school year. Teachers currently employed by the District shall receive priority in filling course assignments.

TEACHER INITIATED TRANSFER

Any transfer of a member of the unit, including extra-duty assignments, shall be at the sole discretion of the Superintendent, with the approval of the Board. In making such a decision, the Superintendent shall give utmost consideration to the educational requirements and well-being of the children of the District. Other factors to be considered are:

1. Employee's competency and preference for the vacant position;

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

Requests for transfer by continuing contract personnel shall be submitted to the Assistant Superintendent of Human Resources on the transfer request form provided by the Human Resources Office and shall specify no more than four (4) schools, grade(s), and/or subjects. Transferring teachers may initiate an intake interview with the principal and/or designee of all buildings they wish to transfer to within one month of putting their name on the list. Requests received after June 1 shall not be accepted. It is understood that staffing can begin prior to the June 1 deadline date. The transfer list shall cease to be in effect after July 31, and subsequent vacancies shall be filled with individuals who are not currently employed as certified staff. The administration shall make every effort to complete the staffing process prior to July 31.

An initial contract teacher shall be eligible for transfer only at the discretion of the Superintendent and the Assistant Superintendent of Human Resources. In the determination of transfer requests, the wishes of the individual teacher shall be honored to the extent that there is no documented conflict with the instructional requirements and best interest of the District. Selection shall be determined by the principal and the Assistant Superintendent of Human Resources based on the aforementioned criteria. Transfers shall be confirmed in writing by the Human Resources Division.

In the event a vacancy occurs during the school year, it may be filled temporarily for the remainder of the year without regard to District employees. However, such a position shall be filled permanently before the beginning of the next school year. Current District employees shall receive priority in filling the position.

ADMINISTRATION INITIATED TRANSFER

1. A qualified teacher may be transferred upon the recommendation of the Superintendent from one school, position, or grade level to another within the District. Except as otherwise provided in subsections (2) and (3) of this section, the salary of the transferring teacher will not be reduced. The District shall not discriminate in the assignment or transfer of a teacher on the basis of gender, race, creed, nationality, disability, age, or membership or nonmembership in any group or organization.
2. Notwithstanding the provision of subsection (1) of this section, a teacher who has been occupying an executive or administrative position may be assigned to another position for which he or she is qualified with a reduction in salary, if a vacancy exists in such position; except that said teacher shall be placed on the salary schedule at the position to which he or she would have been entitled had he or she been on or remained on the salary schedule during the time he or she was occupying the executive or administrative position; and except that said teacher shall be transferred during said school year from the executive or administrative position he or she holds to another school position or grade level within the school district without a reduction in salary during said school year.
3. Notwithstanding the provisions of subsection (1) of this section, the salary of a teacher who has received additional compensation for the performance of additional duties may be reduced if said teacher has been relieved of such additional duties.

JOB SHARING

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

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

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

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

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

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 6, JOB SHARING (CERTIFIED STAFF)

1. Continuing contract teachers, or other certificated staff, in a job sharing assignment may return to full-time assignments in the following manner provided the request is made in writing by March 1.
 - a. If one employee in the job sharing assignment is continuing contract status and the other is initial contract status at the time the continuing contract teacher requests to return to full-time teaching, the initial contract teacher would be terminated.
 - b. If both teachers in the job sharing assignment are continuing contract and one wants to return to a full-time assignment, the request would not be granted until appropriate space is available. Neither continuing contract employee would be terminated solely to respond to the request for returning to full-time status.
2. Employees who gain continuing contract status as part-time employees will only be recognized as a part-time employee with continuing contract status. They are not eligible for continuing contract status as a full-time employee, until such time that they are placed in a full-time assignment provided the full-time assignment immediately follows the part-time assignment where continuing contract status was gained.
3. Employees in job sharing assignments are expected to attend staff meetings, attend inservice meetings, hold parent conferences, and other appropriate meetings without additional pay.
4. The building and/or program administrator and the employees requesting a job sharing assignment must submit their proposal defining the time sharing features:
 - a. Time split (e.g., $\frac{1}{2}$ - $\frac{1}{2}$, $\frac{2}{6}$ - $\frac{4}{6}$),
 - b. a.m./p.m. split with exact times,
 - c. semester/semester split or
 - d. other reasonable options.
5. Employees on job shares cannot be paid in advance for work not performed; however, the District is willing to spread earned pay over the school year, if requested by the employee.

Adopted 8/13/90

Revised 8/1/97, 7/19/06, 6/7/10, 5/7/12

INTERNAL TEACHER EXCHANGES

An opportunity exists for certified staff to experience renewal and professional growth by exchanging assignments with other in-district personnel.

1. In-district certified exchanges are limited to continuing contract staff only. Salary and benefits are determined by the assignment; continuing contract status and accrued leave days are also retained throughout the exchange.
2. Exchange assignments are suggested to be one year in length, but may occur for any time period which is logical for the assignment involved. At the conclusion of the exchange, all staff involved shall return to their previous sites unless a permanent transfer is agreed to by all parties involved with the exchange.
3. Certified staff interested in an exchange should discuss renewal experience desired with the principals as well as with Human Resources. Upon mutual agreement of the principals and staff involved, a personnel report form for each teacher will be submitted by the principals no later than March 1 indicating "teacher exchange--one year only."
4. Exchanges will be made upon recommendation of the Superintendent with the approval of the Board.

EXTERNAL TEACHER EXCHANGES

Teacher exchanges between Laramie County School District Number One and other districts, including those in foreign countries, are designed to broaden teachers' understanding of other cultures and enhance the educational process for students.

1. Only continuing contract teachers are eligible for the exchange program.
2. All exchanges will be facilitated by Human Resources with the approval of involved principals. All contracts for exchanges must be approved by Human Resources no later than March 1 of the school year preceding the proposed change.
3. Laramie County School District Number One exchange teachers will be paid by the District and receive retirement and insurance benefits currently provided to other employees of this District. Incoming exchange teachers working in this District will receive pay, retirement, and insurance benefits from their home districts. A teacher from this District remains a continuing employee of this District and shall accrue seniority as if they had taught in this District during the exchange period.

4. Applications and guidelines for exchange agencies and sponsors may be obtained in the office of Human Resources.
5. Exchanges will be made upon recommendation of the Superintendent with the approval of the Board.

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.

Cross Reference - Chapter VI, Section 2, Recruitment and Promotion.

Adopted 6/11/84
Revised 8/12/85, 3/14/88
Revised 8/13/90, 7/1/94, & 7/1/95
Revised 7/10/00
Revised 7/2/01
Revised 7/1/02
Revised 6/21/04
Revised 6/20/05
Revised 7/19/06
Revised 6/16/08
Revised 6/7/10
Revised 6/20/11
Revised 5/7/12

Section 7. 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, as shown in Exhibit 27, 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 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 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.

Legal Reference – W.S. §21-9-202

Cross Reference - Chapter IV, Section 6, Purchasing; Chapter V, Section 5, Buildings and Grounds.

Adopted 6/11/84

Revised 8/12/85 & 7/1/95

Revised 7/10/00

Revised 7/2/01

EXHIBIT 27

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

OUTSIDE EMPLOYMENT INFORMATION

NAME _____ DATE _____
(LAST NAME FIRST)

SCHOOL ASSIGNMENT: REGULAR _____

SPECIAL _____
(ADULT EDUCATION, COACHING, MUSIC, ETC.)

OUTSIDE EMPLOYMENT:

WHERE? _____
(FIRM NAME)

TYPE OF WORK? _____

NUMBER OF HOURS WORKING DAILY _____ WEEKLY _____

Form HR122

Adopted 6/11/84

Section 8. EVALUATION OF PERSONNEL. Evaluations of District personnel place emphasis on school results, ethical conduct and on the accomplishment of District goals and objectives. District personnel shall be evaluated by their immediate supervisor using approved evaluation instruments. Remediation procedures and techniques may be used as needed for all employees. Remediation procedures and techniques are outlined more specifically in the Laramie County School District Number One Employee Evaluation Manual and in the Negotiated Agreements between the recognized representatives of each unit and the Board of Trustees.

ADMINISTRATORS

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

All other administrators shall be evaluated annually.

TEACHERS

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

Remediation procedures and techniques may be used as needed for both initial 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 the working file to the employee's permanent file.

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

Cross Reference - Chapter VI, Section 18, Personnel Records.

Adopted 6/11/84
Revised 7/1/95
Revised 4/13/98
Revised 6/28/99
Revised 7/10/00, 7/2/01, 7/7/03, 7/19/06

Section 9. PROFESSIONAL STAFF TIME SCHEDULES. The working days for administrators, teachers and all certificated personnel shall be as specified in negotiated agreements and contracts between the Board of Trustees and recognized representatives of those employee units.

The contract days for teachers shall be as specified on the school calendar as established by the Board of Trustees. The school contract year shall not exceed one hundred eighty-five days. Teacher-student contact days shall not exceed one hundred seventy-seven days.

The school contract year shall include those days during the first and second semesters when students are in attendance, as well as orientation days, in-service days, or any other day on which teacher attendance is required.

For days worked in excess of the one hundred eighty-five day contract for teachers, as required and approved by the Assistant Superintendent of Human Resources, they shall be paid at the daily rate of 1/185th of their contracted salary, except where special salary schedules apply. Administrator's working days in excess of their contracted days, as required and approved by the Superintendent, shall be paid at the daily rate reflected in their contracts. For days not worked within the respective contracts, the individual's salary shall be reduced at the same rate.

The normal work day for teaching staff shall be a continuous seven and one-half hours per day as set by the building administrator, which includes a duty-free lunch period of thirty minutes in length. The hours during which teaching services shall be performed may vary from building to building with the approval of the Superintendent.

Any additional time beyond the regular seven and one-half hour school day will be handled in accordance with the negotiated agreement.

Cross Reference - Chapter V, Section 5, Buildings and Grounds, Access; Chapter VII, Section 2, Official School Year Calendar and School Day.

Adopted 6/11/84
Revised 7/1/95
Revised 7/10/00
Revised 7/1/0
Revised 7/18/07

Section 10. CLASSIFIED STAFF TIME SCHEDULES. The working days for classified staff shall be as specified in the agreements negotiated between the recognized representatives of each classified unit and the Board of Trustees.

PAID HOLIDAYS

District personnel in classified units shall receive holidays with pay as specified in negotiated agreements between the recognized representatives of each classified unit and the Board.

Cross Reference - Chapter V, Section 5, Buildings and Grounds, Access.

Adopted 6/11/84
Revised 7/10/00

Section 11. EMPLOYEE DEVELOPMENT. The continued development of District employees in the knowledge and skills needed to attain District goals and objectives shall be encouraged and supported.

Employee development may consist of inservice training, assistance from supervisors and consultants, and attendance by employees at conferences and meetings within budgetary limitations.

Employees shall attend all special and general meetings called by the administration.

Payment for required participation in district recognized inservice activities shall be in accordance with provisions in individual negotiated agreements.

The Superintendent or designee may authorize the payment of expenses for attendance at such activities. Reimbursement for expenses incurred during developmental activities shall be paid in accordance with the Expense Reimbursement policy and administrative regulation specifying procedures.

Tuition costs and fees for college credit shall be paid by the employee with reimbursement only as specified in negotiated agreement with classified units. The District shall not pay tuition costs for certified staff which result in direct advancement on any salary schedule or which lead to an advanced degree.

District guidelines shall apply to local, state, federal, and special funding for inservice projects.

PROFESSIONAL LEAVE FOR TEACHERS/CERTIFICATED EMPLOYEES

As a supplement to other inservice programs, selected members of the teacher/certificated unit shall be allowed to attend or take part in conferences, projects, institutes, training, and educational meetings for the purpose of additional research or education in their special departments or fields, or for other professional development purposes.

Guidelines for Professional Leave for Teachers/Certificated Employees shall be located in the office of the Director of Instruction.

CLASSIFIED EMPLOYEE TRAINING

Mandatory training with pay shall be provided to all new custodial, paraprofessional, nutrition services, technical and support services, and transportation employees to orient them to procedures and duties related to their positions. Ongoing inservice training shall be provided.

DEFENSIVE DRIVING COURSE REQUIREMENTS

The District will conduct defensive driving courses on a scheduled basis, or will purchase such instruction from an agency certified to conduct such programs. Successful completion of the course shall be required of all employees whose job description requires that they operate a District-owned, licensed vehicle. All such employees shall be required to renew their defensive driving certification every three years. This requirement may be met within the driver training program referred to in Chapter V, Section 10. Other occasional drivers or operators of nonlicensed moving equipment may be required to successfully complete the defensive driving course at the discretion of their supervisor on a "space available" basis. It shall also be required that the driver training program for bus drivers shall include training in a recognized course in first aid. Any employee checking out a District-owned vehicle will be required to take the defensive driving course.

Cross Reference - Chapter IV, Section 11, Expense Reimbursement.

Adopted 6/11/84
Revised 8/12/85
Revised 7/28/86
Revised 6/28/99
Revised 7/10/00
Revised 7/1/02
Revised 6/21/04
Revised 6/20/05
Revised 7/19/06
Revised 6/7/10
Revised 7/14/14

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 11 -- EMPLOYEE DEVELOPMENT

DEFENSIVE DRIVING COURSE REQUIREMENTS

1. Defensive driving will be taught to all new bus driver employees during their initial phase of training. All other employees driving District vehicles will complete the course within the first six months of employment.
2. The defensive driving course will be scheduled by the Transportation Administrator on an as needed basis to allow all employees to meet the recertification requirements. The Transportation Administrator and the Risk Management Office will notify employees when recertification is due.
3. Material presented will meet requirements of the National Safety Council (NSC) and will be taught by NSC certificated instructors.
4. The Transportation Department shall screen all requests to operate school vehicles for successful completion of the driver's training course. Permission shall be denied to those not complying with this requirement.
5. Notification shall be sent by the Transportation Department to those whose three-year renewal is due and whose position requires they drive a District vehicle. Failure to recertify shall also result in denial to drive school vehicles.
6. Immediate supervisors shall be responsible for scheduling with the Transportation Supervisor employees who require certification or recertification.

Adopted 8/26/86
Revised 7/1/95
Revised 7/10/00
Revised 6/21/04
Revised 6/16/08

Section 12. LEAVES OF ABSENCE. All leaves of absence not requiring Board approval may be granted by the employee's immediate supervisor, subject to the direction of the Superintendent or designee.

All employees must notify their immediate supervisor of any impending absence for any reason. Unreported or unexplained absences shall be cause for dismissal. Absence in excess of entitlement or without valid reason shall result in appropriate deduction from the employee's salary unless the Superintendent determines otherwise with Board approval.

SICK LEAVE/PERSONAL CIRCUMSTANCE LEAVE

Provisions that apply toward the accumulation of personal leave shall be governed by the provisions of the negotiated agreement or contract that applies to the employee.

TEACHER UNIT

Certificated personnel shall be granted twelve days of sick leave with pay per year; two days of which may be used for personal circumstances not connected with sick leave. If not used, one personal circumstance day may be carried over to the following academic year. Employees may not accumulate more than three personal circumstance days in one academic year.

Personal circumstance leave days may not be taken before or after any holiday, during the first two weeks of the school year, or during the last four weeks of the school year. Permission may be granted by the Assistant Superintendent of Human Resources in exceptional cases to use the personal circumstance leave days during this time period.

Leave for personal circumstances may be denied to certificated personnel when the number of requests is more than fifteen percent of the staff per building or more than two in a building of ten or less staff.

CLASSIFIED PERSONNEL

Classified personnel shall be granted one day of accrued sick leave with pay for each month worked during a contract year.

Classified employees will receive personal circumstance leave with pay, not connected with sick leave, at the beginning of each contract year as specified in individual agreements.

Personal leave may not be taken by classified personnel before or after any holiday, during the first two weeks of school, or during the last two weeks of school. Permission may be granted by the Assistant Superintendent of Human Resources in exceptional cases to use personal circumstance leave during this time period.

Leave for personal circumstances for classified personnel may be denied when it is determined to be detrimental to the efficient operation of the District by the employee's immediate supervisor.

ADDITIONAL SICK LEAVE REQUIREMENTS

Sick leave may be accrued from year to year by both certificated and classified employees without limit. Upon termination, employees shall be compensated for unused sick leave in accordance with the provisions as specified and established in negotiated employee agreements.

Specific rules that apply to the granting of sick leave shall be governed by the provisions of the negotiated agreement or contract that applies to the employee.

The Assistant Superintendent of Human Resources or designee may require that an employee's sick leave be supported by a certificate from a physician as to the illness. The employee shall be notified of the intention to require the physician's certificate prior to the date for which it is requested.

An employee returning from sick leave that has been 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 leave, provided the employee is capable of performing the duties of that position. If the same position is no longer available or if the leave exceeds one (1) year, the employee will be assigned to an equivalent position. If an employee is unable to perform the duties of that position, transfer procedures shall be initiated to place the employee in a position as nearly equivalent as possible to the one held prior to the leave provided one is available.

SICK LEAVE BANKS

Sick leave banks may be established as specified and provided for in negotiated agreements between the recognized representatives of each employee unit and the Board of Trustees.

The sick leave banks shall be governed by individual committees as established in negotiated agreements. Personnel may apply for additional sick leave days under the conditions and through the procedures specified in negotiated agreements.

Individual sick leave donation form is found at the end of Section 12.

VACATION LEAVE

Vacation leave with pay shall be granted to all employees working on a twelve-month basis as specified in negotiated agreements between recognized representatives of the employee units and the Board.

COURT APPEARANCE LEAVE/JURY DUTY

Court appearance leave shall be granted to employees performing jury duty, while in court on behalf of the District in response to a subpoena, or while in court on behalf of the District for any other reason. No paid leave shall be granted when the court action is brought by the employee against Laramie County School District Number One. Court appearance leave shall be granted only for the time the employee is required to actually perform those services.

The employee shall be paid the difference between the regular salary and the court fees received, if any, for this leave, except no payment shall be made when the court action is brought by the employee against the District.

Employees returning from court appearance leave shall be placed at the same school or building in the same position they held prior to the start of the leave.

PUBLIC OFFICE LEAVE

The Board of Trustees reserves the right to review all situations pertaining to public office leave. All employees who intend to file for public office leave must submit the request in writing to the Superintendent at least thirty days prior to the employee legally filing for the office.

After reviewing the individual situation, the Superintendent will present recommendations to the Board. The Board will act upon the request at its next meeting.

The following guidelines shall apply:

1. A leave of absence will not be granted for political offices that require full-time participation, e.g., governor, mayor, etc., for an extended period of time.
2. The Board may approve a leave of absence for political offices that require part-time participation, e.g., legislature, city council, county commissioner, etc., for a limited period of time.

CAMPAIGNING FOR PUBLIC OFFICE

In the event campaigning for public office is deemed to interfere with the employee's regular work day as defined in the employee's negotiated agreement or contract, the Board may at its discretion place the employee on leave without pay for the duration of the campaign.

SERVING IN PUBLIC OFFICE

In the event serving in public office is deemed to interfere with the employee's regular work day, as defined in the employee's negotiated agreement or contract, the Board has the following options:

1. The employee may be placed on leave without pay while serving in the public office;
2. The employee may be placed on leave with the requirement that any pay received for any contract days missed due to this reason shall be returned to the District.

If campaigning or serving in public office leave is approved, the following guidelines will govern:

1. Such leave of absence shall not exceed one year.
2. Such leave shall not affect previously accumulated seniority.
3. An employee on leave of absence for one year or less shall return to the same position. However, if the same position is no longer available, the employee will be assigned to an equivalent position.

MILITARY LEAVE

Military leave is an entitlement without pay. Employees who are called to active duty in the armed forces and seek to return to the District within six months of discharge shall be reinstated in the position held at the time of call to active duty. Employees called to active duty shall retain seniority and salary position. The vacancy created by a call to military duty shall be filled on a temporary basis.

Employees of the National Guard or the Reserve Forces of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard will be granted fifteen days paid military leave per year for active duty training subject to provisions of this policy.

Leave for active duty training in the National Guard or Reserve Forces shall be requested through the immediate supervisor. The request shall be accompanied by a copy of the official orders to active duty as well as a letter from the commanding officer stating that this training is required for this individual and that such training cannot be obtained at any other time when school is not in session.

The vacancy created by this leave shall be filled with a substitute provided by the District.

An employee returning from military leave that has been 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 provided the employee is capable of performing the duties of that position. If an employee is unable to perform the duties of that position, transfer procedures shall be initiated to place the employee in a position as nearly equivalent as possible to the one held prior to the leave.

MILITARY FAMILY LEAVE

Employees are eligible for military family leave if they have worked for Laramie County School District Number One for at least twelve months in the last seven years and have worked at least 1,250 hours during the twelve calendar months immediately preceding the request for leave.

There are two types of military family leave available.

1. Qualifying exigency leave. Employees meeting eligibility requirements described above may be entitled to use up to 12 weeks of their basic FMLA (Family Medical Leave Act) leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include.

- Short-notice deployment (up to 7 days of leave)
- Attend certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the servicemember (up to 5 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered servicemember's active duty status)
- Other activities arising out of the servicemember's active duty or call to active duty and agreed upon by the District and the employee

2. Leave to care for a covered servicemember. This is a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. When both husband and wife work for the school District, the aggregate amount of leave that can be taken by the husband and wife to care for a covered servicemember is 26 weeks in a single 12-month period.

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 certificated staff, or within 30 days of the leave request for classified staff.

The employee shall maintain salary status and other fringe benefits upon return from parental leave.

An employee returning from parental leave granted for less than one school calendar year shall be placed at the same school or building in the same position held prior to the start of the leave.

An employee returning from parental leave granted for one school calendar year or longer shall be placed in a position as nearly equivalent as possible to the one held prior to the start of the leave.

FAMILY MEDICAL LEAVE

Employees shall be entitled to a total of twelve work weeks of unpaid leave during any twelve month period. Such leave shall be granted to an employee for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or, to take medical leave when the employee is unable to work because of a serious health condition. Parental leave granted under the Family Medical Leave Act must be completed within 12 months of the birth or adoption of the child. Employees who request leave because of their own or a covered relative's serious health condition shall be required to submit proof to the Assistant Superintendent of Human Resources of the existence of the medical condition and the need for leave. Such proof shall be presented in the form of a medical certification from a health care provider. To be eligible for family medical leave, an employee must have worked for the school district for at least twelve (12) months at the time the leave is to commence. (These twelve (12) months do not have to be consecutive months.) The employee must also have worked for the school district for at least 1,250 hours during the twelve-month period before the leave begins. (These months are consecutive.) The twelve-week leave period shall include employee's accrued sick leave and earned vacation. If the employee's accrued sick leave and vacation leave total is less than twelve weeks, the time remaining can be taken as unpaid family and medical leave. When both 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 had continued to work. If the employee does not return to work following family and medical leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle them to family and medical leave; or (2) other circumstances beyond their control, the employee may be required to reimburse the District for any portion of health insurance premiums paid on behalf of the employee during family and medical leave.

LONG TERM LEAVE

Long term leave shall be granted to personnel, without pay or benefits, upon approval of the Board for good cause and when not detrimental to the efficient operation of the District. Good cause shall be defined as pursuit of an advanced degree, teaching in overseas schools or medical reasons requiring longer leave than is authorized under the Family Medical Leave Act. Long term leave requests must be submitted by March 1 for the following year for certificated staff, or within 30 days of the leave request for classified staff. Employees applying for long term leave must have been employed by the District for a minimum of four consecutive years preceding the request for leave.

Application for long term leave shall be made in writing to the Superintendent or designee.

The employee's rights of contract, retirement, accrued leave, and other benefits, except salary increments, shall be retained.

Such leave of absence shall not exceed one year, unless the Board of Trustees, at the request of the employee involved, gives special consideration for assignments that require more than one year, or extends any leave of absence. The maximum amount of time allowed under the long term leave policy will be two years.

Positions created by employees on approved long term leave will be posted and filled on a temporary basis.

Placement of employees returning from long term leave of absence shall be governed by the negotiated agreement of that employee's unit.

BEREAVEMENT LEAVE

Bereavement leave with pay shall be granted by the principal or immediate supervisor of the employee for a death in the employee's or the employee's spouse's immediate family and such other persons as approved by the immediate supervisor/administrator. Bereavement leave extending beyond five days shall be charged against the employee's sick leave or vacation leave.

Specific rules that apply to the granting of bereavement leave shall be governed by the provisions

of the negotiated agreement or contract that applies to the employee.

Leave for bereavement purposes allowed for other than the employee's immediate family or such other persons as approved by the principal or immediate supervisor, shall be charged against the employee's sick leave or vacation leave. In such circumstances, the Assistant Superintendent of Human Resources may waive the charge against the employee's sick leave or vacation when the bereavement leave is due to a funeral of a fellow staff member within a given school or department.

CHEYENNE TEACHERS EDUCATION ASSOCIATION LEAVE

At the beginning of each school year, the Cheyenne Teachers Education Association shall be credited with the days of Association leave as specified in the negotiated agreement with pay to be used by teachers who are officers or agents of the Association. These days shall not be accrued from year to year. Substitute teachers for CTEA leave shall be paid for by the Association.

In addition to the days of Association leave specified in the negotiated agreement, selected delegates shall be granted the days necessary to attend the Wyoming Education Association Delegate Assembly. Substitute teachers for this leave shall be paid by the Association.

Individuals using Association leave shall submit a request for the leave through their supervisor or building administrator. The Assistant Superintendent of Human Resources shall receive the request at least seven calendar days prior to the leave, except in cases of emergency. The Assistant Superintendent of Human Resources shall be authorized to approve the leave upon receiving authorization from the CTEA president.

No more than fifteen percent of the teachers in any building, nor more than two in a building of ten or less staff, may be absent from work on any day for the express purpose of attending any CTEA related function(s).

CLASSIFIED EMPLOYEES ASSOCIATION LEAVE

The Board shall grant Wyoming Public Employees Association and Wyoming Education Association members leave with pay, not to exceed the days per year specified in the negotiated agreements, to attend training and other official functions unless the leave is determined to be detrimental to District operations.

The Association shall notify the Assistant Superintendent of Human Resources at least fourteen days in advance of the dates of an official Association function requiring the participation of a District employee. The Association shall submit a list of the names of employees who will attend.

OFFICIATING LEAVE

Employees who officiate at school activities for pay during school time, shall be subject to the considerations of Section 7 of the personnel policies, Outside Employment of District Personnel.

Employees who engage in officiating shall complete Form 122 as shown in Exhibit 27 and submit it to the Assistant Superintendent of Human Resources.

Officiating leave may be granted to employees who have properly filed Form 122 and have signed a contract for the services. Officiating leave may be granted through the employee's immediate supervisor. Officiating leave shall be granted only for the time the employee is required to perform the officiating services.

Teachers who officiate shall be paid the difference between their regular salary and the amount paid for officiating services, if any. Administrators shall be required to document make-up time to equal the amount of time spent away from their administrative position during officiating.

COMMUNITY COLLEGE COACHING LEAVE

Community College Coaching Leave may be granted by the Assistant Superintendent of Human Resources upon submission of a calendar of potential missed workdays. Reimbursement of substitute costs will be paid to the District by the Community College.

Employees who coach at the community college for pay during school time shall be subject to consideration of Section 7 of the Personnel Policies, Outside Employment of District Personnel Employees who engage in coaching outside the District shall complete form 122 as shown in exhibit 27 and submit it to the Assistant Superintendent of Human Resources.

Adopted 6/11/84

Revised 8/12/85, 9/14/87, 8/8/88, 4/24/89, 8/13/90, 7/1/92, 7/1/93, 7/1/94, 7/1/95, 7/1/96, 6/28/99

Revised 7/10/00 & 7/2/01

Revised 7/1/02

Revised 7/7/03

Revised 6/21/04

Revised 6/20/05

Revised 7/19/06

Revised 7/18/07

Revised 6/16/08

Revised 6/15/09

Revised 6/7/10

Revised 6/20/11

Revised 5/7/12

Revised 7/1/13

Revised 7/14/14

**Laramie County School District Number One
Cheyenne, Wyoming**

SICK LEAVE DONATION FORM

I, _____, would like to donate _____ hours of sick leave
(print name)

to _____.
(print name)

Signature Department/School Date

Section 13. 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.

Cross Reference - Chapter VII, Section 16, Lesson Plans.

Adopted 6/11/84
Revised 7/7/03
Revised 7/18/07
Revised 6/20/11

Section 14. SALARY AND FRINGE BENEFITS. Basic rates of compensation and salary are established for each employee unit through negotiation between recognized representatives of the units and the Board of Trustees. Salary payment options will be specified and provided for in negotiated agreements with District employees.

ADMINISTRATORS

The salary of administrators shall be set in their individual contracts. The salary schedule for administrators other than those on the Superintendent's staff is set through negotiation with representatives of the Cheyenne Administrators Association.

TEACHERS

Annual salaries for teachers shall be as established through negotiations between the Cheyenne Teachers Education Association and the Board.

In placing new certificated employees on the salary schedule, consideration shall be provided as specified in negotiated agreement.

Advancement to a higher level on the salary schedule shall take place any time throughout the contract year following completion of the requirements for that level. The appropriate procedures for advancement to a higher salary level shall be followed as specified in negotiated agreement.

CLASSIFIED PERSONNEL

Annual salary rates, hourly salary, shift differential, and overtime rates for members of the classified units shall be as specified in negotiations between the recognized representatives of the units and the Board of Trustees.

Overtime work for all classified personnel must be approved in advance by a supervisor. Classified personnel working unapproved overtime will be compensated in accordance with the Fair Labor Standards Act but will be subject to disciplinary action as specified in each negotiated agreement.

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 (2) two years or payment period to match overpayment timeline.

FRINGE BENEFITS

Fringe benefits in addition to basic salary are recognized as an integral part of total compensation.

HEALTH INSURANCE

A health insurance program shall be established in the District under the direction of the Superintendent or designee. The monthly premiums or portions of the premiums shall be paid by the District as specified in negotiated agreements between recognized representatives of employee units and the Board. Monthly premiums in excess of those amounts shall be deducted from the employee's salary. Participation in the District's health insurance program is voluntary for eligible employees. Employees who elect not to participate will not receive the monetary equivalent of the District's contribution to the premium. Participating employees who are married to another employee and do not have dependent children can each elect to carry a single policy. Participating employees who are married to another employee and also have dependent children will be enrolled in one (1) family policy. The decision of which employee to carry the family policy will remain the choice of the couple.

Full-time employees granted a leave of absence without pay may elect to continue participation in the group hospital-health insurance plan by paying the full monthly premium themselves during the time of their approved leave.

Any employee who elects to take early retirement as authorized by law, and who is a member of the District hospital-health insurance plan at the time of retirement, may remain a member of the group plan until age sixty-five by paying the monthly premium.

A retiree is defined as a former employee who meets the following conditions:

- 1) is age 50 years or over at the point of retirement and,
- 2) has worked for the District for a minimum of ten (10) years, and
- 3) has retired from the District and meets at least one of the following conditions:
 - a) is eligible to receive retirement benefits from the Wyoming Retirement System,
 - b) is eligible to receive benefits from Social Security,
 - c) is on a District sponsored long-term disability plan.

GROUP LIFE INSURANCE

A group life insurance plan shall be provided for each certificated employee and for each permanent, classified employee as provided for in negotiated agreements between the recognized representatives of each employee unit and the Board.

Payment of monthly premiums shall be as specified in negotiated agreements.

An employee who takes an early retirement as authorized by law as well as an employee on leave without pay may remain a member of the District life insurance group plan by paying the monthly premiums themselves.

LONG TERM DISABILITY INSURANCE

Long term disability insurance shall be made available to all eligible, permanent employees. The terms of the current insurance contract as well as provisions specified in negotiated agreements with each employee unit shall apply.

RETENTION BONUS

Employees shall be eligible for a one-time retention bonus of one percent per year of employment of his/her current placement on the salary schedule upon leaving the District.

A retention bonus shall be paid to an employee who has completed a minimum of ten years continuous satisfactory service including satisfactory service in their final year as an employee of the District, upon completion of his/her contract during the year in which he/she reaches the aforementioned qualifications.

Any employee meeting the retention bonus requirements, or his/her estate, shall be paid the retention bonus when separation is forced due to sickness or death.

An employee who completes any portion of a contract year and then is forced to terminate due to sickness or death shall receive credit for a full contract year when computing the retention bonus.

The District will deposit the total amount from the employee's retentions bonus and unused sick leave pay in an account in the employee's name with the District's 401(a) Special Pay Plan provider.

Employees whose absence is the result of a Board approved leave of absence shall remain eligible for the retention bonus.

TAX SHELTERED ACCOUNTS (TSA's) 403(b) and 403(b)(7)

This policy authorizes the superintendent or designee to establish procedures for the approval of companies and agents to offer 403(b) and 403(b)(7) accounts (TSA's) to school board employees based on generally accepted qualitative and quantitative standards and based upon guidelines established by Federal and/or State Authority.

Tax Sheltered Accounts 403(b) include annuities issued by participating insurance companies. Tax Sheltered Accounts 403(b)(7) include mutual funds with custodial arrangements sponsored by investment management companies.

The administration of this employee benefit shall be the responsibility of the District's Human Resources Department. Such responsibilities shall include, yet are not limited to the following areas:

1. Processing vendor applications and authorizing them to establish employee accounts.
2. Determining the maximum number of vendors authorized to establish employee accounts with respect to payroll capabilities and maintenance of adequate product array.
3. Processing employee requests concerning contributions to the TSA Program.
4. Monitoring of employee contributions to ensure compliance with Internal Revenue Service guidelines.
5. Developing, maintaining and revising administrative rules, procedures, forms and agreements as necessary for compliance with Internal Revenue Service guidelines.

Legal Authority: Sections 403(b) and 403(b)(7) Internal Revenue Code
Cross Reference - Chapter IV, Section 10, Payroll; Chapter VI, Section 17, Retirement.

Adopted 6/11/84

Revised 7/28/86, 9/14/87, 10/14/96, 7/13/98, 6/28/99

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Revised 7/1/13, 7/14/14

**ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 14 -- SALARY AND FRINGE BENEFITS --
TEACHERS' SALARY PLACEMENT --**

STEP PLACEMENT

1. In placing new personnel on the salary schedule, full credit for teaching experience outside the District may be granted up to a maximum of six years (step seven on the salary schedule) provided the experience has been earned in the seven years immediately preceding the employment or reinstatement in the District.
2. Upon initial entry into the District, up to two experience credit years (step three on the salary schedule) shall be allowed, within the six years maximum, for a minimum of two consecutive years of active military service.
3. A maximum of one year for salary placement may be allowed within the six years maximum for the vocational education teacher upon entry into the District, if the teacher has 2,000 hours verified for vocational education certification and whose assignment is an approved vocational education position that requires the 2,000 hours endorsement.
4. As of July 1, 1998, new personnel with Wyoming teaching experience shall be placed according to W.S. 21-7-104.
5. As of July 1, 2002, a year of teaching will be defined as having worked in an accredited public school setting at least ½ time equivalency. Teaching experience totaling two half time equivalencies completed in one contract year will be equal to one year experience.
6. As of July 1, 2007, experience for active military services will no longer be given to employees hired after June 30, 2007.
7. As of July 1, 2007, a step placement for 2,000 hours of vocational education certification will no longer be given to employees hired after June 30, 2007.

COLUMN PLACEMENT

1. Employees hired PRIOR to July 1, 1986, may count approved hours earned beyond number of hours required for bachelor's degree within bachelor's degree upon approval by the Superintendent or designee.
2. Employees hired PRIOR TO July 1, 1986, with two bachelor's degrees may be placed at least on the BA+30 column or higher, if the total number of hours justify a higher placement upon approval by the Superintendent or designee.
3. Employees hired AFTER July 1, 1986, may NOT count hours earned beyond the number of hours required for a bachelor's degree within bachelor's degree.
4. Employees hired AFTER July 1, 1986, may only count those hours earned after the bachelor's degree which qualified them for certification by the State Department of Education.
5. Effective July 1, 1999, all employees shall be given credit for hours earned in a related field when applicable to their teaching assignment upon approval by the Superintendent or designee.
6. All hours credited toward a column placement change must be graduate hours or undergraduate hours that have had prior approval in writing from the Superintendent or designee and all hours must be from an accredited degree granting institution or approved college or university. There may be circumstances which necessitate the individual's enrolling in an undergraduate course. In such situations, the individual requesting credit for the undergraduate course must justify his/her reasoning for the undergraduate course in writing to the Superintendent or designee, who will decide whether credit will or will not be granted.
7. Hours in which an F, incomplete, or audit credit was given will NOT count toward column placement changes.
8. A course repeated within any five year period may only be counted once.
9. All teachers and other certificated personnel who were contracted by the District prior to July 1, 1986, will have a transition period until September 10, 1989, in which to complete a master's degree program. Those individuals hired prior to July 1, 1986, and who complete an approved

master's degree program on or before September 10, will be allowed to count all approved semester hours earned, less the number of hours required for the master's degree, in computing hours beyond the master's degree. This procedure for salary placement will be officially terminated following the September 10, 1989, deadline with the understanding that no one will be downgraded from their current salary placement.

10. After September 10, 1989, hours for salary advancement beyond the master's degree must be earned following the completion of the master's program and certification by the State Department of Education.
11. Master's degree programs which specifically require 45 semester hours or more for completion will be considered as special placement on the salary schedule during the 1987-88 to 1989-90 contract years (i.e., MA+15).
12. Column shifts will only be allowed after the completion of the total number of hours needed for advancement. No advancement will be allowed on a provisional basis (i.e., BA+29.5 hours no advancement to BA+30 column).
13. It is the employee's responsibility to apply to the Human Resources Office for advance column placement.
14. Advanced column placement can be made any time throughout the year provided course work has been completed and official transcripts have been received in the Human Resources Office no later than the 15th or the last day of that month. The Human Resources Office will continue to accept grade slips or letters from course instructors for hours and/or degrees completed prior to the monthly deadlines until the employee is able to secure an official transcript from the institution. After July 1, 2001, official transcripts will be presented to the Assistant Superintendent of Human Resources before advancement on the salary schedule can take place.
15. Hours for column advancement reflect semester hours. One quarter hour is equal to 2/3 of one semester hour.
16. Effective date of annual salary change shall be September 1 or the first day of work for the new school year. Any annual salary adjustments due to advanced column placement shall occur in the same pay period provided that the Human Resources Office has received the completed documentation by the 15th or the last day of that month.
17. In order for teachers and other certificated personnel to count all approved semester hours earned, less the number of hours required for the master's degree, for salary placement the following conditions must be met:
 1. Current enrollment and documented participation in course work, in an approved master's degree program during the 1999-2000 contract year.
 2. Completion of the approved master's degree program by December 31, 2002.

This regulation, and the resulting opportunity for salary placement, will terminate and no longer be effective on December 31, 2002.

18. Effective July 1, 2000, all members of the unit shall be given credit for hours or degrees earned in a field applicable to their current teaching assignment. Additional placement hours must be earned following the granting of that degree. Credit hours used for previous salary placement shall not be counted. All salary placements shall be approved by the Assistant Superintendent of Human Resources.
19. Effective July 1, 2001, members of the unit shall be placed on the salary schedule to reflect Wyoming teaching experience in any accredited Wyoming K-12 school. Placement under this clause and compensation for such placement is limited to services after July 1, 2001. This clause does not entitle members of the unit to any form of retroactive payment for contracts or services rendered prior to July 1, 2001.

Adopted 11/10/87
Revised 7/1/93, 6/28/99, 7/10/00
Revised 7/2/01, 7/1/02, 7/18/07

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 14 -- SALARY AND FRINGE BENEFITS --

RETENTION BONUS

1. Any employee who has completed a minimum of ten years of continuous satisfactory service as a District employee is eligible to receive the retention bonus upon leaving the District.
2. Employees whose absence is the result of a Board-approved leave of absence shall remain eligible for the retention bonus.
3. The retention bonus is computed on the basis of one percent per year of employment in the District of the employee's current salary. Differential pay is not included in the base salary. The retention bonus shall include payment for unused sick leave if eligible.
4. An employee in a job share assignment during their last three years of employment will have their retention bonus calculated using the highest salary of the previous three years computed on the basis of one percent per year of employment in the district.
5. Providing an employee meets the basic qualifications for the retention bonus, it shall be paid automatically to the employee through his/her TSA or his/her estate when separation is forced due to resignation, retirement, sickness, or death.
6. An employee shall receive full credit for a contract year when forced to terminate due to sickness or death prior to the completion of the full work year.
7. An employee who receives the retention bonus and then resumes employment in the District is eligible for the retention bonus based on the new employment date. It is necessary to re-qualify once the retention bonus has been paid.
8. The Human Resources Division will provide information concerning the retention bonus program to each employee who is eligible and terminates employment.
9. All necessary forms and computations will be completed by Human Resources and final payment will be made in a timely manner.
10. The point of contact concerning this program is the Human Resources Office.

Adopted 8/26/86
Revised 7/1/02
Revised 6/20/05
Revised 7/19/06
Revised 6/7/10

ADMINISTRATION REGULATIONS FOR POLICY CHAPTER VI, SECTION 14 – SALARY AND FRINGE BENEFITS –

Program Guidelines for Tax Sheltered Accounts (TSA's)

The following guidelines shall be applied to all vendors authorized to establish TSA Program accounts for District employees:

All vendors must submit a request to the Human Resources Department to participate in the program by completing a current "Vendor Application and Participation Agreement". The application will define minimum standards required for participation, including, yet not limited to, the applicant company's financial condition and operating performance, ability to administer employee accounts within guidelines established by the Internal Revenue Service or other governing authority, level of services to participants and acceptance of guidelines established by the Human Resources Department. Applicants must receive notice of approval from the Human Resources Department prior to any solicitation of employees.

Adopted 7/18/07

Section 15. RESIGNATION, DISCIPLINE/DISCHARGE, TERMINATION, AND DISMISSAL OF DISTRICT EMPLOYEES.

RESIGNATIONS

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

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

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

Any teacher who resigns from the District and does give the required notice, the District will pay the teacher at the daily rate of his/her annual salary for each day taught during the current school year.

Resignation of certificated personnel to be effective during the school contract year shall be considered by the Board of Trustees and may be accepted for good cause.

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

DISCIPLINE AND DISCHARGE

Discipline and discharge of employees shall be as specified in individual negotiated agreements/contracts between the recognized representatives of the employee units and the Board.

The District may dismiss any person who has been convicted of a felony as defined by W. S. 21-2-802(g).

Before discharge, the employee shall be given written (or verbal) notice of the proposed discharge and the reasons for the proposed discharge.

The authorized representatives of the unit in which the employee is a member shall be notified of each termination and the reason(s) for the termination at the time the employee is notified or as soon thereafter as possible.

Any permanent classified employee, or recognized representative acting on the employee's behalf, who considers that the employee has been discharged 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. Recommendation for approval or disapproval of a

termination will be documented on the District "Request for Personnel Action" (FORM #421).

TERMINATION OF CERTIFICATED EMPLOYEES

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

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

DISMISSAL OF CERTIFICATED EMPLOYEES

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

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

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

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

HEARING OFFICER FOR CERTIFICATED EMPLOYEES

The independent hearing officer shall, insofar as possible, be impartial, experienced in education, labor, and employment matters and in the conduct of hearings. Within five days following receipt of the hearing request, the Superintendent and the employee shall jointly select a hearing officer. If they fail to agree upon selection, the District Judge of the Judicial District in which the school district is located shall upon request select a hearing officer. Expenses of the hearing officer shall be paid equally by the school

district and the employee.

Within five days after selection, the hearing officer shall set the date for hearing and notify the employee and Superintendent of the hearing date, time, and location. In no event shall the hearing commence on a date later than forty-five days after notice has been served.

CONDUCT OF HEARING FOR CERTIFICATED EMPLOYEES

The hearing shall be conducted in accordance with the Wyoming Administrative Procedures Act and the hearing officer may accordingly receive or reject evidence and testimony, administer oaths, and if necessary, subpoena witnesses. All school district records pertaining to the employee shall be made available to the hearing officer.

At the hearing, the employee has the right to appear in person with or without counsel, to be heard, to present testimony or witnesses, and all evidence bearing upon proposed termination, dismissal, or suspension and to cross-examine witnesses. The Superintendent shall have the burden of proving that the recommendation for termination is based upon reasons provided in the notice of termination or that suspension or dismissal is based upon reasons specified in the notice.

The hearing officer shall review the evidence and testimony, render written findings of fact and recommend the employee be terminated, suspended, dismissed, or retained. The findings and recommendations shall be forwarded to the employee, the Superintendent, and members of the Board within twenty days following the conclusion of the hearing.

REVIEW BY BOARD OF TRUSTEES FOR CERTIFICATED EMPLOYEES

The Board shall review the findings of fact and recommendation submitted by the hearing officer, and within twenty days after receipt, issue a written order to either terminate, suspend, dismiss, or retain the employee. If the Board terminates, suspends, or dismisses the employee's employment over a recommendation by the hearing officer for retention, the written order of the Board shall include a conclusion together with reasons supported by the record. A copy of the order shall be provided to the employee and shall be entered into the District records. Any action by the Board shall be approved by a majority of the duly elected members.

APPEALS FOR CERTIFICATED EMPLOYEES

Appeals may be taken from the order of the Board to the District Court as provided by the Wyoming Administrative Procedures Act. An electronic recording of hearing proceedings may serve as the official transcript, but upon appeal, the District Court may request a written transcript of the proceedings or any portion of the proceedings. The cost of transcribing the record shall be borne equally by the employee

and the District.

Examples of Notice of Dismissal/Termination and Notice of Hearing are shown in Exhibits 28, 29, 30, and 31.

The recognized representative of the employee unit of which the individual is a member shall be notified of a recommendation of dismissal as soon as possible.

SUSPENSIONS FOR CERTIFICATED EMPLOYEES

Suspensions from duty without termination of salary as well as suspensions from duty with termination of salary shall follow the procedures outlined for dismissal.

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.

PROCEDURES FOR FILING A COMPLAINT ABOUT DISTRICT EMPLOYEES

Complaints concerning a District employee's competency and/or performance relating to his/her responsibilities in the District should be presented to the employee's immediate supervisor. In the event that the immediate supervisor fails to resolve the complaint satisfactorily, the immediate supervisor shall schedule an informal conference with the parties involved. In the event that the informal conference fails to resolve the complaint satisfactorily, the complaint may be submitted to the employee's immediate supervisor in written form as shown in Exhibit 32, Request for Review of Services. The written complaint should state the concern as briefly and concisely as possible and be consistent with the concerns discussed in the informal conference. The person filing the complaint shall substantiate the complaint.

The immediate supervisor of the employee, after consultation with the Assistant Superintendent of Human Resources, shall be responsible to investigate the complaint using resource personnel as needed. Not longer than two weeks after receipt of the written Request for Review of Services, the

immediate supervisor of the employee shall arrange a second meeting to be held with the parties involved for the purpose of discussing the merits of the complaint, and if possible, resolving the matter.

Every effort will be made to expedite the results of the meeting; however, not longer than three weeks after the meeting, the immediate supervisor shall inform the parties involved, in writing, of the results of the review of services and further action if any.

Review of Services documents shall not be placed in the employee's personnel file.

Legal Reference – W.S. §21-7-102, 21-7-105, 21-7-106, 21-7-108, 21-7-110

Cross Reference - Chapter II, Section 9, Grievances; Chapter II, Section 10, Rules of Practice Governing Hearings; Negotiated Agreements of all Personnel Units.

Adopted 6/11/84
Revised 8/13/90 & 7/8/91
Revised 7/1/93, 7/1/94, 8/1/97
Revised 7/10/00
Revised 7/2/01
Revised 7/1/02
Revised 6/2/05
Revised 7/19/06
Revised 7/20/11
Revised 5/7/12
Revised 7/1/13

EXHIBIT 30

Before the

BOARD OF TRUSTEES

of

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE

In the matter of)
Name of Employee)

Case No. _____

NOTICE OF DISMISSAL (OR SUSPENSION) FOR CERTIFICATED EMPLOYEES

To: (Name of Employee)

You are hereby notified that you are dismissed (or suspended) from employment with Laramie County School District Number One effective at ____m. on _____, 20_____,
(or if suspended: from ____m. on _____, 20__ to ____m. on _____,
20____ for _____

_____ in that you _____

This dismissal (suspension) is subject to approval by the Board of Trustees and a hearing may be held thereon by an independent hearing officer.

Dated _____

Superintendent of Schools

CERTIFICATE OF SERVICE

I certify that I delivered a copy of the foregoing Notice of Dismissal (Suspension) to _____,
on the _____ day of _____, 20_____.

Superintendent of Schools

Adopted 6/11/84
Revised 8/1/97, 7/10/00, 7/19/06, 7/1/13

EXHIBIT 31

Before the

BOARD OF TRUSTEES

of

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE

In the matter of)
Name of Employee)

Case No. _____

NOTICE OF HEARING FOR CERTIFICATED EMPLOYEE

To: (Name of Employee)

You are hereby notified that a hearing shall be held before an independent hearing officer on _____, 20_____, at _____m. (time within forty-five days of Notice of Termination) at the Board's meeting room, Storey Gymnasium, 2815 House Avenue, Cheyenne, Wyoming, to determine if your dismissal (or suspension) from employment by the District shall be approved for the reasons alleged in the Notice of Dismissal (or Suspension).

The legal authority and jurisdiction for such hearing are contained in Section 16-3-107, 21-3-110, 21-3-111, 21-7-110 W.S. 1999 Edition, and such sections together with _____ of the Board's Rules and Regulations are involved in this action. The action shall proceed pursuant to the Rules of Practice of the Board (Chapter _____ Section _____ Rules and Regulations).

Dated _____

Superintendent of Schools

CERTIFICATE OF SERVICE

I certify that I delivered a copy of the foregoing Notice of Hearing to _____ on the _____ day of _____, 20_____. (Must be ten days prior to date set for hearing.)

Superintendent of Schools

Adopted 6/11/84
Revised 8/1/97, 7/10/00, 7/1/13

EXHIBIT 32

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

REQUEST FOR REVIEW OF SERVICES

Use this form only after you have made a good faith effort to (1) resolve your concerns with the employee individually, and (2) resolve the complaint with the employee and the employee's immediate supervisor.

I, (We) _____
(Name or Names)

Complaint and request that a review of services concerning:
_____ be conducted.
(Name of Employee)

The basis for this request is: _____

(Attach additional comments if necessary)

(ALL THOSE LISTED IN COMPLAINT ABOVE MUST SIGN THIS FORM)

(Signature of Complainant) (Address) (Date)

(Signature of Complainant) (Address) (Date)

(Supervisor's Signature) (Date)

Form HR102

Adopted 6/11/84
Revised 5/12/97 & 8/1/97

Section 16. 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.

CERTIFICATED PERSONNEL

Should a RIF be necessary, the District shall provide the Association with a list of all certificated personnel ranked by seniority, including endorsements and assignment. The District shall supply the Association with any additions or deletions to this list. The District shall notify the Association of possible affected areas at least five working days prior to the Board meeting in which the RIF is an informational agenda item. At least two Board meetings prior to the enactment of RIF, the Board of Trustees will schedule RIF as an informational item with an accompanying interim public discussion period to solicit public views, comments, and observations.

1. Definitions -- For the purposes of this procedure:
 - a. Teachers shall include all personnel recognized by the CTEA negotiated agreement.
 - b. Certificate is the document issued by the State Department of Education, Certification/Licensing Unit, to an individual. It verifies that an applicant has met the requirements of state law and their regulations for the type of license issued.
 - c. Endorsement is a delineation of the types of service that the holder of the certificate may perform in Wyoming public schools. For the purpose of this agreement, endorsement is for academic areas to include all certified employees recognized in the negotiated agreement.
 - d. An "area" is defined as certificated endorsement.
 - e. Seniority for a teacher is defined as the teacher's total years of contracted teaching experience in Laramie County School District Number One.

2. The reduction in force procedure, when necessary, shall be implemented by the following steps:
 - a. The Board of Trustees, after assessing the staffing needs for the forthcoming school year, shall determine what areas and the number of positions to be reduced.
 - b. The elimination of the identified positions shall begin with temporary and non-continuing contract employees.
 - c. If there are no initial contract teachers in an area of surplus, or if there still exists a surplus of continuing contract teachers after RIFing all initial contract teachers in the area of surplus, the District will attempt to reassign surplus continuing contract teachers to positions in which they have certificated endorsement. The attempted reassignment will be to areas of endorsement where there are vacancies or where there are positions held by initial contract teachers. Should the continuing contract teachers have identical seniority and endorsement, then item d steps (2) and (3) shall be used in priority to determine reassignment.
 - d. If there still exists a surplus of continuing contract teachers, the District shall examine the records of continuing contract teachers within the area of surplus. Those teachers recommended for the reduction in force will be considered in the following order of priority:
 - (1) The teacher's total years of contracted teaching experience in Laramie County School District Number One. Longevity shall be given preference.
 - (2) The teacher's total years of teaching experience. Longevity shall be given preference.
 - (3) The teacher's total hours beyond a bachelor's degree. Cumulative hours shall be given preference.
3. Rehiring procedures shall be as follows:
 - a. Rehiring of RIFed continuing contract teachers in their certificated area shall be reinstated in reverse order of RIFing, provided they meet certification

requirements. Rehiring for District teaching vacancies shall be from the list of certificated continuing contract teachers RIFed by this procedure.

- b. Rehiring rights of RIFed teachers shall be limited to two years from end of the contract year. RIFed continuing contract teachers must maintain a current mailing address with the District Human Resources Office and must respond to the rehiring offer within five working days after receipt of the vacancy notice. The rehiring position offer shall be sent by certified mail. Failure of the teacher to maintain a current mailing address will waive rehire rights.
- c. RIFed continuing contract teachers must accept positions within their certificated areas or lose rehire rights. Rehired teachers shall retain previous seniority rights and be placed at the appropriate step and column on the CTEA salary schedule. Rehired teachers shall retain sick leave benefits.

CLASSIFIED PERSONNEL

1. The Board of Trustees shall determine the number of positions to be reduced and in what areas and/or units based upon the needs of the District.
2. The District shall establish a date of employment (DOE) for each employee. The DOE list shall reflect an employee's length of service within the District. DOE will be the original date of hire in the District, however, an adjusted DOE date will reflect the bridged number of combined months of continuous service, when an employee has had a break in service with the District. Layoffs of identified positions shall begin with temporary and probationary employees and proceed to other employees with the most recent DOE within those areas of the identified units.
3. When employees have the same DOE, RIF decisions shall be based on the employee's evaluations, work history, preparation, previous experience, assignment location, and supervisor's recommendation.
4. During the RIF process, non-RIFed employees may be administratively reassigned within their employee unit according to their areas of certification or skill preparation and/or between assignment locations as necessary to meet the personnel needs of the District. Employees reassigned during the RIF process shall be paid according to the rate for their new assignment. Employees shall not be allowed to voluntarily

transfer between units even though they meet the certification or skills requirements.

5. Rehiring of RIFed employees in their particular area shall be reinstated in reverse order of RIF, provided they meet the certification or skills requirements. However, RIFed employees with temporary or probationary status will not have rehire rights.
6. Rehiring rights of RIFed employees shall be limited to one year from date of the layoff, unless modified by negotiated agreement. RIFed employees must maintain a current mailing address and phone number with the District Human Resources Office and must respond to rehiring position offer within five days after receipt of vacancy notice. The rehiring position offer shall be sent by certified mail. Failure of employees to maintain current mailing address and phone number will waive rehire rights.
7. RIFed employees must accept positions of comparable status or lose rehire rights. Comparable status shall mean equal pay (unless a pay reduction for employees of similar positions has been implemented), hours (within a two-hour variance) and similar assignment, and contract year. Qualified RIFed employees may apply for vacancies in non-RIFed units, or vacancies in other RIFed units, after all qualified RIFed employees of the RIFed unit have been rehired. Rehired employees shall retain previous seniority rights.
8. The District has no requirement to create or combine positions in rehiring procedures (i.e., combining part-time positions to create full-time positions).
9. Employees shall not be granted a leave of absence in order to escape the RIF procedure.

Adopted 11/23/87
Revised 7/10/00
Revised 7/2/01
Revised 7/19/06
Revised 6/20/11
Revised 7/1/13

**ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 16 -- REDUCTION IN FORCE -
- TEACHERS AND CLASSIFIED PERSONNEL --**

CERTIFICATED PERSONNEL

1. The District will provide a seniority list by assignment as of September 10 of contracted personnel included within the recognized bargaining unit. The seniority list will reflect date of employment (DOE) or adjusted date of employment (ADOE) for teaching experience in Laramie County School District Number One and list endorsements carried by each individual. A copy of the seniority list will be provided to the association should a RIF be necessary.
2. The date of employment (DOE) for teachers is determined by the calendar date of the employee's first working day. For example, if teachers are to be in their classrooms in their assigned building on 8/26/88, that date will be recorded as their initial date of employment. If a break in employment occurs, the District will include prior years of service in an adjusted date of employment (ADOE) when an individual is rehired. For example, if an employee worked in the District from 8/27/71 until 5/28/76, then took several years off and was rehired in 1981, and was still in District employment in 1988, the individual's new date of employment could reflect 12 years of service in the District: 1971-1976 (5 years), and 1981-1988 (7 years). The adjusted date of employment (ADOE), however, would be established as the first day of work in the adjusted year. For example, if the adjusted year for this employee is now 1976, the adjusted day and month would be 8/23/76, which would be the starting day for all teachers in that particular calendar year.
3. The District and the Board will identify the assignments to be RIFed and the number of positions to be reduced.
4. The District will notify the recognized bargaining unit of the identified assignments and number of positions to be RIFed at least five working days prior to the Board meeting in which the RIF will be an informational item.
5. At least two Board meetings prior to the enactment of the RIF, the Board will schedule RIF as an informational item with an accompanying interim public discussion period to solicit public views, comments, and observations.
6. The decision to reduce the number of personnel will, in all cases, remain within the sole discretion and judgment of the Board of Trustees under provisions of Wyoming law.
7. The RIF of surplus personnel in the identified assignments will be implemented in the following steps to meet the number of positions to be reduced.
 - a) Reduction of temporary personnel in identified assignments. Temporary personnel hold no seniority or rehire rights.
 - b) Reduction of non-continuing contract (initial contract) personnel in identified assignments. Non-continuing contract personnel hold no seniority or rehire rights and shall all be treated as one group; i.e., third year initial contract personnel hold no rights over first year initial contract personnel.

Definitions (according to Wyoming Education Code as amended 1983):

- 1) Initial contract teacher -- any teacher who has not achieved continuing contract status.
- 2) Continuing contract teacher -- any initial contract teacher who has been employed by the same school district in the State of Wyoming for a period of three consecutive school years, and has had his contract renewed for a fourth consecutive school year; or a teacher who has achieved continuing contract status in one district, and who without lapse of time has taught two consecutive school years and has had his contract renewed for a third consecutive school year by the employing school district.

8. Reassignment of surplus continuing contract personnel.
 - a) Continuing contract personnel who do not carry any endorsement other than their assigned area will not be eligible for reassignment to another endorsement area.
 - b) Continuing contract personnel who do carry other endorsements will be reassigned by the District to the area selected by the District, in which they are senior to personnel within the said area.
 - c) Continuing contract personnel reassigned to an area of endorsement would remain in the reassigned area until the District initiates another reassignment or the individual's request for transfer is approved.

9. Should a surplus still exist:
 - a) Reduction of continuing contract personnel in identified assignments shall begin with the individual with the most recent DOE or ADOE and continue until a surplus no longer exists.
 - b) Should continuing contract personnel have identical DOE or ADOE, priority would be determined in the following manner:
 - 1) Individual's total years of teaching experience with longevity being given preference.
 - 2) Individual's total years of credit beyond their bachelor's degree as determined from the current records on file in the Human Resources Office as of September 10 of the current contract year.

10. Rehiring of continuing contract RIFed personnel will be according to the following steps, and the District has no requirement to create or combine positions in rehire procedures.
 - a) Rehiring of continuing contract RIFed employees who are separated from the District to their area of certification would be in reverse order of separation.
 - b) The rehire offers will be sent to the RIFed continuing contract employee by certified mail.
 - c) Continuing contract employees' failure to maintain a current mailing address with the Human Resources Office will waive rehire rights.
 - d) RIFed continuing contract personnel's failure to accept the rehire offer within five working days will waive rehire rights.
 - e) Rehire rights for continuing contract employees shall be limited to two years from the end of the contract year.
 - f) Rehired continuing contract employees shall retain previous seniority rights and be placed at appropriate step and column of the salary schedule; e.g., if RIFed employee was at BA+15, step 4 when they were RIFed, and were rehired the following contract year, their salary placement would be BA+15, step 5, unless step increases have been frozen, and provided they did not accumulate any additional credit hours.
 - g) Rehired employees shall retain sick leave benefits.

11. RIFed employees shall be allowed to maintain their health insurance coverage provided they pay their own premiums as long as their rehire rights are in effect.

**ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 16 - REDUCTION IN FORCE --
TEACHERS AND CLASSIFIED PERSONNEL**

CLASSIFIED PERSONNEL

1. The District will provide a seniority list by employee unit. The seniority list will reflect date of employment (DOE) or adjusted date of employment (ADOE) for each individual within the employee unit. Classified employee units are custodial, paraprofessional, nutritional services, technical and support services, and transportation/transportation assistants.
2. The date of employment (DOE) for classified personnel is determined by the calendar date of the employee's first day on the job. If a break in employment occurs, the District will provide a bridge for employees to include prior years of service in the District. For example, if an employee worked five years as an educational assistant, from 1/1/70 to 1975, left the District, and was then rehired in the clerical area from 1980 until 1988, the years of service would total thirteen years and would be reflected in an adjusted date of employment (ADOE) which would read: 1/1/75.
3. The District and the Board will identify the employee unit(s) to be RIFed and the number of identified positions to be reduced in each employee unit.
4. The District will notify the unit of the number of positions to be RIFed as soon as possible.
5. The decision to reduce the number of personnel will, in all cases, remain within the sole discretion and judgment of the Board of Trustees.
6. RIF in the employee unit will be implemented in the following steps to meet the number of positions to be reduced:
 - a) Reduction of temporary personnel.
 - b) Reduction of probationary personnel.
 - c) Should a surplus still exist, reductions of personnel in identified unit shall begin with the individual with the most recent DOE or ADOE and continue until a surplus no longer exists.
 - d) Employees shall not be granted a leave of absence (LOA) in order to escape the RIF procedure. However, the District may grant LOA during the RIF process and affected employees returning from LOA would be considered in RIF process.
 - e) Should personnel within the employee unit have identical DOE or ADOE, priority would be determined using the following:

An evaluation by District personnel of employees' evaluations, work history, preparation, previous experience, assignment location, and supervisor's recommendation.
7. During the RIF process, non-RIFed employees may be administratively reassigned within their employee unit according to their certification, skill preparation and/or between assignment locations as necessary to meet the personnel needs of the District. Employees hold no seniority or rehire rights outside their employee unit; i.e., technical and support services personnel who have had prior experience as an educational assistant have no seniority rights or rehire rights outside the technical and support services unit.
8. Employees reassigned during the RIF process shall maintain the hourly rate of pay that they would have been eligible for had the RIF not gone into effect, unless a salary reduction or freeze has been implemented.
9. Employees shall not be allowed to voluntarily transfer between units.

10. Employees reassigned within the employee unit would remain in the reassigned area until the District initiates another reassignment or the individual's request for transfer is approved.
11. Rehiring of RIFed personnel to their employee unit will be according to the following steps; and the District has no requirement to create or combine positions in rehiring procedures:
 - a) Rehiring of RIFed employees who are separated from the District will be in reverse order of separation.
 - b) Rehire rights shall be limited to one year from their initial date of layoff.
 - c) The rehiring offer will be sent to the RIFed employee by certified mail.
 - d) RIFed employees' failure to maintain a current mailing address with the Human Resources Office will waive rehire rights.
 - e) RIFed employees' failure to respond to the rehire offer within five working days will waive the rehire rights.
 - f) RIFed employees must accept a position of comparable status or lose rehire rights.
 - 1) Equal hourly pay (unless pay reduction has been implemented for similar positions).
 - 2) Within two hours per day of the previous assignment.
 - 3) Similar assignment and length of contract year.
12. Qualified RIFed employees may apply for vacancies in non-RIFed units or vacancies in other RIFed units after all RIFed employees with rehire rights of the RIFed unit have been given rehire offers.
13. Rehired employees shall retain previous seniority rights and be placed on the appropriate step and column/increment of the salary schedule; e.g., if RIFed employee was a step 4/increment 4 when they left, and returned the following contract year, they would be on step 5/increment 5 of the appropriate column for their assignment unless a step/increment freeze has been implemented.
14. Rehired employees shall retain sick leave benefits.
15. RIFed employees shall be allowed to maintain health insurance coverage provided they pay their own premiums as long as their rehire rights are in effect.

Adopted 3/15/88
Revised 7/10/00
Revised 7/2/01
Revised 7/7/03
Revised 6/20/05
Revised 7/19/06

Section 17. RETIREMENT.

RETIREMENT HEALTH INSURANCE OPTION

The Board may provide a retirement health insurance option. In order for an employee to be eligible under this plan, the employee must meet the state retirement "rule of 85" or have a minimum of twenty years of service with Laramie County School District Number One including ten (10) years of continuous service immediately prior to the effective date of early release. Only experience in Laramie County School District Number One will apply in calculating years of service. See Board Policy, Chapter VI, Section 14 for definition of a retiree. Laramie County School District One will contribute a designated amount of money per the approved Health Insurance Option towards the District's health insurance plan currently in place on behalf of employees meeting eligibility requirements.

REQUESTS FOR HEALTH INSURANCE OPTION

Employees eligible for retirement health insurance benefits will be notified in writing by the Assistant Superintendent of Human Resources. An employee seeking benefits must apply in writing to the Superintendent or designee by the Board approved date contained in the notification letter.

The Board of Trustees of Laramie County School District Number One, in its sole discretion, maintains the right to accept or deny any request from applicants and the Board shall stand as final authority over any/all disputes. The Board will act and make its decision known to the employee according to the early release letter.

GROUP INSURANCE

The health insurance option will be paid to age 65 or ten (10) years maximum, whichever comes first. Each employee wishing to take advantage of the option will be required to sign a waiver. If the death of the recipient occurs before the entire option benefit has been paid, no benefit will be transferred to the employee's beneficiaries. Laramie County School District Number One will pay on behalf of qualified employees who accept the retirement option plan a contribution toward the premiums required to maintain the qualified employee's health insurance coverage in an amount stipulated in the notification letter. If both retiree and spouse are covered under a family plan, and if the retiree reaches age 65 before the spouse, they then are put under a single/single carve out, at full cost to retiree and spouse. A carve out is a supplement to medicare. They can remain under that coverage until both are age 65 or after the maximum ten (10) year payout period, whichever comes first.

GENERAL CONDITIONS

Approved requests for the retirement health insurance option are irreversible. This policy shall not

be applicable to any employee terminated by the District for cause.

The Superintendent or designee shall review all requests for participation in the retirement health insurance option.

Any change in the terms of this retirement health insurance option plan shall not apply retroactively to individuals already receiving retirement option benefits unless specifically provided for in the revisions of the retirement option plan.

Any employee who terminates service with the District before reaching eligibility for the retirement health insurance option cannot claim entitlement to any of the benefits of the plan after reaching eligibility.

An individual may use the retirement health insurance option plan only once.

Adopted 3/9/87
Revised 7/13/87, 5/2/88, 4/24/89
Revised 6/12/89, 8/13/90
Revised 7/10/00
Revised 7/2/01
Revised 6/20/05
Revised 7/19/06
Revised 6/20/11
Revised 5/7/12
Revised 7/1/13

Section 18. PERSONNEL RECORDS. A comprehensive and efficient system of secured personnel records shall be maintained in the office of the Assistant Superintendent of Human Resources.

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

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

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

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

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

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

Each employee shall have the right, upon written request to the Assistant Superintendent of Human Resources to review the contents of his 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.

Legal Reference – W.S. §16-4-201 through 16-4-205
Adopted 6/11/84
Revised 8/14/89
Revised 7/10/00
Revised 6/21/04
Revised 7/18/07
Revised 6/15/09
Revised 7/1/13

Section 19. VOLUNTEER ASSISTANCE. A volunteer shall not be assigned or allowed to aid any certificated personnel without the prior approval of the certificated personnel. Certificated personnel shall have the authority to terminate this type of aid or assistance at any time upon written notice to the principal.

Adopted 6/11/84
Revised 7/7/03

Section 20. 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 or lookalike tobacco products (including but not limited to electronic cigarettes) are prohibited in buildings, vehicles, or on property owned or operated by the District.

Adopted 7/28/86
Revised 7/1/92
Revised 7/19/06
Revised 7/14/14

Section 21. 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.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

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

The purpose of the exposure control plan is to:

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

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

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

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

1. School Nurses
2. PALS Teachers and Paraprofessionals
3. Essential Skills Program and Therapeutic Learning Center Teachers and Paraprofessionals
4. Athletic Trainers
5. Custodians
6. Elementary Secretaries
7. Elementary Paraprofessionals

8. Paraprofessionals who provide personal care/hygiene (e.g. toileting, diapering) for students
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. Therapists: Speech Language, Occupational, Physical
18. Daycare Workers
19. Paraprofessionals who are assigned to the school nurses at the secondary level

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

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

The Risk Management Office shall provide employees the opportunity for training regarding occupation exposure.

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

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

Adopted 1/9/89 & 7/1/94
Revised 8/13/90, 6/28/99, 7/7/03, 6/21/04, 6/20/05, 7/19/06, 6/20/11

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VI, SECTION 21 -- PERSONNEL INFECTED WITH BLOODBORNE PATHOGENS --

1. Laramie County School District Number One does not discriminate against a qualified individual infected with a bloodborne pathogen with regard to job applications, hiring, advancement, access to special equipment, discharge, compensation, training, or other terms, conditions, or privileges of employment.
2. The contact person for School District Number One will be the Superintendent or designee. A decision will be made on a case-by-case basis of those identified and documented individuals as to whether the condition of a school employee prohibits that individual from participating in regular employment due to a secondary communicable disease or inability to perform their assignment or appropriate alternative assignment.
3. This determination will be made by the employee's physician, the school employee, and/or representative, and the Superintendent of Schools.
4. Factors for consideration: a) the physical condition of the employee who has the disease; b) the expected type of interaction with others in the school setting; and c) the impact on the employee who has the clinical disease and others in that setting.
5. The sexual orientation of the school employee shall not constitute a request for medical evaluation. No school employee shall be required to provide information as to his/her sexual orientation.
6. If the employment of a school employee is affected as a result of having bloodborne pathogens, said school employee shall be entitled to benefits under existing policy.
7. Having a bloodborne pathogen is the specific concern of the patient and the physician.
 - a) Test results should never be disclosed without written consent of the patient to any third party.
 - b) Records containing this information shall be kept separate from other school records.
 - c) Records containing this information shall be in a secured location.
 - d) The Superintendent or designee must maintain the confidential records.
 - e) The rights of the individual to privacy must be assured at all times.

Adopted 1/9/89
Revised 8/13/90 & 6/28/99
Revised 7/19/06

Section 22. INFECTION CONTROL GUIDELINES

INFECTION CONTROL GUIDELINES

1. Laramie County School District Number One is committed to the control of infectious diseases in the school setting.
2. Any instances of infectious diseases must be reported to the school nurse who can initiate an investigation and determine the need to control any outbreaks.
3. The school nurse works with the administrative staff in a building and communicates with the head nurse as needed.
4. The head nurse will communicate issues and/or concerns to the appropriate administrative staff of Laramie County School District Number One.
5. Confidentiality of students and personnel is maintained.
6. Instances of infectious diseases, that are indicated as reportable diseases by the laws of Wyoming, will be reported to the State of Wyoming Department of Health as they are identified.

STUDENTS

See Chapter VIII, Section 15 - HEALTH AND SAFETY OF STUDENTS

EMPLOYEES

1. In instances where the infectious status of an employee is not determined, Laramie County School District Number One may choose to ask for recommendations from the individual's health care provider or a health care provider who is under contract with Laramie County School District Number One.
2. Any changes in placement or assignment will be determined on an individual basis with the appropriate administrative personnel at Laramie County School District Number One after review of the recommendations from the health care provider.
3. The guidelines that school nurses follow regarding specific diseases in students will be adhered to in cases when employees are infected.

COMMUNITY

1. In cases of a community outbreak of an infectious disease, Laramie County School District Number One will determine appropriate actions based upon the recommendations of the City-County Health Department and/or State Health Department.

Adopted 07/19/06

Section 23. SEXUAL HARASSMENT/DISCRIMINATION. Laramie County School District

Number One strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination, harassment, and/or retaliation in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, Laramie County School District Number One prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, or any other basis protected by federal, state, or local law. This policy applies to all employees throughout the organization and to all individuals who may have contact with any employee. Furthermore, Laramie County School District Number One will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health, or safety concern.

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.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination when the person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it also may be considered harassment and/or discrimination. This behavior can include but is not limited to: suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, jokes, written materials, emails, "sexting", published materials, social networking, Facebook, or Twittering and offensive gestures or touching.

DEFINITION

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.

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.

Laramie County School District Number One expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should report that conduct to his/her immediate supervisor, another member of management, or the Assistant Superintendent of Human Resources within three calendar days of the offense. Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of management. The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

Laramie County School District Number One will conduct its investigation in a confidential manner

as is possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, Laramie County School District Number One will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

Laramie County School District Number One prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to his/her immediate supervisor, another supervisor, or the Assistant Superintendent of Human Resources within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management.

OUTSIDE CONTRACTORS

The District will take similar measures through the actual employer of contractors whose employees have been reported for sexual harassment. If the contractor is not responsive in investigating and resolving the matter, the District will prohibit the offending employee(s) from any involvement with the District, or may choose to terminate the contract.

Adopted 7/11/88
Revised 7/8/91 & 8/1/97
Revised 7/10/00
Revised 6/21/04
Revised 6/20/11
Revised 5/7/12

ADMINISTRATIVE REGULATION FOR CHAPTER VI, SECTION 23, SEXUAL HARASSMENT --

1. Reporting Procedures

Any person who believes he/she has been the victim of sexual harassment by an employee of the District should report the alleged acts immediately to an appropriate District official as designated by this procedure. The District requests the reporting party or complainant use the report form Exhibit 37 available from the principal of each building or available from the District Human Resources office. However, use of formal reporting forms is not mandatory.

- a. In each District building: The building principal or supervisor is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal or supervisor must notify the Assistant Superintendent of Human Resources immediately. The written report will be forwarded simultaneously to the Assistant Superintendent of Human Resources. If the report was given verbally by the complainant, the principal or supervisor will reduce it to written form within 24 hours and forward it to the Assistant Superintendent of Human Resources. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal or supervisor, or the building principal or supervisor has been unresponsive to the expressed concerns about sexual harassment, the complaint shall be filed directly with the next higher level or supervisor.
- b. Filing in good faith of a complaint or report of sexual harassment will not affect the individual's future employment, evaluations, or work assignments.

2. Investigation and Recommendation

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

- a. Upon receipt of a report or complaint alleging sexual harassment the Assistant Superintendent of Human Resources or designee will immediately initiate an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party will provide a written report of the status of the investigation within ten working days to the Superintendent of Schools and the Assistant Superintendent of Human Resources.
- b. In determining whether alleged conduct constitutes sexual harassment, the District will consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.
- c. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- d. In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.
- e. The Assistant Superintendent of Human Resources shall make a report to the Superintendent upon completion of the investigation.

3. District Action

- a. If the complaint is found to be valid, the District will take such action as appropriate based on the result of the investigation.
- b. Discipline or discharge of a District employee alleged to have violated this policy will follow the procedures established in the policies of the Board of Trustees, and respective employee agreements where applicable. Suspension or dismissal of District teachers alleged to have violated this policy shall also be governed by the Wyoming Teachers Employment Law, W.S. 21-7-101 et seq.
- c. District employees who believe they have been the subject of sexual harassment during the course of their employment may also employ the District's grievance procedure as set forth in the Rules and Regulations of the Board of Trustees, Chapter II, Section 9, and respective employee agreements where applicable.

4. 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.

5. 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 employment effect or constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, consequently careful evaluation and sound judgment will be applied.

6. 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 with the Wyoming Fair Employment Commission, the Equal Employment Opportunity Commission, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

7. Sexual Harassment as Child Abuse or Neglect

Under certain circumstances, sexual harassment may constitute child abuse or neglect under Section 14-3-201 et seq. Wyoming Statutes 1977 as amended. In such situations, school districts shall comply with the reporting requirements.

8. Discipline

Any school district action taken pursuant to this policy will be consistent with requirements of applicable negotiated agreements, Wyoming Statutes, and District policies. The District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or discharge to end sexual harassment and prevent its recurrence. False and/or malicious accusations may also be dealt with through appropriate discipline procedures.

Adopted 7/8/91
Revised 7/1/93, 8/1/97
Revised 7/10/00, 6/21/04, 5/7/12

EXHIBIT 37

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

PERSONNEL SEXUAL HARASSMENT REPORT

Laramie County School District Number One maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Unwelcome sexual advances, requests for sexual favors, and verbal and physical conduct of a sexual nature which create an intimidating, hostile, or offensive environment by any person, male or female, will not be tolerated under any circumstances. If you believe you have been a victim of such harassment, complete this form and provide it in confidence to your supervisor. If your supervisor is involved in the harassment, or has been unresponsive to your concerns about the harassment, provide the completed form to your supervisor's supervisor.

COMPLAINANT: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

DATE OF ALLEGED INCIDENT(S): _____

NAME OF PERSON YOU BELIEVE HARASSED YOU: _____

LIST ANY WITNESSES THAT WERE PRESENT: _____

WHERE DID THE INCIDENT(S) OCCUR? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary)

This complaint is filed based on the honest belief that _____
has harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

Section 24. DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM.

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

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

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

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

ADMINISTRATIVE REGULATION FOR CHAPTER VI, SECTION 24, DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM --

1. Drug and Alcohol Testing
 - a. Drug testing will be conducted for the following drugs at the identified thresholds: Amphetamine - 1000 (NG/ML), Barbiturates - 200 (NG/ML), Benzodiazepine - 300 (NG/ML), Cannabinoid 100 (NG/ML), Cocaine - 300 (NG/ML), Methaqualone - 750 (NG/ML), Opiates - 300 (NG/ML), Phencyclidine - 25 (NG/ML), Alcohol - 50 (MG/DL), or other illicit drugs or controlled substances including those controlled substances as defined by the Wyoming Controlled Substances Act, W.S. 35-7-1001 et seq., at threshold levels established by the National Institute on Drug Abuse (NIDA).
 - b. Laramie County School District Number One will designate a collection site that shall have all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. An independent medical or certified testing facility shall collect the samples and conduct all tests. A tamper-proof sealing system will be used for specimen bottles and shipping containers including use of one or more preprinted labels and seals. The urine sample shall be divided into two aliquots with one portion set aside. If the employee desires at a later date, that portion set aside can be tested by a lab of the employee's choice at the employee's expense.
 - c. The collection site personnel will arrange to ship the collected specimen to the drug testing laboratory in accordance with custody and control procedures. If the employee refuses to cooperate with the collection process (e.g., refusal to provide a complete specimen, complete paperwork, initial specimen), the collection site person shall inform the Superintendent or designee and shall document the non-cooperation on the custody and control form.
 - d. The specimen shall be tested by a laboratory certified by the Department of Health and Human Services or a DHHS-recognized certification program in accordance with the Mandatory Guidelines for Federal Workplace Drug Testing Programs. Laboratory facilities shall comply with applicable provisions of any state licenser's requirement. The laboratory shall maintain and make available for at least two years, documentation of all aspects of the testing process.
 - e. The collection site will provide the results of the drug/alcohol testing to the Superintendent or designee and the employee. Any positive initial test will be confirmed by a gas chromatography/mass spectrometry (GC/MS) test.
 - f. The District will pay the cost of the initial and/or follow-up tests requested by the District. Employees must pay the cost for tests the employee initiates.
 - g. Employee is defined as a person employed by the District in a certified, classified, or administrative position.
 - h. Nothing in these regulations is intended to preclude an employee from reporting his/her supervisor to the Superintendent or designee because of suspected use of alcohol and/or drugs. No employee may be disciplined or receive adverse treatment as a result of having made such a report in good faith regarding a supervisor.
 - i. Identified employees are defined as employees identified through the reasonable cause component.

- j. Excluded from these regulations are prescribed drugs only when used in the manner, combination, and quantity intended by the prescribing physician. Employees who are using prescribed drugs must declare such prescribed drug use prior to any drug test.
- k. Any employee shall have an opportunity to demonstrate that his/her use of a controlled substance (except for methadone) was prescribed by a licensed medical practitioner.

2. Employee Assistance Program

Laramie County School District Number One provides to all employees an Employee Assistance Program (EAP). This program shall include:

- a. Educational materials that address drug/alcohol abuse.
- b. Training for supervisory personnel that addresses drug/alcohol abuse.
- c. A drug/alcohol rehabilitation program shall be established to provide assistance both to persons making voluntary self-referrals and to persons referred by school administration. The District shall enter into an agreement with a counseling service provider to arrange for confidential counseling. The District will contribute an amount not to exceed \$500 for counseling. Any expense incurred beyond the \$500 is the responsibility of the employee. In addition, employees shall be provided information regarding the availability of payment for services as described in the employee health insurance plan.
- d. In cases where an employee is participating in the EAP by directive of the Superintendent or designee as the result of a positive drug/alcohol test, that employee shall be required to sign a consent form to allow disclosure of pertinent information by the counseling service. A consent form signed by the employee is necessary to allow the District access to pertinent information regarding the employee's progress. The scope of the consent form is limited to information needed by the District for a complete evaluation, and will be held in strict confidence by the District. If the employee should refuse to sign a consent form or should revoke consent at a later date, such a refusal or revocation will subject the employee to discipline and/or termination.
- e. In cases where the employee voluntarily refers himself/herself, the District shall not be entitled to information about the employee. The District may, however, contact the counseling service and obtain information concerning the number of self-referred employees participating in the program, the charges for each self-referral, and other general information. The District may obtain such information on the basis of its financial contribution to the rehabilitative process. Such information will be limited to information obtained for the purposes of audit and program evaluation.
- f. Employees who are enrolled in an EAP who have exhausted eligible leave time, may be placed on leave without pay and benefits.
- g. Employees who have successfully completed an approved EAP are subject to random testing by the District for a period of twelve months after resuming their duties with the District.
- h. A written statement outlining the District's EAP shall be maintained on file and available for inspection at the Laramie County School District Number One offices.
- i. Self-referrals are encouraged under this policy and these employees are eligible for any and all benefits of the District's employee assistance program.

3. Employee Assistance Training Program

The Employee Assistance Program shall consist of an effective training program for Laramie County School District Number One supervisory personnel. The training program must include at least the following elements:

- a. The effects and consequences of drug/alcohol abuse on personal health, safety, and work environment;
- b. The manifestations and behavioral causes that may indicate drug/alcohol use or abuse; and
- c. Documentation of training given to administrators/supervisors.

4. Record Keeping

- a. The Superintendent or designee shall ensure that all records related to the administration and results of the drug/alcohol testing program for its employees remain confidential except such results may be used in any disciplinary proceeding arising out of the enforcement of this policy. The test results and other records related to this policy shall be maintained in the Administration Building in a file separate from the employee's personnel file. Any employee who inappropriately divulges information about another employee's drug testing or other related information shall be subject to disciplinary actions.
- b. All information collected concerning an employee or disclosed by an employee pursuant to the District's drug and alcohol testing/Employee Assistance Program, Section 23, and accompanying regulations is obtained exclusively for purposes of employment only.
- c. In the event that the District receives an order of a court or a subpoena seeking information disclosed or obtained pursuant to the District's drug and alcohol policy, unless prohibited by law, or an order of the court issuing the subpoena, the District shall promptly notify the employee. The District shall include in its response to any such order or request a written notice indicating that this policy requires that the information be treated as confidential.

5. Employee Testing

The following testing programs will apply to employees identified under the reasonable cause provision.

- a. The testing program shall include the collection of a urine sample.
 - 1) Any positive initial test will be confirmed by a gas chromatography/mass spectrometry (GC/MS) test as well as analysis of the previously taken blood specimen.
 - 2) Any employee who tests positive may be placed on leave with or without pay, may be disciplined up to and including termination, and/or may be required the employee to successfully complete an EAP.
 - 3) Refusal to submit to such testing when requested to do so shall be treated as a positive test rendering the employee unqualified to do his/her job. With the refusal to submit to testing, the employee may be suspended with or without pay, subject to discipline up to and including termination, and/or may be required to successfully complete an EAP.
 - 4) Employees will be notified of test results.

- 5) All actions taken under these regulations will respect the confidentiality of the employee.

b. Reasonable Cause Testing

- 1) Every employee of Laramie County School District Number One, as a condition of employment, shall be required to submit to urinalysis for determining use and/or presence of drugs/alcohol upon reasonable cause to believe the employee is impaired in performing job responsibilities.
- 2) Reasonable cause for requiring a drug/alcohol test shall be based upon observation indications of impairment as outlined in Exhibit 38. A supervisor who is suggesting an employee be tested shall set forth in writing the specific indications of impairment that have been observed at the time the supervisor communicates his suggestion to the Superintendent.
- 3) The Superintendent or designee shall notify the employee of the recommendation for testing and shall allow the employee to appear and offer such evidence as the employee desires prior to the Superintendent or designee acting upon any recommendation for testing. The employee may be permitted to have a representative of the employee's choice, including an attorney, present when the allegations are explained to the employee. Time is of the essence in acting upon the recommendation, and delays will not be allowed should the employee choose not to appear and/or present evidence. The Superintendent or designee shall set forth a recommendation in writing.
- 4) Reasonable cause testing shall follow the same procedures for collection and confirmation as are provided for in employee testing (above).
- 5) Refusal to submit to such testing when requested to do so shall be treated as a positive test rendering the employee unqualified to do his/her job. The employee may be suspended with or without pay, subject to discipline up to and including termination, and/or be required to successfully complete an EAP.
- 6) Employees will be notified of test results.
- 7) All actions taken under these regulations will respect the confidentiality of the employee.

6. Due Process

Any disputes by the employees of the District regarding the enforcement of these regulations shall be resolved in accordance with the grievance procedure set forth in Chapter II, Section 9, of District policy.

Any employee shall be entitled to file his/her formal written grievance with the Board of Trustees because the administrative levels of the grievance process will, of necessity, have already addressed certain issues including referring an employee for testing. Such grievance must be filed within twenty days of actual knowledge of the act or condition which is the basis of the grievance.

The Board may, in its discretion, appoint an independent hearing officer to take evidence in any such grievance. The authority of an officer so appointed is set forth in W.S. 16-3-112. If appointed, the independent hearing officer shall submit recommended findings and conclusions to the Board for its consideration.

In the event, however, that the grievance involves a determination of whether reasonable cause sufficient to refer an employee for testing exists, and the hearing officer determines

that reasonable cause did exist, the detailed findings of the hearing officer shall be delivered to the Superintendent in light of the potential of disciplinary action against the employee.

The hearing officer shall also recommend a decision to the Board, narrowly drafted to the issue or issues in the grievance so that the grievance has been concluded.

If it is determined by the Board of Trustees, following its consideration of the hearing officer's decision that an employee has unjustifiably been suspected of drug or alcohol involvement prohibited by this policy, the Board shall direct the Superintendent to notify the employee's immediate supervisor or such other person, or persons as the employee may request, that the employee has not violated the terms of this policy.

If an employee is required to undergo drug/alcohol testing under any provisions of these regulations, and the test shows the employee is not in violation, the outcome of the test shall be communicated to any person or entity requested by the employee.

Nothing herein shall be construed as delaying the referral of an employee for testing in accordance with these regulations set forth above.

Nothing in these regulations shall alter or supersede the provisions of the Wyoming Teacher Employment Act, W.S. 21-7-101 through 21-7-304.

Adopted 8/13/90
Revised 4/8/91 & 7/1/92
Revised 7/1/95
Revised 6/16/08
Revised 5/7/12

ADMINISTRATIVE REGULATION - CHAPTER VI, SECTION 24, DRUG AND ALCOHOL TESTING TRANSPORTATION EMPLOYEES/EMPLOYEE ASSISTANCE PROGRAM

This Administrative Regulation shall apply to all employees of Laramie County School District Number One who are required to hold a Commercial Driver's License (CDL) as part of their employment with the District.

Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are also subject to the drug and alcohol testing program.

It is the purpose of this Administrative Regulation to comply with the Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C., § 1618a, and the Administrative Rules and Regulations which have been implemented to enforce the provisions of that Act. To the extent that any part of this Administrative Regulation deviates from the requirements of the Act or the Rules and Regulations promulgated to enforce the Act, the conflict shall be resolved in favor of the Act and the promulgated Rules and Regulations.

This Administrative Regulation shall become effective January 1, 1995.

This Regulation prohibits drug or alcohol misuse that could affect the performance of a safety-related function. This prohibition extends to:

1. Use of alcohol on the job;
2. Use of alcohol during the four (4) hours (in most cases) before performance of a safety-sensitive function;
3. Having prohibited concentrations of drug or alcohol in the system while performing safety-sensitive functions;
4. Exhibiting behavior and/or appearance characteristic of alcohol or drug misuse or an adverse affect on the employee's ability to perform due to alcohol and/or drug misuse while performing safety-sensitive functions; and,
5. Use of drug or alcohol following an accident.

This Regulation authorizes drug and alcohol testing of covered employees in the following situations:

- a. Pre-employment testing.
- b. Post-accident testing.
- c. Random testing.
- d. Reasonable suspicion testing.
- e. Return-to-duty testing.
- f. Follow-up testing.

I. Definitions

- A. District. Laramie County School District Number One.
- B. DOT Agency. An agency (or operating administration) of the United States Department of Transportation administering regulations requiring compliance with the Omnibus Transportation Employee Testing Act of 1991.
- C. Employee. An individual designated in a DOT agency regulation as subject to drug or alcohol urine testing and the donor of a specimen under this regulation. As used in this regulation "employee" includes an applicant for employment. "Employee" and "individual" or "individual to be tested" have the same meaning for purposes of this part.
- D. Employer. Laramie County School District Number One provided that the District is subject to DOT agency regulations requiring compliance.
- E. Medical Review Officer (MRO). A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance

abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

- F. Secretary. The Secretary of Transportation or the Secretary's designee.
- G. Drugs. For purposes of this regulation any illicit drugs, for which testing shall be conducted, include but are not limited to: marijuana, cocaine, opiates, amphetamines, and phencyclidine, or any prescription drugs used illegally.
- H. Safety-Sensitive Function. Includes all on-duty functions performed from the time a driver begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disable vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any other entity. (49 CFR 382.107, 395.2).
- I. Substance Abuse Professional (SAP). A person qualified by training education and experience to counsel and treat individuals with substance abuse problems.

II. Alcohol Testing Program

- A. Pre-employment Testing. No covered employee may perform a safety-sensitive function unless he or she has been administered an alcohol concentration test with a result indicating an alcohol concentration level of less than 0.04. (49 CFR 382.301).

The test may be administered at any time prior to the first time the employee performs safety-sensitive functions for the District, but shall not be administered to an applicant until after he/she has been offered a position with the District.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months, provided that the District has been able to make all verifications required by law. (49 CFR 382.301)

- B. Post-Accident Testing. As soon as practical following an accident, the District shall perform a test on each surviving covered employee if:
 - 1) The employee was performing a safety-sensitive function with respect to a vehicle and the accident involved the loss of human life; or,
 - 2) The employee receives a citation under state or local law for a moving traffic violation arising out of the accident.

The required post-accident alcohol test shall be administered within two (2) hours following the accident. In the event that a post-accident test has not been administered within eight (8) hours following the accident, attempts to administer the test shall cease. The DOT report shall contain an explanation of the events that resulted in the failure to administer the test.

No driver involved in an accident requiring post-accident testing under this regulation shall use alcohol for eight (8) hours after the accident, or until he/she undergoes a post-accident test, whichever occurs first. (49 CFR 382.209)

The District shall provide each covered employee with all information explaining the procedures and instructions for post-accident testing prior to the time the employee performs any safety-sensitive function.

Results of breath or blood tests for the use of alcohol conducted by federal, state, or local officials having independent authority to conduct the tests, shall satisfy the requirements of this Regulation provided:

- (a) Such tests confirm to applicable federal, state, or local requirements; and,
- (b) The results of the tests are obtained by the District. (49 CFR 382.303)

- C. **Random Testing.** Random testing of covered employees shall be conducted at various times during the year. Random testing shall be unannounced. The selection for random testing shall be based on a scientifically valid method (i.e. computer-based random number generator that is matched with employee's social security numbers, payroll identification numbers or other comparable identifying numbers) which assures that all covered employees have an equal chance of being tested.

Random testing shall be conducted throughout the twelve-month testing period to assure that the numbers of drivers randomly selected for alcohol testing equals an annual rate of not less than twenty-five percent (25 percent) of the total number of average driver positions for the District. (49 CFR 305)

Random testing shall be conducted on covered employees while they are performing safety-sensitive functions; immediately before performing a safety-sensitive function or immediately after he/she has ceased performing a safety-sensitive function.

- D. **Reasonable Suspicion Testing.** The District shall test covered employees for alcohol misuse when it has reasonable cause to believe that the employee has violated the rules. A determination that reasonable suspicion exists to require an alcohol test shall be based on specific, contemporaneous, distinct observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Reasonable suspicion exists only if the required observations are made during, just preceding or just after the period of the work day that the covered employee is performing a safety-sensitive function.

Observation and determination of reasonable suspicion shall be made by a supervisor trained in detecting the symptoms of alcohol misuse. The supervisor making the observation or determination, however, is prohibited from conducting the reasonable suspicion test on the subject employee.

If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall be discontinued after eight hours.

A supervisor or District official who makes observations leading to an alcohol reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the alcohol test are released, whichever is earlier. (49 CFR 382.211)

- E. **Return-to-Duty Testing.** Any employee who has been found to have violated this Regulation shall not be allowed to return to active duty in the performance of any safety-sensitive function until the employee has undergone an alcohol test with the result indicating an alcohol concentration level of less than 0.02.

- F. **Follow-Up Testing.** Each covered employee identified by a Substance Abuse Professional (SAP) as needing assistance in resolving problems with alcohol abuse, and who has returned to duty involving the performance of a safety-sensitive function shall be subject to unannounced follow-up alcohol tests administered by the District over the first twelve (12) months following his or her return to duty. The number of follow-up tests shall be determined by the SAP.

Follow-up testing shall be conducted just before, during or just after the time when the driver is performing a safety-sensitive function. (49 CFR 382.311)

III. Administration of Alcohol Test

- A. Except as hereinafter provided, employee alcohol testing shall be conducted through the use of an Evidential Breath-Testing Device (EBTD). The District may use a blood alcohol test kit under those circumstances permitted by the Department of Transportation (DOT).
- B. Breath-Testing. Employee alcohol testing must be conducted by a trained Breath Alcohol Technician (BAT).

The employee's immediate supervisor shall be prohibited from administering the breath test. The BAT must conduct the employee alcohol test using federally approved EBTD that is able to:

- 1) Print (by itself or by a separate printer) three (3) copies of each test result;
 - 2) Number each test sequentially, with the numbers visible to both the BAT and the employee before each test and print it out on the result; and,
 - 3) Provide an "air blank" or test of the ambient air to insure that it reported zero when no one was breathing into the instrument.
- C. Blood-Alcohol Tests. Blood alcohol testing is authorized only:
 - 1) When the rules require a post-accident or reasonable suspicion test and an EBTD is not readily available;
 - 2) When the rules require a post-accident or reasonable suspicion test and an EBTD suitable for confirmation testing is not readily available; or,
 - 3) When the covered employee attempts and fails to provide an adequate amount of breath.
 - D. Testing Site. The testing site for employee alcohol testing shall:
 - 1) Afford aural and visual privacy to the person being tested; and,
 - 2) Be secured while testing is going on, or where the EBTD is present. Secured mobile units that satisfy the privacy standard may be employed as testing sites.
 - E. Federal Alcohol Testing Form. Tests, information, and results shall be recorded on one of the two types of standard federal testing forms. The forms shall not be changed or modified.
 - F. Record Retention. The District shall maintain records of its Alcohol Misuse Prevention Program in a secure location with controlled access as follows:
 - 1) Five-year retention requirement: Records of any employee alcohol test results indicating an alcohol concentration of 0.02 or greater; documentation of refusals to take required alcohol tests; equipment calibration documentation; and documentation of employee evaluations and referrals shall be retained by the District for five (5) years.
 - 2) Two-year retention requirement: Records related to the collection process and training shall be retained by the District for two (2) years.
 - 3) One-year retention requirement: Records of negative test results shall be retained by the District for one (1) year.
 - G. Annual Report to DOT. Each year the District shall submit to the appropriate office of the DOT an annual report summarizing the results of its Alcohol Misuse Prevention Program for the calendar year.

- H. Policy Information. The District shall provide educational materials explaining the requirements of these Regulations and the procedures with respect to meeting federal requirements. Written notice of the availability of this information shall be provided to each covered employee and employee organizations shall be notified of its availability.
- I. Supervisor Training. Individuals designated by the District to determine whether reasonable suspicion exists to require an alcohol test shall receive a minimum of sixty (60) minutes of training on physical, behavioral, speech, and performance indicators of probable alcohol misuse.
- J. Referral, Evaluation, and Treatment. All Transportation employees of the District shall be eligible for the Employee Assistance Program provided by the District. Eligible transportation employees shall qualify for the program under the same circumstances as other District employees. The District shall advise covered employees who have engaged in prohibited conduct of available resources for evaluation and treatment of alcohol problems, including the names, addresses, and telephone numbers of Substance Abuse Professionals (SAPs), counseling centers and treatment programs.

IV. Controlled Substance Testing Requirements

- A. General. A covered employee shall not report for duty or remain on duty with the District which requires performance of a safety-sensitive function when the employee uses any controlled substance.

An employee whose use of a controlled substance is pursuant to the instructions of a physician who has advised the employee that the substance will not adversely affect his or her ability to safely operate a commercial vehicle shall not be prohibited from performing their duties with the District. A covered employee using a controlled substance pursuant to the instructions of a licensed physician shall notify their supervisor in writing of the therapeutic drug use and provide a copy of their physician's statement prior to pursuing any safety-sensitive function duties for the District.

- B. Pre-Employment Drug Testing. No covered employee shall begin performance of safety-sensitive functions with the District until he/she has received from a medical review officer a controlled substance test result verified as negative.

The test may be administered any time prior to the first time the employee performs safety-sensitive functions for the District. The District has the option of conducting this test during the hiring process or before the employee begins performing the safety-sensitive functions.

- C. Post-Accident Testing. As soon as practical following an accident, the District shall test each surviving covered employee for controlled substances if:

- 1) The employee was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life; or,
- 2) The employee receives a citation under state or local law for a moving traffic violation arising out of the accident.

In the event the controlled substance test is not performed within thirty-two (32) hours following the accident, the District must discontinue efforts to administer the test and prepare and maintain on file a record stating the reasons that the test was not promptly administered.

The District shall provide all covered employees with all necessary post-accident information, procedures and instructions, prior to the covered employee performing a safety-sensitive function.

The results of a test for the use of controlled substances conducted by a federal, state, or local official having independent authority to conduct the test shall satisfy the requirements of this regulation if:

- 1) The test conforms to applicable federal, state, or local requirements; and,

2) The results of the test are obtained by the employer.

- D. Random Drug Testing. The District shall randomly select covered employees at various times for unannounced controlled substance testing. Selection for random testing shall be through a scientifically valid method (i.e. computer-based random number generator that is matched with employee's social security numbers, payroll identification numbers or other comparable identifying numbers.) Covered employees must have an equal chance of being tested under the random selection process.

Testing dates shall be spread reasonably throughout the year.

The number of covered employees randomly selected for testing shall be equal to an annual rate of not less than fifty (50) percent of the average number of driver positions.

- E. Reasonable Suspicion Testing. The District shall test covered employees for controlled substances when the District has reasonable suspicion that the employee has violated the controlled substance prohibition. The determination that reasonable suspicion exists to require a controlled substance test shall be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. The observations may include indications of chronic and withdrawal affects of controlled substances. Reasonable suspicion testing is authorized only if the required observations are made by trained supervisor or municipal official during, just preceding or just after the period of the work day that the covered employee is performing a safety-sensitive function. The supervisor or official who makes the determination, is generally prohibited from conducting the reasonable suspicion test on that employee.

A written record of the observations leading to a controlled substance reasonable suspicion test shall be made and signed by the supervisor or municipal who made the observations. This record must be made within twenty-four (24) hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier. (49 CFR 382.211)

- F. Return-to-Duty Testing. Before a covered employee who has tested positive for controlled substances shall be allowed to return to duty, that employee shall undergo a controlled substance test with the result indicating a verified negative result for controlled substance use.
- G. Follow-Up Testing. Each covered employee identified by an SAP as needing assistance in resolving problems with controlled substances, and who has returned to duty involving the performance of a safety-sensitive function, is subject to unannounced, follow-up controlled substance tests administered by the District over the first twelve (12) months following his/her return to duty. The number of follow-up tests will be determined by the SAP.
- H. Record Retention. All records relating to the District's Controlled Substance Program shall be maintained in a secure location with controlled access as follows:
- 1) Five-year retention requirements: Records of covered employee verified positive controlled substance test results, documentation of refusals to take a required controlled substance test, covered employee evaluations and results shall be maintained by the District for five (5) years.
 - 2) Two-year retention requirements: All records related to controlled substance collection and training shall be maintained by the District for two (2) years.
 - 3) One-year retention requirement: All records of negative and canceled controlled substance test results shall be maintained by the District for one (1) year.
- I. Reporting. The District shall submit to the Federal Highway Administration an annual report summarizing the results of its Controlled Substance Program for each calendar year.

- J. Controlled Substance Misuse Information, Training, and Referral. The District shall provide educational materials that explain the requirements of the new Rules and the District's Policies and Procedures with respect to meeting these requirements. The District shall provide to each covered employee and to representatives of employee organizations written notice regarding the availability of this information.
- K. Training. The District shall insure that individuals designated to determine whether reasonable suspicion exists to require a controlled substance test receive a minimum of sixty (60) minutes of training on the physical, behavioral, speech, and performance indicators of probable use of controlled substances.
- L. Referral. The District shall provide an opportunity for treatment to all covered employees. The District shall advise a covered employee, who has engaged in prohibited conduct, of available resources for evaluation and treatment of controlled substances, including the names, addresses, and telephone numbers of SAPS and counseling and treatment programs.
- M. Substance Abuse Professionals (SAPs). Each covered employee who violates the rules shall be evaluated by an SAP.

Prior to returning to duty each covered employee identified as needing assistance shall:

- 1) Be evaluated again by an SAP to determine whether the employee has successfully complied with the rehabilitation program prescribed following the initial evaluation;
- 2) Undergo a controlled substance test with a negative result; and,
- 3) Undergo a minimum of six (6) unannounced follow-up controlled substance tests over the succeeding twelve (12) months. Compliance with the prescribed treatment is a precondition of reemployment. The final determination whether to return an employee to his/her position shall be at the discretion of the District.

The required evaluation and rehabilitation may be provided by the District, by an SAP under contract with the District or by an SAP non-affiliated with the District. All costs for the SAP not employed or under contract with the District shall be paid by the employee.

V. Enforcement

- A. Enforcement. A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, address, and telephone numbers of substance abuse professional and counseling and treatment programs available to evaluate and resolve drug and alcohol problems. The employee shall be evaluated by the substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under the circumstances allowed by law. (49 CFR 382.605)
- B. Refusal to Take Tests. Any covered employee who refuses to be tested under these Regulations shall not be permitted to operate a vehicle or to maintain a vehicle for the District, and may be suspended with or without pay and shall be subject to discipline up to and including termination, and/or may be required to successfully complete an EAP.
- C. Disciplinary Action. Any covered employee who is determined to have violated this regulation shall be subject to disciplinary action by the District, including suspension with or without pay, and termination.

VI. Miscellaneous

- A. Effective Date. This Regulation shall become effective on January 1, 1995.

Adopted 7/1/95
Revised 7/10/00

EXHIBIT 38

Laramie County School District Number One Cheyenne, Wyoming

REASONABLE CAUSE IMPAIRMENT INVENTORY

KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:

Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break

Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flu, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearance from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

Work Patterns:

- Inconsistent in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

Relationship to Others on the Job:

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patters of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable cause." Please check all indicators listed below that are **currently** present:

- | | |
|--|---|
| <input type="checkbox"/> Constricted pupils | <input type="checkbox"/> Drowsiness |
| <input type="checkbox"/> Dilated pupils | <input type="checkbox"/> Odor of alcohol |
| <input type="checkbox"/> Scratching | <input type="checkbox"/> Nasal secretion |
| <input type="checkbox"/> Red or watering eyes | <input type="checkbox"/> Dizziness |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Muscular incoordination |
| <input type="checkbox"/> Sniffles | <input type="checkbox"/> Unconsciousness |
| <input type="checkbox"/> Excessively active | <input type="checkbox"/> Inability to verbalize |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Irritable |
| <input type="checkbox"/> Flushed skin | <input type="checkbox"/> Argumentative |
| <input type="checkbox"/> Sweating | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Yawning | <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Twitching | <input type="checkbox"/> Bizarre behavior |
| <input type="checkbox"/> Violent behavior | <input type="checkbox"/> Needle marks |
| <input type="checkbox"/> Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can) | |
| <input type="checkbox"/> Possession of substance that appears to possibly be a drug or alcohol | |
| <input type="checkbox"/> Other | |
-

DETERMINING REASONABLE CAUSE

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

Y N

- Has some form of impairment been shown in the employee's appearance, actions or work performance?
- Does this impairment result from the possible use of drugs or alcohol?
- Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?
- Are the facts capable of documentation?
- Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all the above questions are answered with a YES.

TAKING ACTION

- Reasonable cause established
 Reasonable cause NOT established

Prepared by:

Supervisor's Signature _____

Adopted 4/8/91
Revised 7/19/06
Revised 6/16/08

EXHIBIT 39

**Laramie County School District Number One
Cheyenne, Wyoming**

QUALIFIED SERVICE ORGANIZATION AGREEMENT

TO WHOM IT MAY CONCERN:

(Counseling Service Provider) ("the Provider") and Laramie County School District Number One, 2810 House Avenue, Cheyenne, Wyoming 82001 ("the District") hereby enter into a qualified service organization agreement, whereby the Provider agrees to supply mental health services that address drug/alcohol problems, with the understanding that Laramie County School District Number One, 2810 House Avenue, Cheyenne, Wyoming 82001 will contribute an amount not to exceed \$500 for counseling. Any expense incurred beyond \$500 is the responsibility of the employee.

In cases where the employee voluntarily refers himself/herself, the District shall not be entitled to information regarding the identity of the employee or any other information about the employee. However, the Provider agrees to notify the District as to the number of employees who have referred themselves and the charges for each self-referral, in addition to any other allowed disclosures expressly provided for in the federal confidentiality regulations at 42 C.F.R. Part 2.

Furthermore, the Provider:

- (1) Acknowledges that in receiving, storing, processing, or otherwise dealing with any information from the District about either voluntarily referred or self-referred employees of the District, it is fully bound by the provisions of the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R., Part 2; and
- (2) Agrees to resist in judicial proceedings any effort to obtain access to information pertaining to patients otherwise than as expressly provided for in the federal confidentiality regulations, 42 C.F.R., Part 2.

Executed this _____ day of _____, 20_____.

President
(Counseling Service Provider)
(Address)

District Superintendent or Designee

Adopted 4/8/91
Revised 7/1/92
Revised 6/16/08

EXHIBIT 40

**Laramie County School District Number One
Cheyenne, Wyoming**

CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION

I, _____, authorize
(Name of Patient)

(Name of general designation of program making disclosures)

to disclose to _____
(Name of person or organization to which disclosure is to be made)
the following information:

(Nature of the information, as limited as possible)

The purpose of the disclosure authorized herein is to:

(Purpose of disclosure, as specific as possible)

I understand that my records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR, Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically as follows:

(Specification of the date, event, or condition upon which this consent expires)

Dated: _____

Signature of Participant

Adopted 7/1/92
Revised 6/16/08

Section 25. 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.

Adopted 7/1/95

Section 26. VIOLENCE IN THE WORKPLACE. The District recognizes the need for a school and work environment free from violence for all employees, patrons, and visitors. Violence in the workplace will not be tolerated. The District and the Board of Trustees are committed to maintain an environment free from all forms of violence, including but not limited to, verbal or physical threats, assaults, or other acts of intimidation, or abusive language. Employees shall report 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.

Section 27. 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.

Adopted 7/18/07

Section 28. BREASTFEEDING POLICY. Employees who are nursing are provided with reasonable unpaid break time to express breast milk after the birth of a child as long as providing such break time does not unduly disrupt operations. Laramie County School District Number One will make reasonable efforts to provide a private location. Employees will not be retaliated against for exercising their rights under this policy.

Adopted 6/20/11

Section 29 - LCSD1 AED BOARD POLICY

Laramie County School District One has installed automated external defibrillators (AED) in all district school buildings to assist those on school property requiring immediate medical intervention related to cardiac episodes. An AED is used to treat victims in the first critical moments after sudden cardiac arrest. It is only to be applied to victims who are unconscious, without a pulse and not breathing.

The Board of Education (the "Board") delegates to the Superintendent of Schools ("the Superintendent") the responsibility to adopt administrative procedures to ensure ready and appropriate access to AED equipment during emergencies.

Wyoming Good Samaritan Law (Statute 1-1-120)

Employees that volunteer to be the trained designated responders will be held to the standards of the Good Samaritan Act, which states:

Persons rendering emergency assistance exempt from civil liability.

- (a) Any person licensed as a physician and surgeon under the laws of the state of Wyoming, or any other person, who in good faith renders emergency care or assistance without compensation at the place of an emergency or accident, is not liable for any civil damages for acts or omissions in good faith.

Limited Liability for Use of AEDs (Wyoming Statute 35-26-103)

- (a) Any person who uses or attempts to use an automated external defibrillator device on a victim of a perceived medical emergency, any prescribing physician who authorizes the purchase of the AED and any individual who provides training in cardiopulmonary resuscitation (CPR) in the use of an AED shall be immune from civil liability for any harm resulting from the use of attempted use of such device, unless the harm involved was caused by willful or criminal misconduct, gross negligence, reckless misconduct or a conscious, flagrant indifference to the safety of the victim who was harmed.
- (b) Any person responsible for the site where the AED is located shall be immune from civil liability for any personal injury that results from any act or omission of acts that do not amount to willful or wanton misconduct or gross negligence if that person complies with the requirements of W.S. 35-26-102.
- (c) Any clinical use of the AED shall be reported to the licensed physician.

Adopted 7/1/13

ADMINISTRATIVE REGULATIONS FOR CHAPTER VI, SECTION 29, AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

Automated External Defibrillators (AEDs) have been instrumental in saving lives for decades, and their success at public schools is no exception. To set up a worksite AED program, the following will be primary considerations: physician oversight; training of staff; compliance with local, state, and federal regulations; coordination with local emergency management services (EMS); a quality assurance program; and, a periodic review. LCSD1 administration and staff will enforce these rules and this regulation in accordance with Board Policy.

1. The District will enter into a collaborative agreement with a licensed physician who has knowledge and experience in the delivery of emergency cardiac care. The collaborative agreement shall include a written agreement and written practice protocols, policies, and procedures addressing the possession and operation of the AED equipment.
2. AED equipment will be located in accessible areas of each school building and district facility. Stationary units are enclosed in an alarmed cabinet for security purposes. Staff must be knowledgeable relative to the location(s) of the AEDs in district buildings.
3. AED equipment will be maintained and tested according to applicable standards of the manufacturer and any appropriate government agency.
4. AEDs will be operated by persons who have successfully completed a training course in the operation of an AED, as approved by a nationally recognized organization, such as the American Heart Association; are currently certified in Cardiopulmonary Resuscitation (CPR); and, maintain currency through refresher training every two years.
5. The District will notify their Regional Emergency Medical Services System of the existence, location and type of any AED it possesses.
6. Every use of an AED on a person will be immediately reported to the appropriate local emergency medical services system and/or emergency communications center and promptly reported to the licensed physician or emergency health care provider.
7. Once each calendar year, a readiness review will be conducted. The review shall include an analysis of the training records, equipment operation, and maintenance records. A monthly check of the AED battery life will be conducted by the administratively designated person in each district building.
8. Whenever the District's instructional school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, the school officials and administrators responsible for such school facility will provide complete access to AED equipment.
9. Whenever a school-sponsored competitive athletic contest is held at any location, the school officials and administrators responsible for such athletic contest will provide that AED equipment is provided on-site at such event and there is complete access to AED equipment by trained personnel.

Adopted 7/1/13

CHAPTER VII

INSTRUCTION

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CHAPTER VII

INSTRUCTION

Section 1. 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 the 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 timelines for submissions or revisions may be designated as needed.

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

Adopted 6/11/84
Revised 4/13/98, 7/13/98, 6/28/99
Revised 7/10/00, 7/2/01, 7/1/02, 6/7/10

Section 2. OFFICIAL SCHOOL YEAR CALENDAR AND SCHOOL YEAR. In conformance with Wyoming State Statute, Laramie County School District Number One schools shall be in operation for at least one hundred eighty days. Classes shall be conducted for a minimum of one hundred seventy-five days with the majority of teachers and students in attendance. Additional days may be necessary in order to make up days to meet Wyoming Department of Education minimums.

DEVELOPMENT OF SCHOOL YEAR CALENDAR

A school calendar committee shall be formed each year to prepare calendar recommendations for the Superintendent. The calendar committee shall consist of the following:

- Assistant Superintendent of Instruction as chairperson.
- Three persons appointed by the chairperson.
- One person appointed by the Specialists in Education Association (SIEA).
- Five classroom teachers appointed by the Cheyenne Teachers Education Association (CTEA).

The calendar shall separate the school year into two sections or semesters and may reflect a summer school. It shall include registration days, in-service and planning days, parent conferences, dates for graduation ceremonies, holidays, and the first and last days of each semester. In the event that New Year's Day, Independence Day, or Christmas Day fall on a Sunday, these holidays shall be observed on the Monday following. Other days of significance to the school year may be added to the school calendar.

After reviewing the report of the school calendar committee, the Superintendent shall submit the proposed school year calendar with his recommendations to the Board prior to March 15.

The school year calendar shall be official upon approval of the Board.

SCHOOL YEAR

The minimum hours of the 175 day school year for all District schools shall be:

1. Kindergarten - A minimum of 450 hours.
2. Elementary - Grades one through six -- A minimum of 900 hours.
3. Middle School/Junior High - A minimum of 1,050 hours.

4. Secondary/High School - A minimum of 1,100 hours.

Saturdays and Sundays may not be used as days taught unless permission has been granted by the State Superintendent of Public Instruction. Such permission may be granted to make-up days when school is dismissed because of emergency situations beyond control of the school authorities, provided no religious minority is disadvantaged thereby.

With the exception of emergency closings and days specified in the calendar for school closings, regular school shall not be dismissed, except by order of the Board.

Legal Reference – W.S. S 21-13-307

Cross Reference - Chapter V, Section 2, Emergency Closings.

Adopted 6/11/84

Revised 8/13/90 & 7/8/91

Revised 7/1/94, 7/1/95, 7/19/06/ 6/7/10

Section 3. 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 of Instruction.

Exhibit 41 shows a more detailed description of the organization of instructional programs in District school facilities.

Adopted 6/11/84
Revised 6/7/10

EXHIBIT 41

**Division of Instruction
Laramie County School District Number One
Cheyenne, Wyoming**

SCHOOLS

GRADES

Senior High Schools:

Central High School	9-12
East High School	9-12
South High School	9-12
Triumph High School (alternative school)	7-12*

Junior High Schools:

Carey Junior High School	7-8
Johnson Junior High School	7-8
McCormick Junior High School	7-8

Elementary Schools:

Afflerbach	K-6
Alta Vista	K-6
Anderson	K-6
Arp	K-6
Baggs	K-6
Bain	K-6
Buffalo Ridge	K-6
Cole	K-6
Davis	K-6
Deming-Miller	K-6
Dildine	K-6
Freedom	K-6
Goins	K-6
Hebard	K-6
Henderson	K-6
Hobbs	K-6
Jessup	K-6
Lebhart-Fairview	K-6
Pioneer Park	K-6
Rossman	K-6
Saddle Ridge	K-6
Sunrise	K-6

Rural Schools:

Clawson	K-6
Gilchrist	K-6
Willadsen	K-6

Adopted 6/11/84
Revised 7/1/95, 6/20/05, 7/18/07, 6/7/10, 5/7/12, 7/1/13

Section 4. 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. The Board is receptive to the input and expression of concerns by parents, educators, students, and patrons related to curriculum. The Board further encourages parent, student, and patron participation on curriculum 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.

Adopted 6/11/84
Revised 8/12/85 & 7/13/98
Revised 6/28/99
Revised 7/2/01
Revised 7/19/06
Revised 7/14/14

ADMINISTRATIVE REGULATION FOR CHAPTER VII, SECTION 4, STANDARDS/CURRICULUM DEVELOPMENT -- PROCEDURES FOR OPERATION OF STANDARDS/CURRICULUM ADVISORY COUNCIL

The District Standards/Curriculum Advisory Council shall operate under the following procedures:

1. Membership: The Council shall consist of the following:
 - Superintendent or designee
 - One elementary and one secondary principal selected by the Superintendent or designee
 - Three representatives from each elementary triad selected by the Cheyenne Teachers Education Association
 - Two representatives from each secondary school selected by the Cheyenne Teachers Education Association
 - One or more parents selected by the District Parent Advisory Committee

In making such selection, primary and intermediate level and each secondary subject area, when possible, shall be represented. A first-year teacher shall not be selected. The members of the Council shall serve three (3) year terms with terms of one-third (1/3) of the members expiring each year. If a Council meeting is scheduled during school hours, the District shall pay for substitutes for Council members.

2. Officers: The officers of the Council shall consist of a chairman and two (2) vice chairmen who are elected for a term of one (1) year and may be re-elected. The chairman shall be elected by the members of the Council and shall have served at least one (1) year on the executive committee. One (1) vice chairman shall be elected by the elementary teacher representatives and one (1) vice chairman shall be elected by the secondary teacher representatives.
3. Executive Committee: The Council shall have an executive committee. It shall consist of the chairman, two (2) vice chairmen and six (6) members elected by the Council. Three (3) of these six (6) members shall be elected from the representatives of the secondary teachers. Said (6) members shall serve for a term of two (2) years with the term of one-half of them expiring each year.

The executive committee shall have active charge of the affairs of the Council, with power to represent and act for the Council between meetings of that body and shall be charged with the responsibility of recommending Council policies and procedures to the Council for its approval and execution.

4. Consultation: The Council chairman, with the consent of the executive committee, may authorize such advisory and consultative assistance from laymen, parents, students, and staff members outside of the membership of the Council as it is deemed necessary.

5. Standards, Curriculum, and Course Review Flow Chart: The Standards, Curriculum, and course review flow chart shall be as follows:

A. Informal Proposal Phase

Idea
↓
School, Department, School Administrator,
School Personnel, Coordinator, etc.

B. Formal Proposal Phase

↓
Curriculum Committee
↓
(Curriculum Coordinator & Team*)
↓
Standards/Curriculum Advisory Council
↓
Assistant Superintendent
↓
Senior Leadership Team

(*The team shall include teacher representation from the Council, to be selected by the Chairman of the Council. The team shall include up to three parent representatives.)

6. Proposals for Curriculum Related Projects: Teachers, principals, and special personnel shall be encouraged to submit proposals for improvement and changes in curriculum to the Council. Such proposals shall be in writing and shall include:
- a. A review of relevant available literature determining if the project has been tried before, and if so, whether it failed or succeeded.
 - b. A purpose or reason for wanting to try the project.
 - c. A statement of objectives.
 - d. A description of the project and estimated cost.
 - e. A plan for the evaluation of the project.
7. Budget: The District budget shall include an amount specified in the negotiated agreement between the Cheyenne Teachers Education Association and the Board which is set aside exclusively for the operation of the Standards/Curriculum Advisory Council. Any other funds which may be approved for appropriation through the Council shall be disbursed through procedures adopted by the Council.

Adopted 6/11/84
Revised 7/13/98
Revised 6/28/99
Revised 7/2/01
Revised 6/7/10
Revised 5/7/12

Section 5. INSTRUCTIONAL MATERIALS SELECTION. Instructional materials are selected by the District to implement, enrich, and support the educational program developed to carry out the District's goals and objectives and to support the delivery of the District curriculum.

Sound judgment and tested principles shall be used in the selection of materials of the highest quality relevance, and alignment to the curriculum.

The right of parents or guardians to supervise or restrict the materials which their children use shall be protected. The application of this right by any resident parent of the District shall not violate the historical principle of academic freedom or allow one individual's personal taste or preference to be imposed on the other members of a class, school, or service center.

The professional expertise of teachers, principals, librarians, and coordinators shall be considered in the selection and use of instructional materials. Students, parents, and other community members shall be consulted in the selection of instructional materials through the curriculum committee process. Community and parent input into the process shall be through a 45 day review.

Selection of materials shall generally take into consideration the following:

1. Materials shall support and be consistent with general educational goals of the District and objectives of curricular content areas.
2. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
3. Encouragement of growth in knowledge, literacy, aesthetic appreciation, and ethical standards;
4. A balanced presentation of the varied ideas and beliefs of religious, social, political, historical, and ethnic groups as well as their contributions to American and world cultural heritage, thereby assisting students in developing intellectual integrity in forming judgments;
5. Educational management and application;
6. Validity, timeliness, or timelessness;
7. Value commensurate with cost and/or need.

Textbooks and other instructional materials shall be adopted through procedures stated in Administrative Regulation following this policy.

Any new instructional materials to be considered for Districtwide adoption as well as instructional materials which will be used in connection with any program or project designed to explore or develop new or improved teaching methods or techniques, shall be available for inspection by parents or guardians of children to be involved.

Print and nonprint materials for media centers shall be coordinated by the building library/media specialists or principal with teacher and curriculum coordinator input. Responsibilities for actual selection shall rest with curriculum committee members and other professional staff. In selecting materials, existing collections will be evaluated, curricular needs will be assessed, and professional resources may be consulted.

The Board of Trustees supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association. Purchase of other instructional materials as well as use of free materials by individual teachers, principals, or librarians shall follow the considerations presented in policy. School budgets for the purchase of instructional materials will be monitored for comparability and need through the office of the Assistant Superintendent of Instruction.

After final approval of curriculum by the Board of Trustees, the respective curriculum committee will recommend appropriate instructional materials to be ordered through the Division of Instruction.

Adopted 6/11/84
Revised 7/28/86, 7/1/95, 5/7/12

ADMINISTRATIVE REGULATION FOR CHAPTER VII, SECTION 5, INSTRUCTIONAL MATERIALS SELECTION -- PROCEDURES FOR ADOPTION OF INSTRUCTIONAL MATERIALS

The procedures for use in the adoption of instructional materials shall include the following:

1. Instructional materials are defined as those texts and supplemental materials used within the District in the teaching of all subject areas.
2. Adoptions of textbooks or other District instructional materials shall be supervised by the coordinator who is responsible for that area of curriculum.
3. The subject area coordinator shall chair a representative committee which will be responsible for assessing and evaluating material(s) having the greatest potential for instructional use.
4. Recommendations for instructional materials may be submitted to coordinators by schools, teachers, other personnel, and parents or community members involved in the review process.
5. The review/adoption committee will analyze recommendations from the written book reviews and select appropriate materials.
6. Instructional materials recommended for adoption are then to be submitted to the Curriculum Advisory Council as an informational item.
7. Following presentation to the Curriculum Advisory Council, the recommended materials will be submitted to the Superintendent's staff for their review.
8. After final adoption of approved instructional curriculum by the Board, the Division of Instruction will order materials in accordance with the need of each school.

The procedures for use in the implementation of new or changing technology shall include the following:

TECHNOLOGY ADOPTION/CHANGE PROCESS

The Laramie County School District Number One Technology Adoption/Change Process is established to clearly communicate how to add or change technology within the District. Technology includes hardware, software, and online services. This process must be followed for all online services, hardware, and software that utilize the District Network and is intended for multiple users.

The Technology Adoption/Change Process will determine if the proposed technology change is compatible with current District initiatives and technology. It will also determine the level of District technology support. Any technology changes discovered which did not complete the technology change process may be subject to removal from the network if it is determined that they are detrimental to the reliability and availability of District technology services.

The Director of Technology or designee shall have the authority to deny access to the District network for any technology that is in violation of related regulations and policies.

Technology Adoption/Change Process:

1. School, Department, other LCSD1 entity (referred to as proposer) submits Technology Proposal Form, signed by their supervisor, to the Director of Technology.
 - Proposer must be available to provide additional information and clarification as needed.
2. The Director of Technology will route the form to the appropriate District Division/Department for approval.
3. A Technology Proposal Evaluator will be assigned to oversee the technical evaluation process for the proposal.

4. Director of Technology and/or Proposal Evaluator will provide the result of the technical evaluation.
 - If approved then DOT and proposer will determine the details of implementation.
 - If not approved then DOT will provide rationale.
 1. When possible, DOT will provide modifications needed for potential approval.
 - If consensus cannot be reached, then the Director of technology will make the final decision.
5. Implementation Plan will be documented, executed, and evaluated.

Adopted 6/11/84
Revised 7/1/95
Revised 7/19/06
Revised 7/18/07
Revised 6/16/08
Revised 5/7/12

Section 6. 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.

Legal Reference - Wyoming State Constitution, Article 7, 12.

Adopted 6/11/84
Revised 7/19/06

Section 7. BASIC INSTRUCTIONAL PROGRAM. The basic instructional program for District elementary and secondary schools is specified in Exhibit 42.

In accordance with state statutes, all students shall be required to receive instruction in the essentials of the United States Constitution and the Constitution of the State of Wyoming, including the study of American institutions and ideals for at least three years in the elementary grades and for one year in the secondary schools.

As further required by statute, the District shall maintain a course of study adequate to prepare District students for admission to the University of Wyoming and the various community colleges of the state.

The District instructional program shall adhere to standards relative to educational programs regulated by the Wyoming State Board of Education.

Legal Reference – W.S. §21-3-110, 21-9-101, 21-9-102

Adopted 6/11/84
Revised 6/16/08
Revised 5/7/12
Revised 7/1/13

EXHIBIT 42

**Laramie County School District Number One
Cheyenne, Wyoming**

INSTRUCTIONAL PROGRAM

I. Elementary Schools

The program in Grades K-6 shall provide instruction in:

Language Arts	Physical Education
Social Studies	Health & Safety
Mathematics	Applied Technology
Science	Foreign Culture
Fine Arts & Performing Arts	Including Language

II. Junior High Schools

The program for junior high schools (Grades 7-8) of the District shall provide instruction in the following areas:

Language Arts	Health & Safety
Social Studies	Humanities
Mathematics	Career Options
Science	Applied Technology
Fine Arts & Performing Arts	Foreign Cultures
Physical Education	Including Language

III. Senior High Schools

The program in the senior high schools (Grades 9-12) of the District shall provide instruction in the following areas:

Language Arts	Humanities
Social Studies	Career Options/ Vocational Education
Mathematics	Foreign Cultures
Science	Including Language
Fine Arts & Performing Arts	Applied Technology
Physical Education	
Health & Safety	

Embedded within the instructional program of the District are expectations that students will develop the following skills:

- Problem solving
- Interpersonal communications
- Keyboarding and computer applications
- Critical thinking
- Creativity
- Life skills, including cardiopulmonary resuscitation (CPR) training in secondary level.

NOTE: Precise course offerings in each instructional area in the junior and senior high schools are listed, complete with description, in the registration bulletins of the respective schools.

Adopted 6/11/84
Revised 7/1/95, 6/28/99, 6/7/10, 5/7/12

Section 8. SPECIAL INSTRUCTIONAL PROGRAMS FOR STUDENTS WITH DISABILITIES.

In compliance with rules and regulations published by the Department of Education of the United States government and the Wyoming Department of Education. The Laramie County School District Number One shall make a free appropriate public education available to all school age children residing within its jurisdiction including children who have been suspended or expelled from school. The District shall take steps to ensure that children with disabilities have available to them the variety of educational programs and services available to non-disabled children.

The District shall ensure a full and individual initial evaluation will be conducted before the initial provision of special education and related services to a child with a disability. A re-evaluation of each child with a disability will be conducted in accordance with federal and state rules and regulations.

Based on identified student needs students with disabilities are educated either within or outside of the District with students who are nondisabled to the maximum extent appropriate. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Guidelines for providing these special services can be found in 34 C.F.R. Parts 300 and 303 "Assistance to States for the Education of Children with Disabilities" and "Wyoming Rules Governing Services for Children with Disabilities" in the office of the Director of Special Services and in each individual school building in the District.

These programs and services shall be implemented, coordinated, and administered under the supervision of the Director of Special Services in the Division of Instruction. Furthermore, these programs shall be provided at no cost to parents with the exception of normal student fees.

PARENT TRAVEL FOR DISTRICT RESIDENTIALLY PLACED STUDENTS WITH DISABILITIES

Parents/guardians of identified students with disabilities who have been placed in residential facilities and other specialized settings by Laramie County School District Number One will be reimbursed for their travel to enable them to participate in program issues and to visit their child, if needed as determined by the child's Individual Educational Program Team. Frequency and timing of all visitations

will be determined at the Individual Educational Program Team meeting. The parents will be reimbursed for reasonable travel (gas receipts, coach airfare, bus, etc.), meals, and lodging if determined by the Individual Educational Program Team as necessary.

Parents must submit itemized receipts upon completion of approved visitations within one week of the stated travel date for reimbursement. All visitations will be verified by Laramie County School District Number One staff.

Legal Reference – W.S. §21-4-301, 21-13-315, 21-2-501 and 21-2-502
Cross Reference - Chapter II, Section 9, Grievances; Chapter VIII, Section 18, Student Records; Division of Special Services Handbook.

Adopted 6/11/84
Revised 8/14/89 & 7/1/92
Revised 7/1/93
Revised 7/10/00
Revised 7/1/02
Revised 7/7/03
Revised 7/19/06
Revised 6/20/11

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VII, SECTION 8 – SPECIAL INSTRUCTIONAL PROGRAMS FOR STUDENTS WITH DISABILITIES

Pursuant to 34 C.F.R. §§300.200 and 300.201, each school district or public agency must have policies and procedures in place consistent with Wyoming's Policies and Procedures in order to be eligible for assistance under Part B of the IDEA. Laramie County School District One will adhere to the following procedures.

CHILD FIND

Laramie County School District One's child find efforts include:

- A. Public awareness. Child find activities shall include local media resources and direct contact activities to:
 1. Provide information about special education services in Laramie County School District One and the special education referral process to public and private facilities located within the boundaries of Laramie County School District One, including day care centers, homeless shelters, group homes, county jails, hospitals, medical offices, and other facilities that serve children birth to 21 years old.
 2. Provide information about developmental and/or academic screening opportunities occurring throughout Laramie County School District One, including screening opportunities coordinated with other providers or agencies.
- B. Notice. Before any major child find activity, Laramie County School District One shall publish notices in newspapers or other media informing parents of the activity. Circulation of this notice shall be adequate to inform parents within the school district's or public agency's jurisdiction.
- C. Staff awareness. Laramie County School District One shall ensure through professional development that staff members are knowledgeable about the characteristics of children with disabilities and in need of special education, and the referral process for all children, including infants or preschool children, suspected of having disabilities
- D. Communication to parents. Laramie County School District One staff shall inform parents via the website, handbooks and mailings about the availability of special education and related services and provide them with information about initiating a referral for a special education evaluation, including information about early intervention under Part C and special education under Part B.
- E. Children in private schools. Laramie County School District One shall locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located within the boundaries of Laramie County School District One, including children who reside in a state other than Wyoming. Child find activities for children in private schools include processes for referral to the District and yearly meetings with all private school providers.

CONFIDENTIALITY

- A. Laramie County School District One shall designate one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- B. All persons collecting or using personally identifiable information shall receive training or instruction regarding the policies and procedures governing records and confidentiality of personally identifiable information in accordance with applicable laws and regulations.
- C. Laramie County School District One shall maintain for public inspection a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information.

- D. Laramie County School District One shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school district or public agency.

NOTICE TO PARENTS

Laramie County School District One shall provide notice to the parents about the district's confidentiality provisions.

FREE APPROPRIATE PUBLIC EDUCATION

- A. Laramie County School District One shall make FAPE available to each eligible child within its jurisdiction beginning no later than the child's third birthday; and
- B. An IEP is in effect for the child by that date, in accordance with 34 C.F.R. §300.323(b).
- C. If an eligible child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin.
- D. Laramie County School District One shall ensure that FAPE is available to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade and is advancing from grade to grade.
- E. The determination that a child is eligible for and in need of special education must be made on an individual basis by the group responsible with Laramie County School District One for making eligibility determinations.

ASSISTIVE TECHNOLOGY

- A. Name of District shall ensure that assistive technology devices or services or both will be available to a child with a disability, if required, as a part of:
 - 1. Special education
 - 2. Related services
 - 3. Supplementary aids and service.
- B. On a case-by-case basis, Laramie County School District One shall ensure the use of school-purchased assistive technology devices in a child's home or other setting if the child's IEP Team determines that the child needs access to those devices in order to receive FAPE.

EXTENDED SCHOOL YEAR SERVICES (ESY)

- A. Laramie County School District One shall make extended school year services available as necessary to provide FAPE to children with disabilities.
- B. ESY services will be provided only if a child's IEP team determines, in accordance with W.S. §§300.320-300.324, that the services are necessary for the provision of FAPE.
- C. Services will not be limited to a particular category of disability, or unilaterally limited to the type, amount, or duration of services.
- D. The ESY services that are provided to a child with a disability will:
 - 1. Be provided beyond the normal school year of the agency;
 - 2. Be provided in accordance with the child's IEP;
 - 3. Be provided at no cost to the parents of the child; and
 - 4. Meet the standards of Wyoming.

NONACADEMIC SERVICES

- A. Laramie County School District One shall afford children with disabilities an equal opportunity for participation in nonacademic and extracurricular services and activities including, as determined appropriate and necessary by the child's IEP team, the provision of supplementary aids and services.
- B. Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the public agency, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by Laramie County School District One and assistance in making outside employment available.

PHYSICAL EDUCATION

- A. Laramie County School District One shall make regular physical education services available to children with disabilities to the same extent that the District provides those services to children without disabilities, unless:
 - 1. The child is enrolled full time in a separate facility; or
 - 2. The child needs specially designed physical education as prescribed in the child's IEP.
- B. If a child is enrolled in a separate facility, Laramie County School District One shall ensure that the child receives appropriate physical education services.
- C. If special physical education is prescribed in a child's IEP, Laramie County School District One shall provide for those services, either directly or through other public or private programs.

LEAST RESTRICTIVE ENVIRONMENT (LRE)

CONTINUUM OF ALTERNATIVE PLACEMENTS

- A. Laramie County School District One shall make available a continuum of alternative placements to meet the needs of children with disabilities for special education and related services.
- B. The continuum of alternative placements will include:
 - 1. Instruction in regular classes, special classes, special schools, home instruction, and instruction in hospital and institutions;
 - 2. Supplementary services, such as a resource room or itinerant instruction, to be provided in conjunction with regular class placement.

PLACEMENTS

Laramie County School District One shall ensure:

- A. The placement decision for each child will be:
 - 1. Made by a group that includes the parents and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options;
 - 2. In conformity with the LRE provisions of the IDEA regulations;
 - 3. Determined at least annually;
 - 4. Based on the child's IEP, including the need for specialized instruction, related services, supplementary aids and services, and program modifications and supports; and
 - 5. As close as possible to the child's home.
- B. The student must be educated in the school that he or she would attend if nondisabled unless the services identified in the IEP cannot feasibly be provided in this setting.

- C. Placement teams must select the least restrictive environment for each student, considering the following:
 - 1. Determine the student's special education and related services, including supplementary aids and services, and the extent to which those services can be provided to the student in the regular class environment with nondisabled peers;
 - 2. If the student cannot be successful in the regular class environment with the use of supplementary aids and services, specify those services that must be provided outside the regular class;
 - 3. After determining that special education and related services, and supplementary aids and services cannot be provided in the regular class environment, determine the least restrictive alternative based on the needs of the student.
- D. In selecting the LRE, consideration will be given to:
 - 1. All placement options, including placement options requested by the parent;
 - 2. Potential benefits of placement options; and
 - 3. Any potential harmful effect on the child or on the quality of services that he or she needs.
- E. A child with a disability will not be removed from age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.
- F. If the selected placement is a change from the previous placement, the school district or public agency shall provide the parent with prior written notice of the change in placement.
- G. If the parent requests a specific placement that the team rejects, the school district or public agency shall provide prior written notice of its refusal.

NONACADEMIC SETTINGS

- A. In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and other nonacademic activities, Laramie County School District One shall ensure that each child with a disability participates with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of that child.
- B. Laramie County School District One shall ensure that the supplementary aides and services determined by the IEP Team to be appropriate and necessary are provided to allow the child to participate in nonacademic settings.

EVALUATION

INITIAL EVALUATIONS

- A. Consistent with consent requirements of §300.300, either a parent of a child or Laramie County School District One may initiate a request for an initial evaluation to determine if a child is a child with a disability.
- B. The initial evaluation must be completed within 60 days of receiving parental consent for the evaluation, unless:
 - 1. The child enrolls in the public agency from another public agency after the parent has provided consent and before the determination of eligibility by the other agency. In that event, the agency will ensure prompt completion of the evaluation.
 - 2. The parent of a child with a disability repeatedly fails or refuses to produce the child for the evaluation.

- C. The evaluation must consist of procedures to determine if the child is a child with a disability and to determine the educational needs of the child.

REEVALUATIONS

- A. Laramie County School District One will conduct a reevaluation of a child with a disability if:
1. The District determines that the educational or related service needs, including improved academic achievement and functional performance, of the child warrant a reevaluation.
 2. If the child's parents or teacher requests a reevaluation.
- B. Laramie County School District One will not conduct a reevaluation more than once a year unless the parent and agency agree otherwise.
- C. Laramie County School District One will conduct a reevaluation at least once every 3 years, unless the parent and the agency agree that a reevaluation is unnecessary.

EVALUATION PROCEDURES

- A. Laramie County School District One will provide prior written notice to the parents of a child who has, or who is suspected of having, a disability, that describes the evaluation procedures that the agency proposes to conduct.
- B. In conducting an evaluation or reevaluation, Laramie County School District One will:
1. Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent in order to determine:
 - Whether the child is a child with a disability; and
 - If the child is a child with a disability, information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).
 2. Not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child; and
 3. Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.
- C. Laramie County School District One will ensure that evaluation materials and strategies:
1. Are selected and administered so as not to be discriminatory on a racial or cultural basis;
 2. Are administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to do so;
 3. Are used for the purposes for which the assessment(s) or measure(s) are valid and reliable;
 4. Are administered by trained and knowledgeable personnel;
 5. Are administered in accordance with the instructions provided by the assessment publisher;
 - Are selected and administered so as to ensure that if administered to a child with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure rather than reflecting the child's impairments (unless those skills are the factors being measured).
 - Assess the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic

performance, adaptive behavior, communicative status, and motor abilities; and

- Are sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not those needs are commonly associated with the child's disability.
 - Provide relevant information that directly assists in determining the educational needs of the child.
- D. Evaluations of children who transfer to or from another public agency in the same school year are coordinated with the prior and subsequent schools, in order to expedite the completion of a full evaluation.

ADDITIONAL EVALUATION REQUIREMENTS

- A. As part of an initial evaluation (if appropriate), and as part of any reevaluation, the IEP Team and other qualified professionals, as appropriate, will:
1. Review existing evaluation data on the child including:
 - Evaluations and information provided by the parents;
 - Current classroom-based, local and state-wide assessments, and classroom-based observations;
 - Observations by teachers, and related services providers.
 2. On the basis of that review, and input from the child's parents, identify what additional data, if any, are needed to determine whether:
 - The child is or continues to be a child with a disability, and, if so, the educational needs of the child; and
 - The present levels of academic achievement and related developmental needs of the child; Whether the child needs special education and related services to enable the child to meet measurable annual IEP goals and to participate, as appropriate, in the general education curriculum.
 3. The IEP Team may conduct the review without a meeting.
 4. If additional data are needed, the public agency will administer the assessments required to obtain the additional data.
 5. If additional data are not needed to determine whether the child continues to be a child with a disability, and to determine the child's educational needs, the public agency will notify the parents of:
 - The determination and the reasons for the determination; and
 - The right of the parents to request an assessment to determine whether the child continues to be a child with a disability and to determine the child's educational needs.
 6. Laramie County School District One will evaluate a child before determining that the child is no longer a child with a disability except when the termination is due to graduation with a regular high school diploma or completion of the school year in which the student turns 21 years of age.
 7. When the child's eligibility terminates because of graduation or exceeding the age of eligibility, Laramie County School District One will provide a summary of the student's academic achievement and functional performance that includes recommendations on how to assist the child in meeting the child's postsecondary goals.

IDENTIFICATION

DETERMINATION OF ELIGIBILITY

- A. Upon completion of the evaluation process, Laramie County School District One will ensure that a group of qualified professionals and the parent of the child determine:
 - 1. If the child is a child with a disability under the IDEA; and
 - 2. If so, the educational needs of the child.
 - 3. The parents are provided, at no cost, a copy of the evaluation report and eligibility determination.
- B. A child will not be determined to be a child with a disability if the primary factor for the determination is:
 - 1. Lack of appropriate instruction in reading, including the essential components of reading instruction (as defined in 1208(3) of the ESEA);
 - 2. Lack of appropriate instruction in math; or
 - 3. Limited English proficiency.
- C. The eligibility determination, including education needs, will be based on all of the information sources used in the evaluation process, and if deemed eligible and in need of special education and related services, an IEP will be developed in accordance with §300.320 through 300.324.

ADDITIONAL PROCEDURES FOR IDENTIFYING CHILDREN WITH SPECIFIC LEARNING DISABILITIES

- A. Laramie County School District One will use a criteria for determining whether a child has a specific learning disability through the identification of a severe discrepancy between intellectual ability and achievement in conformity with IDEA Regulations §§300.307-300.311.

ADDITIONAL GROUP MEMBERS

- A. The determination of whether a child suspected of having a specific learning disability is a child with a disability must be made by the child's parents and a team of qualified professionals which must include:
 - 1. The child's regular teacher; or
 - 2. If the child does not have a regular teacher, then a regular teacher qualified to teach children of that age;
 - 3. For a child of less than school age, an individual qualified by the State to teach children of his/her age; and
 - 4. At least one person qualified to conduct individual diagnostic evaluations of children, such as a school psychologist, speech-language pathologist, or remedial reading teacher.

DETERMINING THE EXISTENCE OF A SPECIFIC LEARNING DISABILITY

- A. A child may be determined to have a specific learning disability (SLD) if:
 - 1. The child does not achieve adequately for the child's age or to meet State-approved grade level standards in one or more of the following areas, when provided with learning experiences and instruction appropriate for the child's age or meet State-approved grade level standards:
 - i) oral expression
 - ii) listening comprehension
 - iii) written expression

- iv) basic reading skill
 - v) reading fluency skills
 - vi) reading comprehension
 - vii) mathematics calculation
 - viii) mathematics problem solving
2. The child does not make sufficient progress to meet age or State-approved grade level standards in one or more of the areas above when using a process based on the child's response to scientific, research-based intervention; or
 3. The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, State-approved grade level standards, or intellectual development, that is determined by the group to be relevant to the identification of a specific learning disability, using appropriate assessments.
- B. The findings of this section are not primarily the result of:
1. A visual, hearing or motor disability;
 2. Mental retardation;
 3. Emotional disturbance;
 4. Cultural factors;
 5. Environmental or economic disadvantage; or
 6. Limited English proficiency.
- C. The group must ensure that the underachievement is not due to a lack of appropriate instruction in reading or math and consider:
1. Data that demonstrate that prior to, or as part of, the referral process, the child was provided appropriate instruction in regular education settings, delivered by qualified personnel; and
 2. Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the child's parents.
- D. Laramie County School District One must promptly request parent consent to evaluate if, prior to referral, the child has not made adequate progress after an appropriate period of time when provided instruction.

OBSERVATION

- A. Laramie County School District One must ensure that the child is observed in his/her learning environment, including the regular classroom setting, to document the child's academic performance and behavior in the areas of difficulty.
- B. In the case of a child less than school age or out of school, a group member must observe the child in an environment appropriate for a child that age.

SPECIFIC DOCUMENTATION FOR THE ELIGIBILITY DETERMINATION

- A. For a child suspected of having a specific learning disability (SLD), the eligibility determination must contain a statement of:
 1. Whether the child has a specific learning disability;
 2. The basis for making the determination, including an assurance the determination was made

- in accordance with the Individuals with Disabilities Education Act;
3. The relevant behavior, if any, noted during the observation and the relationship of that behavior to the child's academic functioning;
 4. The educationally relevant medical findings, if any;
 5. Whether the child does not achieve adequately for his/her age or to meet State-approved, grade level standards; and does not make sufficient progress to meet age or State-approved grade level standards; or
 6. The determination of the group concerning the effects of a visual, hearing, or motor disability; mental retardation; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency of the child's achievement level.
- B. If the child participated in a process that assessed the child's response to scientific, research-based intervention:
1. The instructional strategies used and the student-centered data collected;
 2. The documentation that the child's parents were notified about the WDE's policy regarding the amount and nature of student performance that would be collected and the general education services that would be provided;
 3. Strategies for increasing the rate of learning; and
 4. The parent's right to request an evaluation.
- C. Each group member must certify in writing whether the report reflects the member's conclusion. If it does not reflect the member's conclusion, the group member must submit a separate statement presenting the member's conclusions.

Legal Reference - W.S. §§300.200, 300.201, 300.610, 300.611, 300.101, 300.105, 300.106, 300.107, 300.108, 300.115, 300.116, 300.117, 300.301, 300.303, 300.304, 300.305, 300.306, 300.307, 300.308, 300.309, 300.310, 300.311

Adopted 8/1/11

Revised 9/21/11

Section 9. OTHER SPECIAL INSTRUCTIONAL PROGRAMS.

AT-RISK STUDENTS

Laramie County School District Number One believes that all students are potentially at-risk. The Board of Trustees recognizes that some students require increased time and/or academic accommodations to meet District and state standards and is committed to providing alternative academic opportunities for students to be successful.

At-risk road blocks to achievement are: (1) non-attendance, (2) illness, (3) dropping out, (4) drug and alcohol abuse, (5) teen pregnancy, (6) depression, (7) illiteracy, (8) violation of law and institutionalization, (9) violence, and (10) homelessness.

The District recognizes that it is necessary to develop (1) prevention, (2) intervention, (3) referral, (4) remediation, and (5) evaluation strategies, and assess these programs on a regular basis to help at-risk students.

The District shall implement an ongoing system to locate, identify and evaluate all children birth to twenty-one (21) residing within the District who have disabilities and need early intervention or special education under Part B of Individuals with Disabilities Education Act (IDEA).

The District shall identify all children with disabilities regardless of the severity of their disability, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the State;
3. Suspected of having a disability even though they advance from grade to grade;
4. Home schooled;
5. Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
6. Attending a charter or virtual school;
7. Below the age of compulsory school attendance;
8. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or

9. Dropped out or disenrolled from public or private school.

It shall be the goal of the District to systematically involve parents, school personnel, and out-of-school groups and agencies for advice on the planning for at-risk prevention, intervention, referral, and remediation. Continuation of any at-risk program will be based upon yearly evaluation of student learning results.

HOMEBOUND INSTRUCTION

The purpose of homebound services is to provide temporary educational instruction to all students enrolled in Laramie County School District Number One who are hospitalized or homebound for more than one week due to injury, illness, or medical conditions which prevent the student from attending school. Homebound instruction is not intended to duplicate the classroom activities, but to provide assistance to the student in learning classroom material missed and completing the assignments given.

Homebound instruction shall be provided as appropriate, upon the request of parent(s) or guardian(s) and with the approval of the primary health care provider as defined by the "Wyoming Health Care Decisions Act" (Exhibit #42A), for students who are expected to be confined to home or who are hospitalized for more than one week. A counseling component through Laramie County School District Number One, Youth Alternatives, Attention Home, or other community agencies, shall be in place when deemed necessary by those involved in the homebound recommendation.

In each instance, the primary health care provider of record must certify the medical reason that the student will be unable to attend school, note a specified length of time that the child will be on homebound, and verify that the student is capable of receiving homebound instruction.

Homebound instruction shall be geared to the student and his/her educational needs. Approved Individual Educational Programs (IEPs) shall be implemented to the fullest extent possible for students with disabilities. All the textbooks and supporting materials shall be provided to the student by the appropriate school. The general care and non-educational needs of the student are the responsibility of the parent(s) or guardian(s) and shall not be provided by the homebound teacher.

For students to receive homebound instruction the following criteria must be met:

1. The parent(s) or guardian(s) must request homebound instruction in writing.

2. Students approved for homebound services must discontinue work situations, extracurricular school activities, and volunteer work, unless otherwise stated in the primary health care provider's care plan.
3. Request for students who are dangerous or have contagious conditions will be reviewed by the District homebound review committee for determination of homebound services.
4. Students with disabilities, who are suspended longer than ten (10) cumulative days in a given school year or expelled, must continue to receive education services. (See Board policies chapter 8; section 14). In this case, if homebound services are requested, the request for homebound services application (Special Services Form #369, Exhibit #42b), and the mutual exchange of information (Form 331, Exhibit #42c) are required to be completed and sent to the special services homebound office.
5. Parent(s) or guardian(s) will sign an "Exchange of Confidential Information Authorization" (Form 331 found on the Laramie County School District Number One website, www.laramie1.org) between the school District and health care provider(s).
6. The primary health care provider of record will be required to confirm in writing the medical need for homebound services every four weeks.
7. If, based on the primary healthcare provider's recommendation, homebound services must be extended beyond the initial service period; a verification of extension letter will be required. This verification must be completed and returned to the homebound coordinator before the initial service period has lapsed. An extension will be granted only when the primary health care provider of record has returned the extension verification letter. If the homebound service period has lapsed before the verification has been received the student will be expected to return to school. Failure to do so will result in the student being subject to the procedures outlined in the District's attendance policy (See Board policies chapter 8; section 5).
8. Students on homebound may have equivalency courses substituted for existing course work depending on the length of time student is receiving homebound services.

9. Students demonstrating excessive absences or lack of progress with homebound instruction may have services terminated based on recommendation of the District's homebound review committee. Laramie County School District Number One attendance rules apply.
10. Exceptions to the homebound policy may be approved by the District's homebound review committee. The homebound review committee will be appointed by the Director of Special Services, to be comprised of the Director of Special Services or designee, building administrator, school nurse, counselor, homebound coordinator, and other appropriate individuals as needed.
11. Students wishing to return to school before the assigned homebound period has elapsed must present a written primary health care provider's statement releasing the student from services before the student will be allowed to return to school. The homebound coordinator will request this information from the primary health care provider using the mutual exchange of information (Form 331) along with the early release verification letter.

PREGNANT STUDENTS

Pregnant students shall not be denied an approved instructional program. Counseling shall be provided upon the request of the student.

Homebound instruction for pregnant students shall be limited to a period not to exceed twelve weeks; two to four weeks before the delivery date and eight to ten weeks after the delivery, unless a primary health care provider verifies that the student is not able to attend school due to physical and/or emotional complications of the student or infant.

HOMELESS CHILDREN

It is the policy of Laramie County School District Number One that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do the other children, and the District is committed to assuring that those rights are fully protected and honored.

If a school has any student who meets the following definition of homeless, (see Administrative Regulation for policy Chapter VII, Section 9 - Other Special Instructional Programs - Homeless Children) please complete form "Referral for Homeless Child" and send it to: Director of Instruction, Laramie County

School District Number One, 2810 House Avenue, Cheyenne, Wyoming 82001.

The Director of Instruction will respond to the referring school/agency to assist in developing an action plan to provide the student with a free appropriate public education.

ALTERNATIVE EDUCATION PROGRAMS

Alternative education programs are founded on the recognition of the worth and dignity of the individual and of the need for optimum educational opportunities for all students.

The District shall offer alternative education programs designed to provide a program for students having serious academic and personal problems in the regular high school programs. The alternative education programs shall adopt strategies on the basis of the degree of success in accomplishing adopted student performance goals for all students. Particular attention will be given to addressing the unique needs of students who are at risk.

The major goals of the alternative programs shall be:

1. To develop an instructional program that will help each student with academic deficiencies and personal problems resolve those problems to become a self-supporting citizen;
2. To strive to improve each student's self-concept;
3. To provide an accepting environment with respect and confidence for each student.

The alternative programs shall be staffed with personnel who are committed to the importance of the program and recognize that education encompasses more than formal classroom instruction. Staff members must also be able to design and implement a cooperative staff/student individualized educational plan which includes long-range goals and measurable objectives for reaching these goals.

Selection of students for participation in the alternative school program shall be made according to criteria established by the program staff.

Students in the alternative school program may return to their regular schools when a mutual agreement has been reached between the student and the program staff that the student is ready to return.

PROGRAMS UNDER TITLE I

Special compensatory education programs under Title I for educationally deprived students shall be instituted and maintained as outlined under the provisions of Title I, Education Consolidation and Improvement Act of 1981. These programs shall be conducted in strict compliance with current appropriate

rules and regulations published by the Department of Education of the United States government.

The District ECIA Title I program shall be under the supervision of the Coordinator of Federal Programs.

A survey shall be conducted annually of all District school attendance areas to ascertain eligibility for Title I programs and to determine which eligible schools shall be included within the Title I program. A list of current District schools identified as "Title I Target Schools" is shown in Exhibit 43.

Students from qualified school attendance areas, including those students attending nonpublic schools, who are achieving below the expected level in language arts and mathematics shall be entitled to services from the Title I program. Assessment of students in the determination of eligibility shall be in accordance with current state and federal regulations.

Assessment and placement of students in Title I programs shall be the responsibility of the building principal and the individual responsible for Federal Programs.

Specific details concerning the District ECIA Title I program are contained in the consolidated grant application and/or supplement which is submitted annually to the Wyoming Department of Education.

Title I teachers, social workers, and administrators of target public and nonpublic schools shall be consulted in the design and implementation of the annual Title I program plan.

Parents of the children being served in the Title I program shall have an adequate opportunity to participate in the design and implementation of the annual Title I program plan.

All parents of eligible children shall be invited to at least one public meeting annually to discuss the programs and activities carried out with Title I funds. The purpose of the meeting will be to inform parents of their right to consult in the design and implementation of Title I projects, to solicit parents' input, and to provide parents with an opportunity to establish mechanisms for maintaining ongoing communication among parents, teachers, social workers, and District administrators.

ENGLISH-AS-A-SECOND-LANGUAGE PROGRAM

The Board recognizes that language barriers may exist which impede a child's academic success. A Districtwide English-as-a-Second Language Program shall be instituted and maintained. This supplemental program shall provide daily English as a Second Language (ESL) instruction and content area support for identified Limited English Proficient (LEP) students. The program shall be conducted in compliance with the Federal Office of Civil Rights regulations and guidelines. The Director of Instruction will oversee the program.

Identification procedures shall be in compliance with state and federal regulations. A home language survey shall be completed for every student in the District at the time of registration. Students with possible language barriers shall be referred to the ESL program by their home school in consultation with their parents. Referral, assessment, and placement shall be in accordance with the Federal Office of Civil Rights and state regulations and guidelines.

Referral of students to the ESL program shall be the responsibility of the home school staff in consultation with the appropriate ESL staff. Assessment and placement of qualifying students in the ESL program shall be the responsibility of the appropriate ESL staff in consultation with home school personnel and the Director of Instruction. The standards-based curriculum for the ESL Program shall be in compliance with District, state, and federal guidelines.

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

Educational programs for the gifted and talented are founded on the worth and dignity of the individual and the need for optional educational opportunities for students of high potential. The District shall offer programs meeting and exceeding the state accreditation standards.

EXTENDED SCHOOL PROGRAMS

The Board of Trustees recognizes that some students require increased time and/or academic accommodations to meet District and state standards and is committed to providing alternative academic opportunities for students to be successful. An extended school program may be provided for students in grades K through 12 who fail to meet District standards and benchmarks and require assistance to meet District curriculum standards. Such programs will be limited to language arts and mathematics in grades 1-6, and the core academic areas language arts, mathematics, science, and social studies in grades 7-12. Extended school programs shall be designed to provide such students an opportunity for accelerated learning that allows them to function at grade level.

The extended school curriculum shall be established to accommodate and address the individual academic needs of students. The administration shall have the right to cancel announced extended courses for which there is insufficient enrollment.

Courses at the elementary level as well as make-up and review courses at the secondary level shall be designed to help students meet District and state standards.

Courses provided for the purpose of permitting secondary students to expand their programs shall

meet the credit/instructional hour requirements for extended school courses as established by the state.

Except for employment of recognized experts in their special fields, teaching positions for extended school shall be filled as specified in Chapter VI, Section 6, Assignments and Transfers.

Legal Reference – W.S. §21-4-301, 21-4-307, 21-4-402, 21-4-505, 21-2-601, 21-2-602, 21-2-603, 21-2-501, 21-2-502

Adopted 6/11/84

Revised 7/28/86, 7/11/88, 1/28/89

Revised 3/13/89, 7/1/95, 8/1/97

Revised 7/13/98

Revised 6/28/99

Revised 7/10/00

Revised 7/2/01

Revised 7/1/02

Revised 7/7/03

Revised 7/19/06

Revised 6/16/08

Revised 6/15/09

Revised 6/7/10

Revised 6/20/11

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VII, SECTION 9 - OTHER SPECIAL INSTRUCTIONAL PROGRAMS --

HOMEBOUND INSTRUCTION

The Wyoming Education Code of 1969, (amended 1983) 21.4-402 states: "the Board of Trustees of each School District shall offer homebound instruction for each pupil in the District who is hospitalized or homebound for more than one week because of injury or illness."

1. To initiate homebound instruction, Form 369 (Exhibit #42b), Application for Homebound Instruction, Form 370 (Exhibit #42d, pregnancy related), Form 331 (Exhibit #42c), Mutual Exchange of Confidential Information must be completed by the parent.
2. The homebound application must contain a statement from a primary health care provider as defined by the "Wyoming Health Care Decisions Act" (Exhibit 42a) verifying the need for homebound services. Homebound applications will be accepted from a primary health care provider. The medical need for homebound services must be verified every four weeks with the primary health care provider of record.
3. If, based on the primary health care provider's recommendation, homebound services must be extended beyond the initial service period; a verification of extension letter will be required. This verification must be completed and returned to the homebound coordinator before the initial service period has lapsed. An extension will be granted only when the primary health care provider has returned the extension verification letter. If the homebound service period has lapsed before the verification has been received the student will be expected to return to school. Failure to do so will result in the student being subject to the procedures outlined in the District's attendance policy (See Board policies chapter 8; section 5).
4. Students wishing to return to school before the assigned homebound period has elapsed must present a written primary health care provider's statement releasing the student from services before the student will be allowed to return to school. The homebound coordinator will request this information from the primary health care provider using the mutual exchange of information (Form 331) along with the early release verification letter.
5. The school nurse will fax the completed forms to the homebound office upon receipt. The homebound instructor will then be assigned. The homebound office will assign an instructor and the school will be notified. The school nurse will then notify all appropriate staff of the assignment and request all school work be sent to a designated place in the building for the homebound instructor to pick up.
6. Students approved for homebound services must discontinue work situations, extracurricular school activities, and volunteer work, unless otherwise stated in the primary health care provider's care plan.
7. A progress report for each student is completed on a monthly basis or upon termination of homebound services.
8. The homebound instructor will arrange a schedule with parent(s) or guardian for a daily time to deliver homebound services. Homebound instructors are allowed 5 hours per week direct student contact time and 2 hours per week for planning and teacher contact for a total of 7 hours per week per student.
9. Extra time may be needed with certain students. Extra time must have prior approval through the homebound office. Student needs will be considered on an individual basis and every consideration will be made to accommodate those needs.

10. The general care and non-educational needs of the student are the responsibility of the parent(s) or guardian and shall not be provided by the homebound teacher.
11. A quiet, accessible and clean work space should be provided for the teacher and student so instruction time will be uninterrupted. Homebound services are provided in the home although alternative locations may be considered.
12. Students are expected to have reviewed the necessary materials for the lessons, be prepared to take any tests, have homework completed, and be prepared when the teacher arrives. Equivalency courses may be substituted for existing course work depending on the length of time the student is receiving homebound services.
13. All students must have an adult available in the home during the instructional time. Request for students who are dangerous or have contagious conditions will be reviewed by the District homebound review committee for determination of homebound services.
14. If the student will be unavailable for instruction, the parent(s) or guardians of those under the age of 18 must call the homebound instructor or the homebound office at 771-2186. Parent(s) or guardians will be notified if a student under the age of 18 has called in their absence.
15. Students demonstrating excessive absences or lack of progress with homebound instruction may have services terminated based on the recommendation of District's homebound review committee. Laramie County School District Number One attendance rules apply.

Adopted 9/30/86
Revised 7/1/95
Revised 7/7/03
Revised 7/19/06
Revised 6/16/08
Revised 6/7/10

EXHIBIT #42a

**Laramie County School District Number One
Cheyenne, Wyoming**

OTHER SPECIAL INSTRUCTIONAL PROGRAMS

ARTICLE 4 – WYOMING HEALTH CARE DECISIONS ACT

(xiv) “Primary health care provider” means any person licensed under the Wyoming statutes practicing within the scope of that license as a licensed physician, licensed physician’s assistant or licensed advanced practice registered nurse and who is designated by an individual or the individual’s agent, guardian or surrogate to have primary responsibility for the individuals health care or, in the absence of a designation or if the designated provider is not reasonably available, a provider who undertakes the responsibility.

Legal Reference – W.S. S 35-22-402

Adopted 6/7/10

EXHIBIT #42b
Laramie County School District 1
Division of Instruction - Special Services
2810 House Avenue
Cheyenne, WY 82001
307-771-2186

APPLICATION FOR HOMEBOUND INSTRUCTION

STUDENT INFORMATION:

1. Name: _____ Birth Date: _____ Age: _____ Gender: _____
2. Parent/Guardian(s): _____ Address: _____
3. Home Phone: _____ Work Phone: _____ Cell Phone: _____ School: _____ Student's Grade Level: _____ Student ID#: _____
4. Is this student currently incarcerated? Yes ___ No ___ Location: _____
5. Does student have special Education Needs/504 Plan? Yes ___ No ___ (attached 504 plan)
6. Submitted by _____ Position _____ Date _____

PRIMARY HEALTH CARE PROVIDER'S STATEMENT FOR HOMEBOUND REFERRAL:

7. Primary Health Care Provider's Name (Please Print) _____
Address _____
Phone Number _____ Fax Number _____

Primary Diagnosis _____ Secondary Diagnosis _____
(Pregnancy related diagnosis, please complete Form 370)

8. Approximate length of time student will need Homebound Instruction (calendar days) _____

9. Has the student been referred to a specialist for follow-up and/or for additional care? Yes ___ No ___
Specialist referred to: _____ Phone Number _____

10. Are there any restrictions of activity for the student while receiving homebound instruction?
Yes ___ No ___ If yes, please explain _____

Primary Health Care Provider's Signature _____ Date _____

Addition comments: _____

FOR SPECIAL SERVICES USE ONLY: Expected Date of Return to School _____

11. Homebound Instructor Assigned _____ Date _____
12. Approved By _____

EXHIBIT #42c

Laramie County School District Number One
Cheyenne, WY 82001 (307 771-2206)

EXCHANGE OF CONFIDENTIAL INFORMATION

Student: Click here to enter text. _____ Birth date: Click here to enter text. _____

As the legal parent/guardian or adult student, I authorize:

LARAMIE COUNTY SCHOOL DISTRICT #1
School and/or Individual

2810 HOUSE AVENUE
Address

CHEYENNE, WY 82001
City State Zip Code

and

Institution, Agency, and/or Individual

Address

City State Zip Code

to mutually release and exchange confidential information and records involving educational plans, assessment results, medical findings, developmental, health, and immunization history, legal proceedings, and/or other relevant data, specifically:

MEDICAL INFORMATION PERTAINING TO HOMEBOUND ELIGIBILITY
(SEE ATTACHED VERIFICATION FORM LETTER)

Signature of Parent/Guardian/Adult Student Date

In accordance with the requirement of the Family Education Rights and Privacy Act of 1974, information sent or received by the public school may not be shared with any other party without the written consent of the parents or guardian or the child if eighteen years or older. This authorization is not necessary for the release of information to educational institutions or employees having legitimate access to the child's confidential files. This authorization may be withdrawn at any time.

EXHIBIT #42d

Laramie County School District One
Division of Instruction-Special Services
2810 House Avenue
Cheyenne, WY 82001

PRIMARY HEALTH CARE PROVIDER'S VERIFICATION FORM
Pregnancy Related

Dear [Click here to enter text.](#):

Your patient, [Click here to enter text.](#) has requested that the Laramie County School District Number One provide her with Homebound Instruction. This instruction will be provided for the duration of her pregnancy and during post-partum recovery.

Our School District's Policy limits time for pregnancy related services to, two to four weeks before the anticipated birth and eight to ten weeks following birth. This time is not to exceed twelve weeks total.

We are seeking your assistance in verifying the anticipated date of birth. Please advise the school nurse if you feel this student has any secondary problems that may prohibit her attendance beyond our designated limits.

Thank you for your cooperation in this matter.

Please complete and return with the Homebound Application, Form 369.

Due Date: _____

Physical Condition of Student: _____

Expected Homebound Start Date: _____

Expected Date of Return: _____

Comments:

(Please Print)

Primary Health Care Provider's Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Primary Health Care Provider's Signature: [Click here to enter text.](#)

Form 370 Rev. 207

Adopted 6/7/10

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VII, SECTION 9 - OTHER SPECIAL INSTRUCTIONAL PROGRAMS --

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

1. Identification of students will be made through a combination of nominations, assessments, rating scales, test scores, and interview.
2. Programs for gifted and talented students shall include emphasis on cognitive skills, creativity, higher level thinking, and other skills appropriate to the education of students with high potential.
3. District gifted and talented programs shall include multi-criteria identification procedures, objectives congruent with District goals and objectives, as well as patron and parent involvement.
4. Staff assigned to gifted and talented programs shall be qualified by experience, preparations, and commitment.
5. A systematic staff development program preparing teachers for teaching the gifted and talented students will be available.
6. All staff providing services to identified gifted and talented students will obtain specific training in the areas of theory, curriculum, and the delivery of instruction.

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VII, SECTION 9 - OTHER SPECIAL INSTRUCTIONAL PROGRAMS –

HOMELESS CHILDREN

Homeless is defined as an individual who lacks a fixed, regular, and adequate nighttime residence and who has primary nighttime residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The terms “homeless” or “homeless individual” do not include any individual imprisoned or otherwise detained.

In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned building and other inadequate accommodations will be considered homeless.

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in “doubled-up” accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally, will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular, and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless, even if prior to incarceration they would have been considered homeless, because they are living in adequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Migratory Children and Youth

Migratory children will not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they will be considered homeless.

Runaways

Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the street, or other inadequate accommodations will be considered homeless, even if their parents have provided and are willing to provide a home for them.

School-Age, Unwed Mothers

In general, if school-age, unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they will not be considered homeless.

Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth that were homeless prior to hospitalization will be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.

EXHIBIT 44

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

TITLE I TARGET AREA SCHOOLS

Afflerbach Elementary School

Alta Vista Elementary School

Arp Elementary School

Baggs Elementary School

Cole Elementary School

Goins Elementary School

Hebard Elementary School

Lebhart Elementary School

Pioneer Park Elementary School

Rossman Elementary School

Johnson Junior High School

Adopted 6/11/84
Revised 7/11/88
Revised 7/8/91 & 7/1/93
Revised 7/1/95
Revised 6/20/05
Revised 7/19/06
Revised 7/18/07
Revised 6/7/10
Revised 6/20/11

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VII, SECTION 9 – OTHER SPECIAL INSTRUCTIONAL PROGRAMS

EVALUATION AND ELIGIBILITY

PARENTAL CONSENT

- A. Prior to conducting an initial evaluation to determine if a child qualifies as a child with a disability, after reviewing existing data with the parents and providing prior written notice, Laramie County School District One will obtain informed consent from the parent of the child before collecting any additional data.
 - 1. Parental consent for initial evaluation must not be construed as consent for initial provision of special education and related services.
 - 2. The public agency must make reasonable efforts to obtain the informed consent from the parent for an initial evaluation.
- B. For initial evaluations only, if the child is a ward of the state, is not residing with the child's parent, Laramie County School District One is not required to obtain consent from the parent if:
 - 1. Despite reasonable efforts to do so, the public agency cannot discover the whereabouts of the parents of the child;
 - 2. The rights of the parents of the child have been terminated by the court;
 - 3. The rights of the parent to make educational decisions have been subrogated by a judge and consent for an initial evaluation has been given by an individual appointed by the judge to represent the child.
- C. Laramie County School District One may, but is not required to seek informed consent through due process procedures if the parent of a child who is enrolled or seeking to enroll in the public agency refuses consent for an initial evaluation.
- D. Laramie County School District One must obtain informed consent from the parent of the child before the initial provision of special education and related services to the child, and must make reasonable efforts to obtain that consent.
- E. If a parent refuses consent for the initial provision of special education and related services, Laramie County School District One may not seek consent through due process hearing procedures. The public agency:
 - 1. Will not be considered to be in violation to provide FAPE;
 - 2. Is not required to convene an IEP Team meeting or develop an IEP for the child.
- F. Laramie County School District One must obtain informed consent prior to conducting any reevaluation of a child with a disability. If the parent refuses consent, the public agency may utilize due process hearing procedures to seek consent, but does not violate its obligation if it declines to pursue the evaluation or reevaluation. The informed parental consent for reevaluation need not be obtained if the public agency can demonstrate that:
 - 1. It made reasonable efforts to obtain such consent and has documented those attempts;
 - 2. The child's parent has failed to respond.
- G. Parental consent is not required before:
 - 1. Reviewing existing data as part of an evaluation or reevaluation; or
 - 2. Administering a test or other evaluation that is administered to all children unless consent is required of parents of all children prior to administration.

- H. Laramie County School District One may not use a parent's refusal to consent to one service or activity under this section to deny the parent or child any other service, benefit, or activity of the public agency, except as required by this part.
- I. If a parent of a child who is home schooled or placed in a private school by the parents at their own expense does not provide consent for the initial evaluation or the reevaluation, or the parent fails to respond to a request to provide consent, Laramie County School District One may not utilize due process hearing procedures to seek consent.

Legal Reference - W.S. §300.300

Adopted 8/1/11

Section 10. GROUPING FOR INSTRUCTION. The Board of Trustees believes that students should be grouped for instruction in ways in which the most effective learning will take place. At times this may result in grouping students in class or course selections according to achievement levels, ability, and rate of progress. This policy is subject to the provisions of law and Board policy related to students with disabilities.

School personnel shall make certain that every available clue to student achievement and ability is used in determining placement for instructional grouping. Among variables to be considered are: cognitive ability test scores, reading test scores, achievement test scores, teacher observations, profile sheets, grades on permanent records, temperament of the student, and ability of the teacher to work with certain types of students.

A student's assignment to an instructional group shall not be permanent. If a change is deemed advisable in the judgment of the teacher, the teacher shall discuss the change with the principal and the parent. Every effort shall be made to assign the student to a group in the best educational interest of the student.

Cross Reference - Chapter VIII, Section 6, Promotion, Retention, and Acceleration of Students.
Chapter VII, Section 8, Special Instructional Programs for Students with Disabilities.

Adopted 6/11/84
Revised 7/19/06

Section 11. CLASS SIZE. Class size refers to student caseloads for individual teachers.

Class size impacts the level of interaction between the teacher, student, and parents. It affects the school's ability to meet the unique needs of individual students. Reduction of class size (caseloads) to maintain or exceed national standards and state guidelines is a priority of the District. Class size reduction is to be specifically addressed in all budgets, facility, staffing, and schedule planning to promote student achievement.

Adopted 6/11/84
Revised 7/13/98

ADMINISTRATIVE REGULATION - CHAPTER VII, SECTION 11 - CLASS SIZE

The intent of Laramie County School District Number One is to meet or exceed state and national standards regarding class size. Decisions are impacted by facilities, budget, staff availability, and scheduling. The following standards are class size goals based on recommendations for excellence developed by professional organizations or informed by best practices in other districts and other states.

Grades K-5	16 students	Legislative Funding Guideline
Grades 6-8	21 students	Legislative Funding Guideline
Grades 9-12	19 students	Legislative Funding Guideline
Secondary English Teaching Caseload	Conform caseloads to national standards (80 students per teacher by 2001-2002)	
Physical Education Classes	Conform caseloads to regular class sizes	
Science Courses (Lab Science)	Limit enrollment to 20/class when possible	

Adopted 6/28/99
Revised 7/7/03

Section 12. FIELD TRIPS AND EXCURSIONS. Educational trips may be arranged for instructional purposes providing the activities are aligned to district curricular units and are not unduly disruptive of the total school program.

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

1. The teacher shall carefully align the objective of the field trip/excursion to district curricular units of study with the principal and receive the principal's approval prior to making any arrangements for the trip.
 - a. Field trips are to be designed to provide opportunities for each student to demonstrate state and local standards through extended and constructed responses.
 - b. Requests will include documentation demonstrating adequate lesson preparation, preparation which aligns to appropriate District curricula.
2. Signed parental permission is required for each student participating in the trip, including walking or bicycling excursions. Parental permission forms, as shown in Exhibit 45, must be completed for each student and will be available in each school office.
3. The teacher shall provide the parents and guardians with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when the field trip will extend beyond the school day.
4. Students shall not be permitted to leave the field trip group during the trip unless they are released to parents nor shall they be permitted to drive motorized vehicles during a trip. Students will only be released to parent(s)/guardian(s) and no one else even with written permission of the parent(s)/guardian(s).
5. The teacher should review acceptable standards of conduct with students in advance of the trip. The teacher has primary responsibility for the conduct of students. Those students who cannot be self-controlled or teacher-controlled may be excluded from field trips.

6. The teacher planning the trip will be responsible for arranging an appropriate alternative educational experience and supervision for students who do not participate in the field trip.
7. Student safety shall be a primary consideration. Safety, including potential risks, and emergency procedures, if any, must be discussed with students, parents, and chaperones. In case of a student illness or accident, one adult must remain with the student at all times.
8. Medical considerations for students:
 - a. In cases where a student requires advanced medical care or has medical issues that need to be addressed during a field trip, advanced planning of at least thirty calendar days is necessary. Communication between the teacher, school nurse and parent/guardian is required to determine the necessary accommodations required for student attendance.
 - b. During overnight trips:
 1. The school District recognizes that the parent/guardian can be immediately available for any medical emergencies if the parent/guardian accompanies students.
 2. The school District prefers that the parent/guardian accompanies a student with advanced medical needs on trips.
 - c. Special considerations to be discussed for students with advanced medical needs:
 1. Location of overnight field trip needs to be considered:
 - a) Distance to the nearest medical facility
 - b) Accessibility of phone service
 - c) Response time of emergency medical services

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

OUT-OF-DISTRICT FIELD TRIPS

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

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

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

1. All trips in-state and out-of-state within a one hundred and fifty mile radius will require that the request be made at least three weeks in advance. Only the building principal need approve the request. A detailed itinerary must be submitted two weeks in advance of the trip. The teacher or sponsor will submit the Student Out-of-District Activity Request Form.

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

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

FUND-RAISING FOR FIELD TRIPS

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

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

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

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

STUDENT AWARD WINNERS

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

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

Cross Reference - Chapter V, Section 10, Transportation Services.

Adopted 6/11/84
Revised 7/1/94
Revised 6/28/99
Revised 6/20/05
Revised 7/19/06
Revised 6/15/09
Revised 7/1/13

EXHIBIT 45

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

PARENTAL PERMISSION FOR FIELD TRIPS

I, _____, parent/guardian of _____, do hereby grant permission for my child to participate in the following activity: _____ on the _____ day of _____, 20_____.

I understand that this permission increases the exposure of my child to unforeseen circumstances.

PARENT/GUARDIAN CONSENT FOR MEDICAL ASSISTANCE

I, _____, give my permission to Laramie County School District Number One to sign for emergency treatment of _____.

Social Security Number (Optional): _____

Insurance Information: Company: _____

Policy No. : _____

Name of Insured: _____

Parent/Guardian Phone Number(s): Home _____ Business _____

In case of emergency and parent cannot be contacted, please contact:

Name: _____ Phone No. _____

Doctor: _____ Phone No. _____

*Parent/guardian will be notified in case of serious illness or injury as quickly as they can be reached, but this form will make immediate treatment possible.

PROCEDURES/MEDICATIONS

Will the student need any medically necessary procedures/medications during the field trip? Yes No _____

If yes, please list: _____

Parent/Guardian

Date

(AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AND
RELEASE OF LIABILITY CONTINUED ON BACK)

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AND RELEASE OF LIABILITY

The undersigned, in accordance with Wyoming Statute 33-21-154 hereby recognize that the school nurse _____ and staff of _____ School known as designated "friends", who are also personnel of Laramie County School District Number One, State of Wyoming, and hereby authorized these "friends" to administer the following medication to _____
_____ (Student), said medication being furnished herewith:

prescribed by _____ (Primary Health Care Provider, if prescription)
and filled by _____ (Pharmacy) under # _____.

Said medicine shall be administered at the following times: _____
_____ in the following dosages _____.

Known possible side effects are: _____

In consideration of the District personnel administering such medicine, the undersigned hereby releases said District and its personnel from claims, demands, and liabilities, direct and indirect, which may result or accrue by reason of the administration of such medicine, the failure to administer it, or the improper administration thereof.

I have read and understand this authorization.

Dated this _____ day of _____, 20_____.

(Parent or Legal Guardian)

(Parent or Legal Guardian)

DOCUMENTATION OF MEDICATION ADMINISTRATION DURING FIELD TRIP

DATE	TIME	PERSON GIVING MEDICATION

EXHIBIT 46
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming
STUDENT OUT-OF-DISTRICT ACTIVITY REQUEST FORM
Educational Trip-Excursion

FILING DATE: _____ DATE OF TRIP: _____

SCHOOL: _____ GROUP: _____

TEACHER: _____ NUMBER OF STUDENTS: _____

PLACE OF VISIT: _____ ADDRESS: _____

HOW FINANCED: (Use general statements for preplanning request.) _____

DESIRED ACCOMPLISHMENT: (For final approval attach educational goals, supervision, financing, etc.)

PLANNED FOLLOW-UP: (Attach statement)

ITINERARY: (Attach)

DEPARTURE DATE: _____ DATE OF RETURN: _____

TYPE OF TRANSPORTATION: _____ TOTAL NO. OF STUDENTS: _____

NAMES OF CHAPERONES: _____

PARENT PERMISSION, HEALTH, AND INSURANCE IN ORDER: _____

DISCLAIMER – Should circumstances lead to the United States State Department’s issuing a travel advisory to any country on the itinerary, the trip overseas will be canceled. LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE ASSUMES NO RESPONSIBILITY FOR ANY RESULTS OF CANCELLATION.

APPROVAL:

PRINCIPAL: _____ DATE: _____

ASST. SUPT.: _____ DATE: _____

SUPERINTENDENT: _____ DATE: _____

*BOARD: _____ DATE: _____

(*If fund-raising project over \$2,500 or outside continental United States)

NOTE: FILE REQUEST AS OUTLINED IN BOARD RULES AND REGULATIONS, CHAPTER VII, SECTION 12, EDUCATIONAL TRIPS AND EXCURSIONS.

Form ASI131
Adopted 6/11/84
Revised 4/12/01

Section 13. GUIDANCE PROGRAM. Guidance services shall be provided as a part of the total school program. The District's guidance services provide important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs. Services are developmental and designed to address the needs of all students. Guidance services include school psychological services, counseling services, school social work services, psychological and achievement testing services, vocational and career development, and inservice programs in guidance and psychological areas.

The District's guidance services will include the following major functions:

1. Counseling individual and small groups of students. Diagnostic testing results along with other pertinent information may be used as aids in the counseling process.
2. Consultation with school staff and with parents about the general welfare of students as individuals in the classroom and in the total school environment.
3. Coordination of guidance services within, between, and among schools, between school and community, and between school and referral agencies in the community.
4. Staff development for building and/or District staff to help them understand student behavior and to learn intervention strategies which will assist students to practice self-fulfilling behavior.

Guidance services assist students in achieving in school at a rate and in a manner appropriate to the student's individual abilities. Guidance services assist students in making decisions affecting the student's education and adjustment as well as providing a liaison to coordinate resources available to further achievement and adjustment.

District guidance services shall be supervised at all levels by a staff member designated by the Superintendent.

Adopted 6/11/84
Revised 7/1/95

Section 14. STUDENT ASSESSMENTS. A focus on student learning necessitates the development and administration of a variety of assessments. These assessments provide formative and summative information regarding student progress toward the attainment of content knowledge and District standards proficiency.

Assessments serve as tools for maintaining a focus on improved student achievement by communicating academic growth to students, parents and the community as well as providing feedback to teachers which enables them to adjust programming and instruction to meet the needs of all students.

The District supports a comprehensive testing program with adequate resources, professional development and efficient and effective information management and reporting systems.

GRADING SYSTEMS AND REPORTS OF STUDENT PROGRESS

Laramie County School District Number One emphasizes academic achievement and student learning. Therefore, grades are based on the embedded assessments of progress toward standards proficiency, as measured by District assessments and other evidence of knowledge and skills attained in classes. Other forms of assessments will, where appropriate, include: common course assessments, semester and/or final exams, unit tests, classroom assessments and course work assignments.

Accurate and meaningful records of individual student achievement will be constantly maintained and issued to parents at the end of each grading period. Parent/teacher conferences regarding student academic progress will be held at least once yearly. Weekly and/or quarterly progress reports as well as daily parent internet access to student progress may be provided.

Standards proficiency and mastery of course knowledge will be utilized in making decisions regarding progression to higher levels of instruction and/or the next grade.

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course. Grades and proficiencies may be communicated through either a letter or rubric grading system.

THE DISTRICT RUBRIC SCALE IS AS FOLLOWS:

RUBRIC SCORE	DESCRIPTION	THIS CATEGORY IS EVIDENCED BY A STUDENT WHO:
4	ADVANCED	<ul style="list-style-type: none"> • Demonstrates broad and in-depth understanding of concepts and skills. • Makes abstract, insightful, complex connections among ideas. • Provides extensive evidence for inferences and justifications of solutions. • Demonstrates the ability to apply knowledge and skills effectively. • Applies skills and knowledge independently. • Applies efficient, sophisticated strategies to solve complex problems. • Communicates effectively and thoroughly, with sophistication.
3	PROFICIENT	<ul style="list-style-type: none"> • Demonstrates general understanding of concepts and skills. • Extends understanding by making meaningful, multiple connections among important ideas or concepts. • Provides supporting evidence for inferences and justification of solutions. • Applies concepts and skills to solve problems using appropriate strategies. • Communicates effectively
2	BASIC	<ul style="list-style-type: none"> • Demonstrates limited understanding of concepts and skills. • Makes simple or basic connections among ideas. • Provides limited supporting evidence for inferences and solutions. • Applies concepts and skills to routine problem solving situations. • Communicates in a limited capacity. <p>These students, as of yet, do not have a complete understanding of the standard.</p>
1	BELOW BASIC	<ul style="list-style-type: none"> • Demonstrates minimal understanding of concepts and skills. • Makes obvious connections among ideas. • Provides minimal evidence or support for inferences and solutions • Has difficulty applying basic knowledge and skills • Communicates in an ineffective and inadequate manner. <p>These students have not met the standard.</p>

Students and/or parents/guardians may dispute standard scores awarded during the school year by requesting a review of student scores on the District assessment system for the disputed standard(s) by contacting the Division of Instruction before the first day of school the following school year. All changes must be approved by the Assistant Superintendent of Instruction.

Percentage grades and rubrics are not always the only methods used for grading. Grading scales shall not replace sound judgment and the professional opinion of the teacher.

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course. Various indications of progress or achievement such as daily assignments, major projects, and participation in class discussion, quizzes, and major tests may be used by the teacher to assist in making this evaluation.

Students working on IEP'S and/or extended standards and benchmarks below their grade level and outside of the regular course offering will be graded according to their functioning in that subject area course.

THE DISTRICT GRADING SCALE IS AS FOLLOWS:

A	SUPERIOR	3.6 TO 4.0	90 - 100 PERCENT
B	ABOVE AVERAGE	2.6 TO 3.5	80-89 PERCENT
C	AVERAGE	1.6 TO 2.5	70-79 PERCENT
D	BELOW AVERAGE	0.6 TO 1.5	60-69 PERCENT
F	FAILING	0.0 TO 0.5	BELOW 60 PERCENT

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory
- IP - In ProgressStudent has not met course outcomes.
Teacher will determine length of extended learning time and final grade.
- IN - Incomplete.....Required course work has not been completed. All incomplete grades must be completed by the last day of the 4th week of the next grading period, if not completed, the grade becomes an "F."
- CO - Conditional..... Required course work is inadequate due to special circumstances. May be used at teacher discretion, with teacher determining the grade. Incomplete and conditional grades shall not be carried over into another school year.
- AU - Audit means no credit; no grade issued and audit must be declared during the first nine (9) weeks of each semester.

W - Students who drop during the first and third quarter will be removed from the class roster. Students who choose to drop during the last ten (10) class days of the semester will receive an "F."

Students shall not receive any credit for receiving a grade of "F" or Failure. Students shall not receive any credit for dropping a course prior to the completion of the course.

No grade shall be changed after a semester has elapsed except in the case of a bookkeeping error either by the teacher or central office. All changes must be approved by the Assistant Superintendent of Instruction.

A student caught cheating or plagiarizing may be failed for the particular piece of work in question. This decision rests with the teacher of the class and the principal. Each case will be considered individually and discussed with parents.

Cross Reference - Chapter VIII, Section 6, Promotion, Retention, and Acceleration; Chapter VIII, Section 7, Graduation Requirements.

Adopted 6/11/84
Revised 7/1/93 & 7/1/95
Revised 7/13/98
Revised 6/28/99
Revised 7/10/00
Revised 7/2/01
Revised 7/1/02
Revised 6/21/04
Revised 7/19/06
Revised 6/16/08
Revised 6/15/09

Section 15. TESTING PROGRAM.

GROUP TESTING

Group testing programs may be administered to students in kindergarten through grade 12 as a part of the District instructional program and as mandated by the Wyoming Department of Education.

The purpose of group testing shall be to measure the student performance on program performance standards for each curriculum area. Student performance data will be used to develop District and school staff development programs. The District identifies, monitors, and reports group testing results through an annual District Report Card which is disseminated widely to schools and patrons of the District. It will also provide standardized test information to students and parents to assist them in guiding the student's achievement and adjustment.

The tests shall include ability, achievement, interest, physical, and aptitude measurements as deemed necessary and appropriate by the Board, Superintendent, and the administrative and/or teaching staff.

The grade levels at which testing shall be conducted as well as the schedule of tests given District wide will be determined by the Assistant Superintendent of Instruction, the Director of Instruction, and the Director of Special Services.

The building principal shall be responsible for the proper administration of group tests, the return of test materials in good condition and at designated times to the testing office as well as for the release of test scores as directed by the Assistant Superintendent of Instruction as part of the reporting of academic progress. The building principal shall have the responsibility for ensuring the security of test materials and test records housed in the school building.

Group test results shall be considered a part of the student's record and shall be recorded, maintained, disclosed, reviewed, and when appropriate, amended in accordance with the provisions of Chapter VIII, Section 18, Student Records.

Group test results shall be used for screening purposes only and as the basis for further referral and evaluation but not for placement of students in programs for students with disabilities.

If there is sufficient evidence that a student's scores are inaccurate, the scores shall be amended according to due process procedures.

Student participation in District and statewide testing is based on the guidelines established by

the Wyoming Department of Education.

INDIVIDUAL TESTING

Individual testing of students may be necessary from time to time in order to assess an individual student's progress and needs as well as to provide appropriate programming.

Individual student academic achievement tests other than those involved in the placement of students in programs for students with disabilities may be administered to students at the discretion of the teacher and building principal. Individual student achievement tests and other measures used for placement of students in District special instructional programs shall be in conformance with regulations applicable to those programs.

Cross Reference - Chapter VII, Section 8, Special Instructional Programs for Students with Disabilities

Adopted 6/11/84
Revised 8/13/90 & 7/1/95
Revised 6/28/99
Revised 7/10/00
Revised 7/19/06
Revised 6/7/10

Section 16. LESSON PLANS. Teachers shall prepare lesson plans. Daily lesson plans shall be prepared in sufficient detail to provide effective planning for each day's teaching-learning activities. They shall clarify the goals and objectives of lessons and assignments. Lesson plans shall provide for the use of instructional materials and other educational resources in a competent and effective manner.

Lesson plans shall also be written to provide for continuity of instruction in the event a substitute teacher is employed in the teacher's absence. Principals or their designee shall use these plans as a tool in evaluating the effectiveness of the instructional program.

Cross Reference - Classroom Teacher's Job Description, Job Description Manual, Office of Director of Human Resources; Chapter VI, Section 13, Substitutes.

Adopted 6/11/84
Revised 8/12/85

Section 17. REPRODUCTION OF COPYRIGHTED MATERIALS. The purpose of this policy is to state the intent of the Laramie County School District Number One and the Board of Trustees in any case regarding the infringement upon a copyright involving Laramie County School District Number One personnel.

It is the intent of Laramie County School District Number One to adhere to the provisions of the Copyright Law of the United States (Title 17 of the United States Code, Public Law 94-553, 90 Stat. 2541). Laramie County School District Number One Board of Trustees recognizes that copyright legislation has been written to protect the property rights of the rightful owner(s) of copyrighted material(s). It is also recognized that there continues to be controversy regarding interpretation of the copyright laws. This policy represents a sincere effort to operate legally in all copyrighted areas.

Copyrighted material includes all print, nonprint, and computer software materials. Laramie County School District Number One establishes policy procedures to ensure that all copyright material is protected. Any material -- whether graphic, audio, visual, or computer software -- is under the full copyright protection afforded by this policy.

The Board prohibits its employees from copying materials not specifically allowed by 1) copyright law, 2) Fair Use Guidelines, 3) licenses or contractual agreements, or 4) other permission. All other copying must have the written permission of this institution's copyright officer. District administration will provide District employees with guidelines that clearly discourage violation of the copyright law.

The Board's strong disapproval of unauthorized duplication, in any form, means that employees and students, who willfully disregard the copyright policy are in violation of Board policy and do so at their own risk, and they assume all liability.

The Superintendent or designee will be the copyright officer with the responsibility to establish and implement appropriate procedures, prepare and distribute a copyright manual, and conduct training programs to insure that District personnel are advised on the current copyright law so they can perform their duties within the intent of the law.

The copyright officer shall develop and keep current a copyright manual designed to inform employees of their rights and responsibilities under the copyright law. Responsibility for disseminating

and interpreting copyright regulations and/or procedures will be vested in the copyright officer, with advice from legal counsel.

PRINTED MATERIAL

The copyright officer will insure that appropriate copyright notices are placed on or near all equipment capable of duplicating copyright materials.

School principals, with assistance from librarians and/or the copyright officer, will establish procedures for awareness of and compliance with copyright laws as they relate to all printed materials. These procedures will be in accordance with this policy.

NONPRINT MATERIAL

The copyright officer will insure that copyright notices are placed appropriately in the building, on or near all equipment capable of duplicating nonprint copyright material.

School principals, with assistance from librarians and/or the copyright officer, will establish procedures for awareness of and compliance with copyright laws as they relate to all nonprint material. These procedures will be in accordance with this policy.

Laramie County School District Number One adheres to the provisions of federal copyright law that relates to microcomputer programs and software, and it establishes supportive regulations which accompany this policy. Illegal copies of copyrighted programs will not for any reason be made or used on District equipment.

To support prevention of violation of copyright laws and other such illegal activities, District employees will adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code. District employees will follow the standard copyright law in the reproduction of computer software. There will be no reproduction of disks or other computer software except as permitted by law unless permission has been obtained in writing from the proper authorities.

The Superintendent or designee will establish and be responsible for enforcement of the computer software copyright policies.

School principals will designate the appropriate staff personnel and will establish procedures for awareness of and compliance with copyright laws specifically in the area of microcomputers and software.

The copyright officer shall maintain appropriate records regarding the use of copyright materials by employees.

Every school will have copies of the copyright law available to employees.

Adopted 4/24/89
Revised 7/1/95

Section 18. MUSIC INSTRUMENT CHECKOUT. Music instruments owned by the District are available for checkout on a first come/first served basis during the school year by students enrolled in the music program. Students will be financially responsible for any damage or loss which may occur while the instrument is checked out to them. Students will be charged a maintenance fee for the use of school instruments.

The District agrees to establish a preventative maintenance program for all music instruments and will ensure that each instrument is in playable condition at the time of checkout.

Exhibit 47, "Instrument Check-Out Agreement" will be completed before instruments are checked out to students.

Adopted 6/11/84
Revised 7/1/93
Revised 7/1/95
Revised 7/14/14

EXHIBIT 47
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
CHEYENNE, WYOMING
INSTRUMENT CHECK-OUT AGREEMENT

STUDENT NAME _____

PARENT NAME _____

MAILING ADDRESS _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

SCHOOL/GRADE _____

INSTRUMENT _____ INSTRUMENT NUMBER _____

INSTRUMENT CONDITION _____

ACCESSORIES/SUPPLIES: (Initial the items that are with the instrument)

<p style="text-align: center;">BAND INSTRUMENTS:</p> <p>Mouthpiece _____ Ligature _____ Cap _____ Strap _____ Swab _____ Tuning Rod _____</p>		<p style="text-align: center;">STRING INSTRUMENTS:</p> <p>Strings _____ Bow _____ Rosin _____ Chin Rest _____ Peg _____</p>
---	--	--

I acknowledge receipt of the above instrument and accessories. I agree to be responsible for any damage or loss that might occur while the instrument is checked out to me and to pay the maintenance costs of \$30.00, as required by District policy (Chapter VII, Section 18, Music Instrument Checkout). I understand that I will be billed for the entire amount of the maintenance fee, and must pay in full prior to the end of the current school year. I also agree to return the instrument when requested to do so by the Superintendent or designee.

SIGNATURE OF PARENT _____ DATE _____

SIGNATURE OF STUDENT _____ DATE _____

MUSIC INSTRUCTOR _____

SIGNATURE OF SUPERINTENDENT OR DESIGNEE _____

COMMENTS:

OFFICE USE ONLY
Customer Number _____
Invoiced _____
Fee Received _____

Section 19. INTRAMURAL PROGRAMS AND INTERSCHOLASTIC ATHLETICS AND

ACTIVITIES. School sports and other sponsored activities constitute an integral part of the total school program. Although differing in nature from the academic program, intramurals, interscholastic athletics and activities are justified only when they provide a profitable educational experience and are equally available to boys and girls. These programs are open to all students enrolled in the District. Supervisors, coaches, and activity sponsors shall provide maximum opportunities for all students to participate. If the participant changes schools, without a corresponding change of residence, one year ineligibility for varsity level competition will occur as per Wyoming High School Activities Association, 6.4.0. Participation, sportsmanship, competition, and fair play are important goals of the total activity and athletic programs.

Interscholastic athletic and activity programs shall be defined and conducted within the parameters set forth by Board policy as well as within the rules, regulations, and limitations outlined by the Wyoming High School Activities Association.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege to be granted to those students who meet both the standards of eligibility adopted by Laramie County School District Number One and the Wyoming High School Activities Association. The eligibility policy is to help students realize School District Number One expects students to achieve academic success in order to participate in extracurricular activities. Any activities, interscholastic or intrascholastic, must meet eligibility requirements as outlined in the activities handbook.

An eligibility survey will be made each week. Students who do not meet eligibility requirements will immediately be placed on eligibility probation until the next eligibility survey. Any failing grade in an individual class should be based on a cumulative grade average and not on one failing or missing grade.

If a student fails to achieve a passing grade within the probationary period, ineligibility will be invoked as outlined in the activities handbook.

Ineligibility may also result from behaviors which are detrimental to the individual student or to the school, regardless of grades. A student who is suspended from school will be ineligible from all activities during the period of suspension.

ADVANCE CLEARANCE SLIPS FOR SCHOOL-SPONSORED ACTIVITIES

Participation requiring absence from class will require prearranged permission from all teachers for all classes missed for those student activities not involving interschool competition. Any request from a student who is receiving a failing grade will be denied. The advance clearance slips will be distributed and monitored according to administrative rules and regulations.

JUNIOR HIGH SCHOOL ATHLETICS

The following regulations apply to athletic programs provided in grades 7 through 8:

1. Students must agree to attend their attendance area high school or receive an attendance waiver in accordance with the Laramie County School District Number One Activities Handbook.
2. A maximum of four out-of-town trips per sport is permitted for seventh and eighth grade sports activities.
3. Any seventh and eighth grade student who meets eligibility requirements may participate in junior high athletics as long as eligibility is maintained.

Cross Reference - Wyoming High School Activities Association Handbook; Chapter VII, Section 12, Field Trips and Excursions; Chapter VII, Section 14, Grading; Chapter VIII, Section 11, Disruptive Student Behavior, Discipline, and Detention; Chapter VIII, Section 15, Health and Safety of Students, Physical Examinations; and Authority to Engage in Interscholastic Athletic Activities.

Adopted 6/11/84

Revised 8/8/88, 3/13/89, 8/13/90, 7/8/91, 7/1/93

Revised 7/1/94, 7/1/96, 6/28/99

Revised 6/16/08

Revised 5/7/12

Section 20. HOME SCHOOLING. The Board recognizes the need to define policy and regulations concerning the implementation of the Wyoming Home Schooling Law. This law does not negate the Board's responsibility in protecting the child's right to an education.

A home-based educational program means a program of educational instruction to a child by a child's parent or legal guardian or by a person designated by the parent or legal guardian. An instructional program provided to more than one family unit does not constitute a home-based educational program.

A "basic academic educational program" is one that provides a sequentially progressive curriculum of fundamental instruction in reading, writing, mathematics, civics, history, literature, and science. These curriculum requirements do not require any home-based educational program to include in its curriculum any concept, topic, or practice in conflict with its religious doctrines or to exclude from its curriculum any concept, topic, or practice consistent with its religious doctrines.

The Board requires that the following procedures be utilized in implementing a home-based educational program:

1. Parents/guardians submit a letter of intent to provide a home-based educational program to the Board.
2. Administrative directions are provided to the parents/guardians for compliance with the law.
3. Every person administering a home-based educational program will submit a curriculum to the Assistant Superintendent of Instruction or designee each year to show that the program complies with the educational requirements and schedule for instruction. This curriculum will be submitted within thirty days of implementation of the home-based program.
4. The home-based curriculum will be reviewed by the Assistant Superintendent of Instruction or designee to determine whether a parent/guardian is planning to provide a sequentially progressive curriculum in reading, writing, mathematics, civics, history, literature, and science for the appropriate grade level.
5. Documentation of the home-based instructional program should be maintained by the parent/guardian and may be requested by the Assistant Superintendent of Instruction.

The Board recognizes that children may reenter the public schools from home-based instructional programs. These home-based programs will be treated as any other nonaccredited school and appropriate testing shall be required for placement in the grade level. Any student from a private nonaccredited school and/or home schooling program who transfers into District schools at the ninth grade level or above shall receive credit based on a transcript from the sending school and/or performance as demonstrated on an approved examination which covers the content ordinarily included in the specific, required subject areas. The Division of Instruction shall supervise the testing and placement process. The grade level may or may not be the same as the child has achieved in the home-based program. Please see Chapter VIII, Section 2.

An Annual report concerning all home-based programs within the District will be submitted to the Board in June.

Legal Reference – W.S. § 21-4-101 (a) (iii)-(vi)

Adopted 8/12/85
Revised 7/1/95 & 8/1/97
Revised 7/13/98
Revised 7/1/02
Revised 7/19/06
Revised 5/7/12

Section 21. PARTIAL PARTICIPATION IN ACADEMIC PROGRAMS, ATHLETICS AND ACTIVITIES

Students from private schools, home schools, charter schools, or virtual schools may enroll in classes grades K-12 if the following conditions are met:

1. Students must be in good standing in terms of behavior and academic performance in their school to be eligible for partial participation in the District.
2. Partial participation students will be required to provide their own transportation.
3. Partial participation students will be subject to the same expectations for student behavior, eligibility, and academic performance as all other students.
4. Partial participation students will be required to comply with the Immunization Laws of the State of Wyoming.
5. Partial participation programs of study must be approved by the Assistant Superintendent of Instruction or designee.

Students in grades K-12 from private schools, home schools, charter schools, or virtual schools may participate in interscholastic athletics and/or activities. Student participation in grades 7-12 is in accordance with the Wyoming High School Activities Association rules and regulations regarding home school and private school participation.

Expelled students or students on stipulated long-term suspensions are ineligible for partial participation during the term of their expulsion or suspension.

Legal Reference – W.S. S 21-4-101 (a) (iii)-(vi)

Adopted 8/12/85
Revised 7/1/95 & 8/1/97
Revised 7/13/98
Revised 7/1/02
Revised 7/19/06
Revised 5/7/12

Section 22. LIBRARY MEDIA SERVICES. Library media services shall be provided as a part of the total school program. Library media services shall provide a wide range of instructional and recreational materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and shall allow for the review of instructional materials.

Library media services shall provide instruction, assistance, and support in the use of all information sources, i.e., print, nonprint, and electronic media. All resource materials will be used to aid in the teaching-learning process.

District library media services shall be supervised by a staff member designated by the Superintendent.

Cross Reference - Chapter IX, Section 8, Public Complaints About District Curriculum or Instructional Materials.

Adopted 7/1/95

ADMINISTRATIVE REGULATION - CHAPTER VII, SECTION 22, PROCEDURES FOR SELECTION OF LIBRARY MEDIA MATERIALS AND EQUIPMENT

The responsibility for the selection of library media materials and equipment in the secondary schools is delegated to the professional library media specialists employed by the District.

In the elementary schools, selection of library media materials and equipment is the ultimate responsibility of the Library Media Services Coordinator in conjunction with the teachers and principal of each school.

1. Criteria for Selection of Materials:

- A. The following criteria will be used as they apply to both print and nonprint library media materials:
- (1) Materials shall support and be consistent with the general educational goals of the District and the objectives of specific courses.
 - (2) Materials shall meet high standards of quality in factual content and presentation.
 - (3) Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
 - (4) Materials shall be chosen to foster respect for all people, including gender, minority, and ethnic groups, and shall realistically represent our pluralistic society with its diverse roles and life styles. Materials shall be designed to help students gain an awareness and understanding of the many important contributions made to our civilization by gender, minority, and ethnic groups.

Materials shall clarify the multiple historical and contemporary forces with their economic, political, social, and religious dimensions. These materials shall present and analyze intergroup tension and conflict objectively, placing emphasis upon resolving and managing social and economic problems.

Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, nonsexist society.
 - (5) Materials shall be selected on the basis of their strengths rather than chosen because they are inoffensive.
 - (6) Libraries shall provide a representative cross-section of viewpoints concerning the problems and issues of our times.
 - (7) Physical format and appearance of materials shall be suitable for their intended use.
- B. Materials concerning controversial topics shall not be avoided. Rather, every effort will be made to represent a variety of points of view in order to help students develop critical analysis skills.

2. Procedure for Selection of Library Media Materials

- A. In selecting materials for purchase for the library media center, the library media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids such as, but not limited to, *Booklist*, *School Library Journal*, and the Wilson catalogs -- *Children's Catalog*, *Junior High School Library Catalog*, and *Senior High School Library Catalog* -- and other appropriate sources. The actual item shall be examined when deemed appropriate.
- B. Recommendations for purchase will be solicited from faculty, student body, parents, and community.
- C. Gift Materials.
 - (1) Gift materials shall be judged by the criteria in Selection of Materials and shall be accepted or rejected by those criteria.
 - (2) The person donating the material must fill out and sign the Gift Form (see Exhibit 48) relinquishing any rights to the material.
 - (3) If accepted, gift materials shall not be housed in a special collection and will be subject to routine weeding.
 - (4) If the library media specialist decides that gift materials are not suitable for the collection, the library media specialist has the right to dispose of the materials.
 - (5) The library media center does not appraise materials for income tax purposes.
- D. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Materials removed may be transferred to other media centers within the District if appropriate. (See Section 3)

3. Weeding, Discarding, Replacement, and Multiple Copy Acquisition

- A. Weeding and Discarding
 - (1) Weeding is the process of clearing the collections in the library media center of those materials which have outlived their usefulness. Withdrawing materials is a continuing process, but weeding the collection is a carefully planned procedure in many ways as important as selecting new materials of high quality.
 - (a) Suggested criteria for weeding out undesirable materials are as follows:
 - (i) Circulation records and usage as reference material should be considered.
 - (ii) Currency. If the subject matter is out-of-date, factually inaccurate, or no longer relevant to the educational program, or if illustrations are outmoded or perpetuate sexist, racist, or cultural stereotypes.

- (iii) Technical quality. In nonprint materials, if visuals are poor, faded, or off-color, if sound reproductions are faulty or inferior.
 - (iv) Duplication. If materials are duplicate copies or duplicated materials no longer needed in the collection.
 - (v) Physical condition. If materials are worn, torn, soiled, or if pages or parts are missing.
- (2) Reasons for not discarding materials, even if they meet the above listed criteria as follows:
- (a) If the work is a "classic" award winner, or appears on standard, current core bibliographies.
 - (b) If it is a work of historical significance.
 - (c) If the item may be out-of-print and may still have some possible use.
 - (d) If the material is unique in content, format, illustrative technique, etc.
 - (e) If it is a work by a local author, illustrator, or editor.
 - (f) If it describes local history or personalities.
 - (g) If it is an expensive item.
- (3) The condition of materials should be evaluated as they circulate. The entire collection shall be evaluated for possible discards, replacements, and repairs each school year. This may be done on a "rolling" schedule or as a year-end project at the discretion of the library media specialist.
- (4) This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. This "silent censorship" would violate the principles of intellectual freedom upheld by this policy.

B. Replacements

- (1) Titles withdrawn because of loss, damage, or general condition are considered for replacement. Classics are replaced whenever possible in better format. The same considerations applied in original selection apply to replacements. In addition, other factors must be considered:
- (a) Availability of newer and better materials in the field.
 - (b) The value of the individual title, whether for literary quality, subject appeal, or authority and importance of the author.
 - (c) Requests for the title or subject. Popular titles still in print should be replaced.

C. Multiple Copies.

- (1) Multiple copies are acquired on the basis of need. Most often different titles are purchased within a subject area rather than large numbers of just one title.

4. Interlibrary Loan

- A. Each of the school libraries within Laramie County School District Number One is an integral component of the total District library program and is not an entity in and of itself. Each library collection is considered a segment of the total District library collection. All materials are shared, all materials are made available upon request to any school library media center in the District. All requests for interlibrary loans are to be made via telephone, email or District mail to the appropriate library media center. The library media specialist locates the requested materials and, if available, ships the materials directly to the library media specialist making the request.

EXHIBIT 48

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

GIFT FORM

I hereby give, transfer, and deliver all rights, title, and interest in and to the property described below to____
_____, as an unrestricted gift, along with whatever literary rights I may
possess to this property.

SIGNATURE _____ Date

FULL ADDRESS _____

SIGNATURE _____ Date

FULL ADDRESS _____

SIGNATURE _____ Date

FULL ADDRESS _____

The _____ hereby accepts and acknowledges as an
unrestricted gift the collection or item(s) described below and agrees to administer it/them in accordance
with its established policies.

Accepted by: _____
SIGNATURE

TITLE

DESCRIPTION OF THE GIFT MATERIAL(S):

Section 23. ETHICS IN USE OF TECHNOLOGY. It is the policy of the Laramie County School District Number One Board of Trustees to adhere to the highest standard of ethics for use of technology. Use of technology for access to local, state, national, and international networks is a privilege requiring responsible, ethical use at all times. The Administrative Regulation describes terms for students, staff, and trustees.

Adopted 8/1/97

ADMINISTRATIVE REGULATION FOR CHAPTER VII, SECTION 23, ETHICS IN USE OF TECHNOLOGY

TERMS AND CONDITIONS FOR USE OF LCSD1 TECHNOLOGY SERVICES

Please read the following carefully before signing the attached contract. (Exhibit 49). This is a legally binding document.

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. Exceptions to this must be approved in writing by the Director of Technology or designee. The commonness of technology services provides opportunities for access to information in the District and outside of the District via devices that may or may not be owned by 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:

- a. Network transmissions containing offensive content or links to such content including;
- b. Using obscene or inappropriate language;
- c. Harassing, insulting, or threatening others (including physical/emotional threats);
- d. Damaging computers, computer systems, computer files, or any part of the LCSD1 Network;
- e. Sharing network access with others through your network login;
- f. Sharing, using, or changing another's ID and/or password;
- g. Trespassing in another's technology services account, folders, work or files;
- h. Impersonating another individual;
- i. Leaving network applications open and unattended;
- j. Employing technology services for commercial purposes;
- k. 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);
- l. Creating, transmitting, viewing or retrieving items that interfere with the education environment, cause disruption at the school District, or threatens, abuses, or insults others;
- m. 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;
- n. Subscribing to any services or ordering of any goods or services not school related;
- o. Sharing of the student's home address, phone number, or other information;
- p. Streaming services (such as audio/video), and other high bandwidth utilizations applications;
- q. 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;

- r. Connecting unauthorized technologies to the network (for example adding a non-District switch or wireless access point);
- s. Modify, move or otherwise alter the physical or logical configuration or connection of any network connected device. (examples: moving wireless access points, switches, etc.);
- t. Using your Laramie County School District Number One account to access or control other network appliances for purposes not allowed on the LCSD1 Network;
- u. Any activity that violates a school rule or a local, state, or federal law;
- v. 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 supersedes 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.

Students will be operating under an “opt out” policy (Exhibit 50) regarding Internet access. Parents will need to send a letter (See Deny Permission Internet Use Form) requesting their child be removed from the network within two weeks of registration each school year or the student will be allowed access.

Adopted 8/1/97
Revised 6/28/99
Revised 7/2/01
Revised 7/7/03
Revised 6/20/05
Revised 7/19/06
Revised 6/16/08
Revised 6/15/09
Revised 5/7/12
Revised 7/1/13

ADMINISTRATIVE REGULATION FOR CHAPTER VII, SECTION 23, POSSESSION AND USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES

STUDENT POSSESSION AND USE

1. Students shall have no expectation of privacy in the possession of a portable electronic device which is used in violation of District policies, regulations, and rules.
2. The safe-keeping of portable electronic devices is the sole responsibility of the student; the District is not responsible for damage or loss.
3. Portable electronic devices may be used in support of instruction as approved by District staff in accordance with District policies, regulations, and rules.
4. Portable electronic devices may not be used to interfere with the education environment, cause disruption to the District, or threaten.
 - A. Portable electronic devices (1) that produce any audible sound, whether through a speaker, earphones, buzzer, or other means, and cellular phones that produce a ring tone or vibrating alert, (2) that are visible, or (3) that are otherwise used in violation of the preceding paragraphs without specific permission of school personnel can be confiscated by school personnel. They may be retrieved by the student's parent or guardian from a building administrator.
 - B. Students are required to turn portable electronic devices over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority in violation of policies for student discipline, and shall be subject to disciplinary action.
 - C. Portable electronic devices are allowed to be taken and used on school trips, provided that they are not used at times when school personnel prohibit their use. Coaches and sponsors are encouraged to set guidelines for their use.
 - D. Use of cameras or the camera features on a cell phone or other portable electronic devices in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated by school personnel.
 - E. The principal may establish and school personnel may enforce additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs.
 - F. The District assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this regulation.
5. Students violating this regulation shall be subject to disciplinary action.
 - A. If use of a portable electronic device is required in individual instances to assist a student with the student's education, or in emergencies, permission must be obtained in writing from a building administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this regulation.
 - B. It is understood that in certain instances there is educational value in utilizing portable electronic devices (data entry devices, recorders, etc.) in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the classroom teacher or a building administrator unless the use of such a device is provided for in a student's individualized education program (IEP).

STAFF POSSESSION AND USE

1. Staff shall have no expectation of privacy in the possession of a portable electronic device which is used in violation of District policies, regulations, or rules.
2. The safe-keeping of portable electronic devices is the sole responsibility of the staff member, the District is not responsible for damage or loss.
3. Portable electronic devices may be used by staff as needed for job related duties and during non work time (i.e. breaks, lunch) and during emergencies.
4. Portable electronic devices should not be turned on or used during any time that would interfere with the learning of students or staff, cause a disruption in work operations, or adversely impact any District related activity or event.
5. Portable electronic devices may not be used to interfere with the education environment, cause

disruption to the District, or threaten.

- A. Portable electronic devices (1) that produce any audible sound, whether through a speaker, earphones, buzzer, or other means, and cellular phones that produce a ring tone or vibrating alert, (2) that are visible, or (3) that are otherwise used in violation of the preceding paragraphs without specific permission of the supervisor or site administrator can be confiscated by the supervisor or administrative personnel.
6. Staff may be asked to turn over portable electronic devices over to District personnel when needed.
 - A. Portable electronic devices are allowed to be taken and used on school trips, provided that they are not used at times when prohibited.
 - B. Use of cameras or the camera features on a cell phone or other portable electronic devices in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated by District personnel.
 - C. The supervisor/administrator may establish and designated personnel may enforce additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to school/department needs.
 - D. The District assumes no responsibility for loss or damage to personal property of staff, including cell phones and other portable electronic devices, whether in the possession of staff or if confiscated pursuant to this regulation.
7. Staff violating this regulation may be subject to disciplinary action.

EXHIBIT 49
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming
STAFF
ELECTRONIC INFORMATION SERVICES USER AGREEMENT
(Also known as the Acceptable Use Policy)

The District may provide Electronic Information Services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic Information Services (EIS) include, but are not limited to the LCSD1 Network, 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. Refer to Administrative Regulation for Chapter VII, Section 23 to verify term definitions and more details.

Please read this document carefully. When signed by the user, this document becomes a binding agreement. Submit the signed agreement to your immediate supervisor. New Employees complete this form as part of their initial paperwork for LCSD1 Human Resources

Important Note: Use of EIS, including computers, will not be permitted until this document has been signed, and dated. (This document will become a part of your Personnel File and remain valid during your tenure with the District.)

Terms and Conditions

- I will refrain from using EIS for any purpose, or in any manner prohibited by this user agreement or Laramie County School District Number One policies and regulations.
- I will not submit, publish, display, broadcast, store, or retrieve any materials forbidden by statutes, laws, or District policies and regulations, including that which is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal.
- I will abide by all copyright regulations.
- I will report any misuse of the electronic information resources to my immediate supervisor.
- I will not use the network in any way that would disrupt use of the system by others. I will not use the District's facilities knowingly to disable or overload any LCSD1 Network appliance (including, but not limited to, the use of streaming audio/video or leaving network applications open and unattended), or to circumvent any system intended to protect the privacy or security of another user.
- I will not reveal home addresses and phone numbers of others unless authorized due to my job responsibilities.
- I understand that network transmissions are not private and may be monitored. The District reserves the right to inspect any and all files stored in private areas of the LCSD1 Network in order to assure compliance with District policy and the District may comply with appropriate requests from law enforcement and regulatory agencies for logs, diaries, and archives on individual's network transmissions and network activities.
- I will strive to use correct spelling, punctuation, and grammar when sending electronic mail or publishing documents.
- I will take responsibility for any account that is given to me, will keep my password and/or user ID private, and will not allow others to access my account(s) unless authorized due to my job responsibilities. (Example: A teacher is not permitted to share their access to the LCSD1 Electronic Gradebook.)

-continued on back-

- I understand that many services and products available through EIS may be available for a fee. I will obtain authorization prior to accessing or using a service that requires a fee and will accept responsibility for any expenses incurred for use of such services without prior authorization.
- I understand that Laramie County School District Number One specifically denies any responsibility for the accuracy of information which may be obtained through EIS. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how Electronic Information Services (EIS) are used and bears the risk of reliance on the information obtained.
- I understand that Laramie County School District Number One does not assume liability for any information lost, damaged, or unavailable due to technical and/or other difficulties.
- I understand that Laramie County School District Number One reserves the right to establish rules and regulations as may be necessary for the efficient operation of EIS.
- I will maintain supervision of students using EIS and will not grant student use of EIS through my account.
- I will follow guidelines set by the Department of Technology to create and manage user accounts when required by my job responsibilities.
- I will ensure that any non-district network appliance under my supervision that is connected to the network has up-to-date scanning protection software for viruses and related malicious software.
- I will not provide any student access to a user account containing administrative rights and/or non-student authorization.
- I will not allow students access to District databases - including but not limited to, the LCSD1 Electronic Gradebook, Power School, and SAP.

User Agreement and Signature

I agree to abide by Laramie County School District Number One policy and regulations on appropriate use of Electronic Information Services.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of Electronic Information Services. Additionally, if inappropriate use violates law, law enforcement entities will be notified.

User's LEGAL Name (print) _____

School/Department _____

Position _____

User's Signature _____ Date _____

Form #DOT140

Adopted 8/1/97
 Revised 6/28/99
 Revised 7/2/01
 Revised 7/7/03

EXHIBIT 50

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

FOR PARENT INFORMATION

Parent(s)/guardian(s) who wish to deny Internet access to their Laramie County School District Number One student(s) must return a Does not have permission to access the Laramie County School District Number One Network form to the principal of their child(ren)'s school within two weeks of registration at that school.

(This bulletin will be printed and is a part of the Student Handbook.)

**LCSD1 NETWORK AND INTERNET ACCESS
at
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE**

Laramie County School District Number One will be operating under an "opt out" policy for students regarding Internet access. This means that students will be assumed to have parent/guardian permission to access the Internet at Laramie County School District Number One unless the school has received a written statement from the student's parent(s)/guardian(s) that the student does not have Internet access permission.

Please understand that in accessing the Internet at Laramie County School District Number One schools students will be expected to adhere to the Laramie County School District Number One Network Administrative Regulation for Chapter VII, Section 22 – Ethics in Use of Technology. This Administrative Regulation may be referred to as an "Acceptable Use Policy":

Acceptable Use - The Internet may be used by students for research and educational activities. The network and the District's Internet connection may not be used to access, download, store, and/or distribute any material (text, graphic, photo, or audio) which is defamatory, abusive, obscene, profane, threatening, or sexually explicit to the average person. Inappropriate use will result in disciplinary action by the building principal that may result in suspended, revoked, or canceled Internet access by that user.

Network Conduct - Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Use appropriate language. Use of vulgar language does not conform to established Code of Student Conduct and may result in disciplinary action.

Illegal activities and use of the LCSD1 Network in furtherance of illegal activities are strictly forbidden.

Use of the LCSD1 Network for financial gain via District-owned equipment is also strictly forbidden.

Liability – The District makes no warranties of any kind, expressed, or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Revised 6/28/99, 6/20/05

Section 24. INTERNATIONAL BACCALAUREATE PROGRAM. The International Baccalaureate program is a special District program designed to fulfill the mission statement to ensure that students are prepared to successfully cooperate and compete in a global society.

The International Baccalaureate program provides opportunities to highly motivated students to complete a vigorous academic program that a) exceeds District and State standards, and b) prepares students to enter college with up to one year of completed college course work at most United States and international universities.

Adopted 6/28/99

CHAPTER VIII

STUDENTS

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CHAPTER VIII

STUDENTS

Section 1. STUDENT DEMOGRAPHIC DATA COLLECTION AND IDENTIFICATION. The Superintendent or designee shall direct and supervise the collection of demographic data for all students enrolled in District schools.

Students enrolled in Laramie County School District Number One will be entered into all District Databases and student records using their full legal name. It is the responsibility of the student's parent/guardian (or student if age 18 or over) to promptly inform the school of changes in student demographics.

To accomplish District goals and objectives, the Superintendent or designee shall direct and supervise a systematic, continuous survey and inquiry to identify any students who may benefit now or in the future from District programs.

Consideration shall be given to students already receiving services from the District as well as to students not currently receiving services but who may benefit from programs other than those now being provided such as alternative school programs, programs for students with disabilities, and others.

The survey and inquiry shall include:

1. Individual and group testing of students;
2. Observation and attention by all District personnel to student progress and needs;
3. Affirmative efforts to secure referrals and recommendations from individuals and agencies with probable information related to District efforts such as primary health care provider as defined by the "Wyoming Health Care Decisions Act" (Exhibit #42a), parents, and social service agencies;
4. Cooperation with the Wyoming Department of Education "Child Find" Program as defined in current State Board of Education Rules and Regulations and Laramie County School District Number One policies and procedures for children with disabilities.

Cross Reference – Chapter VII, Section 9, Exhibit #42a; Chapter VIII, Section 6, Promotion, Retention, and Acceleration of Students; Chapter VIII, Section 18, Student Records.

Adopted 6/11/84

Revised 7/1/95, 7/1/96, 7/19/06, 7/18/07, 6/7/10

Section 2. ADMISSION. Initial admission of students into District educational programs shall be made on their behalf by a parent or court-appointed guardian. Students whose parents are absent from the District due to a military duty assignment for a period of time not to exceed one school year, may enroll or continue enrollment in the District during the period of that assignment upon the execution of an *in loco parentis* power of attorney executed by the student's parent and/or court-appointed guardian. A copy of the military orders must be provided to the appropriate school officials in addition to the *in loco parentis* power of attorney. A student eighteen years of age may matriculate himself.

Proof of age and residence shall be required. Written authorization for release of official records and related information from other schools attended by the student shall be required from parents or guardians for those students who have previously attended other schools.

A student who is not a legal resident of the District or whose court-appointed guardian is not a legal resident of the District may be admitted to attend District schools when space is available. Space consideration shall be with reference to the entire period necessary for the student to complete his course of studies. Nonresident students shall pay tuition equal to the per pupil cost at the level of their attendance. Students who are expelled from another District shall not enter the District during the expulsion period.

Any student from a private non-accredited school and/or home schooling program who transfers into District schools at the ninth grade level or above shall receive credit for courses that correspond to a current District offering. Because all District high schools are accredited by the Wyoming Department of Education and the North Central Commission on Schools, non-accredited course work will be recorded on official transcripts as "S" or "U", and will not be used for purposes of calculating cumulative grade point averages or class rank. Carnegie Unit Credit for graduation will be granted for "S" grades. Students may earn a letter grade for transferred credit by demonstrating standards proficiency through state or District assessments. Subject area Coordinators are responsible for grade conversions based on the level of proficiency demonstrated. The Division of Instruction shall supervise the testing and placement process.

In situations where a minor wishes to enroll or continue enrollment in Laramie County School District Number One, but his/her parents live out of the state or community, School District policy requires that the minor's custodian obtain Wyoming legal guardianship of the minor within thirty (30) days of the student's enrollment. (See Acknowledgment of Provisional Enrollment to Laramie County School District Number One) This accomplishes three purposes:

1. The District is assured that someone is legally responsible to care for the child;
2. The District is assured that someone is available to give permission for the child to participate in activities and receive medical attention;
3. The District is assured that the minor is a resident of Laramie County. A minor retains the residency of the parent until a guardian is appointed.

Legal Reference – W.S. §21-4-502(b), and 21-4-504

Cross Reference - Chapter III, Section 5, Elementary School Triad Plan; Chapter VIII, Section 4, Attendance Areas.

Adopted 6/11/84.

Revised 7/1/95, 6/28/99, 9/13/99, 7/2/01, 7/19/06, 7/18/07, 6/7/10

**EXHIBIT 51
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming**

**ACKNOWLEDGMENT OF PROVISIONAL ENROLLMENT TO
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE**

In situations where a minor wishes to attend school in Laramie County School District Number One (LCSD#1), but his/her parents live out of the state or community, School District policy requires that the minor's custodian obtain Wyoming legal guardianship of the minor within thirty (30) days of the student's enrollment. This accomplishes three purposes:

1. The School District is assured that someone whose resident is within the boundaries of LCSD#1 is legally responsible to care for the child;
2. The School District is assured that someone whose residence is within the boundaries of LCSD#1 is available to give permission for the child to participate in activities and receive medical attention;
3. The School District is assured that the minor is a resident of Laramie County.

A minor retains the residency of the parent until a guardian is appointed.

I, _____ acknowledge that
(Name of Parent(s))

_____ 's enrollment as a student
(Name of Student)

of Laramie County School District Number One is temporary, and will be revoked unless guardianship is completed within thirty (30) days of enrollment.

Parent(s) Signature

Date

Date of Enrollment

Form #ASI107

Adopted 7/2/01
Revised 7/19/06

Section 3. ATTENDANCE. Qualifications for attendance in District schools include age and residency requirements and are subject to certain allowances and exclusions.

Age: A student over six years of age and under twenty-one years of age is considered to be of school age. Attendance in school is compulsory for all resident students whose seventh birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed the tenth grade.

Residency: All students who attend District schools must be residents of the District. For students under the age of nineteen, the residency requirement is met when the student has a parent(s), court-appointed guardian, or spouse who is a resident of the District.

Allowance: While not compulsory, a student may attend kindergarten in the year in which his fifth birthday falls on or before September 15. Additionally, while not compulsory, a student may attend school in the year in which his sixth birthday falls on or before September 15 and also after his sixteenth birthday and after completion of the tenth grade.

Exclusions: School attendance is compulsory as defined unless the student has been suspended or expelled in compliance with Board policy; State Statute W.S. 21-4-102; in state or out of state; or unless the Board determines that the student's attendance would be detrimental to his mental or physical health or to that of other students; or unless the Board determines that the student's attendance will be an undue hardship.

If the Superintendent or designee has reason to believe that a student has a contagious disease or illness which would make his attendance dangerous to himself or others, the student shall be excluded from school immediately. Verification of the disease or illness shall be made with a primary health care provider as soon as practical.

Any information received by District personnel concerning an illness or disease of a student who has not reached his/her nineteenth birthday shall be furnished to the student's parent(s) or court-appointed guardian by the Superintendent or designee, in accordance with law.

Legal Reference –W.S. §24-4-102, 21-4-307 (a)(ii)
Cross Reference - Chapter VIII, Section 15, Health and Safety of Students.

Adopted 6/11/84
Revised 6/28/99, 7/18/07, 6/7/10

Section 4. ATTENDANCE AREAS. Attendance areas shall be established on recommendation of the Superintendent to govern District schools attended by students residing in the District. In making his recommendation, the Superintendent shall consider the density of pupil population in the area in relation to the capacity of the schools, the equalization of class size, and the efficient use of transportation. Students in alternative education programs shall be assigned without reference to attendance areas when the placement and individual education program require it.

ELEMENTARY STUDENTS

Elementary students shall attend the school in their attendance area when possible. However, recognizing that elementary school populations fluctuate from year to year, assignments may be made for a student to attend a school in another attendance area.

Reassignment of students may be made under the following conditions:

1. When schools may not be able to accommodate all of the students within their attendance areas;
2. When classes may become too large to accommodate all of the students in that grade;
3. When classes may become too small to justify their establishment in that school.

The elementary schools have been organized into three triads. This organization, called the Triad Plan, is designed to allow for more flexibility in equalizing class enrollments, plan for better use of staff, and provide a more cooperative approach to available programs.

In implementing the Triad Plan, the following priorities, in the order listed, shall be used in the assignment of students:

1. If possible, students shall be assigned to the school in their attendance area.
2. If an overload exists in a student's attendance area school, they shall be assigned, if possible, to a school within the triad. In the case of triad assignments made by District administrators, student transportation shall be provided by the District. Once a student has been placed in a triad school, they shall maintain a priority for continued attendance at that school until an assignment can be made at their home school.

3. If an opening exists at a home school during the year:
 - A. Student will be offered the opening based on the school's priority list. (Call backs can be made at any point in the year.)
 - B. If students accept the opening, they move back to their home school.
 - C. If students do not accept the opening, they will maintain their priority position at their home school and the opening will be offered to the next student on the prioritized list. If no student accepts the opening, it will remain open.
 - D. Open slots will be available to any student requesting placement if call back offers are not accepted.
4. Openings existing at a home school at the point of registration (new school year):
 - A. Students on a prioritized list are called back to the home school as space allows.
 - B. Families are required to complete registration at their home school. A boundary waiver may be completed if the student would prefer to remain at the relocated school. Boundary waivers, if approved, are for one year only.
 - C. If no opening exists for the new school year in the boundary school, a student placed by the District will remain at the relocated school with priority to stay there until an opening becomes available at their home school. Transportation benefits will remain in place for all students relocated by the District. A relocated student will be afforded the same priorities as an in-boundary student.
 - D. Student priority lists for placement purposes shall be maintained in each school. Dates of official contact and/or entry shall be recorded for each student.
5. Efforts shall be made to keep children in the same family together in their home school or District assigned placement.
6. Boundary waivers will be considered based on space availability and reviewed annually. Official placement shall follow registration dates.

7. Address Verification:
 - A. Address verification shall be required for each student. Address verification shall be in the form of a utility bill, legal document or other evidence which confirms the parent or legal guardian's name and address, and is dated no more than 30 days prior to registration.
 - B. If it is discovered that false documentation has been given to enroll a student in an out of boundary school, administrative action may be taken. This could include relocating the student to their boundary school or another school with available space at any time during the year.

SECONDARY STUDENTS

Secondary students will be expected to attend the school within their attendance areas. Requests for boundary waivers will be initiated at the home attendance area school. The Boundary Waiver Committee will review and may grant boundary waiver requests.

Following are the guidelines established for students wishing to transfer to out-of-boundary schools:

1. Student-to-teacher ratios shall be considered for each secondary school.
2. Students maintain priority at their attendance area school.
3. Senior high school students may be permitted to enroll in a program in another school if this program is not included in the curriculum of the attendance area school. Release time may be given, and the District may provide transportation.
4. Student-to-teacher ratios can be exceeded if a program is only offered at another school.
5. The parents or guardians will be responsible for the transportation of students attending schools outside of their attendance areas.
6. Address Verification:
 - A. Address verification shall be required for each student new to a building. Address verification shall be in the form of a utility bill, legal document or other evidence which confirms the parent or legal guardian's name and address, and is dated no more than 30 days prior to registration.
 - B. If it is discovered that a false documentation has been given to enroll a student in an

out of boundary school, appropriate administrative action may be taken such as the student being relocated to their boundary school or another school with available space at any time during the year.

Cross Reference - Chapter III, Section 5, Elementary Triad Plan; Chapter V, Section 10, Transportation Services; and Section 11, Student Transportation.

Adopted 6/11/84
Revised 8/12/85 & 7/1/95
Revised 7/13/96
Revised 7/1/02
Revised 7/7/03
Revised 7/19/06
Revised 6/7/10
Revised 5/7/12

EXHIBIT 52

Laramie County School District Number One
Cheyenne, Wyoming

AFFIDAVIT OF RESIDENCY

As parent and/or legal guardian of _____
(Student's Name)

_____, I hereby declare that I reside with my
child at _____
(Street Address) (City) (Zip Code)

Falsifying this address could result in being relocated to your boundary school or another school with available space at any time during the year.

Reason for attending school:

Neighborhood School Overload Parent Request

Child Care Provider: _____

Street Address: _____

Telephone Number: _____

Parent/Guardian Signature: _____

Home Phone: _____ Date: _____

Address Verified By:
Rental/Homeowner Paper _____
Utility Receipt _____
Other _____

Section 5. ABSENCES AND TARDIES. Regular, complete, and continued class attendance by students is conducive and often essential to their accomplishment of District educational goals and objectives for student achievement.

Each building principal is hereby designated an attendance officer.

Days designated for activities or emergencies such as early dismissal, snow days, assemblies, planning, last week for seniors, and other days shall be considered as periods or days attended for the purpose of arriving at the minimum class attendance. The exception being any excess early dismissal days or snow days which must be made up as directed by the Superintendent for the purpose of arriving at the State required minimum student contact days.

In secondary schools an absence from class is a failure to be in attendance at the place designated for the class for a period of time in excess of ten minutes of the time designated for the class.

In secondary schools a tardy is a failure to be in attendance at the place designated and at the time set for commencement of the class without a pass signed by a professional staff member.

In elementary schools a half-day absence is failure to be in attendance for the majority of the half-day.

In elementary schools a tardy is failure to be in attendance for less than the majority of the half-day.

Teachers shall maintain accurate attendance records and report all student tardies and absences to the appropriate office.

Resident students attending private schools, out-of-District schools, or District controlled programs, at District expense, shall be subject to the attendance rules and regulations of those schools or programs.

EXCUSED ABSENCES AND EXCUSED TARDIES

Final administrative determination whether or not an absence/tardy is to be excused shall be at the discretion of the District attendance officers. This means District attendance officers may require proof of illness, injury, health care, or other emergencies. The parent or guardian of the student will notify the school in person, by telephone, or in writing prior to the absence/tardy or as soon as possible. The parent or guardian must provide one of the following reasons for the absence/tardy of the student: the student's health care, illness, injury, or for other emergencies, activities, or events beyond parental control.

Examples of emergencies, activities or events beyond parental control that would be excused, would include, but not limited to:

- A death or serious illness in the family

Emergencies, activities or events not beyond parental control that would not be excused would include, but are not limited to:

- Hunting
- Vacations

Upon written request made by a parent or guardian to the building principal, a student may be absent from school during a class period in which he has no scheduled class for the purpose of attending religious instruction at a place not on District property. The student's schedule will not be adjusted to accommodate the time set for the religious instruction.

UNEXCUSED ABSENCES AND UNEXCUSED TARDIES

An absence/tardy which has not been approved or excused by the school attendance officers shall be considered unexcused.

For the purpose of determining the equivalency between unexcused absences and unexcused tardies, three unexcused tardies shall equal one unexcused absence. Any exceptions must be approved by the attendance officer.

Parents or guardians will be regularly notified of unexcused absences/tardies at the phone numbers and/or addresses provided by the parents to the school.

If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and/or tardies, and the attendance officer reasonably believes the excessive absences and/or tardies are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer may file a complaint against the parent or guardian with the proper legal authorities after a second unexcused absence or equivalent tardies due to the willful neglect of the parent or guardian.

A total of two (2) unexcused absences will be deemed insubordination, continued willful disobedience, and open and persistent defiance of school authorities by the student. The student may be suspended or expelled from school.

If a student has five (5) or more unexcused absences in any one (1) school year, the District Attorney shall then be notified of the student's habitual truancy as required by W.S. 21-4-107.

ADDITIONAL SECONDARY SCHOOL REQUIREMENTS

Parents are required to call, send a note or medical appointment card to the student office each time a student has had an absence from school to excuse the absence. Students shall arrange with the teacher for makeup time and/or work missed within three days after the student returns to class following an absence. Students shall have one attendance day, for each day absent, to complete make-up work. In the event of an absence exceeding one day, the student shall have a proportional number of attendance days to complete the make-up work.

When school-approved activities necessitate the absence of students from class, activity sponsors will issue advance clearance slips to those students involved. It shall be the responsibility of the students to get their clearance slips signed by each of their teachers, and returned to sponsors.

Absences for school-approved activities must be made up the same as any other absence. A teacher's signature on the clearance slip indicates that arrangements have been made with that teacher for make-up work or time to be missed by the student.

The sponsor of the activity necessitating the absence of students shall turn in the clearance slips and a list by grade level of all students to be absent to the building activities director at least twenty-four hours before the activity.

Schedule changes because of resulting absences shall not be made after the start of the semester except for extremely unusual or exceptional reasons. These schedule changes shall be made only after a conference with the student's parent or guardian.

Once a student has a total of ten (10) absences per class per semester, excused or unexcused, the following rules apply (School-sponsored activities or school-required activities will not affect attendance requirements.) Any absence of this type will not count towards the ten-day limit: Activity organizers are required to have students fill out advanced make-up work agreements for such absences):

- a. After the 5th absence per class per semester, a written notification from the school attendance office to the student and the parent/guardian stating which class or classes the student has been absent. This letter will be sent by mail and specifically remind the student and parent/guardian of the importance of attendance and informing the student and parent/guardian of the attendance policy.
- b. Upon the 10th excused or unexcused absence per class per semester, the student will continue to be enrolled in the class(es) and placed on academic probation which may result in the loss of credit. The attendance officer shall determine whether the notification letter shall

be sent and may contact the student's parent/guardian to explain the academic status and/or hearing/appeal processes.

- c. The issue will be heard by the student's attendance officer with input from the classroom teacher, school counselors, or other school personnel. The attendance officer will determine if the student will be granted credit for a particular class.
- d. If the parent/guardian or the student wishes to appeal the decision of the attendance officer they may do so by appealing to the building Principal in writing within 10 calendar days. The appeal will be heard by the Principal within 10 calendar days.
- e. If the parent/guardian of the student wishes to appeal the decision of the Principal, they must follow the policy for appealing a suspension/expulsion to the Superintendent, as outlined in policy Chapter VIII-Section 14.

Legal Reference – W.S. S 21-4-101 et seq.

Cross Reference - Chapter V, Section 2, Emergency Closings; Chapter VII, Section 2, Official School Year Calendar and School Year; Chapter VII, Section 19, Intramural Programs and Interscholastic Athletics.

Adopted 6/11/84

Revised 7/1/95 & 8/1/97

Revised 7/13/98 & 6/28/99

Revised 7/10/00, 7/1/02, 6/21/04, 6/20/05, 2/6/06, 7/19/06, 7/18/07, 6/15/09, 6/7/10,

Revised 5/7/12, 7/1/13, 7/14/14

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VIII, SECTION 5 - ABSENCES AND TARDIES

SCHOOL ATTENDANCE OFFICER PROCEDURES

1. The school secretary/attendance clerk shall monitor all student absences and tardies (excused or unexcused) on a daily basis.
2. Any unexcused tardies or unexcused absences must be brought to the attention of the attendance officer. Investigation and judgment by the attendance officer needs to be exercised for determining the appropriateness of the student absences. If absences are unexcused the attendance officer will take the following actions.
3. Upon the 5th and 10th absence a parent/guardian attendance notification letter will be sent to parent(s)/guardian(s) by mail and a copy placed in the student's file.
4. If a student is absent ten consecutive school calendar days, and is dropped for lack of attendance, the attendance officer, or designee, must notify the parent by mail of the action taken by the school.
5. The following information must be provided to the District Attorney in preparation for assistance with student truancy issues:
 - 1) Cover letter to the District Attorney
 - 2) Child's name and date of birth (DOB)
 - 3) Parent(s)/Guardian(s) name(s) and address(es)
 - 4) Copies of all Parent/Guardian Attendance Notification Letters to parent(s)/guardian(s)
 - 5) Copies of all legal notices to parent(s)/guardian(s)
 - 6) Copies of child's "Student Attendance Report"
 - 7) Copy of child's grades
 - 8) Copy of child's disciplinary record.
 - 9) All letters and correspondence to and from parent(s)/guardians(s) in chronological order
 - 10) Any other information deemed relevant or helpful

Adopted 8/1/97

Revised 7/10/00, 6/21/04, 6/20/05, 2/6/06, 7/19/06, 7/18/07, 7/1/13

EXHIBIT 53 IN LCSD #1 BOARD POLICY

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

PARENT/GUARDIAN ABSENCE NOTIFICATION

Date

Dear _____:

As of _____ our records indicate that _____ has been absent _____ days/periods and tardy _____ times since the beginning of the school year. Three tardies equal one absence.

District Board Policy is very specific about excessive absences and/or tardies and requires that State Law on attendance be observed. Policy states: "Regular, complete, and continued class attendance by students is conducive and essential to their accomplishment of District education goals and objectives."

According to District Board Policy, excused absences are those in which we have received notice (in person, by telephone, or in writing) from you as being either for illness, health care, injury, or other emergency. Final administrative determination whether or not an absence is to be excused shall be at the discretion of the District attendance officers.

_____ attendance is a key component in her/his educational success. Please work with us on this, as we want to insure that your student has the best chance possible to do well in school. If there are questions you would like to ask, or information you would like to share with us, please contact the attendance officer at phone number _____.

Please note that upon the 10th absence your child will be placed on "no credit" status and will be required to appeal for credit.

Sincerely,

Principal/Attendance Officer

COMPULSORY ATTENDANCE: The Wyoming Education code of 1969 As Amended W.S. Section 21-4-102, 1999 Edition : Every parent, guardian, or other person having control or charge of any child who is a resident of this state and whose seventh (7th) birthday falls on or before September 15 of any year and who has not yet attained his sixteenth (16th) birthday or completed the tenth (10th) grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the District in which the pupil resides.

xc: Student's file

Form ASI127

Adopted 6/11/84

Revised 7/19/96, 8/1/97, 6/21/04, 2/6/06, 7/18/07, 7/1/13

EXHIBIT 57

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

NOTICE OF DROP FOR LACK OF ATTENDANCE

Notice is hereby given that _____ was absent from school
(Name of Student)

for ten (10) consecutive days/periods on the _____ day of _____, 20
.

As a result of the ten (10) consecutive absences, your child has been dropped from _____
School.

Principal/Designee

NOTICE TO BE MAILED.

FORM ASI161

Adopted 6/21/04
Revised 2/6/06
Revised 7/1/13

Section 6. PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS.

ELEMENTARY

Promotion, retention, and acceleration of students enrolled in District programs shall be based on the student's demonstration of proficiency on District standards in language arts and mathematics for his/her respective grade level. Exceptions may be considered for individual students based on physical, social or emotional factors which would be determined by the student's classroom teacher(s), principal and appropriate support/student services personnel in consultation with the student's parents/guardians.

Recommendations for consideration to retain or accelerate a student should be initiated by the classroom teacher(s).

KINDERGARTEN

District kindergarten programs provide academic and social readiness to children who have reached their fifth birthday on or before September 15 of the current school year. Placement in first grade shall be in conformance with law.

Classroom teachers, along with the principals and appropriate support/student services specialists, in consultation with parents/guardians, may make the recommendation for a continued kindergarten placement for some children based on lack of proficiency on District kindergarten language arts and mathematics standards. Exceptions may be considered from individual students based on physical, social and emotional factors which would be determined by the student's classroom teacher(s), principal and appropriate support/student services personnel in consultation with the student's parents/guardians.

GRADES 1-6

Promotion to successive elementary grades, one through six, shall be based on the student's demonstration of proficiency on District standards in language arts and mathematics for his/her respective grade level.

Students failing to demonstrate proficiency on District language arts, or mathematics standards, who wish to be considered for promotion, must avail themselves of all recommended remediation/steps in the pyramid of interventions and/or extended learning opportunities. Exceptions may be considered for individual students based on physical, social and emotional factors which would be determined by the student's classroom teacher(s), principal and appropriate support/student services personnel in consultation with the student's parents/guardians.

Appeals to the decision to retain a student shall be handled in accordance with procedures established in administrative regulation.

JUNIOR HIGH SCHOOL PROMOTION PROCEDURES

GENERAL: A normal schedule for junior high school students shall include eight classes each semester for seventh and eighth grade students. Exceptions may be made with the approval of the principal. In determining credits earned, students will receive one credit for the successful completion of a full year course. Semester grades in full year courses for seventh and eighth graders will be averaged to determine whether a student passes or fails the course for the year. Students may receive one-half credit for successful completion of a one semester course.

GRADES 7 & 8: Promotion from seventh and eighth grades shall require each student to:

- Successfully complete five or more courses (credits) at each grade level. Students entering seventh and eighth grades must be enrolled in English, mathematics, science, social studies, and physical education/health.
- Fail no more than one of the required basic courses
- Demonstrate proficiency on District mathematics and language arts standards to be considered for promotion to the next grade.

Remediation/pyramid of interventions in seventh and eighth grades should occur when a student is identified as failing the course at any time during the school year.

Retention will occur when the student fails to take advantage of all available interventions, or he/she does not fulfill the above criteria for promotion. Exceptions may be considered for individual students based on physical, social and emotional factors which would be determined by the student's classroom teacher(s), principal and appropriate support/student services personnel in consultation with the student's parents/guardians.

Appeals to the decision to retain a student shall be handled in accordance with procedures established in administrative regulation.

Placement in classes for remediation or acceleration shall be determined by a review of the student's performance in course work and District and state assessments by the principal. If an appeal to this decision is made, the principal shall meet with the student's teacher(s), a guidance counselor, student, and parent(s)/guardian to make a final determination.

STUDENTS IN SPECIAL INSTRUCTIONAL PROGRAMS

Students in alternative programs may complete credit requirements in accordance with the individual learning programs approved for them, rather than in regular semester increments.

Students in programs for students with disabilities shall progress in accordance with the individual education programs approved for them by the IEP team.

NEW STUDENTS TO THE DISTRICT

If a student has satisfactorily completed a grade in another school district, the student may enter the next highest grade when transferring into this District subject to reassignment if subsequent evaluation reflects the necessity for reassignment to another grade or program.

If a student has been granted credits at the secondary level in another accredited school district or institution, the credits shall be included in computation toward class assignment and promotion requirements in this District. Any trimester or quarter credits shall be converted to semester credits on the basis of comparable instruction or teacher contact guidance hours with any fractional credits remaining after conversion being disregarded.

Students who have been placed in programs for students with disabilities in another school district shall be placed in a similar District program through procedures outlined in Chapter VII, Section 8, Special Instructional Programs for Students with Disabilities.

Consideration may be given to a case review subsequent to placement of the student through appropriate referral procedures as described in Chapter VII, Section 8, Special Instructional Programs for Students with Disabilities.

ACCELERATION OF STUDENTS

The Board encourages the professional staff in assisting learners to move ahead as rapidly as their motivation and abilities allow. While all acceleration ahead of a student's chronological grade level should be approached with caution, gifted or capable students should be permitted to take advanced courses in specific areas where needed.

An elementary student may be accelerated by advancing a grade in grades kindergarten through six, or by moving into any specific higher academic subject, if it becomes evident that the student's capabilities are not fully challenged by the work in their regular grade or subject by enrichment opportunities.

A secondary student may be accelerated through advanced courses, independent study

opportunities, virtual education and correspondence work. Any secondary students whose admission to a college-level course is recommended may enroll in an approved course at their own expense. The course could provide for either high school or college credit depending on whether or not the student needs the course to meet high school graduation requirements.

All students recommended for acceleration shall be recommended to the principal who shall meet with the student's teacher(s), student services specialists, and guidance counselor to decide each case. Student acceleration must have parental consent.

Legal Reference – W.S. § 21-4-302

Cross Reference - Chapter VII, Section 14, Student Assessments (Grading Systems and Reports of Student Progress).

Adopted 6/11/84

Revised 8/12/85, 3/28/88, 8/13/90, 7/1/95, 8/1/97, 7/13/98, 6/28/99, 7/10/00, 7/2/01, 7/1/02

Revised 7/7/03, 6/21/04, 7/19/06, 7/18/07, 6/7/10, 6/20/11, 7/1/13

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 6, PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS

Parent(s)/guardian(s) appealing the decision to retain a student shall present the appeal to the student's principal. The principal shall schedule a conference with the parent(s)/guardian(s) within ten working days. In the event the principal fails to resolve the appeal during the conference, a written appeal may be submitted to the Assistant Superintendent of Instruction. The written appeal should state the issue to be considered as briefly and concisely as possible and be consistent with the issues discussed in the conference with the principal.

The Assistant Superintendent of Instruction shall be responsible to investigate the appeal using resource personnel as needed. Not longer than ten working days after receipt of the appeal, the Assistant Superintendent of Instruction shall arrange a meeting with the parties involved for the purpose of discussing the merits of the appeal, and if possible, resolving the matter.

Every effort will be made to expedite the results of the meeting; however, not longer than ten working days after the meeting, the Assistant Superintendent of Instruction shall inform the parties involved, in writing, of the results of the appeal and of further action, if any.

Adopted 7/1/02
Revised 7/19/06

EXHIBIT 58

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

REQUEST FOR REVIEW OF DECISION TO PROMOTE, RETAIN, OR ACCELERATE A STUDENT

Use this form only after you have made a good faith effort to resolve your concern with the school principal.

I, (We) _____
(Name or Names)

Request review of the decision to (check one):
_____ Retain
_____ Promote
_____ Accelerate

(Student's Name)

The basis for this request is: _____

(Attach additional comments, if necessary)

(ALL THOSE LISTED REQUESTING REVIEW MUST SIGN THIS FORM)

(Signature of Parent/Guardian) (Address) (Date)

(Signature of Parent/Guardian) (Address) (Date)

(Signature of Principal) (Date Request was Received)

Adopted 7/1/02
Revised 5/7/12

Section 7. GRADUATION REQUIREMENTS. Students shall be enrolled in school full time for a minimum of eight semesters in grades 9 through 12. Full time shall be defined as being enrolled in a minimum of six class periods as defined in each building's handbook. Exceptions can be made through petition to the principal.

Beginning with students entering ninth grade in 2011, graduation from high school shall require a minimum of 27 credits. High School equivalent classes taken prior to ninth grade may be counted toward high school credit. All credits appearing on the transcript will have the course grades included in the calculation of the high school GPA.

- Q Four credits in English
- Q Three credits in science
- Q Four credits in mathematics beginning with students entering ninth grade in 2011. Prerequisite courses must be successfully completed as demonstrated by the awarding of Carnegie credit. Exceptions may only be made by a recommendation made in conjunction with the teacher and principal or designee with input from the parent(s)/guardian(s).
- Q Three credits in social studies (The three credits of social studies must consist of one credit in United States history, one credit in United States government, and one credit in World history or World geography.)
- Q One credit in physical education
- Q One credit in health education
- Q And the remaining eleven credits in elective subjects.

Students are also responsible for demonstrating proficiency on Laramie County School District Number One standards in the following areas:

- Language Arts
- Mathematics
- Science
- Social Studies
- Health
- Physical Education

- Foreign Language
- Career/Vocational Education
- Fine and Performing Arts

Due to the fact that reading is basic to all content areas, ninth through twelfth grade students who are identified reading two levels or more below grade level, must avail themselves of all extended learning opportunities and/or remediation. Failure to take advantage of extended learning opportunities and/or remediation may result in jeopardy of not graduating in a timely manner.

Credit shall be awarded when a student receives a passing grade of “D” or better for any particular class. Students may repeat a course providing space is available and may have the original grade replaced when calculating the G.P.A. Students may not receive dual credit for repeating the same course unless it is approved prior to enrollment by the Assistant Superintendent of Instruction and it is noted in the registration booklet.

A high school diploma shall provide for at least one (1) of the following endorsements, which shall be stated on the transcript of each student:

1. Advanced endorsement which requires a student to demonstrate advanced performance in at least five of the areas of the common core of knowledge and skills specified under W.S. §21-9-101(b) and proficient performance in the remaining areas of the specified common core of knowledge and skills, as defined by the uniform student content and performance standards promulgated by the State Board.
2. Comprehensive endorsement which requires a student to demonstrate proficient performance in all areas of the common core of knowledge and skills specified under W.S. §21-9-101(b) as defined by the uniform student content and performance standards promulgated by the State Board.
3. General endorsement which requires a student to demonstrate proficient performance in at least five of the areas of the common core of knowledge and skills specified under W.S. §21-9-101(b) as defined by the uniform student content and performance standards promulgated by the State Board.

TRANSFERRING CREDITS IN GRADES 9-12

A maximum cumulative total of four (4) credits from approved correspondence courses or courses completed at junior colleges or universities may be transferred to help meet graduation requirements in Grades 9-12.

Grades from a private non-accredited school and/or home school program will not be accepted in Laramie County School District Number One. Because all District high schools are accredited by both the Wyoming Department of Education and the North Central Commission on Schools, non-accredited course work will be recorded on official transcripts as "S" or "U", and will not be used for the purposes of calculating cumulative grade point averages or class rank. Credit earned in religious instruction will not be accepted.

If a private non-accredited school and/or home school program student wants a letter grade, a grade would be assigned if the student is determined to be proficient based on the Laramie County School District Number One proficiency assessments. At District prescribed times, home school students may take the proficiency assessments. For courses that do not have a proficiency assessment available, Laramie County School District Number One would give Carnegie Unit credit for work submitted as (S) Satisfactory. A private non-accredited school and/or home school program student may receive Carnegie Unit credit with a (S) Satisfactory by presentation of a portfolio of work approved by the appropriate subject area coordinator.

All home school or non-accredited instruction credits would be identified on the transcripts. Sample questions, test formats, and expected levels of proficiency would be available to parents upon request through the office of the Assistant Superintendent of Instruction. This information will also be included in the annual home school mailing. To be eligible for scholarships, home school students would have to be in the public schools starting their 11th grade year. Home school students must attend Laramie County School District Number One classes for the entire senior year in order to receive a diploma from Central, East, South, or Triumph High School. Those students must be enrolled in a minimum of an English class and three (3) other core classes (math, science, social studies, foreign language, or computer science) and a total of six (6) classes to qualify.

All student grades transferred from another accredited district into the Laramie County School District Number One shall be evaluated and interpreted by the Laramie County School District Number One

formula determining grade point average based on a four point grading scale.

Students who successfully complete requirements for graduation, including those students in alternative schools, English as a Second Language (ESL) classes, and programs for students with disabilities shall receive a standard high school diploma.

Students with disabilities who have an Individual Educational Program (IEP) and may receive some of their credit in classes labeled "Modified" and who successfully complete requirements for graduation shall receive a standard high school diploma. Students with disabilities, who complete their IEP, but not the requirements for graduation, shall receive a "Certificate of Achievement."

AWARDS AND SCHOLARSHIPS

Awards and scholarships may be presented to students for distinguished service in any school activity and/or for exceptional degrees of scholastic attainment in accordance with criteria and procedures established by the professional staff.

The awards and scholarships must be free of motives of the donor of personal or corporate gain and/or publicity. The awards and scholarships must be consistent with District goals and objectives and pursuant to criteria under the control of and acceptable to professional staff.

Cross Reference - Chapter VII, Section 3, Organization of Instruction; Chapter VII, Section 7, Basic Instructional Program; Chapter VII, Section 8, Special Instructional Programs for Students with Disabilities; Chapter VII, Section 9, Other Special Instructional Programs; and Chapter VII, Section 14, Student Assessment (Grading Systems and Reports of Student Progress).

Adopted 6/11/84
Revised 7/28/86, 8/13/90, 7/1/93, 7/1/94, 7/1/95
Revised 1/12/98, 6/29/99, 7/10/00, 7/2/01
Revised 7/1/02
Revised 7/7/03
Revised 7/19/06
Revised 6/16/08
Revised 6/15/09
Revised 6/7/10
Revised 6/20/11
Revised 5/7/12
Revised 7/1/13

Section 8. STUDENT ORGANIZATIONS AND ACTIVITIES. Student organizations and activities shall be encouraged when they contribute to the accomplishment of District goals and objectives. The organizations shall operate within the framework of the law, Board policy, and the parameters of the learning program. When the organizations are contributive, their establishment and operation shall be facilitated by District staff using District resources.

Each student organization shall have a faculty supervisor who shall insure that the organization's activities are in accordance with the requirements of Board policy and law. The supervisor shall provide the building principal with a roster of organization members and officers and shall keep the roster current. The supervisor shall provide the building principal with the organization's operational outline which will include the organization's purpose and structure. Faculty supervisors for student organizations shall attend all meetings and activities of the organization.

In the case of political, religious, or philosophical organizations, the school or this District cannot sponsor the organization, and the faculty supervisor shall be present in meetings of the organization in a nonparticipatory capacity only. In addition, non-school persons may not direct, conduct, control, or regularly attend activities of these organizations.

Special club or group activities shall be undertaken only upon the approval of the building principal. Such activities may include parties, banquets, field trips, or picnics.

Student organizations may be allowed to use District facilities for organization activities upon the approval of the building principal. Requests for use shall be made to the principal in sufficient time to avoid scheduling conflicts.

Student organizations shall prepare tentative schedules of organization activities and events to be reviewed by the building principal. The following guidelines shall be observed in the preparation of student organization schedules:

1. Avoid conflicts with seasonal activities;
2. Ascertain the availability of facilities;
3. Attempt to schedule activities immediately before and after school and avoid night meetings;
4. Avoid overlapping in the use of facilities;
5. Maintain a balance in the types of activities;
6. Consider limitations in finances and transportation;

STUDENT GOVERNMENT

Student governments may be established in District schools. While student governments may serve valuable purposes by providing a means for student participation in decision making in an advisory capacity along with obtaining experience in governmental operation, all actions of the student government shall be under the supervision of the building principal and subject to his review and approval.

STUDENT SOCIAL ACTIVITIES

Social activities in school assist students in learning how to enjoy worthwhile group events as well as how to conduct them and how to contribute to the enjoyment of others. School groups, student organizations, and classes may hold social events under staff authorization and supervision using District facilities.

The building principal and teaching staff shall evaluate social events in terms of contributions to student growth and morale.

Proper chaperoning shall be provided under the direction of the principal.

Student organizations, groups, or classes holding social functions shall take the necessary measures to provide for traffic control for parking areas and security for participants.

Management of student activity funds shall be in accordance with Board policy.

Cross Reference - Chapter IV, Section 3, Student Activity Funds; Chapter IX, Section 2, School Publications.

Adopted 6/11/84
Revised 6/21/04
Revised 7/19/06

Section 9. STUDENT CONTESTS AND SOLICITATIONS. Cooperation with agencies

sponsoring worthwhile contests shall be kept within reasonable bounds. Participation in contests for students is optional with each individual school. The following guidelines shall serve in the determination of student participation in contests:

1. District educational goals and objectives as well as the needs and interests of students must be considered at all times.
2. Schools shall not be used to promote private or commercial interests.
3. Schools shall not be used for direct sales promotions of individual competitive goods or services.
4. All materials or activities initiated by private groups shall be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.
5. Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.
6. A student's participation in any contest shall not be required, nor shall it be a part of his grade.

Solicitations of donations and contributions from students as well as polls and surveys of students shall be made only on approval of the Board.

The distribution of flyers, notices, or other materials to students on District property shall be made as provided for in Chapter IX, Section 4, Use of Students in District Information Programs.

Section 10. STUDENT RIGHTS AND RESPONSIBILITIES. Student rights shall be in compliance with the Office of Civil Rights Regulations and due process shall be protected. The student shall have a right to develop his abilities to the fullest, to be respected as an individual, to explore under adequate guidance the appropriate and effective means for expressing his opinions, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services.

The student shall be responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his studies.

The teacher shall have a right to obedience and, failing to get it, to take corrective measures. These corrective measures include imposing detention, revoking privileges, lowering citizenship grades, enlisting parental assistance, referring students to District administrators, counselors, or student services staff members.

The teachers shall be responsible for conducting a well-planned and effective educational program both within and outside the classroom. The teacher shall be responsible to establish and enforce regulations within the school's educational environment which will facilitate learning. The teacher shall maintain written records of student conduct.

The principal shall have the right to impose necessary disciplinary measures, including imposing detention, revoking privileges, removing a student from class or suspending him from school, and recommending expulsion.

The principal shall be responsible for supporting teachers in their disciplinary efforts and for supervising their obligation to maintain discipline. The principal shall be alert to correct situations likely to promote poor citizenship and to create an atmosphere conducive to student self-direction and self-regulation. The principal shall also be responsible for notifying parents of serious student offenses. The principal shall defend every individual within the school system against arbitrary and unfair treatment.

Each secondary school principal may provide for a student advisory council to help him remain aware of student attitudes and perceptions which may affect student behavior and discipline.

The parent shall have a right to full cooperation from school personnel in disciplinary matters, to be informed of potentially serious problems, and to receive help from District counselors and student services

staff members when necessary.

The parent should cooperate with the school personnel and support corrective measures. The parent should notify District personnel of any unusual behavior or background on the part of their student which might lead to difficulties or which may assist District personnel in relationships with the student.

Adopted 6/11/84
Revised 7/1/95

Section 11. DISRUPTIVE STUDENT BEHAVIOR, DISCIPLINE, AND DETENTION. In an effort to provide and promote a positive learning environment, the Board of Trustees recognizes that certain student behaviors disrupt the learning process for everyone involved as well as reduce the feeling of comfort and safety in school.

The causes of disruptive behavior may have multiple roots in the family, community, and school as well as having a relationship with drug and alcohol abuse. Positive and preventive programs shall be developed in conjunction with those agencies which encourage the development and maintenance of productive behavior.

Supportive rules and regulations shall be formulated within each building to stress prevention of disruptive behavior and offer positive alternatives. The rules and regulations should be developed and maintained within each building to be representative of that school's unique environment, in keeping with existing statutes, and to delineate procedures for intervention when necessary, appropriate, or required. The rules and regulations shall also clearly specify school disciplinary procedures should preventive measures fail.

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.

DETENTION

The detention of a student after school hours for disciplinary reasons may be imposed by a teacher or by a school administrator, provided that the parent or guardian is notified of the detention at least twenty-four hours in advance of the detention.

Parents may be asked to arrange for the transportation of a detained student. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure shall be substituted.

Students who are detained after school shall not be left alone during their detention. Supervision shall be provided or arranged for by the teacher or administrator who detains them.

Detention shall be limited to sixty minutes on any one day.

Cross Reference - Chapter II, Section 14, Board of Trustees Approval of Administrative Directives; Chapter III, Section 7, Building Administration.

Adopted 6/11/84
Revised 7/1/93

Section 12, SECLUSION, RESTRAINT, FORCIBLE PHYSICAL CONTACT AND CORPORAL PUNISHMENT, WITH STUDENTS.

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

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

Legal Reference - W.S. §21-2-202(a) (xxxii), W.S. §21-3-110(a) (xxx)

Adopted 6/11/84
Revised 7/1/94
Revised 7/19/06
Revised 12/5/11

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VIII SECTION 12, SECLUSION, RESTRAINT, AND FORCIBLE PHYSICAL CONTACT WITH STUDENTS

SECLUSION AND RESTRAINT

This regulation shall govern the use of seclusion and restraint.

A. Definitions

All definitions used in this policy shall be consistent with the definitions in the Rules. For the purpose of clarity, the following definitions are restated:

1. "Restraint" means the use of physical force, with or without the use of any physical material, to restrict the free movement of a student. Restraint does not include comforting or calming a student, holding the hand or arm of a student to escort the student if the student is complying, intervening in a fight or using an assistive or protective device prescribed by an appropriately trained professional or professional team. The term does not encompass any of the prohibited practices described in this Rule.

2. "Seclusion" means removing a student from a classroom or other school activity and isolating the student in a separate area. Seclusion occurs when a student is placed in a room or location by school personnel, purposefully separated from peers, and prevented from leaving that location. Separation in an area where the student is prevented from leaving is always considered seclusion. There are two distinct categories: i) Seclusion from the Learning Environment, or ii) Isolation Room. The term does not include a student requested break or in-school-suspension.
 - i. "Seclusion from the Learning Environment" means visually or auditorally isolating the student from the classroom or other school activity, either within the classroom or in a separate location, away from peers where the student's ability to participate in regular classroom or school activities is obstructed. The student rejoins the classroom setting when directed by staff.
 - ii. "Isolation Room" means purposefully placing the student in an enclosed room built in compliance with all relevant health and safety codes. The student is not released from the Isolation Room and is not permitted to rejoin the learning environment or school activity until directed by staff. Laramie County School District One does not practice the use of Isolation Rooms. Additionally, the use of locked seclusion is a prohibited practice.

B. Staff Training

Laramie County School District One will identify an evidence-based model for the purpose of ensuring safe implementation of seclusion and restraint. A core team of staff (to be determined by district leadership) will be trained and certified annually in accordance with the protocol of the model being implemented.

1. All certified staff shall receive training on the implementation of this policy on an annual basis.

C. Seclusion and Restraint Procedures

1. Restraint

- i. Physical restraint shall be limited to cases of ensuring the safety of students, self-defense or defense of other students and then only by those individuals who have been trained and certified in the District adopted evidence based model.
- ii. It is recommended that the duration of a restraint be from less than one minute up to 3 minutes in length.
- iii. The Restraint Incident Report will be completed following each restraint.
- iv. A debriefing meeting to review The Restraint Incident Report will be held following each restraint.

2. Seclusion

- i. Seclusion from the Learning Environment,
 - a. School staff must be able to see and hear the student in seclusion at all times.
 - b. Students placed in seclusion must be permitted access to normal meals and personal hygiene opportunities. Meals and bathroom breaks may be separate and supervised if needed to ensure safety.
- ii. Laramie County School District One does not practice the use of isolation rooms.
- iii. The use of a locked seclusion room is prohibited in all Laramie County School District One facilities.

D. Enforcement Procedures

1. Complaint Process:

Individual parents or guardians have a right to request an investigation of misuse of the District's policy on seclusion and restraint.

- i. Complaint will be presented to the administrator of the building where the incident occurred.
- ii. In the event that informal conferences within the building fail to resolve the complaint satisfactorily, the complaint may be submitted in writing to the Assistant Superintendent of Instruction.

2. Investigatory Process: The Assistant Superintendent of Instruction will be responsible to investigate the complaint.

- i. Within ten school days of receipt of the written request for resolution the Assistant Superintendent of Instruction will arrange for a meeting with those involved for the purpose of discussing the findings of the investigation.
- ii. A written copy of the investigation findings and recommendations for resolution will be made available to the parties involved.
- iii. In the event that the complaint cannot be satisfactorily resolved, the individual making the complaint may submit the complaint to the Superintendent for final consideration.

E. Publication of Policy

Upon adoption, the Laramie County School District One policy on Seclusion and Restraint will be filed with the County Clerk to become effective immediately as provided by law and then made available for the public in the Board Policy Book in all District Buildings, at the Laramie County Public Library and on line at the District website (www.laramie1.org).

EXHIBIT 63
 Laramie County School District Number One
 Cheyenne, Wyoming
 Student Restraint
 (Incident Report)

Student Information

Student Name		Grade Level		Age	
Does the student have a current BIP?		If Yes, date(s) of BIP			

Date, Time, Setting, and Location of Incident

Date		Setting	
Time		Location	

Names and Position(s) of Person(s) Involved in the Restraint or Forcible Physical Contact

Name		Position	
Name		Position	
Name		Position	
Name		Position	

Parent Contact

Date and Time(s) Parent Contact(s) Were Attempted	
Date and Time Parent Was Contacted, and by Whom	

Description of Incident Which Prompted Restraint or Forcible Physical Contact, i.e. antecedents

Actions Taken to Prevent Restraint or Forcible Physical Contact, i.e. interventions and other relevant factors

Description of the Restraint, i.e., type of hold, duration, student response, status assessment, release or reentry factors, outcome, etc.

Details of any Injuries Sustained by Student or Others Involved as a Result of Incident

Did a student sustain an injury during this incident? Yes <input type="checkbox"/> or No <input type="checkbox"/> . If yes, fill out and attach Risk Management form #104 Did a staff member sustain an injury during this incident? Yes <input type="checkbox"/> or No <input type="checkbox"/> . If yes, fill out and attach the Risk Management <i>Workers Compensation Application</i>

Administrative Review including the time and date of debriefing

 Administrator's Signature (Date)

 Incident Report Recorder's Signature (Date)

File this Report in the Student's Cumulative File and/or Special Education File if Cumulative File is Not Available

December 14, 2005

Adopted 12/5/11, Revised 7/1/13

Section 13. POLICE INTERVIEWS OF STUDENTS AND STUDENT LOCKER INSPECTIONS.

District administrators shall sign complaints necessary to authorize the police to control injury or threats of injury to District personnel, students, or property by other District students.

A teacher or administrator shall be present when a student is interviewed by law enforcement officials on District property during school hours.

If a student is arrested by law enforcement officials on District property during school hours, the identity of the arresting officer and the nature of the charge shall be ascertained by the building administrator or designee.

In both the instance of interview and arrest, the parent or guardian of the student shall be notified immediately by the building administrator or designee.

STUDENT LOCKER INSPECTIONS

Student lockers are District premises which are temporarily assigned to student use for storage of books, clothing, and lawful articles. Student locker inspections may be made at any time by a building administrator or designee.

Whenever possible, the student should be present when his/her locker is inspected.

Unlawful articles shall be removed from lockers by the building administrator or designee.

Requests by law enforcement officials to inspect student lockers shall be granted if the request is accompanied by a search warrant or if a reasonable purpose for the inspection is presented.

Cross Reference - Chapter IX, Section 11, Relationships With Law Enforcement Authorities.

Adopted 6/11/84
Revised 7/1/02
Revised 6/7/10

Section 14. STUDENT SUSPENSION AND EXPULSION. District students may be suspended or expelled from class, classes, or school for reasons and periods of time specified by law.

The Superintendent or designees are empowered to suspend a student for up to ten days. The Board of Trustees delegates authority to the Superintendent pursuant to W.S. §21-4-305(d) to suspend any student(s) for a period exceeding ten (10) school days or to expel a student for a period not to exceed one year provided the student is afforded an opportunity for a hearing in accordance with the Wyoming Administrative Procedure Act W.S. §16-3-101 through 16-3-115, as well as the Rules and Regulations of the Board of Trustees of Laramie County School District Number One.

The grounds for suspension or expulsion may be:

1. Possession of weapons on District property or at school functions. If the weapon is of the type as defined in W.S. §6-1-104 (a)(iv) in addition to weapons defined in the Policies, Chapter VIII, Section 25, Violence Prevention, the school shall notify the Police Department or District Attorney of the incident.
2. Willful destruction or defacing of school property.
3. Possession and/or use of tobacco or lookalike tobacco products including but not limited to electronic cigarettes on school property.
4. Fighting, rioting, or holding unauthorized demonstrations on or near the school premises during school hours, before or after extracurricular activities, and while students are traveling to or from the school building. An unauthorized demonstration is defined as any activity which disrupts or interferes with the normal learning processes or normal operation of school.
5. The possession of, consumption of, or being under the influence of unlawful drugs, controlled substances, or intoxicating beverages on school premises or at school functions or activities. A second occurrence of the aforementioned will result in a recommendation for expulsion. (See Administrative Regulation in accordance with Chapter VIII, Section 21.)
6. The wearing of extreme dress or extreme personal appearance. Each school shall establish regulations concerning dress and appearance. Shoes or protective foot coverings shall be worn in all District buildings.
7. Physically, verbally and/or electronically torturing, tormenting, bullying, abusing, or

maltreating students or school personnel.

8. Willful destruction of District personnel's property on or off District property.
9. Continued willful disobedience or open defiance of the authority of school personnel.
Continued disobedience of school rules and defiance of authority that have resulted in five suspensions from class within a school year (each suspension being a full-day minimum) may result in a recommendation to the Superintendent for expulsion. The building principal may recommend for expulsion at anytime a student whose behavior is so severe that the education and safety of other students is endangered.
10. The selling of controlled substances on District property or at school functions.
11. The violation of the rules as outlined in Chapter V, Section 10, Transportation Services.
12. Sexual harassment. This includes students against students or students against adults.
For definition of sexual harassment see Chapter VIII, Section 26.
13. False and/or malicious accusations of sexual harassment. This includes students against students or students against adults. For definition of Sexual Harassment see Chapter VIII, Section 26.
14. Gang-related activities/intimidation, and such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation.
15. Any behavior which, in the judgment of the Board of Trustees, is clearly detrimental to the welfare, safety, or morals of other students.

Students who are suspended from school are responsible for making up course work.

Suspension or expulsion shall not be imposed as an additional punishment for offenses punishable under the laws of the state, except where the offense was committed at a school function or is of such a nature that continuation of the student in school would be clearly detrimental to the welfare, safety, or morals of other students.

SUSPENSION/EXPULSION PROCEDURES

When an administrator authorized to suspend students receives information or allegations of misconduct which would be grounds for suspension or expulsion, he shall immediately notify the student involved and the parent, guardian, or custodian of the student. This immediate notification may be oral. The administrator shall specify the nature of the information and why it could be reasons for suspension or expulsion. Within twenty-four hours of the decision to conduct suspension proceedings, the administrator shall give written notice to the parent, guardian, or custodian of the student involved as shown in Exhibit 59.

The administrator shall advise the student and his parent, guardian, or custodian of a time set for a hearing at the building level to be held before him regarding the misconduct. The hearing at the building level shall be held within 72 hours, not counting Saturday, Sunday, or school holidays, after the report of misconduct. The administrator shall advise the student and his parent, guardian, or custodian of their right to be present at the hearing and to present any information, explanation, excuse, or factor concerning the alleged misconduct.

When the alleged misconduct or incident, if true, would make the continued presence of the student dangerous, disruptive, or detrimental to the welfare, safety, or morals of other students; threatens disruption of the academic process; or endangers persons or property, the student may be removed immediately, providing an opportunity to be heard within 72 hours, and informing him of the allegations and offering him an opportunity to present any information, explanation, excuse, or factor concerning the allegations. The student's parent, guardian, or custodian shall be given the oral notice required prior to the hearing but need not be present in such situations. An opportunity for a hearing at the building level shall still be given in these cases within seventy-two hours of the alleged misconduct.

The hearing for suspension at the building level shall be conducted by one of the administrators authorized to suspend students and shall be informal in nature.

During the hearing for suspension at the building level, the administrator shall inform the student and his parent, guardian, or custodian, if present, of the information, allegations, or evidence regarding the incident or misconduct. He shall also inform them of their right to present any information, explanation, excuse, or factor. The administrator shall then determine if the reason for suspension is valid. If it is, he shall suspend the student for a period not to exceed ten school days, setting the dates for the suspension.

The dates shall commence after the hearing, but they may commence before giving the required written notice in the case of dangerous behaviors as outlined previously.

When a suspension is given, a written notice shall be delivered personally or by certified mail within twenty-four hours after the hearing at the building level to the student and his parent, guardian, or custodian. The written notice, as shown in Exhibit 60, shall advise them of the fact of suspension, the dates of the suspension, the nature of the incident or misconduct involved, the grounds or reasons for suspension, and if there is to be a recommendation for suspension in addition to the maximum ten school days or for expulsion. If the recommendation is for additional suspension or for expulsion, the notice to parents, guardians, or custodians shall also include the information that they may request a hearing before the Board of Trustees in connection with the recommendation. The request for a hearing before the Board of Trustees must be made by the parent, guardian, custodian, or student (age nineteen), in writing within ten calendar days after their receipt of the notice.

If a timely request for a hearing before the Board of Trustees is not made by the student's parent, guardian, or custodian, the Board of Trustees shall consider the matter and determine if additional suspension from class, classes, or school, or if expulsion from school, shall be imposed.

If a timely request for a hearing before the Board of Trustees is made by the student's parent, guardian, or custodian, the Board of Trustees shall set a date for the hearing at a time not more than twenty calendar days after receiving the request for the hearing. The individual requesting the hearing before the Board of Trustees shall be advised of the time, place, and nature of the hearing. They shall also be advised of the allegations of misconduct or the incident and the fact that the hearing shall be held under the authority and jurisdiction provided by law, the Wyoming Administrative Procedures Act, and procedures adopted by the Board of Trustees.

**SUSPENSION/EXPULSION OF STUDENTS WITH A DISABILITY ACCORDING TO
SECTION 504 OF THE REHABILITATION ACT OF 1973**

Students with a disability according to Section 504 of the Rehabilitation Act of 1973 enrolled in District programs may be suspended or expelled in the same manner and for the same reasons as other students provided all District, state, and federal requirements are met prior to imposing the suspension or expulsion.

The school District may order a change in placement of a student with a disability to an interim

alternative educational setting for the same time period that a student without a disability would be subject to discipline, but not for more than forty-five school days if the student at a school or school function carries a weapon, possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance or inflicts serious bodily injury upon another person.

The school District may suspend or expel a student with a disability for a period which exceeds ten official school days, but does not exceed one school year if:

1. The school District determines that the student has engaged in conduct which would warrant suspension of such a duration if the student were not a student with a disability according to Section 504 of the Rehabilitation Act of 1973.
2. The 504 team determines that the student's conduct is not related to the student's disability, based on current assessment data and current 504 information.
3. Prior to suspension or expulsion a student is afforded all due process rights, including the right to a due process hearing.

The District will implement and follow all federal regulations and state rules regarding discipline procedures for students with disabilities.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

Students enrolled in District programs for students with disabilities may be suspended or expelled in the same manner and for the same reasons as other students provided all District, state, and federal requirements are met prior to imposing the suspension or expulsion.

The school District may suspend a student with a disability from school for a period up to ten cumulative official school days in a given school year (for definition of official school day, see Chapter VII, Section 2) without an Individual Education Program (IEP) team meeting provided that the student is engaged in conduct which would warrant suspension for a student without a disability.

During a suspension period (of ten or less cumulative school days in a given school year), no educational services are required. The school district may not use consecutive short term suspensions totaling more than ten cumulative official school days in a given school year for a student with disabilities without reconvening an IEP team meeting. The school district may suspend a student for more than ten cumulative official school days in a given school year if the IEP team determines that the student's conduct is not related to the student's disability, assessment data is current and the student's current placement and

services are deemed appropriate (the IEP team may request a new or more current multidisciplinary evaluation). If a student with a disability is removed for more than ten school days in a given school year, the IEP team shall determine the extent to which services are necessary to enable the student to progress in the general curriculum and advance toward achieving the goals set out in the student's IEP.

The school District may order a change in placement of a student with a disability to an interim alternative educational setting for the same time period that a student without a disability would be subject to discipline, but not for more than forty-five school days if the student at a school or school function carries a weapon, possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, or inflicts serious bodily injury upon another person.

Expulsion is considered a change of placement for a student with a disability. The school District may suspend or expel a student with a disability for a period which exceeds ten official school days, but does not exceed one school year if:

1. The school district determines that the student has engaged in conduct which would warrant suspension of such a duration if the student were not disabled.
2. The IEP team determines that the student's conduct is not related to the student's disability, based on current assessment data and current IEP information (the IEP team may request a new or more current multidisciplinary evaluation).
3. Prior to suspension or expulsion a student is afforded all due process rights described in Wyoming Department of Education (WDE) rules, including the right to a due process hearing.
4. The IEP team determines and must offer alternative methods of providing the student's special education and related services for the identified disability during the expulsion period.

The District will implement and follow all federal regulations and state rules regarding discipline procedures for students with disabilities.

Legal Reference – W.S. § 9-4-101 et seq., 9-16-101 through 9-16-107, 21-4-206, 21-4-301 through 21-4-308

Cross Reference - Chapter VII, Section 9, Other Special Instructional Programs; Chapter VIII, Section 10, Student Rights and Responsibilities.

Adopted 6/11/84 Revised 8/14/89, 7/8/91, 7/1/93, 7/1/94, 7/1/95, 7/1/96, 8/1/97, 7/13/98, 6/28/99, 7/10/00, 6/20/05, 7/19/06, 7/18/07, 6/7/10, 6/20/11, 7/14/14

ADMINISTRATIVE REGULATION - CHAPTER VIII, SECTION 14 - STUDENT SUSPENSION AND EXPULSION – STUDENTS WITH DISABILITIES UNDER IDEA

The following procedures must be implemented for students with a disability who are being considered for suspensions (longer than ten cumulative official school days in a given school year) or expulsion:

1. Complete the discipline procedures for suspension and expulsion, Forms 105 and 105A, in the same manner as for students who are not identified as disabled.
2. Provide written notice to the parents (Special Services Form #322) within a reasonable time before conducting the IEP meeting to determine the relationship of the student's behavior to the disability.
3. Within ten business days, conduct an IEP meeting including the parents, person knowledgeable in the area of the disability, administrator, special education teacher, and regular education teacher of the student. A school psychologist must be involved for students diagnosed as emotionally disabled.
4. The following procedures must be completed by the IEP team if they had not been completed before the disciplinary incident occurred:
 - a. Schedule a meeting to conduct a functional behavioral assessment (Special Services Form #352) within ten business days of removal of the student that exceeds ten days.
 - b. Review and/or develop a behavioral intervention plan (if appropriate).
 - c. Complete a manifestation determination (Special Services Form #354.)
5. Team meeting summary of the IEP meeting (Special Services Form #324) may be used to accurately record the determinations of the meeting including the completion of the manifestation determination functional behavioral assessment and behavioral intervention plan.
6. Parents must be provided with their procedural safeguards (Special Services Form #303) and receive an explanation of the document including the right of the student's parents to initiate an impartial due process hearing.
7. If the behavior is a manifestation of the disability, expulsion or long-term suspension is not possible, and the IEP team should consider the need to revise the student's present individual education program.
8. If the behavior is not a manifestation of the disability, expulsion or long-term suspension is possible. If the student is expelled or suspended, the IEP team is required to revise the student's individual education program utilizing Special Services Forms #325, #326, #327, and #328. Procedures for expulsion or long-term suspension must be followed.
9. If a student with a disability is suspended (longer than ten cumulative days in a given school year) or expelled, the special education services must be continued. If homebound services are requested, request for homebound services (Special Services Form #370) is required to be completed and sent to the Special Services homebound office.
10. If the parents formally request in writing to the Wyoming Department of Education a due process hearing, the student remains in the current interim alternative educational setting.
11. If a student with a disability is in possession of a weapon, possesses or uses illegal drugs, or solicits the sale of a controlled substance, or inflicts serious bodily injury upon another person, the student may be placed in an interim alternative educational setting to be determined by the IEP team for up to 45 school days. If the parents initiate a due process hearing, the interim alternative educational placement remains in effect. If the parent and the school district cannot agree to another placement, the school district may initiate procedures to obtain a court order for the change of placement.
12. A hearing officer, in an expedited due process hearing, may order a change in placement of a student with a disability to an interim alternative educational setting for not more than 45 school days if he/she determines that the current placement of the student is substantially likely to result in injury to the student or others.

Adopted 7/10/00
Revised 7/7/03
Revised 7/19/06

EXHIBIT 59

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

NOTICE OF HEARING

Student's Name _____ Date of Incident _____

IDEA (PL94-142) Qualified: Yes ___ No ___ Discipline: Regular _____ Other _____

Alleged Incident _____

Notice is given that the above described incident, if true, may constitute grounds for suspension and/or expulsion. Consequently, a hearing has been scheduled for (date) _____ (time) _____ (place) _____

for the purpose of determining whether or not a suspension, not to exceed ten (10) school days be imposed.

You have the right to be present at the hearing and to present any information or pleading concerning the alleged incident.

CERTIFICATE OF SERVICE

Notice of the hearing was given to the following:

Parent/Guardian _____ Date _____

Address: _____ Zip Code: _____

Notice given by: Telephone (time) _____ (date) _____

Mail (time) _____ (date) _____

Personal Delivery (time) _____ (date) _____

Certified Mail (time) _____ (date) _____

Principal/Designee _____ Date _____

Form ASI105

Adopted 6/11/84
Revised 7/1/93, 8/1/97, 7/13/98, 7/10/00, 6/7/10, 6/20/11

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Section 14. STUDENT SUSPENSION AND EXPULSION. District students may be suspended or expelled from class, classes, or school for reasons and periods of time specified by law. The Superintendent or designee are empowered to suspend a student for up to ten days. The Board of Trustees delegates authority to the Superintendent pursuant to W.S. 21-4-305(d) to suspend any student(s) for a period exceeding ten (10) school days or to expel a student for a period not to exceed one year provided the student is afforded an opportunity for a hearing in accordance with the Wyoming Administrative Procedure Act W.S. 16-3-101 through 16-3-115, as well as the Rules and Regulations of the Board of Trustees of Laramie County School District Number One.

The grounds for suspension or expulsion may be:

1. Possession of weapons on District property or at school functions. If the weapon is of the type as defined in W.S. §6-1-104(a)(iv) in addition to weapons defined in the Policies Chapter VIII, 25, Violence Prevention, the school shall notify the Police Department or District Attorney of the incident.
2. Willful destruction or defacing of school property.
3. Possession and/or use of tobacco on school property.
4. Fighting, rioting, or holding unauthorized demonstrations on or near the school premises during school hours, before or after extracurricular activities, and while students are traveling to or from the school building. An unauthorized demonstration is defined as any activity which disrupts or interferes with the normal learning processes or normal operation of school.
5. The possession of, consumption of, or being under the influence of unlawful drugs, controlled substances, or intoxicating beverages on school premises or at school functions or activities. A second occurrence of the aforementioned will result in a recommendation for expulsion. (See Administrative Regulation in accordance with Chapter VIII, Section 21.)
6. The wearing of extreme dress or extreme personal appearance. Each school shall establish regulations concerning dress and appearance. Shoes or protective foot coverings shall be worn in all District buildings.
7. Physically, verbally, and/or electronically torturing, tormenting, bullying, abusing, or maltreating students or school personnel.
8. Willful destruction of District personnel's property on or off District property.
9. Continued willful disobedience or open defiance of the authority of school personnel. Continued disobedience of school rules and defiance of authority that have resulted in five suspensions from class within a school year (each suspension being a full-day minimum) may result in a recommendation to the Superintendent for expulsion. The building principal may recommend for expulsion at anytime a student whose behavior is so severe that the education and safety of other students is endangered.
10. The selling of controlled substances on District property or at school functions.
11. The violation of the rules as outlined in Chapter V, Section 10, Transportation Services.
12. Sexual harassment. This includes students against students or students against adults. For definition of sexual harassment, see Chapter VIII, Section 25.
13. False and/or malicious accusations of sexual harassment. This includes students against students or students against adults. For definition of Sexual Harassment, see Chapter VIII Section 25.
14. Gang-related activities/intimidation, and such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation.
15. Any behavior which in the judgment of the Board of Trustees is clearly detrimental to the welfare, safety, or morals of other students.

Students who are suspended from school are responsible for making up course work.

Suspension or expulsion shall not be imposed as an additional punishment for offenses punishable under the laws of the state, except where the offense was committed at a school function or is of such a nature that continuation of the student in school would be clearly detrimental to the welfare, safety, or morals of other students.

**EXHIBIT 60
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming**

RESULTS OF HEARING

Student's Name _____ Date _____

A hearing was held on (date) _____ (time) _____

(place) _____ to determine whether or not a punishment not to exceed

ten (10) school days shall be imposed for the alleged incident. As a result of the hearing, I find:

- 1) The student was involved in the following incident: _____

- 2) This constitutes the following grounds for suspension from school: _____

- 3) Suspension is imposed for _____ days beginning on (date) _____ and
ending on (date) _____.
- 4) Recommendation to the Board of Trustees to impose additional suspension or expulsion:
*Yes _____ No _____

***Recommendations for additional suspension or expulsion entitles you to a hearing before the Board of Trustees if you request, in writing, such a hearing within ten (10) calendar days of the receipt of this notice.**

I acknowledge that I was notified of the ten (10) calendar days within which to request a hearing before the Board of Trustees.

Parent/Guardian Signature _____ Date _____

CERTIFICATE OF SERVICE

Notice of the results of the hearing as shown above were given to the following:

Parent/Guardian _____

Address: _____ Zip Code: _____

Personal Delivery (time) _____ (date) _____

Mailed (certified mail, return receipt requested) (date) _____

Signature of Administrator & Title _____ Date _____

Form ASI105a

Adopted 6/11/84

Revised 7/1/93, 9/1/95, 8/1/97, 7/13/98, 7/10/00, 7/7/03, 6/7/10, 6/20/11

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Section 14. STUDENT SUSPENSION AND EXPULSION. District students may be suspended or expelled from class, classes, or school for reasons and periods of time specified by law. The Superintendent or designee are empowered to suspend a student for up to ten days. The Board of Trustees delegates authority to the Superintendent pursuant to W.S. 21-4-305(d) to suspend any student(s) for a period exceeding ten (10) school days or to expel a student for a period not to exceed one year provided the student is afforded an opportunity for a hearing in accordance with the Wyoming Administrative Procedure Act W.S. 16-3-101 through 16-3-115, as well as the Rules and Regulations of the Board of Trustees of Laramie County School District Number One.

The grounds for suspension or expulsion may be:

1. Possession of weapons on District property or at school functions. If the weapon is of the type as defined in W.S. §6-1-104(a)(iv) in addition to weapons defined in the Policies Chapter VIII, Section 25, Violence Prevention, the school shall notify the Police Department or District Attorney of the incident.
2. Willful destruction or defacing of school property.
3. Possession and/or use of tobacco on school property.
4. Fighting, rioting, or holding unauthorized demonstrations on or near the school premises during school hours, before or after extracurricular activities, and while students are traveling to or from the school building. An unauthorized demonstration is defined as any activity which disrupts or interferes with the normal learning processes or normal operation of school.
5. The possession of, consumption of, or being under the influence of unlawful drugs, controlled substances, or intoxicating beverages on school premises or at school functions or activities. A second occurrence of the aforementioned will result in a recommendation for expulsion. (See Administrative Regulation in accordance with Chapter VIII, Section 21.)
6. The wearing of extreme dress or extreme personal appearance. Each school shall establish regulations concerning dress and appearance. Shoes or protective foot coverings shall be worn in all District buildings.
7. Physically, verbally and/or electronically torturing, tormenting, bullying, abusing, or maltreating students or school personnel.
8. Willful destruction of District personnel's property on or off District property.
9. Continued willful disobedience or open defiance of the authority of school personnel. Continued disobedience of school rules and defiance of authority that have resulted in five suspensions from class within a school year (each suspension being a full-day minimum) may result in a recommendation to the Superintendent for expulsion. The building principal may recommend for expulsion at anytime a student whose behavior is so severe that the education and safety of other students is endangered.
10. The selling of controlled substances on District property or at school functions.
11. The violation of the rules as outlined in Chapter V, Section 10, Transportation Services.
12. Sexual harassment. This includes students against students or students against adults. For definition of sexual harassment, see Chapter VIII, Section 25.
13. False and/or malicious accusations of sexual harassment. This includes students against students or students against adults. For definition of Sexual Harassment, see Chapter VIII Section 25.
14. Gang-related activities/intimidation, and such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation.
15. Any behavior which in the judgment of the Board of Trustees is clearly detrimental to the welfare, safety, or morals of other students.

Students who are suspended from school are responsible for making up course work.

Suspension or expulsion shall not be imposed as an additional punishment for offenses punishable under the laws of the state, except where the offense was committed at a school function or is of such a nature that continuation of the student in school would be clearly detrimental to the welfare, safety, or morals of other students.

Section 15. HEALTH AND SAFETY OF STUDENTS.

SUPERVISION OF STUDENTS

Supervision of students shall be by District personnel when they are in school, when they are on District property during school hours, when they are in District buses, or when they are participating in approved District activities. District personnel shall act in a reasonably prudent fashion providing for the safety and well-being of students.

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.

HEALTH SERVICES

Health services for students shall be for the purpose of detecting and preventing health problems and for providing emergency treatment. Health services shall include:

1. Obtaining medical histories;
2. Screening and testing vision, hearing, dental, and other physical characteristics as approved by the Board;
3. Counseling and advising students, parents, or guardians concerning the health of students;
4. Attending to injuries and sudden illnesses with emergency services;
5. Administration of medications;
6. Consulting with health care providers and community health agencies.

Parents and guardians are urged to advise the building principal and/or school nurse of any

physical disabilities, impairments, or special health considerations regarding students. This information is necessary so that proper health services may be administered in the event of injury requiring emergency services and appropriate accommodations may be implemented.

PHYSICAL EXAMINATIONS

Physical examinations of students by a primary health care provider as defined by the Wyoming Health Care Decisions Act” (Exhibit #42a), entering District schools for kindergarten, first grade, or by transfer from other Districts are encouraged. “Primary health care provider” means any person licensed under the Wyoming statutes practicing within the scope of that license as a licensed physician, licensed physician's assistant or licensed advanced practice registered nurse and who is designated by an individual or the individual's agent, guardian or surrogate to have primary responsibility for the individuals health care or, in the absence of a designation or if the designated provider is not reasonably available, a provider who undertakes the responsibility. District health services may be improved if a copy of the results of physical examinations is made available to the District.

A physical examination by a healthcare provider shall be required annually, after June 1st, before any student can engage in interscholastic athletic activities.

A student who is unable to engage in physical activity such as physical education programs/intramural activities shall present a statement from a primary health care provider specifying physical or other restrictions. The primary health care provider should state the length of time for restrictions and any necessary accommodations.

INFECTION CONTROL GUIDELINES FOR STUDENTS

1. Communicable diseases that have been diagnosed in a student by a healthcare provider may require the student to remain at home for the time it is determined that he/she may be infectious to others.
2. The student's return to school after recovery shall be allowed only after approval of the school nurse or after receipt of the written authorization of a healthcare provider.
3. The school nurse determines need for follow-up of infectious diseases in students in schools.

4. The school nurse will collect information from parents/guardians as needed.
5. The school nurse, with parent's/guardian's permission, will refer to student's health care provider to determine if the student is contagious, as needed.
6. Resources which are utilized by school nurses for control of infectious diseases in school include but are not limited to:
 - a. Red Book
 - b. City-County Health Department
 - c. State Health Department
 - d. Student's health care provider
7. Specific guidelines for school nurses to follow regarding specific infections in students are outlined in the Nursing Guidelines.
8. Laramie County School District Number One, being concerned with the health and safety of all of the District's students, will follow the procedure regarding blood borne pathogens in accordance with public health guidelines, the Wyoming Education Policies Procedure Manual, and according to Administrative Regulations.

MANDATORY IMMUNIZATIONS

Any student attending or enrolled in school in grades K-12 in Laramie County School District Number One shall, within thirty calendar days after the date of entry, provide a written record of immunization from a primary health care provider or other authorized health authority against vaccine preventable diseases, including diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and hepatitis B as designated by the State Health Authority. As the laws or regulations are changed by the Wyoming Department of Health Immunization Program, the District will adjust the requirements to be in compliance. The Record of Immunization shall give proof of the required immunization or show proof of a Wyoming waiver as authorized. The written documented proof of immunization on a form, specified by the Wyoming State Health Officer, shall be an integral part of the child's school record.

No school administrator shall permit an enrolled student to attend school for more than thirty calendar days without documentary proof of immunization. If immunization requires a series of

immunizations over a period of more than thirty calendar days, the child shall be permitted to attend school while awaiting completion of an immunization series within the medically accepted time period. After parent/guardian notification, students not receiving the next immunization in a series within seven calendar days will be excluded from school unless the immunization is medically contraindicated.

Students shall be subject to exclusion from school, as an unexcused absence, unless proof of immunization or waiver from Wyoming is provided. Parents/Guardians will receive notice of the status of their student's immunizations and possible exclusion as needed by standardized letters. Samples of letters can be viewed in: Exhibits 64a, Letter 1; 64b, Letter2; or 64c, Exclusion Letter. Letters are subject to revision based on such things as changes in Wyoming law and availability of community resources for free vaccines from the Wyoming Vaccine For Children (VFC) Program.

Wyoming immunization waivers (a.k.a medical or religious exemptions) shall be authorized only by the Wyoming state or county health officer according to Wyoming state laws. Wyoming approved waivers must be received within thirty (30) calendar days of student entry date, unless parents/guardians provide verification that the waiver process is in progress with Wyoming authorities.

In the presence of an outbreak of vaccine preventable disease, as determined by the state or county health authority, school children who are not immunized against the occurring vaccine preventable disease, including those having waivers, shall be excluded from school attendance for a period of time as determined by the state or county health officer. In cases where a student is immunocompromised, school nurses will notify parents/guardians of a contagious disease occurrence in the building, as needed.

PROVISION OF MEDICAL PROCEDURES

In the interest of ensuring that students with medical issues have access to a free and appropriate public education, specific, selected medical procedures will be performed by school nurses.

Additionally, the administration may designate "friends" of the student pursuant to the Wyoming Nurse Practice Act and W.S. § 33-21-154 for provision of essential health care at school.

ADMINISTRATION OF MEDICATION

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

Safety and effectiveness of medication administration includes:

1. Definition of medications:
 - a. For the purposes of school board policy, the term “medication” is defined as all drugs which are regulated by the Food and Drug Administration (FDA) under the Federal Food, Drug and Cosmetic Act, as amended through December 31, 2004, and the Dietary Supplement and Health Education Act (DSHEA) of 1994.
 - b. Dietary supplements 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 prescription and over the counter medications in LCSD1.
2. Authorization to administer medications in LCSD1
 - a. Medications may be administered to students by the school nurse or designated “friends”.
 - b. An authorization and recognition of designated “friends”, pursuant to the legal standard of “in loco parentis”, the Wyoming Nurse Practice Act and Wyoming statute 33-21-154, and release of liability shall first be completed by the parent with legal custody or by the court-appointed guardian of the student as shown in sample Exhibit 62, Authorization for Administration of Medication and Release of Liability.
 - c. Authorization will be standardized in the Administrative Regulations.
 - d. “Friends” must attend a District standardized training program prior to assuming the responsibility for administration of medications to students.
3. Medication Administration will be standardized in the Administrative Regulations and will include, as a minimum:
 - a. Requirements for an authorization to administer medications
 - b. Criteria for all medications:
 - (i) Responsibilities of School Nurses

- (ii) Requirements for Orders from healthcare providers
 - (iii) Requirements for labeling of medications
 - (iv) Requirements for expiration dates
 - (v) Requirements for security
 - (vi) Specific requirements for herbals and supplements
 - c. Requirements for Documentation
 - d. Responsibilities and Guidelines for “friends”
 - e. Requirements for Provisions for the Self-administration of medication for potentially life threatening conditions, which conforms with W.S. 21-4-310
 - f. Requirements for Standardized Training for Medication Administration
 - g. Specific Guidelines for Implementation of Medication Administration
4. Neither the District, nor any of its personnel, shall be responsible for medicine taken by a student without the knowledge of school personnel.
5. Self-administration of medication for potentially life threatening conditions.
- a. W.S. 21-4-310 requires Wyoming school Districts to permit a student to possess and self-administer asthma medication.
 - b. The District Board shall permit a student to possess and self-administer within any school of the District medication required for potentially life threatening conditions if a standardized [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".

PREGNANT STUDENTS

Pregnant students may continue in District programs in the same way as any other student. The pregnant student is requested to notify the principal or designee through the school nurse of the fact of

pregnancy so that proper health services will be administered in the event of injury.

Absence from school for reasons of pregnancy shall be subject to the same conditions and provisions as absences for any illness.

GROUP DENTAL AND ACCIDENT INSURANCE

Group dental and accident insurance shall be obtained by the District on a bid basis to make the insurance available to those students desiring to participate.

Students must furnish evidence of accident insurance coverage before engaging in interscholastic athletic activities. Additionally, parental or guardian consent must be given before a student may engage in interscholastic activities as specified in Exhibit 61.

INFECTION OF STUDENTS WITH BLOODBORNE PATHOGENS

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

STUDENT PHYSICAL ACTIVITY, NUTRITION, AND WELLNESS

The Board of Trustees for Laramie County School District Number One recognizes the impact of good nutrition, physical activity and wellness on student academic performance. In compliance with Section 204 of Public Law 108-265 of the Child Nutrition and WIC reauthorization Act of 2004, Laramie County School District Number One has established the attached administrative regulations with regard to nutrition, physical activity and wellness for Laramie County School District Number One students.

SPORTS-RELATED CONCUSSION

Laramie County School District Number One seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, administrative regulations will address risks associated with concussions and other head injuries, identification of athletes with concussions, evaluation and stabilization of athletes at the athletic event and appropriate referral to medical care.

In addition, after the medical provider documents a diagnosis of concussion, a coordinated system of care for the individual needs of the affected student will be initiated at the school. As needed, this may include, but is not limited to: academic assistance and accommodations, and appropriate post concussion testing.

All students having suffered a concussion must be fully recovered, as documented by a medical doctor prior to returning to athletic activity including physical education class, athletic training, practice or play.

All Laramie County School District Number One coaches and trainers will receive yearly training to include procedures for managing sports-related concussion , restrictions on a student's participation in athletics after suffering a concussion or head injury, provision of related information to students and parents and any changes or modifications in best practice for the care of students with concussions.

Legal Reference – W.S. S 21-4-309

Cross Reference - Chapter VII, Section 9, Other Special Instructional Programs (Homebound Instruction/Pregnant Students); Chapter VII, Section 19, Intramural Programs and Interscholastic Athletics; Chapter VIII, Section 22, Section 504 of the Rehabilitation Act of 1973; Chapter VIII, Section 3, Attendance.
Adopted 6/11/84

Revised 9/14/87, 1/9/89, 8/13/90, 7/8/91, 7/1/93, 7/13/98, 6/28/99, 6/21/04, 7/19/06, 7/18/07, 6/16/08, 6/15/09, 6/7/10, 6/20/11, 5/7/12

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 15 - HEALTH AND SAFETY OF STUDENTS (INFECTION OF STUDENTS WITH BLOODBORNE PATHOGENS) –

1. The contact person for School District Number One will be the Superintendent or designee. A decision will be made on a case-by-case basis of those identified students as to whether the condition of the student prohibits that individual from participating in the regular school program and/or school activities.
2. This determination will be made by a team comprised of the student's healthcare provider, the student's parent(s) or guardian(s), and the Superintendent of Schools.
3. Factors for consideration: (a) the physical condition of the student who has the disease; (b) the expected type of interaction with others in the school setting; and (c) the impact on the student who has the clinical disease and others in that setting.
4. Educational opportunities for students who are infected with a bloodborne pathogen shall be protected. This shall include, to the extent that health permits, attendance in regular class settings with all the rights, privileges, and services which are provided to the other students.
5. The sexual orientation of the student shall not constitute a request for medical evaluation. No student shall be required to provide information as to his/her sexual orientation.
6. The student who is excluded from school for a secondary communicable disease must provide, at the student's expense, a current medical evaluation of noncommunicable status in order to provide reentry to school.
7. If a medical determination has been made to permit a student with a bloodborne pathogen to remain in the school setting, the student will not be discriminated against.
8. Having a bloodborne pathogen is the specific concern of the student, the parents, and/or legal guardians.
 - a. Test results should never be disclosed to any third party without written consent of the patient and/or parents/guardians.
 - b. Records containing the information shall be kept separate from other school records.
 - c. Records containing this information shall be kept in a secured location.
 - d. The Superintendent or designee must maintain the confidential records.
 - e. The rights of the individual to privacy must be assured at all times.
 - f. People infected with a bloodborne pathogen may develop immunodeficiency which increases their risk of severe complications from most infections; therefore, the parent(s)/guardian(s) of the student should consult with their healthcare provider and the county or state health officer regarding medical immunization exemptions.

Adopted 1/9/89
Revised 8/13/90 & 7/1/93
Revised 6/28/99
Revised 6/15/09

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 15, HEALTH AND SAFETY OF STUDENTS - (ADMINISTRATION OF MEDICATION) --

These administrative regulations are developed as guidelines for implementation of the Board Policy for Medication Administration in LCSD1. Any necessary adjustments to these administrative regulations are coordinated by the head nurse of LCSD1. Adjustments to procedures and guidelines may be necessary according to, but is not limited to, new recommendations from guiding organizations, new laws, new drug information or standards of practice. Safety of medication administration will be directed by the school nurse under these administrative regulations.

MEDICATION ADMINISTRATION IN LCSD1 WILL BE STANDARDIZED AND WILL INCLUDE, AS A MINIMUM:

A. REQUIREMENTS FOR AN AUTHORIZATION TO ADMINISTER MEDICATIONS

1. All medications given to students under the age of 18 in LCSD1 must have an authorization completed by parent/guardian.
2. Students over the age of 18 who have a legal guardian are required to have a completed authorization.
3. Authorization for Medications when requested by the parent/legal guardian shall include the following information:
 - a. Name of student
 - b. Name of the medication
 - c. Name of the healthcare provider, if prescription medication
 - d. Time to be administered
 - e. Dosage
 - f. Frequency
4. All medication administration in LCSD1 must be done by the school nurse or designated "friends".
5. Authorizations to administer medications in LCSD1 must be completed each school year.
6. Authorization in secondary schools for Acetaminophen, Ibuprofen, antacid tablets and cough drops may be signed upon entering 7th grade and does not require renewal each year.
7. Students may not self-carry medications on school premises except for medications for life-threatening emergencies as covered under law or insulin as determined by the student's health care plan.
8. Secondary students may carry emergency medications without permission from the healthcare provider. Under these circumstances, parents/guardians are encouraged to collaborate and communicate student needs with the school nurse.
9. Neither the District, nor any of its personnel, shall be responsible for medicine taken by a student without the knowledge of school personnel.
10. Sharing of any medications by students is considered against the district drug policy and instances will be investigated, as needed.

B. CRITERIA FOR ALL MEDICATIONS

1. Responsibilities of School Nurses
 - a. Safety of medication administration shall be directed by school nurses under the authority of School Board Policy, Administrative Regulations and Nursing Guidelines.
2. Requirements for Orders from healthcare providers
 - a. Medication orders must be written by healthcare providers who are licensed to prescribe medication.
 - b. A prescription filled by a licensed pharmacist serves as the healthcare provider order for the medication to be administered in the schools.
 - c. Sample medications should be accompanied by an order by the licensed healthcare provider and must be labeled with: the student's name, dose, frequency of administration and the physician's name.
 - d. Any prescribed medicine must be delivered to the school nurse or office staff in the labeled pharmaceutical container within which it was originally prescribed.

3. Requirements for labeling of medications
 - a. All prescription medications shall be given only under the directions of the healthcare provider.
 - b. All prescription medicines must be stored in an original labeled bottle from a pharmacy which includes the following information: student name, name of medication, dose, frequency of administration, pharmacy name, physician name and the date the prescription was filled.
 - c. All over-the-counter (OTC) medicines that are supplied by parents are labeled with student's name and must be delivered to school personnel in the original container
 - d. Unless otherwise prescribed by a healthcare provider, dosages of over the counter medicines will be limited to age and weight appropriate doses as indicated on the label
 - e. Experimental drugs may not be used in the school without specific information supplied by the parent/guardian and the physician.
 - f. Standard OTCs in Secondary Schools (acetaminophen, Ibuprofen, antacid tablets, cough drops) may be administered from a common source with parent permission.
4. Requirements for expiration dates
 - a. No medicines will be given from a container in which the expiration date has passed.
5. Requirements for security
 - a. LCSD1 will provide secure storage of medications in the school setting, consistent with Department of Education Guidelines or any applicable requirements.
 - b. Medications are stored in a locked cabinet in a room that is secured when school is not in session.
6. Specific Requirements For Herbals And Supplements
 - a. 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 prescription and over the counter medications in LCSD1.
 - b. Commercially prepared products must have dosages labeled for use in children by age and weight. Herbal or dietary supplement products may vary in dosage and strength according to companies who prepare the product.
 - c. Homemade products, not made by commercial process, will not be administered at school.
 - d. Herbal medicines may be administered in schools by parents/guardians in the nurse's office.
 - e. Parents/guardians will be counseled to give herbal/dietary products under their supervision at home.

C. REQUIREMENTS FOR DOCUMENTATION

1. A standard medication record of the administration of medication, as approved by Laramie County School District One, shall be maintained by the personnel administering the medication.
2. Records must be filled in completely with student name, grade, medication, dosage, medication time, as well as documentation of administration
3. The standard medication record will be maintained as a part of the student's permanent health file according to school district policy.
4. The standard permission form (page 1) is completed by the parent/guardian prior to the start of any medication administration at school. This consent portion of the record is developed by the legal counsel for LCSD1.
5. Documentation of administration is completed by the school nurse or "friends" at the time the medication is given. This portion of the record (Yearly calendar, side 2) is revised through coordination by the head nurse.
6. Medication records are organized and are confidential. Recommendation is to use a standard blue, three ring binders in each school.
7. Each medication requires a medication record.
8. Documentation is completed in pen only, not pencil.

D. RESPONSIBILITIES AND GUIDELINES FOR "FRIENDS"

1. In the absence of the school nurse, non-licensed school personnel, designated "friends", are permitted to administer medications.

2. Principals/building administrators are responsible for delegating medication administration to "friends" during the absence of the school nurse.
3. The school nurse works collaboratively with the principal to determine appropriate staff.
4. The school nurse actively participates in this selection of the "friends".
5. The school nurse monitors the competency and safety of the designated personnel in the performance of medication administration procedures.
6. All non-licensed personnel who assist in the administration of medications are required to attend a standardized training program offered by LCSD1 prior to assuming duties.
7. School nurses conduct a yearly review of the guidelines for medication administration for the "friends". This yearly review is documented and kept on file in the school nurse's office.
8. Designated "friends" are employees of Laramie County School District One.
9. Emergency situations that require the administration of any emergency medications including injectables (e.g. Rectal Diastat, Glucagon, Epi-pens) are covered by this statute and the designation of "friends".
10. Specialized training by the school nurse is required for "friends" for administration of emergency medications such as Rectal Diastat, Glucagon, Epi-pens
11. Students in PALS (Program for Adaptive Living Skills) classrooms, TLC (Therapeutic Learning Center) rooms, or with special needs will have designated "friends" to meet their individual needs. Specific training of "friends" in these situations will be done by the school nurse with the cooperation of the parents/legal guardians.

E. REQUIREMENTS FOR PROVISIONS FOR THE SELF-ADMINISTRATION OF MEDICATION FOR POTENTIALLY LIFE THREATENING CONDITIONS, W.S. 21-4-310

1. W.S. 21-4-310 Requires Wyoming School Districts Boards to permit a student to possess and self-administer medication required for potentially life threatening conditions
2. The District Board shall permit a student to possess and self-administer within any school of the District medication required for potentially life threatening conditions if a standardized [Form \(NU#3\)](#) is completed containing applicable:
 - a. 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.
 - b. 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.
3. Secondary students may carry emergency medications without permission from the healthcare provider. Parents/guardians are encouraged to collaborate and communicate student needs with the school nurse

F. REQUIREMENTS FOR STANDARDIZED TRAINING FOR MEDICATION ADMINISTRATION

1. All non-licensed personnel, "friends", who assist in the administration of medications are required to attend a standardized training program offered by LCSD1 prior to assuming the responsibility for administration of medications to students.
2. The head nurse/school nurses of LCSD1 will train school personnel who have been delegated by the principals to administer medications in the absence of the school nurse.
3. The standardized training program for medication administration will be the responsibility of the head nurse.
4. Updates will be provided by the school or head nurse to those trained, as necessary.

G. SPECIFIC GUIDELINES FOR IMPLEMENTATION OF MEDICATION ADMINISTRATION

1. Medication dosages
 - a. Weight requirements: Secondary students must weigh more than >90# before they will be administered two regular strength acetaminophen (650mg.).
2. Aspirin and Aspirin-Containing Products

- a. Beginning 12/7/04 school nurses and “friends” of LCSD1 will not administer aspirin and aspirin-containing products to students.
 - b. School nurses have access to a complete list of aspirin-containing products and will advise parents if they are brought to the schools.
 - c. A specific, written physician order and physician request for aspirin or aspirin-containing products to be given at school will be considered only in instances where:
 - i. the physician documents that the student is being treated for a specific, severe disease process (e.g. arthritis, heart disease), and,
 - ii. the physician documents that it is medically necessary for school attendance, and
 - iii. the student is free of flu-like symptoms.
3. Schedules
- a. The school nurses of LCSD1 will strive to ensure that medications are dispensed to students in a timely manner
 - b. Students receiving medication at school will be responsible for coming to the office at the designated time.
 - c. If after reminding and sending for the student multiple times, and the student chronically does not report for his medicine, the school nurse will develop a plan for the student working in partnership with the student’s parent/guardian.
 - d. Routine times of administration:
 - i. Administration of medications is generally before or after each lunch
 - ii. Medications that are requested to be given before and after school must have the nurse’s approval
 - iii. When a medicine is ordered three times per day, parents/guardian are asked to give doses before, after school and at bedtime.
 - iv. When a medicine is ordered four times per day, one dose will be given at school
 - v. Parents/guardians may request a variance in times from the school nurses under special circumstances
 - vi. On days when there are only half days of school, students will be sent home without their medicine, unless the parent/guardian makes prior arrangements.
4. Field Trips
- a. Specialized accommodations for medication administration may be made by the school nurse for field trips including exemption of the requirement for the training course if specific directions are given to the teacher.
5. Medication Errors
- a. Definition of medication error will include, but not limited to:
 - i. Missed dosage
 - ii. Wrong dose
 - iii. Wrong student
 - iv. Wrong medicine
 - v. Wrong route
 - b. If a “friend” believes a medication error has been made, an immediate referral is made to the school nurse.
 - c. Variance in times of medication administration will be evaluated by the school nurse.
 - d. If the school nurse determines a medication error has been made, interventions may be necessary and may include:
 - i. Parents/guardian of the student (s) involved and principal is notified immediately by the school nurse for any error needing further action.
 - ii. School nurse calls physician
 - iii. An accident report is completed ASAP to document incident, conversation with parents/guardian, physician and any remedial steps taken.
 - iv. School nurse follows up on what caused the error and how to prevent.
 - v. Any error causing potential harm will be reported to the head nurse ASAP
6. Disposal Of Prescription Medicines
- a. Every effort will be made to return unused medicines to the parent/guardian. Disposal will be done at the end of the school year or ASAP.
 - b. Medicines are disposed of according to guidelines from the regulating authorities such as the State Board of Pharmacy, the Drug Enforcement Agency (DEA) or the Board of Health.

- c. Data is recorded on a standard form:
 - i. Date
 - ii. Student name
 - iii. Medication
 - iv. Number of pills
 - v. Name of Pharmacy
 - vi. Prescription number
 - vii. Signature of person destroying pills
 - viii. Signature of witness
- d. Witness must be available and sign. Witnesses are recommended to be another school nurse, teacher or principal.
- e. Disposal is done according to current recommendations: do not flush medications down the toilet. Medications are dissolved in water and poured into kitty litter, packaged and discarded in municipal garbage.
- f. Record of disposal is kept on file in the medication book or other secure place in the nurse's or head nurse's office.

Adopted 8/13/90
Revised 7/19/06
Revised 7/18/07, 6/15/09, 5/7/12

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 15 – HEALTH AND SAFETY OF STUDENTS (STUDENT PHYSICAL ACTIVITY, NUTRITION AND WELLNESS)

Wellness Resources and Guidance

1. Regarding development, implementation, assessment and adjustments of the Wellness policy, Laramie County School District Number One will utilize research based models such as the Centers for Disease Control and Prevention's (CDC) Coordinated School Health Program and the Robert Wood Johnson Foundation "School Wellness Policy Evaluation Tool".
2. Ongoing nutrition and food safety training will be provided to the Nutrition Services Administrators and staff through national, state and local trainings as deemed appropriate by the Nutrition Services Administrator.

Student Physical Activity

1. Physical education classes and physical activity opportunities will be available for all students.
2. The District will provide opportunities for staff development on physical activities that will enhance student academic achievement in the classroom.
3. Students (K-12) should strive to meet the 2005 Guidelines from NASPE:
 - a. Students should accumulate at least 60 minutes, and up to several hours, of age appropriate physical activity on all, or most days of the week.
 - b. Children should participate in several bouts of physical activity lasting 15 minutes or more each day.
 - c. Children should participate each day in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.
 - d. District will provide suggested methods of incorporating movement/activity into the classroom.
4. Physical activity will not be used or taken away as a punishment.

Food & Beverages Provided or Sold to Students Outside the National School Lunch, Breakfast, and Snack Programs (Including, but not limited to classrooms, vending, school stores and concession stands)

1. Any food and beverages provided or sold to students outside the National School Lunch & Breakfast Programs, including, but not limited to classrooms, vending, school stores and concession stands will follow the USDA guidelines during the USDA defined school day.
 - a. Nutrition Services will provide resources outlining current USDA guidelines which limit ingredients, calories, total fat, saturated fat, trans fat, and sugar.
 - b. USDA defined school day: midnight to 30 minutes after the end of the school day.
2. Caffeine containing beverages sold to High School students during the school day will be evaluated based on the American Academy of Pediatric recommendations and limited to the amounts found naturally occurring in coffee and tea. High Schools will prohibit beverages where caffeine or stimulant substances are added to the beverage.
3. Vending machines and school stores selling competitive food and beverages to students will be prohibited in Elementary schools.
4. Classrooms, vending, school stores and concession stands will not compete with any USDA meal service, during meal service times.
5. Marketing of unhealthy foods to students will be strongly discouraged on school grounds and educational materials.

Student Nutrition Education

1. District has a curriculum approach to nutrition in K-12.
 - a. Schools will teach skills to utilize research-based nutrition information such as USDA MyPlate, in “real-life” practice, such as reading nutrition fact labels, skills in purchasing and preparing healthy meals and snacks.
2. Nutrition education, healthy eating and physical activity will be actively promoted via positive modeling by staff, marketing materials (posters, table tents, brochures, flyers) and through the local media.
3. Nutrition education opportunities for parents/staff will be encouraged and will include a variety of activities/topics.
4. The school meal program will work with District curriculum to create a learning laboratory within the school cafeteria.

School Lunch/Breakfast

1. All school meals will meet or exceed the current USDA meal standards.
2. Schools will provide appealing and attractive meals with a variety of fruit and vegetable offerings each day.
 - a. Nutrition Services will solicit input from students on new and existing menu items through methods such as: taste testing, surveys, plate waste studies and focus groups.
3. Nutrient analysis will be available for all breakfast and lunch items online.
4. Lunch will be available at all Laramie County School District Number One schools with an enrollment of at least fifty (50) students.
5. Efforts will be made to make breakfast available at all Laramie County School District Number One schools where lunch is served.
6. Universal breakfast will be offered to any school where 65% of the student population qualifies for free/reduced price meals. Universal Breakfast will be implemented at any school where 70% or more of the student population qualifies for free/reduced price meals. Breakfast service methods will be used to increase participation, such as classroom service, grab-n-go, breakfast after the bell, kiosk and other innovative service methods.
7. Based on USDA funding, free after school snacks will be offered to all students in Title 1 schools who are enrolled in after school enrichment programs. A reduced rate snack program will be offered to all non-Title I schools with after school enrichment.

Other Healthy School Based Activities

1. Schools will not use food as reward or punishment. Schools will be provided a list of alternative reward suggestions.
2. Students will be strongly encouraged to actively participate in recess.
3. Students will have adequate time to eat, relax and socialize at breakfast and lunch. Best practice is at least 10 minutes after sitting down for breakfast and 20 minutes after sitting down for lunch.
4. Student adequate mealtime shall not be interrupted by other academic activities unless the meal is available during the academic activity.
5. Student cafeterias will have adequate seating, appropriate supervision, a clean and pleasant eating environment.
6. Students will have convenient access to hand washing facilities (water, soap, hand sanitizer) for use prior to consuming meals.
7. Foods intended for immediate consumption will not be sold as a fundraiser prior to and during the school day.
8. Except for baked goods, schools will prohibit the distribution and service of food items prepared in individual homes prior to and during the school day.
9. Classroom parties will focus on activities rather than food. If food is part of the celebration, parents/staff will be provided a list of suggested healthy snacks that could be used for classroom parties.

10. Schools will be encouraged to develop non-food fundraisers which promote physical activity. Schools will be provided with ideas for these fundraisers.

Student Wellness **Advisory Council**

1. Laramie County School District Number One will establish and utilize a Student Wellness Advisory Council. The Nutrition Services Program Administrator and the Health, Physical Education, Safe and Drug Free Schools Coordinator will co-chair this committee.
2. Student Wellness Advisory Council members may include District employees and stakeholders from the community: administrative personnel, nurses, nutrition services, teachers, health and wellness coordinator, and representatives from the community to include parents, students local pediatricians, dietitians, medical professions and interested community members.
3. The Student Wellness Advisory Council will develop an assessment tool to measure implementation of the student wellness policy at each campus.
4. The Student Wellness Advisory Council will prepare an annual report for the Board of Trustees and public on the progress toward meeting the wellness goals outlined in the wellness policy. This report will be made available to the public online.

Adopted 7/19/06
Revised 7/14/14

EXHIBIT 61

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

AUTHORITY TO ENGAGE IN INTERSCHOLASTIC ATHLETIC ACTIVITIES

The undersigned hereby authorized _____ (Name of Student) to engage in the following interscholastic athletic activities for the school year of _____ (Insert "year" or "all years") _____.

1. _____
(List sports or insert "all sports")
2. _____
3. _____
4. _____

The undersigned certifies that an insurance policy number _____ (List Policy Number) with _____ (Insert Name of Insurance Carrier) is in force, and will be maintained in full force during the aforesaid period of time, providing for payment of medical, dental, and hospital expenses for the aforesaid student which are occasioned by injury or are a result of accident, while such student is engaged in school activities or while going to or from school.

In consideration of the District providing _____ (Student's Name) the opportunity to compete in interscholastic athletic activities, the undersigned for himself/herself and for _____ (Student's Name) hereby release Laramie County School District Number One, its agents and employees from all claims, demands, and liabilities, direct and indirect, which may result or accrue by reason of such athletic activities.

Dated _____ 20_____

(Parent or Guardian)

(Parent or Guardian)

EXHIBIT 62

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Division of Instruction – Department of Special Services
Cheyenne, Wyoming

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AND RELEASE OF LIABILITY

The undersigned, in accordance with Wyoming State Statute 33-21-154 hereby designate that _____, substitute RN staff and staff of _____ School known as designated "friends", who are also personnel of Laramie County School District Number One, State of Wyoming, and hereby authorize these "friends" to administer the following medication to _____ (Student), said medication being furnished herewith:

prescribed by _____ (Primary Health Care Provider, if prescription) and filled by _____ (Pharmacy) under # _____.

Said medicine shall be administered at the following times: _____ in the following dosages _____.

Known possible side effects are: _____.

In consideration of the District personnel administering such medicine, the undersigned hereby releases said District and its personnel from claims, demands, and liabilities, direct and indirect, which may result or accrue by reason of the administration of such medicine, the failure to administer it, or the improper administration thereof.

I have read and understand this authorization.

Dated this _____ day of _____, 20 _____.

(Parent or Legal Guardian)

(Parent or Legal Guardian)

DOCUMENTATION OF MEDICATION ADMINISTRATION DURING FIELD TRIP

DATE	TIME	PERSON GIVING MEDICATION

Form NU1
Adopted 8/13/90
Revised 6/21/04, 7/19/06, 6/7/10, 5/7/12

EXHIBIT 64a

Laramie County School District Number One
Division of Instruction - Department of Special Services
2810 House Avenue
Cheyenne, WY 82001

Date: _____

To the Parent(s) or Guardian(s) of: _____

Under the laws of the State of Wyoming (W.S. 21-4-309), your child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. Your child may be conditionally enrolled in school for thirty (30) calendar days. If the requirements are not met at that time, your child will be excluded from school. The deadline for compliance is _____. The minimum immunization requirements from the Wyoming Department of Health can be found at the following link: www.health.wyo.gov/familyhealth/immunization/schools.html

The following are the WYOMING immunization REQUIREMENTS for children starting kindergarten or transferring in from out of District:

DT/DtaP	4 shots of diphtheria tetanus pertussis vaccine, one of which must be administered on or after their 4 th birthday
TD/TDAP	An adolescent tetanus diphtheria booster is required for all 7 th grade students who have not received a tetanus diphtheria vaccination during the previous 5 years
Polio	4 shots, one of which must be administered on or after their 4 th birthday
MMR	2 shots of measles mumps and rubella vaccine, the 1 st dose must have been on or after their 1 st birthday and the 2 nd dose at least one month after the first dose
Hepatitis B	3 shots

Our records indicate that your child is missing the following immunizations:

- _____ DTP/TD including TD within the last five years
- _____ Polio
- _____ MMR
- _____ Hepatitis B
- _____ No records have been received

If these immunizations have already been done, please provide me with a copy of the dates from your health care provider. Frequently we do not receive records from your child's previous school within the 30 day time limit. Please supply your child's personal immunization record. These can be dropped off at my office or faxed to 771-_____.

Exemptions may ONLY be obtained from the State of County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine. Proof of exemption in Wyoming must be received by the deadline.

If these immunizations have not been done, there are several locations where you may get them in Cheyenne:

- At your local primary health care provider's office or clinic. Call for an appointment.
- At the City-County Health Department. Call for an appointment at 633-4000.
- At walk-in clinics in Cheyenne. (Note: These locations may not provide free vaccines from the Vaccines for Children Program in Wyoming and may cost full price.)

If your files do not agree with mine, or if you have questions, please notify me at 771-_____.

Sincerely,

_____ RN _____

Adopted 7/18/07

School Nurse
Form NU #16
Revised 6/16/08; 6/15/09; 6/7/10

EXHIBIT 64b

Laramie County School District Number One
Division of Instruction - Department of Special Services
2810 House Avenue
Cheyenne, WY 82001

Date: _____

To the Parent(s) or Guardian(s) of: _____:

We are nearing the end of the period during which you were responsible for submitting proof of full immunization in order to comply with the State of Wyoming (W.S. 21-4-309) Immunization Law.

The minimum immunization requirements from the Wyoming Department of Health can be found at the following link:

www.health.wyo.gov/familyhealth/immunization/schools.html

Our records indicate that your child is missing the following immunizations:

- _____ DTP/TD including TD within the last five years
- _____ Polio
- _____ MMR
- _____ Hepatitis B
- _____ No records have been received

Please submit proof of full immunization or a Wyoming exemption for your child by _____ or your child will be excluded from school.

If you are unable to obtain an appointment for shots by this date, notify me of your arrangements and place.

Sincerely,

_____ RN, _____
School Nurse

Form NU #17
Adopted 7/18/07
Revised 6/16/08
Revised 6/15/09

EXHIBIT 64c

Laramie County School District Number One
Division of Instruction - Department of Special Services
2810 House Avenue
Cheyenne, WY 82001

Date: _____

To the Parent(s) or Guardian(s) of: _____:

To date, your child has not met the State of Wyoming (W.S. 21-4-309) Immunization Law which is a requirement for school attendance. On _____, your child WILL BE SENT HOME FROM SCHOOL without proof of full immunization.

Exemptions may ONLY be obtained from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

Please call the school nurse if you have questions regarding this issue.

Sincerely,

Principal

School

Address

Form NU # 18
Adopted 7/18/07

Section 16. SUSPECTED CHILD ABUSE OR NEGLECT. Any person who knows or has reasonable cause to believe or suspect that a student has been abused or neglected or who observes any student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall immediately report it to the child protective agency or local law enforcement agency or cause such a report to be made.

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

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

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

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

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

If the Department of Family Services requests a written summary of the suspected abuse or neglect, the principal shall use Exhibit 65 to supply the information.

A summary of the information on the case shall be forwarded to the Director of Special Services as soon as possible.

Legal Reference – W.S. §14-3-201 through 14-3-215
Cross Reference - Chapter IX, Section 9, Relationships With Community Organizations.

Adopted 6/11/84
Revised 7/1/94
Revised 7/1/13

EXHIBIT 65

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

SUSPECTED CHILD NEGLECT/ABUSE SUMMARY

This report is to be completed IN DUPLICATE by the building principal and forwarded to the office of the Director of Special Services. (Use attachments for clarification.)

SCHOOL: _____ DATE OF REPORT: _____

NAME OF CHILD REFERRED: _____

NAME OF OTHER FAMILY MEMBERS REFERRED (if applicable): _____

ADDRESS: _____

PERSON RESPONSIBLE FOR CHILD: _____

PERSON MAKING REPORT OF SUSPECTED NEGLECTED/ABUSED CHILD: _____

DATE REPORT MADE: _____

OTHER INFORMATION RELATED TO THIS REPORT:

REFERRAL MADE TO: _____ DFS _____ LOCAL LAW ENFORCEMENT AGENCY

BY: _____ PHONE _____ PERSONAL _____ WRITTEN

OTHER COMMENTS: _____

DATE AND TIME REPORTED TO PRINCIPAL: _____

EMPLOYEE'S SIGNATURE

PRINCIPAL'S SIGNATURE

FORM SUP116

Adopted 6/11/84
Revised 7/1/94
Revised 7/1/13

Section 17. 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 and the office of the Head School Nurse and kept on file in the office of the Risk Management Administrator.

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

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

Adopted 6/11/84
Revised 7/18/07
Revised 7/1/13

Section 18. STUDENT RECORDS. Student records are those official District files, documents, and other materials in writing, on film, or on tapes 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 primary health care provider, 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 primary health care provider 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 Assistant Superintendent of Instruction 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 guardian(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. Denial of Permission – Directory Information – Exhibit 70.

PROCEDURES FOR RELEASE OF STUDENT RECORDS

Student records, as defined, shall be made available only through the release procedures established by the Board of Trustees.

A student's records and the information contained in it or any portion of the record including an explanation or interpretation shall not be denied to the parents or guardians of any student if the student has not attained eighteen years of age or is not attending an institution of post-secondary education. A student's record and the information contained in it shall not be denied to a student who has attained eighteen years of age or who is attending an institution of post-secondary education. A request for the records of a student by a parent or guardian or by the student himself shall be made in writing and directed to the building principal or to the Assistant Superintendent of Instruction. The records shall be made available at the location where the records are maintained within a reasonable period of time, not to exceed forty-five days after the receipt of the request.

A student's record and the information in it or any portion of the record, other than directory information for authorized purposes, shall not be released to any individual, agency, or organization without the written consent of the parents or guardians of the student if the student has not reached eighteen years of age or is not attending an institution of post-secondary education. The records shall not be released without the written consent of a student who has attained eighteen years of age or who is attending an

institution of post-secondary education. Exhibit 67 specifies the form for written consent to release student records.

If consent to release records is given in writing by the parent, guardian, or student, the writing shall specify the records to be released, the reasons for the release and to whom the records are to be released. The person to whom student records are released shall agree not to furnish the records or any information obtained from them to a third party without parental, guardian, or student consent. The form for the receipt of student records is shown in Exhibit 68. Any expense for the reproduction of records shall be that of the person to whom the records are furnished.

Student records and the information contained in them may be released without written consent in the following situations:

1. To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954;
2. To school personnel, including teachers, who have legitimate educational interests. Each school shall maintain for public inspection a current listing of the positions of those employees who may have access to personally identifiable information.
3. To officials of other schools in which the student intends to enroll, upon condition that the student's parents or guardians are notified of the release, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
4. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; improving instruction; or accrediting agencies in the pursuance of their functions. The information shall be released only when the studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of the organizations, and if the information will be destroyed when no longer needed for the purpose for which it was furnished.

A record of the individuals or agencies which have requested or obtained access to a student's records along with an indication of the interest of the person obtaining the information shall be maintained with the student's records. Exhibit 69 shows the form for this purpose.

CHALLENGE OF STUDENT RECORDS CONTENT

If a parent, guardian, or student desires to challenge the content of a student record relative to inaccurate, misleading, or other type of information which violates the privacy or rights of the student, parent, or guardian, the following procedures shall be used:

1. The student, parent, or guardian shall make a written request to the Superintendent for correction or deletion of the portion of the records, specifying the portion of the record claimed to be inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, parent, or guardian. The written request shall also contain the reason, manner, nature, and extent to which the record is inaccurate, misleading, or otherwise in violation of their privacy or rights as well as the correction or deletion desired.
2. The Superintendent shall investigate and determine the propriety of the request within thirty days after his receipt of it and shall give the individual making the request written notification of his determination.
3. If the individual is not satisfied with the determination, he may make a written request for a hearing before the Board on the matter. The request shall be delivered to the Superintendent within twenty days after receipt of the determination.
4. If the request is made, the Board shall cause a hearing to be held within thirty days to determine if the record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, parent, or guardian.
5. The request for correction or deletion of portions of the record and the determination of the Superintendent shall formulate the issues for the hearing. The hearing shall be held under provisions adopted by the Board.

The request for a hearing on the matter of correcting or deleting material from a record as well as a request for a hearing on suspension or expulsion of a student shall be a consent to use any or all information contained in a student's record and any or all portions of the record, subject to the applicable rules for admission of evidence.

MAINTENANCE AND DISPOSITION OF STUDENT RECORDS

The maintenance and disposition of student records shall be in accordance with Laramie County School District Number One Records Manual.

Legal Reference – W.S. § 9-2-401 through 9-2-413, 16-4-201 through 16-4-205 W.S.; 20 U.S.C., Section 1232(g)

Adopted 6/11/84
Revised 7/28/86 & 7/1/93
Revised 7/1/94 & 7/1/96
Revised 6/21/04
Revised 6/20/05
Revised 6/7/10
Revised 6/20/11
Revised 7/1/13

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VIII, SECTION 18 – STUDENT RECORDS

RECORDS

ACCESS RIGHTS

- A. Laramie County School District One shall permit parents to inspect and review any education records relating to their children that are collected, maintained or used by the agency under IDEA. Laramie County School District One shall comply with a request without unnecessary delay and in no case more than 45 days after the request has been made, and before:
 - 1. Any IEP meeting;
 - 2. Any hearing involving a due process complaint or disciplinary hearing;
 - 3. Any resolution session
- B. The right to inspect and review education records includes:
 - 1. The right to a response from the agency to reasonable requests for explanations and interpretations of the records;
 - 2. The right to request that the agency provide copies of the records if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
 - 3. The right to have a representative of the parent inspect and review the records.
- C. Laramie County School District One may presume that the parent has authority to inspect and review records relating to his or her child unless the agency has been advised to the contrary by legal proceeding involving guardianship, separation and divorce.

RECORD OF ACCESS

- A. Laramie County School District One will keep a record of parties obtaining access to education records collected, maintained or used under IDEA (except access by parents and authorized employees of the agency), including:
 - 1. The name of the party;
 - 2. The date access was given; and
 - 3. The purpose for which the party is authorized to use the records.

RECORDS ON MORE THAN ONE CHILD

If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child.

LISTS OF TYPES AND LOCATIONS OF INFORMATION

Laramie County School District One shall provide parents on request a list of the types and locations of education records collected, maintained or used by the agency.

FEEES

- A. Laramie County School District One may charge a fee for copies of records that are made for parents if the fee does not effectively prevent the parents from exercising their right to inspect and review records.
- B. Laramie County School District One may not charge a fee to search for or to retrieve information.

AMENDMENT OF RECORDS AT PARENT'S REQUEST

- A. A parent, who believes that information in the education records collected, maintained or used by the agency is inaccurate or misleading or violates the privacy or other rights of the child, may request Laramie County School District One to amend the information.

- B. Laramie County School District One shall decide whether to amend the information in accordance with the request in a reasonable period of time of receipt of the request.
- C. If Laramie County School District One refuses to amend the information in accordance with the request, it shall inform the parent of the refusal and advise the parent of the right to a hearing under §300.619.

OPPORTUNITY FOR A HEARING

Laramie County School District One shall, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

RESULT OF HEARING

- A. If, as a result of a hearing, Laramie County School District One decides to amend information determined inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must do so accordingly and so inform the parent in writing.
- B. If, as a result of a hearing, Laramie County School District One decides that the information is not inaccurate, is misleading, or otherwise in violation of the privacy or other rights of the child, it shall inform the parent of the parent's right to place in the maintained records a statement commenting on the information or setting forth any reasons for disagreeing with the agency's decision.

CONSENT

- A. Parental consent must be obtained before personally identifiable information is disclosed to parties other than participating agencies, unless the information is contained in education records and the disclosure is authorized without parent consent under FERPA.
- B. Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with §300.321.
- C. If a child is enrolled, or is going to enroll in a private school that is not located in the boundaries of the district of the parent's residence, parental consent must be obtained before any personally identifiable information about the child is released between officials in the district where the private school is located and officials in the district of the parent's residence.

SAFEGUARDS

- A. Laramie County School District One shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.
- B. One official at Laramie County School District One shall assume responsibility for ensuring the confidentiality of any personally identifiable information.
- C. All persons collecting or using personally identifiable information must receive training or instruction regarding the State's policies and procedures under 300.123 and FERPA (34 CFR part 99).
- D. Laramie County School District One shall maintain, for public inspection, a current listing of the names and positions of its employees who may have access to personally identifiable information.

DESTRUCTION OF INFORMATION

- A. The District shall inform parents when personally identifiable information collected, maintained, or used for IDEA purposes is no longer needed to provide educational services to the child.
- B. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

CHILDREN'S RIGHTS

- A. The rights of the parents regarding educational records are transferred to the student at age 18 under FERPA.
- B. If the rights of the parents regarding educational records are transferred to the student at age 18

under the IDEA, Laramie County School District One shall provide any notice required under the procedural safeguards provisions.

TRANSMITTAL OF STUDENT EDUCATION RECORDS

- A. Within ten days of a student's enrollment in a school district or public agency, the new school district or public agency must notify the school district or public agency in which the student was formerly enrolled, and request the student's education records.
- B. The former school district or public agency must transfer all requested student education records to the new school district or public agency no later than 10 days after receiving the request.
- C. The education records transferred to the new school district or public agency must include any special education records relating to the particular student retained by the former school district or public agency.
- D. The former Wyoming school district or public agency must retain copies of student education records for the time periods and under the conditions described in the Wyoming School Districts Record Retention Schedule.

Legal Reference - W.S. §§300.613, 600.614, 300.615, 300.616, 300.617, 300.618, 300.619, 300.620, 300.622, 300.623, 300.624, 300.625

Adopted 8/1/11

Revised 7/1/13

EXHIBIT 67

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Division of Instruction - Special Services
2810 House Avenue
Cheyenne, Wyoming

PERMISSION TO RELEASE STUDENT RECORDS

This will authorize Laramie County School District Number One to release to: _____

(Name of Institution, Agency, or Individual)

the student, or former student, records indicated below, pertaining to _____

(Name of Student)

for the reason of _____

Type of record requested _____

A copy of said records so released is _____ is not _____ desired by the undersigned.

(These records shall not be released by the receiving individual or agency without prior written consent of the parent of the student or the eligible student.)

Signature _____
(Student or former student, if student or former student has attained the age of eighteen years or is attending an institution of post-secondary education.)

Date _____
Authorization covers period from
date to June 30, 20____.

Signature _____
(Parent or guardian, if student or former student has not attained the age of eighteen years and is not attending an institution of post-secondary education.)

Form ASI117

Adopted 6/11/84
Revised 7/1/93

EXHIBIT 68

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

RECEIPT FOR RELEASE OF STUDENT RECORDS

Receipt of records, or information therefrom, pursuant to foregoing consent, is acknowledged.

The interest of the undersigned therein is _____

_____.

Said records and information will not be made available to any other individual, agency, or organization, except as consented to by the student's parent or guardian if the student has not attained the age of eighteen years and is not attending an institution of post-secondary education, or of the student, who has attained the age of eighteen years or is attending an institution of post-secondary education.

By _____

Date _____

Form ASI118

Adopted 6/11/84

EXHIBIT 70

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

DENIAL OF PERMISSION - DIRECTORY INFORMATION

I, _____, the legal parent/guardian of
_____ do hereby deny permission to release the following
indicated directory information for the above named child.

Please initial those directory items that are to be denied:

- _____ All of the following directory information
- _____ Student's name
- _____ Parent(s)/guardian(s) name
- _____ Address
- _____ Telephone number(s)
- _____ Date and place of birth
- _____ Photograph
- _____ Participation in recognized District activities
- _____ Height and weight of members of District athletic teams
- _____ Dates of attendance
- _____ Awards
- _____ School presently in attendance

(Signature - Parent/Guardian)

(Signature - Parent/Guardian)

FORM ASI135

Adopted 6/21/04
Revised 6/20/05

Section 19. STUDENT VEHICLES. Parking on District property is a courtesy extended to students and others by the Board of Trustees.

The individual building administrator shall establish rules for the safety of all persons using parking areas adjoining their building and for the maximum protection of vehicles. The District shall not assume responsibility for damage to vehicles, for theft of vehicles, or for theft of articles from vehicles while parked on District property.

Permission for any person to park on District property may be revoked by the building administrator for failure to observe the rules established by them for the parking areas adjoining their buildings.

Section 20. CRISIS PREVENTION. Students in crisis who are in imminent danger must be dealt with immediately. The following set of procedures are to be utilized:

ACUTE EMERGENCY SITUATION

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

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

EMERGENCY SITUATIONS

If signs are present of an impending crisis:

1. The initiating staff member will contact the principal or designee and another crisis team member.
2. Contact parent or guardian immediately to inform them of current situation. Advise them of courses of action and tell them what services are available.
3. If the team determines that the student must be taken to an agency outside the school and the parents cannot transport, the crisis team will coordinate transportation for the student.
4. If the parent refuses to allow a referral, and the crisis team and principal determine there is a serious intent to harm self or others, one or more of the following agencies shall be contacted for a possible emergency detention or examination:
 - a. City Police Department or Laramie County 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, Exhibit 71. This report will be filed with the Director of Special Services.

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 is completed.
 - c. Complete Crisis Report when appropriate.
 - 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.

Adopted 7/28/86
Revised 7/1/96
Revised 6/20/05
Revised 6/7/10
Revised 7/1/13

EXHIBIT 71

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Special Services
Cheyenne, Wyoming

CRISIS REPORT

Student's Name _____ Date of Birth _____ Age _____

School _____ Grade _____ Male _____ Female _____

Parent(s)/Guardian(s) _____

Home Phone _____ Work Phone _____

Date _____ and Time _____ of report.

Nature of the Crisis: _____

This report is based on the following observations:

SUICIDE/HOMICIDE ATTEMPT _____ (If checked, proceed to page 2)

HOMICIDE THREAT _____

	YES	NO	UNKNOWN
1. High level of depression	_____	_____	_____
2. High level of agitation	_____	_____	_____
3. Possible use of drugs/alcohol	_____	_____	_____
4. Potential immediate danger to self	_____	_____	_____
5. Verbalizes suicidal/homicide plan	_____	_____	_____
6. Definite suicide/homicide plan	_____	_____	_____
7. Suicide/homicide attempt/gesture during last three months	_____	_____	_____
8. Suicide/homicide method is readily available	_____	_____	_____
9. Is willing to give assurance not to commit suicide/homicide	_____	_____	_____
10. May be of danger to others	_____	_____	_____
11. Other relevant information: _____			

PARENT CONTACT:

1. Parent(s) contacted _____ By Whom _____ Date _____ Time _____
Method of contact: Phone _____ Personal _____ Written _____
2. Parent(s) or guardian(s) not available _____
3. Information release signed by parent(s)/guardian(s) _____

ACTION TAKEN AT THIS TIME:

- Counseling recommended _____
- Refer to parent(s) for action _____
- Referred within school _____
- Referred outside of school _____
- Referral method: Phone _____ Personal _____ Written _____
- Agency _____ Intake Person _____
- Date and Time of Referral _____
- Referred to parent(s)/guardian(s) only _____
- Duty to warn is completed _____ By Whom _____ Date _____ Time _____

PRINCIPAL (OR DESIGNEE) CONTACT:

1. Date and Time reported to Principal: _____

WRITTEN DESCRIPTION OF THE INCIDENT:

Team Members Completing Crisis Report (Signatures):

Principal's Signature (or Designee)

Section 21. ALCOHOL, TOBACCO AND OTHER DRUG 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 effect that involvement with alcohol, tobacco/nicotine and illicit drugs 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 provide an educationally driven program that maintains a drug-free environment and acknowledges that student use of alcohol, tobacco/nicotine and illicit drugs requires assistance, as well as appropriate consequences. The possession use, purchase, sale or distribution of alcohol, tobacco/nicotine, or any illicit drug as defined by Wyoming state law, and dangerous or inappropriate possession or use of prescription drugs, nonprescription drugs, or inhalants by any student while on school property, in school vehicles, at bus stops and school-sponsored events is prohibited. This includes any dangerous or inappropriate possession or use of prescription drugs, nonprescription drugs, or inhalants. Student possession of any alcohol, tobacco/nicotine or illicit drug-related paraphernalia is also prohibited. The District will investigate all reports of the use of alcohol, tobacco/nicotine and illicit drugs on the part of students. The District will discipline any student who has been found to have violated District policy regarding alcohol, tobacco/nicotine, and illicit drugs. The District will report and document all incidences of violations of this policy on the District's electronic Student Discipline Log.

District policy regarding alcohol, tobacco/nicotine and illicit drugs is reviewed and discussed annually by the policy review committee. Policy is publicized on the Laramie County School District's online website and in the District Policy Handbook. District policy is carried out as outlined in the District's Administrative Regulations.

Child Endangerment Due to Drug Manufacturing Exposure

The Board of Trustees also recognizes the danger involved when students are exposed to the manufacturing of certain illegal drugs. The District will provide services to help maintain the safety of students that live in a residence, near a residence (adjacent apartment or hotel/motel room), or ride in a vehicle in which dangerous drugs are being manufactured. This includes methamphetamine labs. Services may include, but are not limited to, medical assessment by a school nurse, notification of law enforcement and notification of the Department of Family Services.

Definitions

- A. **Illicit Drug**
Controlled substances including, but not limited, to marijuana, hashish, spice, cocaine, heroin, amphetamines, methamphetamines, barbiturates, and other opiates and hallucinogenic substances. Also includes any drugs illicitly obtained or with a high potential for abuse (W.S. § § 35-7-1014 through 35-7-1022).
- B. **Inhalant**
A toxic substance inhaled for mood-altering purposes. This includes, but is not limited to, volatile solvents and aerosols, paint thinner, gasoline, correction fluid, felt-tip markers, nail polish remover, glue, spray paint, deodorant, hair products, cooking products and fabric protectors (W.S. § 6-9-203).
- C. **Prescription Drug**
A controlled substance acquired through a lawful order from a practitioner (individual currently licensed, registered, or otherwise authorized by the jurisdiction in which he/she practices to prescribe drugs in the course of professional practice) for a drug or device for a specific patient. Wyoming Pharmacy Act, Rules and Regulations, 2009. Section 2 - 4: cc and ff.
- D. **Non-prescription Drug**
A drug, or substance, not requiring a prescription from a licensed medical practitioner. This includes, but is not limited to, diet pills, caffeine pills, mouthwash, some forms of cold or cough medicines, herbal substances, and other substances used for mood-altering purposes.
- E. **Paraphernalia**
All equipment, products and materials that are used for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body alcohol, tobacco/nicotine, or illicit drug. These include, but are not limited to, a marijuana pipe, hashish bong, syringes, cigarette papers and wadded paper bags found in combination with spray paint. W.S. § § 35-7-1001 through 35-7-1060.

False Accusations

No person shall engage in false and/or malicious accusations of violations of the District's alcohol, tobacco/nicotine and illicit drug policy. 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 reporting a violation of the District's alcohol, tobacco/nicotine and illicit drug policy. The District will discipline any individual who retaliates against any person who testifies, assists or participates in an investigation of a report.

Retaliation includes, but is not limited to, any form of intimidation, harassment or physical threat.

Adopted 3/14/88

Revised 7/8/91, 7/1/92, 7/18/07

Revised 6/20/11, 7/14/14

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 21, ALCOHOL, TOBACCO, AND OTHER DRUG PREVENTION

1. Reporting Procedures

Parents/legal guardians and any student that believes another student is under the influence of, purchasing, distributing or in possession of alcohol, tobacco/nicotine or illicit drugs is encouraged to report the incident to school staff or to the principal. Such information may be reported anonymously.

Teachers and other school staff who observe, have knowledge or suspect a student is under the influence, selling, purchasing, distributing or in possession of alcohol, tobacco/nicotine or illicit drugs will report the incident to the principal.

Teachers and other school staff who have knowledge or suspect a student is endangered due to exposure of the manufacturing of drugs will report to the principal.

2. Investigation and Recommendations

The District will promptly and carefully investigate all reports of students involved with alcohol, tobacco/nicotine and illicit drugs. This includes use, selling, purchasing, distribution of, and possession of these substances. The District will promptly and carefully investigate all reports of possible exposure to the manufacturing of illegal drugs.

The District will respect the confidentiality of any student that reports a violation of the District's alcohol, tobacco/nicotine and illicit drug policy as much as possible, consistent with the District's legal obligations, and the necessity to investigate such allegations.

- A. The principal or designee will be involved in all information gathering to determine if a violation of District policy has occurred.
- B. The investigation will consist of personal interviews with the student under suspicion and others who may have knowledge of the alleged violation.
- C. Based on reasonable suspicion, the investigation may also include a search of the student's locker, desk, personal possessions, person or car parked on school property.
- D. Do not leave student unattended. Have the student escorted to the nurse or administrative office. The nurse or designee will assess the student's physical state to determine if signs of alcohol, tobacco/nicotine or illicit drug use are present, or if student has been exposed to the manufacturing of illegal drugs.
- E. Various alcohol or other drug detection procedures such as a Breathalyzer or litmus test may be used. The person administering the detection device must be trained, or defer the administration of such devices to representatives of Law Enforcement. Instruments used to perform the detection procedures should be subjected to the same rigors of testing and calibration that law enforcement determines necessary for operational effectiveness.

3. District Action

If report is found to be valid, the principal or designee will take such action as appropriate, based on the results of the investigation.

- A. Contact Law Enforcement and/or School Resource Officer.
- B. In cases of Child Endangerment Due to Exposure to the Manufacturing Illegal Drugs, contact Laramie County Department of Family Services.

- C. Notify parent/guardian(s) of student(s). Notification of parents is not required prior to administration of detection procedures.
- D. Make available services to address the problem. Student may be referred to a school or community-based service.
- E. If medically indicated, student will be taken to a medical facility. Standard procedures for transporting students in a medical emergency will be followed.
- F. Document incident in District's electronic Student Discipline Log.

4. Discipline

If report is found to be valid, the principal, or designee, will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or expulsion to prevent reoccurrence.

A. Use/Possession: First Violation

Discipline, including suspension, as determined by building administration.

If elementary, refer student to school social worker or designee for assessment for services.

If secondary, refer student to the District's Safe and Drug-Free Schools - Student Assistance Program or a community-based program to complete an alcohol, tobacco/nicotine, and drug prevention program.

Upon completion of the program, secondary student will submit a **Verification of Services Form** to the school principal.

If secondary student fails to complete the requirement within one calendar year of date of infraction, he/she will be suspended and/or expelled from school.

In the case of expulsion, building principal will suspend the student and initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

If student is involved in extracurricular activities, refer to Student Activities Code.

In case of Special Education student, refer to Special Education policy.

B. Use/Possession: Repeat Violations

Follow the same procedures for the First Offense.

Discipline, suspension and potential for expulsions will be increased for repeated policy violations, as determined appropriate by building principal.

If secondary student has previously completed an alcohol, tobacco/nicotine and drug prevention program as a result of a First Offense, he or she will be referred for an alternate school or community-based service.

Upon completion of the program, secondary student will submit a **Verification of Services Form** to the school principal.

If secondary student fails to complete the requirement within one calendar year of date of infraction, he/she will be suspended and/or expelled from school.

If repeated offense is within one academic year, principal may suspend student and initiate expulsion proceedings.

In the case of expulsions, principal will suspend student and initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

C. Sales/distribution

Principal will suspend student and initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

Adopted 6/20/11

Revised 7/14/14

Section 22. SECTION 504 OF THE REHABILITATION ACT OF 1973. Laramie County School District Number One designates the Assistant Superintendent of Instruction or designee as the coordinator for Section 504 of the Rehabilitation Act of 1973/ADA. Contact information: phone # 771-2188, address - 2810 House Avenue, Cheyenne, WY 82001.

Laramie County School District Number One does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment of, or employment in its educational programs or activities.

The District will provide all students with opportunities for appropriate educational experiences within the given available resources. Procedures are in place for determining whether a student has a disability as defined by Section 504 of the Rehabilitation Act of 1973 and for describing program modifications to meet their individual needs. The Assistant Superintendent of Instruction shall be responsible for assuring that these procedures are followed appropriately.

Appeals from the building level may be made through the District due process hearing procedure.

Adopted 7/1/93
Revised 7/19/06
Revised 10/06/08

EXHIBIT 72

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming
SECTION 504 OF THE REHABILITATION ACT OF 1973
Parent Notification and Consent Letter

Dear Parent(s):

Your child _____ has been referred to the 504 Review Committee. This committee is responsible for determining whether a student has a disability according to Section 504 of the Rehabilitation Act of 1973 and for describing accommodations and/or program modifications to meet individual student needs.

According to Section 504 of the Rehabilitation Act of 1973, you as a parent have the following rights in this process:

1. The right to examine relevant educational records.
2. The right to request a due process hearing and to subsequent review.
3. The right to an individualized educational evaluation if your child is suspected of being handicapped.

Please understand that the 504 Committee will be working with you during the review process. If you have any additional information that would be helpful in determining whether your child has a disability according to Section 504 of the Rehabilitation Act of 1973, please provide the school with a copy. You are asked to attend the 504 Committee meeting scheduled for (date)_____,(time)_____at(location)_____.

_____.

Please review the attached Parent/Student Rights in Identification, Evaluation, and Placement Notice. If you have any questions or concerns, please contact us.

Sincerely,

Principal

I give written consent to have my child evaluated to determine whether my child has a disability according to Section 504 of the Rehabilitation Act of 1973.

Parent Signature

Date

Original to Student Cumulative File/Copy to Parent
Form SS346

Adopted 7/1/93
Revised 7/19/06

EXHIBIT 73

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE Cheyenne, Wyoming

SECTION 504 OF THE REHABILITATION ACT OF 1973

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT NOTICE

The intent of this notice is to keep you fully informed concerning decisions about your child, and to inform you of your rights if you disagree with any of these decisions.

If your child is eligible for Section 504 services, you have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability;
2. Have the school District advise you of your rights under federal law;
3. Receive written notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free, appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate within the least restrictive environment. It also includes the right to have the school District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities;
6. Have your child receive accommodations under Section 504 of the Rehabilitation Act of 1973;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons knowledgeable about your child, the evaluation data, and placement options;
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. Receive a response from the school to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and may have an attorney represent you. Hearing requests must be made to the Assistant Superintendent of Instruction, 2810 House Avenue, Cheyenne, Wyoming 82001;
15. File a local grievance or complaint to the Office for Civil Rights in Denver, Colorado. The office is part of the U.S. Department of Education. The regional office is located at 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582.

Laramie County School District Number One designates the Assistant Superintendent of Instruction and/or designee as the coordinator for Section 504 of the Rehabilitation Act of 1973/ADA. Contact Information: 2810 House Avenue, Cheyenne, WY 82001, phone # 307-771-2188.

Form SS346

Adopted 7/1/93
Revised 7/19/0
Revised 10/06/08

EXHIBIT 74

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

SECTION 504 OF THE REHABILITATION ACT OF 1973
COMMITTEE REPORT

NAME _____ GRADE _____ DATE _____
SCHOOL _____ DATE OF BIRTH _____

Sources of evaluation information: (Information from a variety of sources such as, teacher observations, reports of classroom performance, physical/medical conditions or adaptive behavior)

Mental or physical impairment: _____

Check the major life activities affected by the mental or physical impairment

- | | | | | |
|--|---|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Self-care | <input type="checkbox"/> Manual tasks | <input type="checkbox"/> Walking | <input type="checkbox"/> Seeing | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Breathing | <input type="checkbox"/> Thinking | <input type="checkbox"/> Concentrating | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Digestive function | <input type="checkbox"/> Bowel function | <input type="checkbox"/> Learning | <input type="checkbox"/> Communicating | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Neurological function | <input type="checkbox"/> Bladder function | | | |

Estimate the degree to which the mental or physical impairment limits a major life activity.*

- Consider the limitations without the effects of mitigating measures, e.g., medication, assistive devices, accommodations etc.
- For impairments that are episodic or in remission, estimate the limitation for the time they are active.
- Use the average student in the general population as the frame of reference.
- Interpret close calls in favor of the disability causing limitations.

(Circle one)	Degree of limitation	Below, identify the information evaluated by the team that justifies the rating.
5	Extremely	_____
4	Substantially	_____
3	Moderately	_____
2	Mildly	_____
1	Negligibly	_____

Does the student have a physical or mental impairment that substantially limits one or more of his/her major life activities that impacts his/her educational programs? Yes No

Identified mental or physical impairment which substantially limits one or more major life activities:

Accommodations: (Designed to meet educational needs resulting from the identified impairment)

- **Academic:**

- **Social /Emotional Needs:**

- **School Health:**

- **Other:** (location, setting, placement, etc.)

I give permission for my child to receive the above-mentioned accommodations and or strategies. I have received a copy of the Parent/Student Rights In Identification, Evaluation, and Placement Notice.

Parent

Date

Section 504 Committee Report Members: (Individuals who are knowledgeable about the student, the meaning of the evaluation data, accommodations, and placement options)

Name	Title/Position	Date	Agree	Disagree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Review Date: _____

Adopted 7/1/93

Revised 7/1/02, 7/19/06, 7/1/13

*Adapted with permission from Perry A. Zirkel, author of Section 504, the ADA and the Schools

Section 23. FOREIGN EXCHANGE STUDENTS. The promotion of friendship and understanding throughout the world through a greater understanding among people and cultures is an appropriate and worthwhile goal. Most student exchange organizations identify similar goals and objectives. The attainment of these goals will most effectively take place with students who are placed in this school district through student exchange programs which adhere to the following stated regulations, requirements, and deadlines. A serious, responsible, and acceptable student exchange organization must be willing to provide certain services for and information about their student placements.

Adopted 7/1/93

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 23, ADMISSION OF FOREIGN EXCHANGE STUDENTS TO LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE --

- I. Foreign Exchange Student Agencies - Agencies whose students are to be considered for admission into Laramie County School District Number One schools must meet the following requirements and complete the Certification and Student Data Forms no later than June 1 for students entering school in the fall semester and December 1 for students entering school in the spring semester:
 - A. Agree in writing that they understand and will adhere to our policy and regulations.
 - B. Provide a local (residing in the Laramie County School District Number One boundaries) representative from their national agency who will be available to meet as needed.
 - C. Provide information about their agency to include:
 1. U. S. State Department approval, pamphlets, names, addresses, and telephone numbers of national, regional, and district representatives for future contact by school personnel.
 2. The name, address, and telephone number of a knowledgeable, current Cheyenne representative.
 3. The name, address, and telephone number of the local representative must be approved by the District. A change of local representative must be approved by the District.
 - D. Submit all materials for review to senior counselors at participating high schools.
 1. Counselors will notify Assistant Superintendent of Instruction when all materials are completed.
 2. The Assistant Superintendent of Instruction's office will mail letter of approval to representative.
 - E. The local representative must be prepared to assist student host families and school personnel with all problems and situations involving the placement and progress of the student. In addition, the local representative must visit the school in person to discuss the student's enrollment and placement. The local representative may not serve as the host family for the foreign exchange student.
 - F. Agencies other than the Rotary International Youth Exchange must have a full listing with the Council on Standards for International Educational Travel (CSIET) before a student with the agency may be accepted into the District.
- II. Admission of Foreign Exchange Students - The sponsoring agency must provide the following assurances and minimum information about each student whom they wish to enroll for the subsequent school year. The deadline for students entering in the fall semester is no later than June 1. The deadline for students entering in the spring semester is no later than December 1.
 - A. Students must be 16 through 19 years old by September 1 of the school year in which they plan to attend a District high school.
 - B. Documentation that the student is an above average academic achiever as evidenced by a current official transcript written in English. The records must

include the name of each class taken, the number of hours per week it met, and for how many months.

- C. A measure of the student's ability to communicate in the English language as substantiated by at least one of the following:
 - 1. A minimum scaled score of 480 (54th percentile) on the Test of English as a Foreign Language (TOEFL).
 - 2. A minimum raw score of 74 on the Michigan Test of English Language Proficiency.
 - 3. A minimum scaled score of 45 (55th percentile) on the Secondary Level English Proficiency Test (SLEP).
 - 4. An exception to items 1-3 in Section IIC may be made for a foreign exchange student sponsored by the Rotary International Youth Exchange.
- D. Evidence of good health and current record of immunizations:
 - 1. Proof of immunizations currently required by Wyoming state law. The minimum immunization requirements from the Wyoming Department of Health can be found at the following link:
www.health.wyo.gov/familyhealth/immunization/schools.html
- E. Be able to assure that each student will be living with a responsible adult sponsor(s) who is a legal resident of Laramie County School District Number One. The sponsor must be available and willing to meet with school personnel if and when deemed necessary.
- F. Be able to assure that each student will comply with the attendance, conduct, and academic standards of the local school.
- G. Be able to assure that arrival dates will be arranged to coincide with the first day of the first semester so students can be in attendance. There will be no students added the second semester. An exception may be made for foreign exchange students from countries in which the standard academic year begins at approximately the same time as Laramie County School District Number One's second semester.
- H. Only agencies which satisfactorily complete the requirements will be approved for tuition-free placement of foreign students in Laramie County School District Number One.
- I. Students will not be offered nor provided any special services such as "English as a Second Language," or tutoring, and thus, must be well enough prepared to have a successful educational experience in our school district. Students who fail to comply with the requirements listed above will be placed on probation and/or discontinued in the foreign exchange student program in Laramie County School District Number One.
- J. Evidence of medical insurance coverage – students must provide evidence of full health insurance coverage through either their family or their student exchange program. The insurance coverage must be acceptable in both the United States and the State of Wyoming.

III. Placement of Foreign Exchange Students

- A. Students will normally be placed at the grade level which most closely corresponds to their grade level in their home country and assigned to the senior office.
- B. It must be recognized that placement of students within the schools of Laramie County School District Number One will depend upon:
 - 1. The student load of regular students within the school in question.
 - 2. No more than twelve (12) agency-sponsored foreign exchange students will be allowed to be enrolled at any one time in Laramie County School District Number One. Administration will consider the residence of the initial host family when placing students. Foreign exchange students would not be eligible for placement in District alternative programs at CBOE or Triumph High School. The number of students for whom exceptions in language proficiency or other requirement have been made shall not be included in this limit.
 - 3. A limit of one per country per school per agency.
 - 4. A limit of two students per sponsoring agency local representative. This limit shall be per District limit and shall be maintained regardless of which school or schools the students attend. The limit for one-to-one exchanges are at the discretion of Laramie County School District Number One.
 - 5. If the student changes schools within the District or does not enter Laramie County School District Number One, there is no guarantee that the next student with that agency will automatically be enrolled in that school. There will be no consideration of an alternate student unless he/she has met the established deadlines.
- C. An honorary diploma may be awarded at the discretion of the principal.

Foreign student placement agencies are reminded that these criteria are for the student's protection and benefit as well as that of Laramie County School District Number One.

- IV. Foreign Exchange Students Not Associated with an Agency - Any person not affiliated with a formal placement agency, who wishes to place a foreign student in our schools must satisfy the requirements detailed in this document. In addition, the host family must have court appointed guardianship and completed Form I-20 (Certificate of Eligibility for Nonimmigrant J-1 Student Status).

Adopted 7/1/93
Revised 7/1/95 & 8/1/97
Revised 7/13/98
Revised 7/10/00
Revised 6/21/04
Revised 7/19/06
Revised 6/15/09
Revised 5/7/12

EXHIBIT 76

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

CERTIFICATION

I, _____, herewith certify that I and the organization I represent _____ will comply with the preceding regulations for as long as my organization wishes to place foreign students in the Laramie County School District Number One high schools. I understand that failure to comply will result in my organization being deleted from the Laramie County School District Number One list of approved organizations. I understand further that failure to comply with the preceding regulations will mean the student, who is my responsibility, will not be accepted on a tuition-free basis.

SIGNATURE _____ TITLE _____

ORGANIZATION _____

HOME PHONE _____ WORK PHONE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNATURE _____ DATE _____

Please forward this form to:

Senior Counselor
Central High School
5500 Education Drive
Cheyenne, WY 82009

Senior Counselor
East High School
2800 East Pershing Blvd.
Cheyenne, WY 82001

Senior Counselor
South High School
1213 W. Allison Road
Cheyenne, WY 82007

Failure to provide any of the data on or before the deadlines prescribed by the administrative regulations will result in students sponsored by the negligent agency not being accepted.

MUST BE RENEWED ANNUALLY

Adopted 7/1/93
Revised 7/1/95 & 8/1/97
Revised 6/15/09
Revised 5/7/12

EXHIBIT 77

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

**STUDENT DATA SHEET
Foreign Exchange Students**

STUDENT NAME _____ COUNTRY _____

ORGANIZATION _____

HOST FAMILY _____

ADDRESS _____ PHONE _____

LOCAL REPRESENTATIVE _____

ADDRESS _____ PHONE _____

REGIONAL/NATIONAL REPRESENTATIVE _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

Please forward this form to:

Senior Counselor
Central High School
5500 Education Drive
Cheyenne, WY 82009

Senior Counselor
East High School
2800 East Pershing Blvd.
Cheyenne, WY 82001

Senior Counselor
South High School
1213 W. Allison Road
Cheyenne, WY 82007

FAILURE TO PROVIDE ANY OF THE PRECEDING DATA ON OR BEFORE THE DEADLINE OF JUNE 1 FOR THE FALL SEMESTER AND DECEMBER 1 FOR THE SPRING SEMESTER WILL RESULT IN STUDENTS SPONSORED BY THE NEGLIGENT ORGANIZATION NOT BEING ACCEPTED.

MUST BE RENEWED ANNUALLY

Adopted 7/1/95
Revised 6/15/09
Revised 5/7/12

EXHIBIT 78

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

FOREIGN EXCHANGE STUDENT
ENROLLMENT CHECKLIST
DEADLINE JUNE 1 (FALL SEMESTER) DECEMBER 1 (SPRING SEMESTER)

Student's Name _____ DOB _____ Country _____

Program _____ Local Coordinator _____ Phone _____

Host Family _____ Phone _____

Address _____ City, State, Zip _____

- High School Transcript (English Translation including #hrs./week)
- English Language Proficiency Assessment - Name of Test _____ Score _____
- Organization Placement/Termination Standards
- Health/Immunization Records (English translation)
- Approved Certification from Organization Contact Person
- Copy of Power of Attorney Form
- Proof of Full Health Insurance Coverage Acceptable in the U.S.A. and Wyoming
- Host Family Placement Established

Organization Coordinator Signature

Approved for enrollment in Laramie County Schools by:

Coordinator of Foreign Exchange Students

Date

Adopted 8/1/97
Revised 7/10/00
Revised 6/15/09
Revised 5/7/12

EXHIBIT 79

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Dear _____:

Q I am pleased to inform you that _____ from _____
_____ has met all the requirements to become a foreign exchange student in
Laramie County School District Number One as prescribed by School Board policy, Chapter VIII,
Section 23.

For acceptance, please contact the senior counselor at:

- | | | |
|---|--|---|
| <input type="checkbox"/> Central High School
5500 Education Drive
Cheyenne, WY 82009
Phone: (307) 771-2680 | <input type="checkbox"/> East High School
2800 E. Pershing Blvd.
Cheyenne, WY 82001
Phone: (307) 771-2663 | <input type="checkbox"/> South High School
1213 W. Allison Road
Cheyenne, WY 82007
Phone: (307) 771-2410 |
|---|--|---|

to complete registration and contractual agreements with your organization.

Congratulations, we look forward to a meaningful exchange experience in 20_____.

Q I regret to inform you that _____ from _____
has failed to complete the following requirements for admission to Laramie County School District
Number One as a foreign exchange student by the deadline:

Section 24. DO NOT RESUSCITATE ORDERS. Laramie County School District Number One upon receiving a written do not resuscitate order (DNR) will develop an individual health care plan for the student to address the medical needs stipulated within the order. A DNR order means simply, do not implement cardiopulmonary resuscitation procedures (CPR) in the event of a cardiac arrest or respiratory failure. DNR is an order written by the student's physician (after discussion with and approval of the parent(s)/guardian(s)) and signed by the student's parent(s)/guardian(s) which instructs the staff not to resuscitate the student. This order can be rescinded at any time at the parent(s)/guardian(s)'s written request.

The DNR order will be maintained within the student's school records. School personnel shall be made aware of and required to follow the administrative regulation regarding authorized DNR orders.

Adopted 7/1/96

Revised 6/7/10

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 24, DO NOT RESUSCITATE ORDERS

1. Upon receipt of a written do not resuscitate order:
 - a. The building administrator and school nurse must conduct a meeting with the parent(s)/guardian(s) to establish the validity of the DNR order. The meeting will clarify the precise actions allowable and specific understanding of how the DNR order will be administered.
 - b. Parents will be advised of the recognized State of Wyoming DNR program known as Comfort One.
 - c. A school team will develop the student's individual health care plan to include the parent, school nurse, and building administrator/designee and may also include appropriate related personnel (i.e., teacher, related services staff, health care provider).
 - d. The student's individual health care plan and DNR documentation will be filed in the student's health file, the student's classroom, bus transportation folder, and with the local Emergency Medical Services (EMS).
 - e. Inservice for identified staff as needed regarding necessary DNR procedures will be provided.
 - f. The student's individual health care plan and DNR status will be updated yearly by signature of the parent(s)/guardian(s) at the beginning of the school year. Parent(s)/guardian(s) must notify the school in writing if they wish to change the DNR status.
 - g. Appropriate support services and counseling will be provided to staff and students who may be involved with DNR medical emergencies as requested.
2. Personnel to be notified of student's individual health care plan and DNR orders include:
 - a. School nurse
 - b. Local Emergency Medical Services (EMS)
 - c. Building principal
 - d. Student's teacher(s)
 - e. Student's bus driver
 - f. Student's paraprofessional
 - g. Other related personnel as necessary (i.e., physical therapist, speech therapist, occupational therapist, etc.)
3. If the student stops breathing or otherwise appears to be in a life threatening situation, school staff will implement the procedures stipulated in the student's individual health care plan and the following emergency procedures:
 - a. Notify school nurse (if not in the building, proceed to step B).
 - b. Call 911 - Local EMS.

- c. Contact student's parent(s)/guardian(s).
 - d. Contact school principal.
 - e. Provide privacy for the child (i.e., either remove the student or classmates, whichever is most feasible).
 - f. Provide comfort to the child, including:
 - 1) Stay with the child.
 - 2) Assist in the maintenance of an open airway, excluding advanced airway procedures.
 - 3) Provide suction, oxygen, or pain medication, if authorized.
 - 4) Control bleeding.
 - 5) Provide comfort, care, and emotional support.
 - 6) Be supportive to child and family.
 - g. After EMS arrival:
 - 1) Inform EMS personnel of DNR order.
 - 2) Provide a copy of the DNR order to EMS personnel.
 - 3) EMS personnel will assume responsibility for all further medical assistance to the child.
 - 4) Community response agencies will transport the child from the building.
4. If the student is not in his/her regular classroom environment, such as on the bus, playground, or field trip, implement as many of the procedures as appropriate under #3, a life threatening situation.

Section 25. 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 of 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.

Adopted 6/20/11

ADMINISTRATIVE REGULATION FOR CHAPTER VIII, SECTION 25, VIOLENCE PREVENTION

Bullying

1. Reporting Procedures

Any student who believes he/she has been a victim of bullying should report the incident to school staff or to the principal. To report, the student may complete the **Complaint of Alleged Bullying Form**. However, use of formal reporting forms is not mandatory.

Parents/legal guardians that believe a student is the recipient of bullying or that a student is involved in a bullying situation are encouraged to report the incident to school staff or to the principal. Such information may be reported anonymously.

Teachers and other school staff who observe or have knowledge of students engaging in bullying behaviors will intervene and attempt to resolve the situation. In situations where bullying is severe or interventions fail, the incident will be reported to the principal. To report, teachers or other school staff will complete the **Incident Reporting Form** and submit the form to the principal.

2. Investigation and Recommendations

The District will promptly and carefully investigate all complaints of bullying. Every reasonable effort will be made to determine the merits of each report while protecting the interests and well-being of both accuser and the accused.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations, and the necessity to investigate allegations of bullying, and take disciplinary action when the conduct has occurred.

- A. The principal or designee will be involved in all information gathering to determine if bullying has occurred.
- B. The investigation will consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. To conduct the interview the principal or designee will follow the guidelines set forth in the **Interviewers Checklist for Complainant Form**.
- C. The investigation will also consist of any other methods and documents deemed pertinent by the investigator, including a search of the student's cell phone (or other mobile electronic device), locker, desk, personal possessions, person, or car parked on school property.
- D. When determining if bullying has occurred, the principal or designee will consider if the following exists:
 - a. aggressive and intimidating behavior that is intended to cause harm,
 - b. imbalance of power which makes it difficult for the complainant to defend him or herself,
 - c. a pattern of behavior over time,
 - d. level of severity of behavior, and
 - e. context in which the situation occurred.

3. District Action

If report is found to be valid, the principal or designee will take such action as appropriate, based on the results of the investigation.

- A. Notify parent/guardian(s) of student(s) involved in reported incident.
- B. Complete **Final Investigation Report Form**.
- C. Make available services to address the problem. Student may be referred to a school or community-based service.
- D. A nurse may assess the victim's physical state to determine if injury has occurred. If medically indicated, student will be taken to a medical facility. Standard procedures for transporting students in a medical emergency will be followed.
- E. Document incident in District's electronic Student Discipline Log.

4. Disciplinary Action

If report is found to be valid, the principal or designee will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or expulsion to end bullying and prevent its recurrence.

When determining disciplinary action, the principal or designee will consider the following:

- A. Facts gained through investigation.
- B. Impact of harm that the behavior has on the victim.
- C. Context in which the behavior occurred.
- D. Level of severity of the behavior.
- E. Age of student.

The principal or designee will take such disciplinary action it deems necessary and appropriate to remediate the situation and prevent its recurrence. This may include the following:

- A. Warn, suspend or expel the student.
- B. Require student to participate in a service to remediate the incident. Refer student to an available District or community-based service provider.
- C. Upon completion of service, student will submit the **Verification of Services Form** to the school principal.
- D. If student fails to complete the required service within one calendar year of date of infraction, he/she may be suspended and/or expelled from school.

In the case of expulsions, principal will suspend student and initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

Sexual Harassment

1. Reporting Procedures

Any person who believes he/she has been the victim of sexual harassment by an employee or student of the District should report the alleged acts immediately to an appropriate District official as designated by this procedure. The District requests the reporting party or complainant use the report form [Exhibit 80](#) available from the principal of each building. However, use of formal reporting forms is not mandatory.

Parents/legal guardians and any student that believes another student is the victim of sexual harassment are encouraged to report the incident to school staff or to the principal. Such information may be reported anonymously.

Teachers and other school staff who observe or have knowledge that a student is the victim of sexual harassment will report to the principal.

- A. In each District building: The building principal or supervisor is the person responsible for receiving oral or written reports of sexual harassment at the building level. If the complaint involves the building principal, or the building principal or supervisor has been unresponsive to the expressed concerns about sexual harassment, the complaint shall be filed directly with the next higher level or supervisor.
- B. Filing in good faith of a complaint or report of sexual harassment will not affect the student's grades, or status in school.

2. Investigation and Recommendations

The District will promptly and carefully investigate all formal, written complaints of sexual harassment. 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 respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations, and the necessity to investigate allegations of harassment, and take disciplinary action when the conduct has occurred.

- A. The principal or designee will immediately initiate an investigation. This investigation may be conducted by school officials or by a third party designated by the principal.
- B. In determining whether alleged conduct constitutes sexual harassment, the principal or designee will consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.
- C. The investigation will consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. To conduct the interview the principal or designee will follow the guidelines set forth in the **Interviewers Checklist for Complainant Form**.
- D. The investigation will also consist of any other methods and documents deemed pertinent by the investigator, including a search of the student's cell phone (or other mobile electronic device), locker, desk, personal possessions, person, or car parked on school property.
- E. When determining if sexual harassment has occurred, the principal or designee will consider if the behavior is:

- a. an offensive interference, so that such conduct has the purpose or effect of reasonably interfering with a student's work performance, or creating an intimidating, hostile, or offensive environment,
 - b. made a condition such that a student believes that submission to such conduct is required to participate in a school program or activity,
 - c. 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, or,
 - d. is so severe, persistent, pervasive, or deliberate as to create an intimidating, persistent, hostile, or offensive educational environment.
- F. In addition, the principal or designee may take immediate steps, at their discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

3. District Action

If the report is found to be valid, the principal or designee will take such action as appropriate based on the result of the investigation.

- A. Notify parent/guardian(s) of student(s) involved in reported incident.
- B. Based on severity of the incident, the investigating party will provide a written report of the status of the investigation within ten working days to the Assistant Superintendent of Human Resources.
- C. Complete the **Final Investigation Form**.
- D. Make available services to address the problem. Student may be referred to a school or community-based service.
- E. A nurse may assess the victims' physical state to determine if injury has occurred. If medically indicated, student will be taken to a medical facility. Standard procedures for transporting students in a medical emergency will be followed.
- F. Document the incident in District's Electronic Student Discipline Log.

4. Disciplinary Action

If report is found to be valid the principal or designee will take such disciplinary action it deems necessary and appropriate.

When determining disciplinary action, the principal or designee will consider the following.

- A. Facts gained through investigation.
- B. Impact of harm that the behavior has on the victim.
- C. Context in which the behavior occurred.
- D. Nature of the sexual advances.
- E. Relationships between the parties involved.
- F. Age of student.

The principal or designee will take such disciplinary action it deems necessary and appropriate to remediate the situation and prevent its recurrence. These may include the following:

- A. Warn, suspend or expel the student.
- B. Require student to participate in a service to remediate the incident. Refer student to an available District or community-based service provider.
- C. Upon completion of service, student will submit the **Verification of Services Form** to the school principal.
- D. If student fails to complete the required service within one calendar year of date of infraction, he/she may be suspended and/or expelled from school.

In the case of expulsions, principal will suspend student and initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

Physical Fights and Assaults

1. Reporting Procedures:

Any student who believes he/she has been a victim of an assault should report the incident to school staff or to the principal.

Parents/legal guardians and any student that believes a student is the victim of an assault, or involved in a physical fight, are encouraged to report the incident to school staff or to the principal. Such information may be reported anonymously.

Teachers and other school staff who observe or have knowledge of students engaging in a physical fight or assault will report the incident to the principal.

2. Investigation and Recommendation:

The District will promptly and carefully investigate all complaints of physical fights and assaults. The District will discipline any student who has been found to fight with or assault another student or employee.

In the event of a reported assault, the District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations, and the necessity to investigate allegations of assaults, and take disciplinary action when the conduct has occurred.

- A. The principal or designee will be involved in all information gathering to determine if a fight or an assault has occurred.
- B. The investigation will consist of personal interviews with the student(s) and others who may have knowledge of the alleged incident(s).

3. District Action

If report is found to be valid, the principal or designee will take such action as appropriate based on the result of the investigation.

- A. Notify parent/guardian(s) of student(s) involved in reported incident.

- B. Make services available to address the problem. Student may be referred to a school or community-based service.
- C. A nurse may assess the victim's physical state to determine if injury has occurred. If medically indicated, student will be taken to a medical facility. Standard procedures for transporting students in a medical emergency will be followed.
- D. Document the incident in District's electronic Student Discipline Log.

4. Disciplinary Action:

If report is found to be valid the principal or designee will take such disciplinary action it deems necessary and appropriate to remediate the situation and prevent its recurrence. These may include the following:

- A. Warning, suspension, or expulsion.
- B. Require student to participate in a service to remediate the incident. Refer student to an available District or community-based service provider.
- C. Upon completion of service, student will submit the **Verification of Services Form** to the school principal.
- D. If student fails to complete the required service within one calendar year of date of infraction, he/she may be suspended and/or expelled from school.

In the case of expulsions, principal will suspend student and initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

Weapons

1. Reporting Procedures:

Teachers, other school staff, students and parents who observe or have knowledge of students in possession of weapons will immediately report the incident to the principal.

2. Investigation and Recommendation:

The District will promptly and carefully investigate all reports of weapon possession and violence.

3. District Action

If the report is found to be valid, the principal or designee may take such action as appropriate based on the result of the investigation.

- A. Secure the school environment and students according to the School District - Emergency Procedures manual.
- B. Contact Law Enforcement.
- C. Notify parent/guardian(s) of student(s) involved in reported incident.
- D. Document the incident in District's Electronic Student Discipline Log.

4. Disciplinary Action

Suspend student. Initiate expulsion proceedings to the Superintendent. The Superintendent will recommend expulsion of student to the District School Board. Expulsions will be processed according to the procedures outlined in the District policy for Student Suspension and Expulsion.

**EXHIBIT 80
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming**

STUDENT SEXUAL HARASSMENT REPORT

Laramie County School District Number One maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students is sexual discrimination. All persons are to be treated with respect and dignity. Unwelcome sexual advances, requests for sexual favors, and verbal and physical conduct of a sexual nature which create an intimidating, hostile, or offensive environment by any person, male or female, will not be tolerated under any circumstances. If you believe you have been a victim of such sexual harassment complete this form and provide it in confidence to your school administrator. If your school administrator is involved in the harassment, or has been unresponsive to your concerns about the sexual harassment, provide the completed form to the Assistant Superintendent of Human Resources.

COMPLAINANT: _____

NAME OF SCHOOL: _____

HOME ADDRESS: _____

HOME PHONE: _____

DATE OF ALLEGED INCIDENT(S): _____

NAME OF PERSON YOU BELIEVE SEXUALLY HARASSED YOU: _____

LIST ANY WITNESSES THAT WERE PRESENT: _____

WHERE DID THE INCIDENT(S) OCCUR? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary)

This complaint is filed based on the honest belief that _____
has sexually harassed me. I hereby certify that the information I have provided in this complaint is true,
correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Interviewers' Checklist for Complainant Instructions

When you interview the complainant, the team needs to be sensitive to the discomfort of the person. You may want to begin with having them tell you what the complaint is and how they are feeling prior to covering the necessary items contained within the checklist. However, the checklist items will each need to be discussed with the complainant at some point during the interview.

Date of Interview _____

- | | |
|---|--------------------------|
| 1. Right to have support person present | <input type="checkbox"/> |
| 2. Since it is against the law to retaliate or engage in reprisals against anyone involved in an investigation, assure complainant that such conduct against them will not be tolerated | <input type="checkbox"/> |
| 3. Confidentiality ("need to know" basis only) | <input type="checkbox"/> |
| 4. Purpose of investigation is to "fact find" | <input type="checkbox"/> |
| 5. Investigation report will be given to personnel office or office of student services and/or discipline | <input type="checkbox"/> |
| 6. Personnel file or student file (when warranted) | <input type="checkbox"/> |
| 7. Legal requirement for school district to: | <input type="checkbox"/> |
| a) Take all charges seriously | |
| b) Take measures for remediation, as warranted | |
| 8. End goal of school district is to stop unacceptable behavior | <input type="checkbox"/> |
| 9. Get allegation(s) in detail | <input type="checkbox"/> |
| 10. Identification of alleged perpetrator(s) | <input type="checkbox"/> |
| 11. Complainant's name must be given to the perpetrator(s) | <input type="checkbox"/> |
| 12. Confrontation with perpetrator(s) will not, at this time, be necessary | <input type="checkbox"/> |
| 13. Complaint in writing | <input type="checkbox"/> |
| 14. Additional persons to interview | <input type="checkbox"/> |
| 15. Notify complainant of right to file complaint with OCR or other agency | <input type="checkbox"/> |
| 16. Notify complainant that they may be re-interviewed later if necessary | <input type="checkbox"/> |
| 17. Give complainant a general description of the investigation process | <input type="checkbox"/> |

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

**Interview Notes and Report
Instructions**

Prepare a separate set of Interview Notes and Report for each interviewee.

Interviewee: _____

Date of Interview: _____

Location of Interview: _____

Time of Interview: _____

[] Tape of Interview: _____

Interviewers: _____

Other(s) Present: _____

Regarding: _____

Background on Interviewee: _____

Interview Notes: _____

Prepared by: _____

Date: _____

Signature: _____

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Complaint of Alleged Bullying or Illegal Harassment

Complainant's Name: _____ Date: _____

Address:

Home Telephone Number: _____ Alternate Telephone Number: _____

I wish to complain against:

Name(s) of person(s)

Address or location* of person(s):

*Location may include a specific class, school building, department, etc.

What alleged bullying or illegal harassment action was taken against you to cause you to file this complaint?
(What happened? Where did it happen? Who was involved? Who witnessed this behavior?)

Date(s) of alleged bullying or illegal harassment:

What informal steps have you taken to stop the bullying or harassing behavior?

Is there anyone who could provide more information regarding this complaint? Please list the names, addresses and telephone numbers of these people below.

Name

Address

Telephone Number

Remedy sought:

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Signature of School Personnel

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Investigation Checklist

	Date Completed
1. Complaint received from victim or third party.	_____
2. Review any written complaint.	_____
3. Review board policy/regulations and collective bargaining agreement.	_____
4. Review the student files/cumulative records of alleged victim and perpetrator.	_____
5. Review proposed investigation plan with legal counsel.	_____
6. Interview complainant.	_____
7. Interview the teachers/supervisor of alleged victim and alleged perpetrator.	_____
8. Interview witnesses.	_____
9. Interview the alleged perpetrator.	_____
10. Re-interview the complainant and the alleged perpetrator after all other witnesses.	_____
11. Evaluate the case to determine existence of bullying and/or illegal harassment.	_____
12. Generate investigation report.	_____
13. Submit report/interviews to designated district administrator.	_____
14. Place in student file (if warranted).	_____
15. Formally process any discipline which has been recommended/approved.	_____
16. Notify complainant and alleged perpetrator as to the conclusion of the investigation.	_____
17. Continue to monitor the situation and setting.	_____

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

WHEN IS BULLYING LEGALLY ACTIONABLE?

The **McGrath Five Point Criterion** is used for determining if behavior is bullying or illegal harassment under the law.

Five Point Criterion

Illegal Harassment	Bullying
<p>1. Is the behavior related to one of the following protected classifications? (<i>Intent is not an issue – impact is the issue</i>)</p> <ul style="list-style-type: none"> Sexual in nature Gender Age Race Religion National origin Disability Sexual orientation (in some locales) 	<p>1. Is there intent to harm?</p>
<p>2. Is it unwelcome or unwanted?</p>	<p>2. Is it unwelcome or unwanted?</p>
<p>3. Is it severe or persistent or pervasive?</p>	<p>3. Is it severe or persistent or pervasive?</p>
<p>4. Does the behavior substantially interfere with work or study?</p>	<p>4. Does the behavior substantially interfere with work or study?</p>
<p>5. Does the behavior meet the subjective/objective tests or standards related to its level of interference with work or study?</p>	<p>5. Does the behavior meet the subjective/objective tests or standards related to its level of interference with work or study?</p>

The very same behavior may violate one or all four areas of law:

1. Under a protected classification and justifying a civil rights action;
2. Under the school administrative law and policies prohibiting bullying and justifying action under the student code of conduct and board policy;
3. Under criminal law; and/or
4. Under state statutes relating to anti-bullying provisions or even negligence.

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Final Investigation Report

Page ____ of ____

SYNOPSIS (Complete this section last)

1. Summary of Evidence: allegations and investigation steps

2. Conclusions regarding the facts

3. Recommendations to stop any inappropriate behavior in the school setting or school-related activities (by final decision-maker)

FACTS

1. Timeliness of Investigation

2. Authority (Relevant rules, policies, statutes, etc.)

3. Facts (Who? What? Where? When? How do you know?)

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Final Investigation Report

Page ____ of ____

IMPACT

1. Impact of Conduct

2. Notoriety of Conduct

3. Motive for Conduct

4. Personal vs. Group Interests

CONTEXT: PRIOR INCIDENTS AND PRIOR INTERVENTION

1. Student Training on the Issue

2. Extenuating/Aggravating Circumstances Surrounding the Conduct

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Final Investigation Report

Page ____ of ____

3. Prior Help given to Remediate Issue (if any)

4. Alleged Perpetrator's Efforts to Correct

5. Likelihood of Recurrence

ACTION

1. Pinpoint Areas for Correction

2. Recommendations for Accomplishing Correction

3. Resources Available to Student

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

Final Investigation Report

Page ____ of ____

4. Measure of Improvement to be Applied

5. Schedule of Follow-up by Investigator and/or Principal

6. Right to Respond

Signed: _____

Name (Please Print): _____

Title: _____

Date: _____

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RELATIONSHIPS WITH COMMUNITY AND OTHER INSTITUTIONS

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CHAPTER IX

RELATIONSHIPS WITH COMMUNITY AND OTHER INSTITUTIONS

Section 1. THE PUBLIC'S RIGHT TO KNOW. The Board is a public servant. Its meetings and records shall be a matter of public information except as those meetings pertain to matters authorized for executive session by law and to those records which are restricted by law.

The Board supports the right of District residents to know about the programs and services of their schools and shall make every effort to disseminate information.

The official minutes of the Board, its written policies, and its financial records shall be open for inspection at the office of the Superintendent during regular business hours by anyone desiring to examine them. Inspection shall be subject to reasonable constraints of the availability of personnel required to assist in an inspection.

Records pertaining to individual students or staff members shall not be released for inspection except as provided by law.

Each principal is authorized to use all means available to keep parents and other residents of his particular school community informed about that school's programs and activities. The release of District wide information shall be coordinated through the District administrative offices.

Legal Reference –W.S. §16-4-201 through 16-4-205, 16-4-401 through 16-4-407
Cross Reference - Chapter II, Section 8, Public Participation at Board Meetings; Chapter VI, Section 18, Personnel Records; Chapter VIII, Section 18, Student Records.

Adopted 6/11/84
Revised 6/7/10

ADMINISTRATIVE REGULATION FOR CHAPTER IX, SECTION 1, GUIDELINES REGARDING THE PUBLIC'S RIGHT TO KNOW – ELECTRONIC RECORDS

If a public record exists primarily or solely in an electronic format, the Superintendent or Designee (custodian of record) shall so inform the requester.

Electronic record inspection and copying shall be subject to the following:

- (i) The reasonable costs of producing a copy of the public record shall be borne by the party making the request, of \$0.10/page and \$0.20/CD. The cost of constructing the record, including the cost of programming and computer services shall be borne by the party making the request, of \$20.00/hour for clerical time. Where clerical personnel cannot entirely perform a search and retrieval (for example, where the identification of records within the scope of a request requires the assistance of professional personnel), the applicable fee will instead be \$30.00/ hour of search time spent by professional personnel. Where a request requires the time of managerial personnel, the fee will be \$40.00/ hour of time spent by these personnel;
- (ii) The District shall provide an electronic record in a printed hard-copy format or on a CD, at the requestor's choice, unless doing so is impractical or impossible;
- (iii) The District shall not be required to compile data, extract data or create a new document to comply with an electronic record request, as doing so would impair the District's ability to discharge its duties;
- (iv) The District shall not be required to allow inspection or copying of a record in its electronic format if doing so would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

(Note: The District shall not accept a CD from a requester, but shall utilize the District's materials in order to protect the electronic systems).

The District may collect all applicable fees before providing or sending copies of requested records to a requester. Requesters must pay fees by cash, check or money order made payable to the Laramie County School District Number One.

When the District determines or estimates that fees to be charged under this section will amount to more than \$25.00, the District will notify the requester of the actual or estimated amount of the fees, unless the requester has indicated a willingness to pay fees as high as those anticipated. If the District is able to estimate only a portion of the expected fee, the District will advise the requester that the estimated fee may be only a portion of the total fee.

Where the District notifies a requester that the actual or estimated fees will exceed \$25.00, the District will not expend additional agency resources on the request until the requester agrees in writing to pay the anticipated total fee.

The District may provide the requester with an estimated date that the electronic records will be made available, but is not required to provide such estimate.

Nothing in this Administrative Regulation prohibits the Superintendent or Designee from denying access to public records as provided by law.

Adopted 8/1/11

Section 2. SCHOOL PUBLICATIONS. Publications issued by and in the name of District schools and programs shall reflect the high regard and aspirations of District patrons for their schools.

There shall be no compromise with high quality editorial content and effective format. Appropriate economy in materials and production shall be maintained without jeopardizing the central purpose of the publication.

Any regular or special radio and television programs relating to District schools and programs shall be consistent with the goals and objectives of the District and the educational philosophy of the Board.

Cross Reference - Chapter VIII, Section 8, Student Organizations and Activities.

Adopted 6/11/84

Section 3. NEWS RELEASES. Every effort shall be made to assist the press and other communications media to obtain timely, accurate and adequate coverage of District programs, plans, activities, and problems.

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

COORDINATION OF INFORMATION RELEASES

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

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

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

OFFICE OF SCHOOL-COMMUNITY RELATIONS

The office of School-Community Relations has been established for the following purposes:

1. To systematically disseminate accurate, timely, and relevant information to the public through community media and District channels. The process shall periodically

include the District Report Card information required by state accreditation pursuant to the Wyoming Education Code of 1969 (as amended) W.S. 21-2-304(a)(i).

2. To alert the administration to news leads on systemwide stories.
3. To avoid duplication of materials.
4. To maintain consistency with respect to the release of District publicity.
5. To provide for a file of all District releases as a protection to the schools.
6. To provide technical assistance, background information, and journalistic advice to District personnel on photography and publication production.
7. To respond to community requests for District information by maintaining an information file on all school and program activities and news releases to be updated annually pursuant to the comprehensive, systematic, accountable long-range planning process described in Chapter II, Section 15.
8. To provide opportunities for individuals or groups to be recognized for outstanding services or achievement.
9. To coordinate parent permission release forms for photographing, filming, or videotaping students in public information programs.
10. To coordinate District media policy as it relates to media coverage at the schools.

Teachers and other staff members are encouraged to submit news or news leads regarding classroom and other school activities to the building principal. The principal will submit a copy of all news releases to the office of School-Community Relations and consult with that office, which will then release that information to the media.

Building principals shall have responsibility for the preparation and distribution of news releases concerning the activities in their buildings and for their proper clearance.

Cross Reference - Chapter II, Section 5, Board of Trustees Officers and Officials.

Adopted 6/11/84
Revised 7/1/95
Revised 7/19/06

Section 4. USE OF STUDENTS IN DISTRICT INFORMATION PROGRAMS. Students may be given printed material to take home to parents when the Superintendent or building principal feels that the information being transmitted is important to the District or school.

If there is doubt as to the appropriateness of a communication in a given situation, the principal shall confer with the Superintendent. The Superintendent may confer with the Board chairman.

Administrative Regulation - Guidelines for the Distribution of Non-school Promotional and Advertising Materials shall be followed.

The District recognizes that certain school events and programs, when released to the media, whether telecast or published, offer informational, educational, cultural, and recreational opportunities for the community. The District also recognizes the inherent obligation that requires it to make every effort to prevent the exploitation or denigration of its students. Therefore, with the possibility of differing perceptions, the office of School-Community Relations will request that a parent/legal guardian consent to the photographing, filming, or videotaping of a student, and to the use of the material, as per the District Release Form.

Cross Reference - Chapter VIII, Section 9, Student Contests and Solicitations.

Adopted 6/11/84
Revised 7/1/95

ADMINISTRATIVE REGULATION FOR CHAPTER IX, SECTION 4, GUIDELINES FOR THE DISTRIBUTION OF NONSCHOOL PROMOTIONAL AND ADVERTISING MATERIALS --

Any materials distributed by the schools to the students must benefit the students and be compatible with the mission, vision, core values and goals of Laramie County School District Number One.

School related materials which may be distributed and/or displayed include, but are not limited to:

1. Information about PTA/PTO sponsored programs, projects, activities.
2. Information regarding school-sanctioned clubs.
3. Materials that are distributed as part of the school curriculum or supplemental to the curriculum.
4. Laramie County School District Number One will cooperate whenever feasible with the City of Cheyenne and Laramie County. (Nonpartisan in nature)

School related materials do not include:

1. Information and advertisement from business concerns that have profit-motive implications and/or require student participation.
2. Information regarding political candidates, campaign materials, or political organizations.

(Note: The above materials may be placed in a designated area of the school where the staff may pick up at their own discretion. None of these materials will be placed in individual mailboxes and are not to be distributed to the students.)

Nonprofit organizations that are only youth-oriented may, with the principal's permission, place informational posters in the school. Application blanks for student participation in contests, activities, or programs will be available in the school office. These will be handed out on an individual request basis or distributed schoolwide with the principal's permission. Materials to be distributed for nonprofit organizations must be precounted in packets of twenty-five. These are considered non-school materials.

Materials not covered within these guidelines must be brought to the Assistant Superintendent of Instruction for approval.

Publishing companies and business concerns often continue to advertise and solicit use of their products during summer months when school is not in session. Laramie County School District Number One assumes no responsibility for acceptance or rejection of these products by the parent.

Vendors of educational materials/equipment must secure the permission of the building principal before entering the building during school hours. Other solicitors will not be allowed in school buildings during school hours, nor will the teaching staff be available to any vendors until after school hours. Materials or information intended to be shared through electronic communications (e-mail, website, etc.) are to be submitted to the Assistant Superintendent of Instruction for consideration.

Adopted 6/11/84
Revised 7/19/06
Revised 6/15/09
Revised 6/20/11

Section 5. USE OF DISTRICT PROPERTY.

DISTRICT PROPERTY

The legal use of school property includes both regular school use and approved community sponsored activities and events. Since all public school property belongs to the general public, it is the Board's position that property should be utilized by community groups and organizations to the fullest extent possible when it is not in use for regular school purposes. User fees established by the Board of Trustees are structured primarily to reimburse the school district for costs. After initial contact is made at the building level, responsibility for contractual arrangements is delegated by the Board of Trustees to the Support Operations Division.

The District does not endorse the viewpoints, programs, or positions of any group granted the use of its property under this policy.

The District retains the right to restrict or withhold the use of its property from any group when to restrict or withhold such use would promote or protect the educational program of the District or its property.

The District reserves the right to deny use of any property/facilities on scheduled school holidays.

USE OF DISTRICT FACILITIES

The use of District facilities for educational purposes shall have priority. Activities that constitute a public nuisance, advance a doctrine or theory advocating the overthrow of the United States Government or its political subdivisions, or advocate the destruction of public or private property shall not be permitted to use District properties.

When deemed necessary, the user of facilities may be required to furnish liability insurance and/or a bond or cash deposit.

Use of facilities by organizations other than school-sponsored activities may be billed for costs. The established rates are listed on the Fee Schedule for Property Use.

All groups granted permission to use any District property shall adhere to all District policies and Administrative Regulation - General Rules Governing Use of District Property.

USE OF DISTRICT VEHICLES

District buses and other vehicles shall be used only for purposes organized and sponsored by the District, unless an exception to a governmental organization operating within the boundaries of Laramie County School District Number One is granted by the Board of Trustees.

Each governmental organization granted an exception shall be responsible for providing the following:

1. Proof of general liability insurance.
2. Qualified driver, if applicable.
3. Start and stop times.

User fees for vehicles are to reimburse the District for costs. This established rate shall at all times be at least on a break-even basis.

Governmental agencies using District vehicles shall complete the appropriate form and provide proof of insurance before permission shall be granted.

USE OF DISTRICT EQUIPMENT, TOOLS, OR MATERIALS

The instructional needs of the District shall be accorded top priority in the use of District tools, equipment, and materials.

The use of equipment, tools, and materials for purposes other than meeting the instructional needs of the District shall be restricted as follows:

1. Requests from personnel of commercial or profit-making organizations shall be denied.
2. Requests from personnel or nonprofit-making organizations shall be considered if:
 - a. The equipment, tools, or materials are available without restricting instruction;
 - b. The use of the equipment, tools, or materials is in the best interests of the community;
 - c. The equipment, tools, or materials is to be returned within the specified time agreed upon and in the same condition as when it was loaned;
 - d. The loaning of the equipment, tools, or materials does not cause undue hardship on District operations.
 - e. Check-out approval slip is obtained from the individual or organization certifying and guaranteeing replacement if stolen, lost, or damaged during use.
3. Audiovisual materials and microcomputer software shall not be loaned to non-District employees and shall only be loaned to District employees when it is an extension of the educational mission.

Cross Reference - Chapter V, Section 9, Maintenance and Control of District Equipment and Materials.

Adopted 6/11/84
Revised 9/14/87, 7/1/95
Revised 1/8/96
Revised 7/13/98, 6/7/10

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER IX, SECTION 5, USE OF DISTRICT PROPERTY

The following rules, regulations, and fee schedules shall apply to public use of District property.

A. Application

1. Application for use of District property shall be filed with the designated building designee. A copy of the application will be provided to the office of Support Operations for setting of fees. Fee Schedules may be adjusted annually to reflect current employee contracts and miscellaneous expenses. Application shall be on forms provided by the District and shall be submitted at least ten (10) working days prior to the anticipated or requested property use. No reservation shall be made until the application is returned within the appropriate time frame and approved by the building designee and/or the Superintendent or designee.
2. The organization and the individual signing the application for the property use will be responsible for the payment of all rental charges and to pay for all damages that result from the use of District property. An authorized representative of the user shall sign a release at the time application is made releasing the District from any claims arising from its use of District property.
3. All fees shall be billed from the District's business office. Checks shall be made payable to Laramie County School District Number One.
4. At the time of the application, the proposed user shall furnish a schedule of area and appurtenances needed, and a schedule of the time and events of the program.
5. After approval of property use is granted and the fees are set, cancellation of the agreement may be ordered by school authorities with or without notice, if the property is needed for school purposes, or if it is subsequently discovered that the use would be detrimental to the property, or not in keeping with policy or administrative regulation governing the use of school properties by outside groups.
6. Notice of cancellation of the agreement by the agency proposing to rent the property shall be given to District authorities as soon as possible. In the event that the District incurs out-of-pocket expenses as a result of the cancellation, the user will be responsible for all costs and fees.

B. Insurance

1. The District carries insurance for protection of the District and will not provide insurance protection for the property user. The District shall not be responsible for injury to any person or property in attendance at any function held on District property. The user agrees to indemnify and hold the District harmless from any claims for personal injury, death, property damage, discrimination, defamation, or any other claim resulting from the use of District property.
2. The District shall require liability insurance from the proposed user when the proposed activity presents a reasonable risk of property damage or personal injury to participants. In lieu of liability insurance, the applicant may be required to sign a waiver of liability and provide a bond or cash deposit in an amount determined to be reasonable by the District.
3. Groups holding activities that are considered of a high-risk nature on school grounds shall be required to provide the District with special events liability insurance in an amount determined to be reasonable by the District.

C. Availability

1. District property shall not be available for use by non-District groups before 7:00 a.m. or after 10:00 p.m. except for reciprocal special arrangements for joint use of facilities or unless approved by the Superintendent or designee.
2. School property is not available for permanent or extended use except through reciprocal use agreements with governmental agencies and other non-profit community organizations or extended use contracts approved by the Superintendent or designee.
3. School tracks and outdoor athletic facilities require application and approval for their use.
4. Playgrounds and playground equipment are available to the community when not in use by the School District. Use of these properties is at the risk of the user.

D. Supervision

1. Persons attending meetings sponsored by outside organizations shall confine their use of property to the designated areas.
2. Authority to use an auditorium may not include the use of dressing rooms, stage equipment, and furniture or other accessories.
3. Dancing in shoes is prohibited in District gymnasiums with hardwood floors.
4. Use of tobacco or lookalike tobacco products including but not limited to E Cigarettes by employees, students, and patrons in all District buildings, vehicles, or on property owned or operated by the District is prohibited. Alcoholic beverages shall not be brought into nor consumed in District buildings or on District property. The advertising of tobacco products and alcohol on property owned or operated by the District is prohibited. Controlled substances or illegal drugs shall not be brought into nor consumed in District buildings or on District grounds.
5. The consumption of food and drink is prohibited in fixed-seat auditoriums.
6. There shall be no tipping of District custodians or other District personnel.
7. The building designee, and/or Superintendent or designee, may set additional rules, not in conflict with Board policy or these regulations, to insure the proper safeguarding and care of property and equipment in the particular school property. The building designee, and/or Superintendent or designee, may impose supervision, key control, fire protection, and other security measures.
8. Guards to prevent trespassing in portions of the building which are not authorized for use shall be provided and paid for by the sponsor when required by the District.
9. All activities on District property shall conform to District policies, the ordinances of the City of Cheyenne, and any applicable state or federal law or regulation.
10. No District employee may use District property for individual profit enterprises. District property may be used by employees to enhance skills and knowledge used in their occupation or profession.
11. Due to their design and construction for a very specialized use, and due to the open access to extremely expensive equipment, some school building areas may not be rented to outside community groups. These areas will be determined by the building designee and may include areas that use by outside community groups could be detrimental to the overall education of the District's students.
12. An adult/student ratio for supervision will be no less than 1 to 25.
13. No user shall post advertising without the express written permission of the District.
14. No keys will be issued to any school property for access by the general public except by written approval of Superintendent or designee.
15. Users of District swimming pools will be required to provide certified lifeguards. The District will not provide this service.

E. Ticket Sales and Taxes

1. When tickets are sold, the user must confirm with the property administrator the capacity of the rented property in order to insure that the crowd does not exceed applicable fire code limits.
2. It shall be the duty of the user to collect and pay all taxes that are applicable to the user's use of the District property.

F. Permitted User/Use

1. The user shall not assign or sublet the property or any part of the property to any other user. The user shall be responsible for using the property for the purposes as described in the building usage form. Deviation from the use described in the form shall result in termination of the user's right to continue use of the District property.

G. Concessions

1. The District reserves all concession rights within its property. No user shall be permitted to sell concessions or other products on school property without the express written permission of the building designee. A permit from the Health Department will be required prior to the sale of any food products as required by law.

H. Non-Discriminatory Practices

1. No user of District property shall discriminate against any person on the basis of race, nationality, color, religion, handicap, gender, or any other unconstitutional basis while using the District's property.
2. Users agree that they have inspected the District property, that they rent them in their present condition, and that there are no warranties, express or implied, regarding the fitness of the premises for any particular purpose unless the specific warranty is contained in the user agreement.
3. User further agrees not to use any special equipment on the District's property without the prior written consent of the District.
4. The District reserves the right to have District staff present in the building during the time that it is used under the user agreement. In that event, the user shall be responsible to pay to the District the reasonable costs of providing a staff member.

I. Termination

1. Failure on the part of a user of any District property to abide by the District's policy, administrative regulations, and terms and conditions of the property use agreement between the District and the user shall be grounds for the immediate termination of the use of District property by the users.

**EXHIBIT 81
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming**

APPLICATION FOR USE OF DISTRICT FACILITY

Long Term Lease-Part One

Short Term Lease

DATE _____

A request is made for the use of the following property located at: _____

NAME OF ORGANIZATION: _____

NAME OF REQUESTOR: _____

ADDRESS: _____ PHONE: _____

DATE(S) REQUESTED: _____ TIME(S) REQUESTED: _____

(Include rehearsal, opening, and closing time)

Purpose of Meeting _____

Attendance Expected _____ Adult/Student Ratio _____ to _____ (Adult to Student Ratio not to exceed 1 to 25)

Proceeds to be devoted to _____ Admission Charged _____

Explain in detail (using diagrams, if necessary) how the facility is to be set up. State if the work is to be done by school district custodians. List equipment needed, i.e., tables, chairs, bleachers, risers, and any other pertinent information. _____

I attest that I have read, understand, and agree that Laramie County School District Number One policies and regulations of the Board of Trustees (see attached) Chapter IX, Section 5, USE OF DISTRICT PROPERTY are to be strictly complied with, and that the undersigned assumes all responsibility for any liability, property damage or personal injury of any kind or nature resulting in loss or damage to persons or property as a result of the use described above. The undersigned further agrees to pay in advance such charges as may be made for the use of the property and equipment and will defend and indemnify Laramie County School District Number One, its employees, agents, and trustees should any claim for damages of any kind arise.

Prior to use of the facility, I will acquaint myself with the building layout, location of emergency exits, number and location of all fire extinguishers and alarms. In the event of fire, power outage, earthquake, flood, severe weather, or other situations that require the building to be evacuated, all materials and equipment are to be left in place until such time the building is determined to be safe for reentry.

A Certificate of Insurance in the amount of \$1,000,000 may be requested naming Laramie County School District One, 2810 House Ave., Cheyenne, WY as an additional insured. Proof of medical coverage or *An Assumption of Risk, Waiver and Release of Liability* signed by each participant or participant's guardian for any and all damages which may be sustained by the participant as a result of his/her participation in the event may be requested.

Name(s) _____

(Authorized Signature(s))

FOR USE BY BUILDING PERSONNEL AND BUSINESS OFFICE

Board of Trustees policies and regulations have been brought to the attention of the applicant. The above activity can be scheduled. The following fees will apply:

	No. of Hours	Cost per Hour	Total Cost
Rental Fee			
Custodial Fee			
Required Supervisor(s) Fee			
Technician's Fee			
Equipment Rental Fee			
Police/Security Fee			
TOTAL COST			

Request Approved _____ Principal or Designee
(Signature)

Request Approved _____ Asst. Supt. of Support Operations or Designee
(Signature)

**EXHIBIT 82
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming**

FEE SCHEDULE FOR PROPERTY USE

This fee schedule is divided into two groups—sponsored activities involving Laramie County School District Number One students and groups/organizations not involving students (community use).

1. Laramie County School District Number One activity groups as approved by the Superintendent or designee, authorized District clubs, parent/teacher organizations, advisory groups, booster clubs, and employee organization groups.

Procedure: Application shall be made to the building designee. Activity groups and clubs will be given priority in using school property.

Fee: No charge.

2. Governmental entities including the city, county, state, and federal government and their political subdivisions, or nonprofit community organizations, for public purposes, where the property of those governmental entities are made available to the District on an exchange or reciprocal basis.

Procedure: Application shall be made to the building designee.

Fee: No charge during the regular shift of the custodian in the building/complex. An hourly fee will be assessed for the cost of the custodian on Saturday and any overtime situation. An example might include: City of Cheyenne, YMCA.

3. Public schools youth groups, nonprofit organizations, civic, cultural, educational, recreational, charitable programs, religious, *which involve activities considered an extension of the educational mission and/or include Laramie County School District Number One students.*

Procedure: Application shall be made to the building designee. An example might include: Girl Scouts, Boy Scouts, and 4-H organizations, etc.

Fee: No charge during the regular shift of the custodian in the building/complex. An hourly fee will be assessed for the cost of the custodian on Saturday and any overtime situation.

4. Nonprofit organizations, commercial groups for noncommercial purposes, civic, cultural, educational, recreational, charitable programs, religious, political, and public interest groups.

Procedure: Application shall be made to the building designee or the Superintendent designee.

Fee: The hourly rental fee (see below) will apply plus an hourly fee will be assessed for the cost of the custodial services.

Administration auditorium, high school auditoriums, junior high auditoriums, common areas, and large meeting rooms	\$75/hr.
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High school and junior high school gyms (single gym)	\$50/hr.
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Central High School Field House	\$75/hr.
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Storey Gym	\$75/hr.
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Okie Blanchard Stadium/Riske Field/South High Athletic Field	\$125/hr.
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Swimming Pools	\$75/hr.
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Music rooms	\$25/hr.
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Kitchen (elementary/secondary)	\$15/hr./\$50/hr.
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Cafeteria without kitchen	\$35/hr.
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Elementary all purpose room/gym without kitchen	\$25/hr.
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Technician Fee (per person)	\$40/hr.
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Custodian Fee (per person)	\$30/hr.
----------------------------	----------

Fees not established herein shall be determined by the Asst. Superintendent of Support Operations.

5. No commercial use of District property is allowed unless for the benefit of the District or a nonprofit organization. In instances of commercial use, the District shall charge the entity a fee equal to twice the charge for noncommercial use.

Adopted 1/8/96; Revised 7/13/98, 6/20/11, 5/7/12

EXHIBIT 83

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

TRANSPORTATION REQUEST - OUTSIDE ORGANIZATIONS

Please send all copies to the Superintendent of Schools. After review and approval by the Superintendent, the form will be sent to the Transportation Department for assignment of a vehicle. One copy will be returned showing the action taken.

Requests for all transportation must be made by the organization at least fifteen working days prior to departure. Please make one request for each desired bus.

_____ Date: _____

Name of Requesting Organization: _____

Number of people needing transportation: _____ Adults _____ Children _____

Contact Person: _____ Phone: _____

Date Desired	Destination	Time Leaving	Time Returning

Describe the route the vehicle will take: _____

Purpose of the trip: _____

Name and address of insurance carrier: * _____

Policy No.: _____ Name of driver: _____

Type and number of driver's license: _____ Bus request to be paid by: _____

Bus request approved: _____ Superintendent of Schools

Charges:

Driver	\$ _____
Vehicle Charge	\$ _____
Misc. Charges	\$ _____
Total Charges	\$ _____

***PROOF OF INSURANCE MUST BE PROVIDED TO THE DISTRICT PRIOR TO DEPARTURE.**

Form TR109

Adopted 7/8/91

Revised 7/1/95

Section 6. PUBLIC CONDUCT ON DISTRICT PROPERTY. All persons on District property are subject to the direction of the official representatives of the Board. In most cases, the authorized representative is the building principal or designee.

As provided by law, no person shall enter a District facility and obstruct or disrupt in any way the activities being conducted. Any person asked by authorized Board representative/authority to leave any District facility shall do so or face legal consequences.

Legal Reference – W.S. §6-6-301 through 6-6-307

Cross Reference - Chapter V, Section 5, Buildings and Grounds; Chapter V, Section 6, Vandalism.

Adopted 6/11/84

Section 7. VISITORS TO SCHOOLS. In general, visitors to District schools are welcome.

Parents of students in District schools are encouraged to visit the school periodically. Any visitor, however, is subject to the requirement that the visit and the visitor not interfere with the functioning of the school and that appropriate administrative permission is acquired prior to the visit.

School safety is paramount to the Board of Trustees. Since the building principal is responsible for all persons on the school grounds or in the school building, all visitors shall first report to the school office, sign in and receive a visitor pass.

Any person on District property who has not reported to the school office and received permission to be on school grounds or within the facility shall be considered to be on District property illegally. The person shall identify himself properly, sign in, receive a visitor pass or leave the school grounds.

If a visitor refuses to leave the school/grounds or creates any disturbance, the building principal shall request the aid of law enforcement.

PARENT VISITORS

While parents are encouraged to visit the school and classrooms of their students, certain considerations are required:

1. The teacher's first responsibility is to the students, and the teacher will generally not be able to visit with parents during school hours.
2. Conferences with teachers shall be arranged at a mutually agreeable time.
3. Permission to visit shall be obtained prior to the visit so that conflicts can be avoided.

REGISTERED ADULT SEXUAL OFFENDERS

The District prohibits adult sex offenders from access to school properties, events, and/or vehicles pursuant to W.S. § 6-2-320.

Adopted 6/11/84
Revised 7/18/07
Revised 6/20/11

Section 8. PUBLIC COMPLAINTS ABOUT DISTRICT CURRICULUM, INSTRUCTIONAL MATERIALS, AND LIBRARY/MEDIA MATERIALS. The Board of Trustees assumes final responsibility for all books and instructional materials, including library books and media materials made available to students. The Board holds the Superintendent accountable for the proper selection of books, instructional materials, library books and media materials.

The Board shall not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that a reevaluation of certain materials may be desirable at times.

The Superintendent or designee shall provide for periodic review of all curricular materials with reevaluation of materials upon formal request per administrative rules and regulations.

Student's rights to learn and the freedom of teachers to teach shall be respected.

The Board recognizes the right of individual parents or guardians to request that their child not read a given book or be exposed to certain instructional materials. These requests should be presented in writing to the school administrator. The situation may be resolved by arranging for use of alternate material meeting essentially the same instructional purposes. This does not apply, however, to basal instructional texts and materials adopted by the Board for Districtwide use. A request for the reconsideration of a library/media material may be presented in writing (Exhibit 85) to the principal, the certified library media specialist(s), or school library staff for the building where the concern originates. A building with no certified library media specialist will have a pre-selected certified library media specialist assigned.

PROCEDURES FOR FILING A PUBLIC COMPLAINT ABOUT DISTRICT CURRICULUM OR INSTRUCTIONAL MATERIALS

Complaints concerning the curriculum, instructional books, or materials shall be presented to the administrator of the building where the matter in question originates. In the event that informal conferences with the parties concerned fail to resolve the complaint satisfactorily, the complaint shall be submitted in written form, as shown in Exhibit 84, *Request for a Review of Curriculum Subjects or Materials*, to the respective Coordinator who then notifies the Assistant Superintendent of Instruction.

The Assistant Superintendent of Instruction shall be responsible to investigate the complaint utilizing the District Reconsideration Committee. Within ten school days of receipt of Exhibit 84 the coordinator will notify the Assistant Superintendent of Instruction who shall arrange for a meeting with the

parties involved for the purpose of discussing the findings of the investigation.

A written copy of the investigation findings and recommendations for resolution shall be made available to the parties involved.

In the event that the complaint cannot be satisfactorily resolved, the individual(s) making the complaint may submit the complaint to the Superintendent for final consideration.

Cross Reference - Chapter VII, Section 5, Instructional Materials Selection.

Adopted 6/11/84
Revised 7/19/06
Revised 7/18/07
Revised 7/1/13

ADMINISTRATIVE REGULATION FOR CHAPTER IX, SECTION 8 - PUBLIC CONCERNS RELATING TO LIBRARY MEDIA MATERIALS --

1. Complaints concerning library/media materials shall be presented via Exhibit 85 to the administrator, certified library media specialist(s), or library staff for the building where the concern originates. In the event that an informal conference with the concerned party fails to resolve the complaint satisfactorily, the Building Reconsideration Committee will be informed of the concern within five (5) school days and meet to discuss the material within fourteen (14) school days after the concern is presented. If the concern is still unresolved, it will be forwarded to the Assistant Superintendent of Instruction and the District Reconsideration Committee. The Assistant Superintendent of Instruction shall be responsible to investigate the concern. Within ten school days of the receipt of Exhibit 85 the Assistant Superintendent of Instruction shall inform The District Reconsideration Committee of the concern. Within fourteen (14) school days of being informed of the concern, a meeting of the committee for the purpose of discussing the concern shall take place. A written copy of the investigation findings and recommendations for resolution shall be made available to the parties involved.
2. Any resident or employee of the school District may present a concern regarding the appropriateness of any library/media materials available in any District library media center. This procedure is for the purpose of considering the opinions of those persons in the schools and community who are not directly involved in the selection process. Use of the resource being reconsidered shall not be restricted during any part of the reconsideration process.

I. INITIAL REVIEW - SECONDARY LEVEL

- A. Concerns shall be referred to an administrator, the certified library media specialist(s), or library staff of the building where the concern originates. If no certified library media specialist exists a pre-selected library media specialist will be assigned.
 - (1) The school administrator, certified library media specialist(s), or library staff of the building where the concern originates, who initially receives a concern, shall request that the concerned individual or group spokesperson complete Exhibit 85, "Request for Reconsideration of Library/Media Material" directly. All concerns must be made on the "Request for Reconsideration of Library Media Materials" exhibit before they can be addressed.
 - (2) When Exhibit 85 is completed it will be returned to the certified library media specialist(s) who will address the concern through an informal discussion with the individual or group spokesperson and try to resolve the issue. A school administrator and/or library staff of the building where the concern originates will be included in the discussion.
 - (3) If the concern is resolved in the Initial Review, then the Secondary Resolution (Exhibit 85a) will be filled out and signed immediately by the school administrator, the certified library media specialist(s), or library staff and the concerned individual or group spokesperson.
 - (4) If after this Initial Review the concern has not been resolved to the satisfaction of the concerned individual or group spokesperson, the Building Reconsideration Committee will be assembled.

II. BUILDING RECONSIDERATION COMMITTEE – SECONDARY LEVEL

- A. The Building Reconsideration Committee will be composed of the following members of the building where the concern originated: One administrator; the certified library media specialist(s); library staff, if appropriate; a parent; and an English teacher or a teacher from a subject area relevant to the material being reconsidered.
- B. Within five (5) school days of the concern being expressed and not resolved, the Building Reconsideration Committee will be called together by the school

administrator. The administrator will present the concern to the committee via copies of Exhibit 85 and copies of the book or material will be distributed. The book or material shall be read or viewed in its entirety by every member of the committee. Books or material for the Building Reconsideration Committee will be purchased by the District so that the use of the book or material is not restricted at any time during the reconsideration process.

- C. The Building Reconsideration Committee will meet again within fourteen (14) school days of its first meeting to discuss the material to be reconsidered and make a recommendation as to whether the material should be retained or removed from the school's library media center collection.
 - 1. During the meeting a written report of the committee's findings and recommendations (Minutes Exhibit 85c) will be completed by the administrator or certified library media specialist.
 - 2. This report will be signed and have a notation beside each committee member's signature of agreement or disagreement in relation to the committee's findings and recommendations. A copy of the minutes will be sent by registered mail to the concerned individual or group spokesperson.
 - 3. If the individual or group spokesperson is in agreement with the findings and recommendations of the Building Reconsideration Committee, the copy of the minutes should be signed as an agreement and returned to the school administrator in person or by registered mail within five (5) school days of receipt. Then, copies of the minutes, containing all required signatures and notations, will be distributed to the members of the Building Reconsideration Committee and the person filing the concern.
 - 4. If the Building Reconsideration Committee meeting has not resolved the concern to the satisfaction of the individual or group spokesperson then, the minutes should be signed as a disagreement and returned within five (5) school days to the school administrator in person or by registered mail. A copy of the "Request for Reconsideration of Library/Media Materials" (Exhibit 85) used in the Initial Review, a copy of the Building Reconsideration Committee's minutes, and copies of the book or material shall be delivered to the Assistant Superintendent of Instruction, the chairperson of the District Reconsideration Committee within two (2) school days of receiving the minutes. Media materials will be made available for viewing by each District Reconsideration Committee member at the school where the concern originated.
 - 5. If the concerned individual or group spokesperson does not return the Minutes Exhibit (85c) by the last teacher contract day of the present school year, it will be considered as an agreement with the Building Reconsideration Committee findings and recommendations. The material will not be reconsidered by the building for two years.

III . INITIAL REVIEW - ELEMENTARY LEVEL

- A. Concerns shall be referred to the school administrator of the building where the concern originates.
 - 1. The school administrator shall request that the concerned individual or group spokesperson complete Exhibit 85, "Request for Reconsideration of Library/ Media Materials" and submit to that school administrator.
 - 2. The school administrator shall also immediately contact the certified library media specialist who was pre-selected to assist the elementary school.

3. The school administrator, certified library media specialist, school library staff, and the person with the concern or group spokesperson shall try to resolve the issue informally.
4. If the concern is resolved in the Initial Review, then the Elementary Resolution Exhibit (85b) will be filled out and signed immediately by the school administrator, the library staff, the certified library media specialist, and the concerned individual or group spokesperson.
5. If after this Initial Review the concern has not been resolved to the satisfaction of the concerned individual or group spokesperson then, the Building Reconsideration Committee will be assembled.

IV. BUILDING RECONSIDERATION COMMITTEE - ELEMENTARY LEVEL

- A. The Building Reconsideration Committee will be composed of the following members of the building where the concern originated: One administrator, the school's library staff, the certified library media specialist who was pre-selected to assist the school in the reconsideration process, a parent, and a teacher from the level, primary or intermediate, relevant to the material being reconsidered.
- B. Within five (5) school days of the concern being expressed and not resolved, the Building Reconsideration Committee will be called together by the school administrator. The administrator will present the concern to the committee via copies of Exhibit 85 and copies of the book or material will be distributed. The book or material shall be read or viewed in its entirety by each member of the committee. Books or material for the Building Reconsideration Committee will be purchased by the District so that the use of the book is not restricted at any time during the reconsideration process. Materials will be made available through the library media center for viewing by each committee member.
- C. The Building Reconsideration Committee will meet again within fourteen (14) days of its first meeting to discuss the material to be reconsidered and make a recommendation as to whether the material should be retained or removed from the school's library media center collection.
 1. During the meeting a written report of the committee's findings and recommendations (Minutes Exhibit 85c) will be completed by the administrator or certified library media specialist.
 2. This report will be signed and have a notation beside each committee member's signature as agreement or disagreement in relation to the committee's findings and recommendations. A copy of the minutes will be sent by registered mail to the concerned individual or group spokesperson.
 3. If the individual or group spokesperson is in agreement with the findings and recommendations of the Building Reconsideration Committee, the copy of the minutes should be signed as an agreement and returned to the school administrator in person or by registered mail within five (5) school days of receipt. Then, copies of the minutes, containing all required signatures and notations, will be distributed to the members of the Building Reconsideration Committee and the person filing the concern.
 4. If the Building Reconsideration Committee meeting has not resolved the concern to the satisfaction of the concerned individual or group spokesperson then, the minutes should be signed as a disagreement and returned to the school administrator in person or by registered mail. The copy of "Request for Reconsideration of Library Media Materials" (Exhibit 85) used in the Initial Review, a copy of the Building Reconsideration Committee's minutes, and copies of the

book or material should be delivered within two (2) school days of receiving the minutes to the Assistant Superintendent of Instruction, and the chairperson of the District Reconsideration Committee. Media materials will be made available for viewing by each member of the District Reconsideration Committee at the school where the concern originated.

5. If the concerned individual or group spokesperson does not return the Minutes Exhibit by the last teacher contract day of the present school year, it will be considered as agreement with the Building Reconsideration Committee findings and recommendations. The material will not be reconsidered by the building for two (2) years.

V. REQUEST FOR RECONSIDERATION

- A. When a concern is raised about any material in any District library media center and it cannot be resolved to the satisfaction of the concerned individual or group spokesperson, the District Reconsideration Committee will be assembled.
- B. Use of the questioned resource **book or material** shall not be restricted during the reevaluation process.

VI. THE DISTRICT RECONSIDERATION COMMITTEE

- A. The District Reconsideration Committee shall be made up of nine members.
 - (1) Two teachers designated annually by the Cheyenne Teachers Education Association.
 - (2) One school library media specialist designated annually by the Assistant Superintendent of Instruction.
 - (3) The Assistant Superintendent of Instruction.
 - (4) One member of the school District staff designated annually by the Superintendent.
 - (5) Two members from the community designated annually by the the Superintendent.
 - (6) Two students from the school where the concern originated, who are designated by that school's student council.
- B. The Assistant Superintendent of Instruction shall be the chairperson of the committee. His/her duties include the following:
 - (1) Call meetings of the reconsideration committee to take place within fourteen (14) school days of the filing of the reconsideration request exhibit.
 - (2) Distribute copies of the reconsideration request exhibit, copies of the book or material being reconsidered, and of professionally prepared reviews of the material when available to committee members seven (7) school days prior to the meeting. The book or material shall be read or viewed in its entirety by each member of the committee.
 - (3) Notify the public of meetings through student publications and other communications methods.
 - (4) Preside over the District Reconsideration Committee meetings and give the

concerned individual or group spokesperson an opportunity to talk about and expand on the request exhibit.

- (5) File the written decision and its justification with the Superintendent, the staff of the school at which the concern originated, and the assisting certified library media specialist within two (2) school days of the meeting.

C. A meeting of the District Reconsideration Committee shall take place within fourteen (14) school days of the filing of the reconsideration request form. At this meeting the following shall take place:

- (1) The committee chair shall preside over the meeting and fulfill those duties listed above. The committee shall hear testimony in a public meeting from persons qualified to speak about the use of the resource as well as the specific objections raised by the person(s) bringing the concern.
- (2) The committee shall make their judgments based solely on the appropriateness of the material for its intended educational use. Committee members shall use the criteria listed in these regulations when considering the use or suitability of the challenged material.
- (3) The committee's final decision will be: a) to take no removal action, b) to remove inappropriate material, or c) to limit the access to the material being reconsidered.
- (4) The committee's final decision shall be reached by a blind vote taken in a closed session immediately following the open meeting.
- (5) Within two (2) school days of the meeting, the Assistant Superintendent of Instruction will file the written decision and its justification with the Superintendent, the concerned individual or group spokesperson, and the building administrator and library staff of the school at which the concern originated.

D. Requests to reconsider materials that have been reviewed following a formal reconsideration meeting will not be reviewed again for two (2) years. Individuals and groups who challenge an item that has been reviewed within the past two years will be given a copy of the reconsideration committee's final written decision with its justification and any Board decision in the matter.

EXHIBIT 84

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

REQUEST FOR A REVIEW OF CURRICULUM SUBJECTS OR MATERIALS

(Answer all questions – if question is not applicable indicate by none). Use reverse side, if necessary.

NAME _____ DATE _____

ADDRESS _____ PHONE _____

COMPLAINANT REPRESENTS:

HIMSELF: _____

ORGANIZATION: _____
(NAME)

OTHER: _____
(IDENTIFY)

NATURE OF COMPLAINT: _____

TO WHAT PORTION OF THE SUBJECT OR MATERIAL DO YOU OBJECT? (BE SPECIFIC)

IF MATERIAL, GIVE TITLE, AUTHOR, AND PUBLISHER: (CITE PAGES) _____

WHAT DO YOU THINK COULD BE THE RESULT OF STUDYING THIS SUBJECT OR MATERIAL BY THE STUDENTS? _____

IF BOOK OR ARTICLE, HAVE YOU READ IT IN ITS ENTIRETY? _____

WHAT SUGGESTIONS WOULD YOU MAKE? _____

SIGNED: _____

EXHIBIT 85

LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

REQUEST FOR RECONSIDERATION OF LIBRARY/MEDIA MATERIAL

Author: _____

Title: _____

Publisher/Producer: _____ Copyright Date: _____

Type of material (book, filmstrip, motion picture, etc.)

1. Did you review the entire item? If not, what sections did your review?
2. What do you object to in the item? (Please be specific, cite pages, or frames, etc.)
2. What do you feel might be the result of using this item?
3. For what age group would you recommend this item?
4. Do you perceive any instructional value in the use of this item?
5. What would you like the library media center to do about this item?
 _____ Do not lend this book or material to my child or allow my child to view this media.
 _____ Withdraw access to this book or material for my child.
 _____ Withdraw access to this book or material to all students.
6. In the place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?

Request initiated by: _____

Full Address: _____ Phone _____

Person making the request represents:

_____ Self
 _____ Group/Organization (Name & Address)

_____ Date

_____ Signature

Adopted 7/1/95
Revised 7/18/07

SECONDARY RESOLUTION EXHIBIT (85a)

The concern expressed on Exhibit 85, "Request for Reconsideration of Library/Media Material," has been resolved. We the undersigned, have agreed that the library/media material of concern, (title of material) _____, will be _____ (RETAINED IN or REMOVED FROM) this school's Library/Media Center's collection.

School Administrator _____ Date _____

School _____

Concerned Individual
Or Spokesperson _____ Date _____

Library Staff _____ Date _____

Certified Library Media Specialist _____ Date _____

When completed send a copy of Exhibit 85, "Request for Reconsideration of Library/Media Material", and this form to the Assistant Superintendent of Instruction.

Adopted 7/18/07

ELEMENTARY RESOLUTION EXHIBIT (85b)

The concern expressed on Exhibit 85, "Request for Reconsideration of Library/Media Material," has been resolved. We the undersigned, have agreed that the library/media material of concern, (title of material) _____, will be _____ (RETAINED IN or REMOVED FROM) this school's Library/Media Center's collection.

School Administrator _____ Date _____

School _____

Concerned Individual
Or Spokesperson _____ Date _____

Library Staff _____ Date _____

Certified Library Media Specialist _____ Date _____

When completed send a copy of Exhibit 85, "Request for Reconsideration of Library/Media Material", and this form to the Assistant Superintendent of Instruction.

Adopted 7/18/07

MINUTES OF THE BUILDING RECONSIDERATION COMMITTEE
EXHIBIT 85c

School _____

Meeting Date _____

Title of Material _____

Name of Concerned Individual or Spokesperson & Group Representing

Committee Members _____

Anecdotal
Record

Committee Findings and
Recommendations

Please write "Agree" or "Disagree" after your name and title to state your position on the resolution that is proposed.

Name	Title	Agree/Disagree
------	-------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

_____, concerned individual/group spokesperson, _____

Adopted 7/18/07

Section 9. RELATIONSHIPS WITH COMMUNITY ORGANIZATIONS. District schools and programs shall cooperate with any group or groups that have as their purpose the promotion and welfare of youth and the community. However, the District shall not turn over to any community group or other agency any matter which involves school administration, instruction (except as a resource aid), or student supervision.

Student or employee records shall not be released to any community organization except as provided for by law and in Board policy.

Cross Reference - Chapter VI, Section 18, Personnel Records; Chapter VIII, Section 1, Student Demographic Data Collection and Identification; Chapter VIII, Section 18, Student Records; Chapter IX, Section 5, Use of District Facilities, Vehicles, and Equipment.

Adopted 6/11/84

Section 10. 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.

Cross Reference - Chapter VII, Section 12, Field Trips and Excursions, Fund-Raising for Field Trips.

Adopted 6/11/84
Revised 7/1/92

Section 11. RELATIONSHIPS WITH LAW ENFORCEMENT AUTHORITIES. Cooperation with law enforcement authorities is essential for the protection of students and District employees as well as for maintaining a safe environment in District schools and safeguarding all District property.

Cooperation shall recognize the function of the schools and the District's legal responsibility for students and District employees during regular operating hours.

District administrators are obligated to cooperate fully with police authorities in the enforcement of laws.

Whenever situations arise which involve infractions of the law, the building principal's action should be guided by student safety and the need to preserve law and order in the school community and by the need to preserve the rights and self-respect of the individual(s) concerned.

Guidance in contacting police authorities for routine and emergency purposes is provided in Administrative Regulation - Guidelines for Requesting Police Service.

When a school initiates a contact with law enforcement, which results in the arrest of a student or other person for any infraction of city ordinances or state laws, the District employee who witnessed the violation shall sign the complaint, and, if so requested, be present at the hearing.

Interviews and interrogations or arrests of students by police or other law enforcement authorities shall be conducted as prescribed in Chapter VIII, Section 13, Police Interrogations of Students and Student Locker Inspections.

Parents or guardians of students involved in police interviews and interrogations or arrests shall be immediately notified by the building principal.

Cross Reference - Chapter V, Section 5, Buildings and Grounds; Chapter IX, Section 6, Public Conduct on District Property.

Adopted 6/11/84
Revised 7/1/95

ADMINISTRATIVE REGULATION FOR CHAPTER IX, SECTION 11 - GUIDELINES FOR REQUESTING POLICE SERVICE

For Routine Contacts Call 637-6520.

Some routine occasions for which contact with police authorities may be required are: special school events and special traffic hazards or traffic controls. Other situations may occur in the school which require only routine types of police contact.

Serious Incidents.

For emergency situations requiring immediate police action call 911. Such circumstances may include:

1. Injuries requiring immediate medical attention at a hospital;
2. Assaults, vandalism, arson or forcible entry, etc., at the time they are committed;
3. Bomb threats.

For situations requiring non-emergency investigation and action involving juveniles, call 637-6520 or the pager number of the designated police officer. Such situations may include:

1. Threats of bodily harm, carrying of weapons, theft, arson, sex offenses, damage through vandalism to school property, etc.;
2. Other conditions which indicate the imminence of school-community disturbances.

Section 12. RELATIONSHIPS WITH FIRE AUTHORITIES. District administration shall cooperate fully in the inspection of District buildings and facilities by local fire authorities and shall comply with local and state recommendations.

Principals and other administrators shall ask the counsel of, and cooperate with, fire authorities in matters of planning and executing fire drills, housekeeping, building safety, and in planning for events involving large numbers of students and adults on District premises.

Services of the Cheyenne Fire Department Administration office may be obtained by calling:

Non-emergency Services	637-6311
Emergency Services	911

Cross Reference - Chapter V, Section 3, Fire Drills and Evacuations.

Adopted 6/11/84
Revised 7/13/98

Section 13. RELATIONSHIPS WITH COLLEGES AND UNIVERSITIES. The Board may enter into agreements with colleges and universities for the purpose of securing services and assistance which may from time to time be necessary to promote the effectiveness of District programs and operations.

Legal Reference – W.S. §21-20-101 through 21-20-109

Adopted 6/11/84

Revised 7/1/95

Section 14. PRESERVICE TEACHERS AND INTERNSHIPS. Accredited teacher training colleges and universities may place preservice teachers in various schools of the District. Preservice teachers in District schools shall be placed and supervised in accordance with policy and the provisions specified in negotiated agreement between the Cheyenne Teachers Education Association and the Board.

The Assistant Superintendent of Instruction shall be responsible for recruitment of mentor teachers and for placement of preservice teachers. The Assistant Superintendent of Instruction or designee shall maintain records of all assignments and act as liaison between the colleges and the District and monitor the preservice and internship program as it is implemented in the various schools in the District.

The University of Wyoming, participating colleges, and the local clinical faculty shall be responsible for coordinating the college programs with those of the District and for assisting preservice teachers and mentor teachers. All placements shall be approved by the building principal.

Building principals shall be responsible for continued orderly progress of the educational program during the service of preservice teachers and shall give input to the Assistant Superintendent of Instruction.

The principal shall recognize the legal and professional responsibilities of a mentor teacher by not requiring the preservice teacher to substitute for other teachers except in emergencies, or to assume other duties that would interfere with supervisory responsibilities.

The mentor teacher shall retain overall responsibility for monitoring and reporting the preservice teacher's performance to the University of Wyoming and participating colleges. He shall be concerned not only that the experience of the preservice teacher is successful, but also that District students benefit from it. He shall regularly evaluate the preservice teacher's work and submit a final evaluation provided by the university to the university or appropriate college.

The preservice teacher shall follow the directions and accept the duties reasonably assigned by the mentor teacher. The preservice teacher shall have the same responsibility for the welfare and educational progress of students as the mentor teacher.

The mentor teacher shall retain responsibility for all aspects of classroom instruction and management, including grading and evaluation of student progress.

Cross Reference - Cheyenne Teachers Education Association Constitution, By-Laws and Negotiated Agreement between the Board of Trustees of Laramie County School District Number One and the Cheyenne Teachers Education Association.

Adopted 6/11/84
Revised 8/1/97
Revised 7/19/06

EXHIBIT 86
LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE
Cheyenne, Wyoming

DISTRICT SCHOOLS HOLDING MEMBERSHIP IN THE
NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS

CENTRAL HIGH SCHOOL
5500 Education Drive, 82009

EAST HIGH SCHOOL
2800 E. Pershing Blvd., 82001

TRIUMPH HIGH SCHOOL
1250 W. College Dr, 82007

CAREY JUNIOR HIGH SCHOOL
1780 E. Pershing Blvd., 82001

JOHNSON JUNIOR HIGH SCHOOL
1236 W. Allison Rd., 82007

MCCORMICK JUNIOR HIGH SCHOOL
6000 Education Dr., 82009

AFFLERBACH ELEMENTARY SCHOOL
400 W. Wallick Rd., 82007

ALTA VISTA ELEMENTARY SCHOOL
1514 E. 16th St., 82001

ANDERSON ELEMENTARY SCHOOL
2204 Plain View Rd., 82009

ARP ELEMENTARY SCHOOL
1216 Reiner Ct. 82007

BAGGS ELEMENTARY SCHOOL
3705 Cheyenne St., 82001

BAIN ELEMENTARY SCHOOL
903 Adams Ave., 82001

BUFFALO RIDGE ELEMENTARY SCHOOL
5331 Pineridge Avenue, 82009

CLAWSON ELEMENTARY SCHOOL
376 Rd. 228A, Horse Creek, WY 82061

COLE ELEMENTARY SCHOOL
615 W. 9th St., 82007

DAVIS ELEMENTARY SCHOOL
6309 Yellowstone Rd., 82009

Adopted 6/11/84
Revised 7/1/93
Revised 7/2/01
Revised 6/20/05
Revised 7/18/07, 6/15/09

DEMING ELEMENTARY SCHOOL
715 W. 5th AVE., 82001

DILDINE ELEMENTARY SCHOOL
4312 Van Buren Ave., 82001

FAIRVIEW ELEMENTARY SCHOOL
2801 E. 10th St., 82001

FREEDOM ELEMENTARY SCHOOL
4500 Happy Jack Rd., 82001

GILCHRIST ELEMENTARY SCHOOL
1108 Happy Jack Rd., 82009

GOINS ELEMENTARY
201 S. Cribbon Ave., 82007

HEBARD ELEMENTARY
413 Seymour Ave., 82007

HENDERSON ELEMENTARY SCHOOL
2820 Henderson Dr., 82001

HOBBS ELEMENTARY SCHOOL
5710 Syracuse Rd. 82001

JESSUP ELEMENTARY
6113 Evers Blvd., 82009

LEBHART ELEMENTARY SCHOOL
807 Coolidge St., 82001

MILLER ELEMENTARY SCHOOL
3501 Evans Ave., 82001

PIONEER PARK ELEMENTARY SCHOOL
1407 Cosgriff Ct., 82001

ROSSMAN ELEMENTARY SCHOOL
916 W. College Dr., 82007

SADDLE RIDGE ELEMENTARY SCHOOL
6815 Wilderness Trail, 82001

SUNRISE ELEMENTARY SCHOOL
5021 E. 13th St. 82001

WILLADSEN ELEMENTARY SCHOOL
645 Harriman Rd., Granite Canyon, WY 82059

Section 16. PARENT INVOLVEMENT IN LARAMIE COUNTY SCHOOL DISTRICT NUMBER

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

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

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

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

SHARED RESPONSIBILITY FOR LEARNING

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

other support necessary to plan and implement effective parent involvement.

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

Title I Schools will comply with all Title I regulations by supplementing these District requirements by:

- a) involving parents in the development of a school parent involvement policy, b) holding at least one annual Title I parent meeting, c) offering a flexible number of meetings, and by providing information on annual evaluation of school performance, individual student performance, curriculum, and assessment.

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Revised 6/20/05
Revised 6/7/10
Revised 7/1/13

ADMINISTRATIVE REGULATION FOR CHAPTER IX, SECTION 16 - PARENT INVOLVEMENT POLICY

PART I

GENERAL EXPECTATIONS

Laramie County School District Number One implements the requirements of the Elementary and Secondary Education ACT (ESEA) .

- The School District will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, the school District will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the Local Education Agency (LEA) plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school District submits the plan to the State Department of Education.
- The school District will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school District will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) That parents play an integral role in assisting their child's learning;
- (B) That parents are encouraged to be actively involved in their child's education at school;
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

PART II DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Laramie County School District Number One will take the following actions to involve parents in the joint development of its District wide parental involvement plan under Section 1112 of the ESEA:
 - *Parents will be invited to participate in the development of the plan.*
 - *Parents will be invited to review the plan and recommend changes on an annual basis.*
 - *The District Parent Advisory Council will review the plan yearly.*
 - *Parents of children enrolled in Title I schools will have the opportunity to review the plan on an annual basis.*

2. Laramie County School District Number One will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - *The District will publish the results of the statewide assessment yearly.*
 - *Parents will be invited to participate in school improvement activities through the Collaborative Decision Making Team parent representative.*

3. Laramie County School District Number One will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - *Title I school parent involvement policies will be reviewed yearly.*
 - *Title I school will receive technical assistance to assure that all provisions of Section 1116 of the ESEA are met.*

4. Laramie County School District Number One will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under other community programs when and where such coordination is deemed appropriate.

5. Laramie County School District Number One will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - *The District will conduct a Title I parent survey, on an annual basis, to provided evaluative input regarding the current parent involvement policies and programs.*
 - *A representative committee will review input and make recommendations to the district policy review committee yearly.*

6. Laramie County School District Number One will build the schools' and parent's capacity for strong parent involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. The school District will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- The State’s academic content standards,
 - The State’s student academic achievement standards,
 - The State and local academic assessments including alternate assessments,
 - The requirements of Part A,
 - How to monitor their child’s progress, and
 - How to work with educators
- B. The school District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, through parent training sessions, as deemed appropriate, at each school.
- C. The school District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, as deemed appropriate at each school.
- D. The school District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities, and conduct other activities that encourage and support parents in more fully participating in the education of their children, as deemed appropriate at each school.
- E. The school District will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Commonly used District forms will be made available in Spanish upon request.
 - Schools are encouraged to use translators, when practicable, to communicate directly with parents whose primary language is other than English.
 - Upon request, schools will provide written communication orally to parents.

Adopted 6/20/05
Revised 6/7/10

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