

**GOSHEN  
COUNTY  
SCHOOL  
DISTRICT  
No. 1**



**2023-2024**

**STAFF HANDBOOK**

**GOSHEN COUNTY SCHOOL DISTRICT NO. 1  
GOSHEN COUNTY, WYOMING**

**2023-2024**

**INTRODUCTION**

*The Staff Handbook is written to be a source of information for school employees. Pay schedules, annual calendar, key policies, and other information is contained in this handbook. We have also included a staff directory with home addresses and phone numbers. Staff members have been given the opportunity to opt out of this listing.*

*For more information regarding district policies, refer to the district website, or visit with a principal or Central Office administrator.*

*The school district does not intend for this handbook to be the only guidebook for the district, nor is it the intent for anyone to interpret the contents to be contractual in nature. It is prepared as accurately as possible as information that may be useful for a variety of purposes and people.*

*The Board of Trustees and the staff at Central Administration look forward to working with all Goshen County School Employees in providing a rich and meaningful school experience for our students.*

*Thank you,*

*Ryan R. Kramer*

*Ryan Kramer  
District Superintendent*

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***Goshen County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act, may be referred to:***

***Central Administration, Holly Lara, Title IX Coordinator & Director of Human Resources, 626 West 25<sup>th</sup> Avenue, Torrington, Wyoming, 532-2171, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 West 25<sup>th</sup> Street, Suite E200, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307)777-6218, or the Office for Civil Rights, Region VIII, Denver Enforcement Office, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or (303) 844-5695 or TDD (303) 844-3417***

***Any employee who has a complaint regarding compliance of Title IX, or the Act mentioned above, the grievance procedure adopted by the Goshen County School District No. 1 Board of Education, shall be used to resolve the complaint. See District Policy 4300/5100 (Non-Discrimination and Anti-Harassment)***

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE.

ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE SCHOOL DISTRICT RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY SUPPORT EMPLOYEE.



## **PROFESSIONAL CREDO**

*The professional staff and trustees have as their mutual goal establishing, maintaining, and consistently improving a flexible, trusting work environment which treats all individuals as responsible adults and expects them to behave in a like manner. The objective of such a work environment is to serve our students by educating them to the greatest extent possible for each individual student.*

*The professional staff and trustees will strive to work for the benefit of young people in our District.*

*Recognizing that professional employees are hired to do a job, all professional employees will provide the time and effort needed to complete their jobs which may include time outside the regular workday.*

*The professional staff and trustees commit to a continuing process that encourages innovation, experimentation, and generation of new ideas, supported by open and meaningful communications.*





*We are committed and accountable to the following beliefs.....*

**Collaboration** – We believe in the collective voice of students, staff, families, and community working toward a common goal.

**Communication** – We believe in meaningful communication between schools, families, and community that provides an open, honest, and concise dialogue that keeps all informed.

**Engagement** – We believe learners will perform at higher levels when instruction results in persistent, attentive, and committed learners.

## Vision

Caring people that lead, empower, and inspire all students to achieve excellence.

## Mission

Our commitment is to prepare each student to become a career and college ready citizen. We will partner with families and community to provide an engaging and challenging education in a safe and positive environment.

## Goal 1: Build a Positive Culture

- Improve communication with students, staff, families, and communities.
- Ensure a safe and healthy environment.

## Goal 2: Prepare All Students to Be Career and College Ready

- Develop, implement, and maintain the Guaranteed and Viable Curriculum (GVC).
- All students will be reading on grade level by the end of second grade and subsequent years.
- All students will be prepared for Algebra I by the end of 8<sup>th</sup> grade and students will demonstrate annual growth.

**High Expectations** – We believe in challenging and inspiring all learners to reach their maximum potential.

**Instructional Design** - We believe educators are designers and utilize design qualities to meet the needs and interest of the individual learner.

**Relationships** - We believe relationships are the foundation for creating an environment which fosters positive connections, trust, and integrity which is critical for student success.

**Respect** – We believe in honoring opinions and diversity while treating each other with dignity.

**Safe Environment** - We believe in providing a healthy school environment that is physically and emotionally safe.



PROFESSIONAL TEACHING  
STANDARDS BOARD

## PROFESSIONAL CODE OF CONDUCT

Educators licensed by the Wyoming Professional Teaching Standards Board are expected to practice in line with the Rules and Regulations of the Board. In addition, professional educators are to understand the sanctity of trust placed in them by the parents/guardians of the children of Wyoming. The following three sections - Professional Educator, Technology, and Healthy Boundaries - aim to guide educators to professional practice in order to proactively address certain areas where the professional choice may not be an obvious choice. While certainly not exhaustive, this professional code of conduct is intended to be used as a tool to help guide and orient the educator's understanding of, respect for, and responsibility to the profession. Violating this code of conduct is not an independent basis for teacher discipline. Similarly, discipline may be imposed if a teacher violates the Board's rules regardless of whether that violation is also a violation of this code.

### PROFESSIONAL EDUCATOR

- Adhere to federal and state laws, professional licensure requirements, and local school policies.
- Actively participate in and comply with Individualized Educational Programs and 504 plans.
- Ensure the workplace is free of sexual harassment or harassment of any kind. Any type of harassment should be reported immediately.
- Respect colleagues as fellow professionals and maintain civility when differences arise; resolve conflicts, whenever possible, privately and respectfully and in accordance with district policy.
- Respect differences; plan and advocate for inclusive groupings for instruction and other school activities so that plentiful, equitable, and quality educational opportunities are available for all students regardless of race, gender, family, social, or cultural background, national origin, political or religious beliefs, sexual orientation, or disability.
- Comply with inquiries regarding investigations and hearings initiated by the Professional Teaching Standards Board.
- Provide truthful information on all documents when applying for or renewing licensure.
- Protect students from any practice that harms them or has the potential to harm them.
- Use developmentally appropriate assessments for the purpose and manner they have been intended.

- Reflect on and assess your professional skills, content knowledge, and competency on an ongoing basis and commit to ongoing professional learning and development.
- Maintain confidentiality. Disclosure of information to persons who do not have both a right and a need to know is a violation of the law. Always respect the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice such as: 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.). Sensitive information shared by family members to you is confidential.
- Communicate with parents/guardians in a timely and respectful manner while maintaining appropriate confidentiality with respect to student information disclosed by or to parents/guardians unless required by law.
- Enhance the professional growth and development of new educators by supporting effective and supervised field experiences, mentoring, and induction activities across the career continuum.
- Recommend for employment only those educational professionals who have demonstrated professional and ethical behavior.
- Assign leadership roles equitably.
- Consider the implications and possible ramifications of engaging in a personal or professional relationship with parents/guardians, student teachers, colleagues, and supervisors.
- Conduct financial business with integrity and by honestly using property, facilities,

materials, and resources in accordance with local policies and state and federal laws.

### TECHNOLOGY

- Know your district's policy on the use of technology and communication.
- While using social media, maintain separate personal and professional virtual profiles, keeping personal and professional lives separate and distinct. Always monitor your privacy/share settings as well as posts to-and-from contacts in order to maintain professionalism.
- Do not use your personal phone to text or call students.
- School computers are to be used only for school purposes at all times
- Email students via your school-sponsored website, computer, or email. Do not use your personal email account. Consider all emails public.
- Do not download sexually explicit or any inappropriate or questionable material on school computers.
- Exercise prudence in your posts. If you don't want the Superintendent reading it aloud to you in a meeting, don't post it.
- Be aware that once you post something, it may be there forever without any future control by you.
- Keep virtual work friendly. Do not use names of co-workers, bosses, or students in a negative connotation.
- Do not give out personal information.
- Movies, TV programs, internet sites, reading material, etc., used at school by you for students needs to comply with school district policy.

## HEALTHY BOUNDARIES

- Maintain and communicate what a professional relationship is with students inside and outside of school property or at extracurricular activities.
- Use caution in the way you touch students.
- Going to parties or socializing with students is inappropriate. Loose, inappropriate boundaries set the stage for harassment issues.
- 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 providing rides home for a particular student or students is inappropriate.
- Respect students by taking into account their age, gender, culture, setting, and socioeconomic context.
- Always consider the implication of accepting gifts from or giving gifts to students.
- Do not engage in, solicit, or consummate any inappropriate written, verbal, or physical relationship with a student. It is never permissible to engage in romantic or sexual relationships with a student.
- Communicate to students with transparency and in appropriate settings, such as leaving your classroom door open during a private conversation.
- Affirm the helping nature of your relationship with students by assisting students obtain the additional supports they may need — counseling, medical interventions, etc. Understand your professional limits and know when to refer to another professional.
- Ensure that a chaperone is present and available to students during off-campus school-sponsored activities (male chaperone for male students and a female chaperone for female students.)
- Model appropriate language for students. The use of profanity, vulgarity, put downs, sarcasm, hidden messages (e.g. sexual innuendos), or name calling, whether verbal or non-verbal, is inappropriate in the presence of students.
- Students need to be supervised at all times while in your classroom.
- Dress professionally – regardless of current trends. Dress in a manner in which you can be actively involved in student learning and activities and in a way that aligns to the mission and vision of the district.
- 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.
- Entering into an adult relationship of any kind with a former student should be met with extreme caution. The professional educator never fosters an adult relationship with any student while the student is currently in school even if the educator is not or will never be the student's teacher

### WY Renewal Requirements

#### Standard Teaching Certificate:

- \* Five (5) professional development credits

#### With a Coaching Endorsement:

- \* Include current 1st Aid/CPR certification

#### Coaching Permit Renewal:

- \* Current Care & Prevention certificate (required every 5 years)
- \* Current 1st Aid/CPR certification

#### Substitute Permit:

- \* Five (5) professional development credits

**Check your certificate or the PTSB website for renewal requirements.**

**Keep your certificate in a safe place!**

Visit [www.ptsbwyoming.com](http://www.ptsbwyoming.com) to register your online account. This account allows you to check the status of your license/permit, make changes to your contact information, and check to see how many renewal credits you have on file.

Professional Teaching Standards Board  
Emerson Building #128  
2001 Capitol Avenue  
Cheyenne, WY 82002  
1-307-777-7291

A list of PTSB-approved workshops is available on the PTSB website at [www.ptsbwyoming.com](http://www.ptsbwyoming.com). You can also look for professional development workshops through your school district or take college courses for renewal credits.



## DISTRICT STAFF DRESS CODE

It is important that all employees dress appropriately and professionally for the position they hold in the district. At the request of the Board of Trustees, expectations for professional dress for district employees are outlined below. The same guidelines apply to all substitutes.

**Administrators:** While school is in session, semi-formal dress is required. This includes a collared shirt and tie or a school shirt for men, and comparable professional clothing for the ladies such as dress slacks, skirts and dresses. More casual clothing can be worn when school is not in session.

**Building Staff:** This includes all staff members that have instructional assignments and/or work with students or the public (teachers, paraprofessionals, secretaries, administrative assistants, office clerks, library staff, etc). In most cases, dress will be considered as "business casual."

### **NOTE FOR THE 4-DAY SCHOOL WEEK**

**Blue jeans may only be worn on Fridays. Thursday is not the 'new' Friday.**

Blue jeans will not be worn on the last day of a work week if other than a Friday. Blue jeans may be worn on an out of classroom activity that has a strong potential to soil or damage clothing (these types of activities are very limited).

**Non-Instructional & Maintenance Staff:** Wear clean clothing that is appropriate for the job description

**Travel Outside of the District:** Dress appropriately to represent the school district in your capacity.

**Coaches/Sponsors and Students:** For coaches/sponsors, work-out clothing or blue jeans are not appropriate dress while sponsoring activities at home or on the road. Students will be asked to wear clothing that is appropriate to represent the school district.

If you plan to be absent from work, please set up an automatic reply (out of office) on your email .

You can find this in your email account settings.

# GCSD#1 BOARD OF TRUSTEES

## October 2023

	<u>Term Expires</u>
Mr. Michael Sussex – Chairman	December 2024
Ms. Sarah Chaires – Vice Chairman	December 2026
Mr. Chris Alexander - Clerk	December 2026
Mr. Matt Cushman - Treasurer	December 2024
Mr. Dylan Hager	December 2024
Mr. Justin Hurley	December 2024
Ms. Lena Moeller	December 2024
Mr. Wade Phipps	December 2026
Mr. Carlos Saucedo	December 2024





# Goshen County School District No.1 2023-2024

Red = no school - no students/ buildings closed  
Green = student intervention & extension, and staff PD Fridays

**August 2023**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**  
 Aug 1 & 14 New Teachers  
 Aug 15-16 Cert Staff Prof Dev/Collegial  
 Aug 17-18 Cert Staff Work Days  
**Aug 21** First Day of School  
 Aug 25 Intrvm/Exten/PD Friday  
 8+4+1

**January 2024**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January**  
 Dec 25 - Jan 2 Christmas Break  
 Jan 3 Return to School  
 \*Jan 5 Full School Day \*  
 Jan 12, 19 Intrvm/Exten/PD Fridays  
 Jan 26 No students/ no staff  
 18+0+2

**September 2023**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**September**  
 Sept 1,4,22 No students/ no staff  
 \*Sept 8 Full School Day \*  
 Sept 15, 29 Intrvm/Exten/PD Fridays  
 Sept 15-16 State Golf  
 Sept 21-23 State Tennis  
 16+0+2

**February 2024**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**February**  
 Feb 2,23 No students/ no staff  
 Feb 9, 16 Intrvm/Exten/PD Fridays  
 Feb 16-17 Reg Wrestling  
 Feb 23-24 State Wrestling  
 Feb 22-24 1A/2A Regional Bball  
 Feb 29-Mar 2 1A/2A State & 3A Reg Bball  
 17+0+2

**October 2023**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	Q	20	21
22	23	24	25	26	27	28
29	30	31				

**October**  
 Oct 6 No students/no staff  
 Oct 13, 20, 27 Intrvm/Exten/PD Fridays  
**Oct 19** End Quarter 1 (36 days)  
 Oct 21 State Cross Country  
 Oct. 27-28 Regional Volleyball  
 18+0+3

**March 2024**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	Q	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**March**  
 Feb 29 - Mar 2 1A/2A State & 3A Reg Bball  
 Mar 1,8, 29 No students/no staff  
 Mar 7-9 3A/4A State Basketball  
**Mar 14** End Quarter 3 (43 days)  
 Mar 15, 22 Intrvm/Exten/PD Fridays  
 Mar 29 - Apr 1 Spring Break  
 16+0+2

**November 2023**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**November**  
 Nov 2-4 State Volleyball  
 Nov 3, 10 No students/no staff  
 Nov 10-11 State Football  
 Nov 17 Intrvm/Exten/PD Fridays  
 Nov 22-24 Thanksgiving Break  
 16+0+1

**April 2024**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**April**  
 Mar 29 - Apr 1 Spring Break  
 \*Apr 5 Full School Day \*  
 Apr 12, 19 Intrvm/Exten/PD Fridays  
 Apr 26 No students/ no staff  
 18+0+2

**December 2023**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	S	22	23
24	25	26	27	28	29	30
31						

**December**  
 Dec 1, 8, 15 Intrvm/Exten/PD Fridays  
**Dec 21** End Semester 1  
 Dec 22-Jan 2 Christmas Break  
 12+0+3

**May - June 2024**

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
G	20	21	22	23	24	25
26	27	28	29	30	31	1

**May - June**  
 May 3, 10 Intrvm/Exten/PD Fridays  
 May 10-11 Regional Track  
 May 16-18 State Track/State Soccer  
 May 17 No students/no staff  
 May 19 District Graduations  
**May 23** Last Day of School Students  
**May 24** Last Day Staff (no students)  
 14+0+3

2024 Graduation Times 1:00 SE 2:30 THS 4:00 LFL

Q1 = 36 days Q2 = 34 days/ Sem 1 = 70 days/ Q3 = 43 days Q4 = 40 days/ Sem 2 = 83 days

## 2023-2024 SCHOOL YEAR

New Teacher Orientation	August 1 & 14, 2023
District Staff Inservice	August 16
Teacher Prof. Development & Work Days	August 15-18
First Student/Teacher Day	August 21
Labor Day – No School	September 4
End of Quarter 1	October 29
Thanksgiving Vacation – no school	November 22-24
End of Semester	December 21
Christmas Vacation – no school	December 22 – January 2, 2024
Return to School	January 3, 2024
End of Quarter 3	March 14
Easter Vacation – no school students or staff	March 20-April 1
Graduation (SE 1:00/ THS 2:30/ LFL 4:00)	May 19
Last Day of School for Students	May 23
Last Staff Day	May 24

**Intervention/Extension/PD**

**Fridays:**

August 25  
 September 15, 29  
 October 13, 20, 27  
 November 17  
 December 1, 8, 15  
 January 12, 19  
 February 9, 16  
 March 15, 22  
 April 12, 19  
 May 3, 10

**No Student/No Staff Fridays:**

September 1, 22  
 October 6  
 November 3, 10  
 December 22  
 January 26  
 February 2, 23  
 March 1, 8, 29  
 April 26  
 May 17

**Full School Day Fridays:**

September 8  
 January 5  
 April 5

**GRADING TIMELINE**

1. Grades will be due 3 working days after the end of the quarter. If necessary, a building principal can work with staff and make other arrangements. A change in timeline will be reported to the Central Office.
2. Verification lists will be distributed on the 4<sup>th</sup> working day after the end of the quarter.
3. Grades will be mailed to parents and guardians within a two-week period after the end of the quarter

**PARENT TEACHER CONFERENCES**

Conferences will be held each semester. Buildings are to notify the Central Office of scheduled dates and times.

Fall dates are on the district website calendars.

<b>CENTRAL ADMINISTRATION OFFICE</b>		Office 532-2171
626 West 25 <sup>th</sup> Avenue, Torrington WY 82240		Fax 532-7085
		Central Office Hours:
		Mon- Thurs 7:00 am – 5:00 p.m.
		Fridays 7:00 am - noon
<b>Superintendent</b>		Ryan Kramer
<b>Director of Curriculum &amp; Instruction, Data Mgmt</b>		Kevin Derby
<b>Business Manager</b>		Marcy Cates
<b>Director of Human Resources &amp; Public Relations</b>		Holly Lara
<b>Food Service Director</b>		Ramona Moody
<b>Technology Director</b>		Mike Harberts
<b>Central Administration Support</b>		
Administrative Assistant to Superintendent		Loreen Fritzler
Accounting Specialist		Kim Cawthra
Payroll & Benefits Specialist		Stacy Polkowske
Data Specialist		Dustin Ludwig
District Maintenance Supervisor		Lonnie Britton
District Maintenance		Jeff Logsdon
District Maintenance		Dale Mundt Jr.
District Groundskeeper		Pete Polkowske
Technology Office Clerk & Webmaster		Anna Hytrek
Tech Administrator		Ian Cottrell
Tech Support		Pete Cawiezel
<b>District School Resource Officer</b> Stephen Easton	TPD 532-7001 TMS 532-7014	<b>District School Resource Officer</b> Jeff Ryall TPD 532-7001 THS 532-7101
<b>OFFICE OF SPECIAL SERVICES</b>		Office 532-2171
626 West 25 <sup>th</sup> Avenue, Torrington WY 82240		Fax 532-5192
Special Services Director		Trina Nichol
Secretary		Cindy Lemmon
<b>TRANSPORTATION DEPARTMENT</b>		Office 532-2542
810 West 25 <sup>th</sup> Avenue, Torrington, WY 82240		Fax 532-3997
Transportation Supervisor		Todd Werner
Secretary		Dana Mackey
Office Clerk		Karen Fisher
<b>LINCOLN ELEMENTARY</b>		Office 532-4003
1402 East P Street, Torrington, WY 82240		Fax 532-2669
Principal		Lana Swingholm
Secretary		Lori Grandy
Office Clerk		Lara Hager
<b>TRAIL ELEMENTARY</b>		Office 532-5429
1601 East M Street, Torrington, WY 82240		Fax 532-3451
Principal		Tyler Floerchinger
Academic & Intervention Specialist		Robb Nicolay
Secretary		Dawn Gilchriest
Office Clerk		open

<b>TORRINGTON MIDDLE SCHOOL</b>		<b>Office 532-7014</b>
<b>2742 West E Street, Torrington, WY 82240</b>		<b>Fax 532-8402</b>
Principal	James Catlin	
Assistant Principal/ Activity Director	Jim English	
Secretary	Darcy Lawrence	
Secretary	Ashley Nighswonger	
<b>TORRINGTON HIGH SCHOOL</b>		<b>Office 532-7101</b>
<b>2400 West C Street, Torrington, WY 82240</b>		<b>Fax 532-2696</b>
Principal	Dr. Cynthia Porter	
Secretary to Principal	Jessica Carlson	
Dean of Students/ Activity Director	Gabe Bartlett	
Secretary	Erin Moore	
Attendance Clerk	Jill Waymire	
<b>PLATTE RIVER SCHOOL</b>		<b>Office 532-1009</b>
<b>3100 West C Street, Suite A, Torrington, WY 82240</b>		
Principal	Lindsay Maxey	
Secretary	Kristi Weglin	
<b>LINGLE FT. LARAMIE SCHOOLS</b>		<b>Elementary Office 837-2254</b>
<b>PO Box 379/ 3<sup>rd</sup> Street, Lingle, WY 82223</b>		<b>Fax 837-2057</b>
		<b>MS/HS Office 837-2296</b>
		<b>Fax 837-3025</b>
Principal K-12	Cory Gilchriest	
Dean of Students/ Activity Director	Mike Lashley	
Secretary - Elementary	Chrissy Hergert	
Secretary - Secondary	Janelle Scott	
<b>SOUTHEAST SCHOOLS</b>		<b>Elementary Office 532-3679</b>
<b>PO Box 160/Lacy Street, Yoder, WY 82244</b>		<b>Jr Sr High Office 532-7176</b>
		<b>Fax 532-5771</b>
Principal K-12/ Activity Director	Tim Williams	
Dean of Students	open	
Secretary	Brandy Tighe	
Secretary	Renee Stoddard	
<b>LAGRANGE ELEMENTARY</b>		<b>Office 834-2311</b>
<b>P.O. Box 188, LaGrange, WY 82221</b>		<b>Fax 834-2312</b>
Principal	Matt Daily	
Secretary	Rebecca Kauffman	

## **INFORMATION FOR ALL DISTRICT STAFF**

### **ALL NEW EMPLOYEES & SUBSTITUTE HIRING BACKGROUND CHECK & PAYROLL INFORMATION**

The district requires that all new employees complete and pass a background clearance (fingerprinting through the Wyoming Department of Criminal Investigation) prior to the first day of work. Employees who have had a recent background check completed by the district either as a substitute or through the Professional Teaching Standards Board to obtain a sub permit, coaching permit, or teacher certification may start work upon hire and completion of all payroll items. Any recommended new hire may only start work after the district receives the background clearance information (3-6 weeks processing time).

The same requirements apply to substitutes. All subs must have an application on file. Classified subs are required to pay a \$39.00 background check fee (money order or cashier's check; no personal checks) to be sent with the fingerprint cards. This fee will be reimbursed to the sub upon working 40 hours within the district. Substitutes who have a background check completed through the Professional Teaching Standards Board to obtain a sub permit, coaching permit, or teacher certification may start work upon hire and completion of all payroll items.

All payroll paperwork (fingerprinting cards, I-9, W-4, gold sheet, etc.) must be submitted to the payroll office prior to commencing work. After the paperwork has been submitted to the payroll office, an employee number will be assigned to the employee.

### **PAYROLL PROCEDURES/PAY DAY SCHEDULES DISTRICT POLICY 4141.11**

All full-time, part-time, and substitute employees working for the school district will be paid on the 25th day of the month in one paycheck. This includes support staff and certified staff salary schedules, and work beyond the contract days. All extra-duty salaries will be paid on the 25<sup>th</sup> of the month at the conclusion of that activity.

If the 25th falls on a Saturday, Sunday, or holiday, the pay date will be the last working day before the 25th.

All timesheets and any other related payroll forms must be submitted to the building administrator at the end of the payroll period as specified in the staff handbook. The building administrator will then approve and submit all payroll items to the business office per the specified pay period ending due dates posted in the staff handbook. Additional compensation forms (ex. work beyond) submitted after the specified date will be processed with the following month's payroll.

**PAY PERIODS FOR THE 2023-2024 SCHOOL YEAR**

<b>PAYROLL PERIOD</b>	<b>START</b>	<b>END</b>	<b>PAY DATE</b>	<b>WEEKS IN PAY PERIOD</b>
1	6/4/2023	7/1/2023	7/25/2023	4
2	7/2/2023	7/29/2023	8/25/2023	4
3	7/30/2023	9/2/2023	9/25/2023	5
4	9/3/2023	9/30/2023	10/25/2023	4
5	10/1/2023	10/28/2023	11/21/2023	4
6	10/29/2023	12/2/2023	12/21/2023	5
7	12/3/2023	12/30/2023	1/25/2024	4
8	12/31/2023	1/27/2024	2/22/2024	4
9	1/28/2024	3/2/2024	3/25/2024	5
10	3/3/2024	3/30/2024	4/25/2024	4
11	3/31/2024	4/27/2024	5/24/2024	4
12	4/28/2024	6/1/2024	6/25/2024	5

**GCSD#1 Certified Staff Salary Schedule  
2023-2024**

												GRANDFATHERED
		B. A.	B. A. + 15	B. A. + 30	B.A. + 45	M.A	M.A. + 15	M. A. + 30	M. A. + 45	M. A. + 60	DOC	B.A. + 60
STEP		1	2	3	4	6	7	8	9	10	11	5
1	A	53,592	55,592	57,592	59,592	62,592	64,592	66,592	68,592	70,592	72,592	61,592
2	B	54,342	56,342	58,342	60,342	63,342	65,342	67,342	69,342	71,342	73,342	62,342
3	C	55,092	57,092	59,092	61,092	64,092	66,092	68,092	70,092	72,092	74,092	63,092
4	D	55,842	57,842	59,842	61,842	64,842	66,842	68,842	70,842	72,842	74,842	63,842
5	E	56,592	58,592	60,592	62,592	65,592	67,592	69,592	71,592	73,592	75,592	64,592
6	F	57,342	59,342	61,342	63,342	66,342	68,342	70,342	72,342	74,342	76,342	65,342
7	G	58,092	60,092	62,092	64,092	67,092	69,092	71,092	73,092	75,092	77,092	66,092
8	H	58,842	60,842	62,842	64,842	67,842	69,842	71,842	73,842	75,842	77,842	66,842
9	I	59,592	61,592	63,592	65,592	68,592	70,592	72,592	74,592	76,592	78,592	67,592
10	J	60,342	62,342	64,342	66,342	69,342	71,342	73,342	75,342	77,342	79,342	68,342
11	K	61,092	63,092	65,092	67,092	70,092	72,092	74,092	76,092	78,092	80,092	69,092
12	L	61,842	63,842	65,842	67,842	70,842	72,842	74,842	76,842	78,842	80,842	69,842
13	M		64,592	66,592	68,592	71,592	73,592	75,592	77,592	79,592	81,592	70,592
14	N		65,342	67,342	69,342	72,342	74,342	76,342	78,342	80,342	82,342	71,342
15	O			68,092	70,092	73,092	75,092	77,092	79,092	81,092	83,092	72,092
16	P			68,842	70,842	73,842	75,842	77,842	79,842	81,842	83,842	72,842
17	Q			69,592	71,592	74,592	76,592	78,592	80,592	82,592	84,592	73,592
18	R			70,342	72,342	75,342	77,342	79,342	81,342	83,342	85,342	74,342
19	S				73,092	76,092	78,092	80,092	82,092	84,092	86,092	75,092
20	T				73,842	76,842	78,842	80,842	82,842	84,842	86,842	75,842

All compensation shall be at rates established by the Board; members of the teaching staff and other certified employees shall be paid in keeping with the steps of salary schedules approved by the Board. The Board shall review the schedules annually, and voluntarily meet with representatives of the staff to discuss matters of salary and benefits

- The Board of Trustees shall make every reasonable effort to maintain the schedules, but reserves the right to make any changes which in its judgment may be necessary from time to time
- Refer to Policy 4112.10 - Professional Staff Contracts and Compensation Plans, and Policy 4141.10 - Professional Staff Salary Schedules

***BA+60 column is only available to staff who were grandfathered in as of September 15, 2011.  
Applications for horizontal movement are due annually no later than February 28<sup>th</sup>.***

**GCS#1 CLASSIFIED STAFF SALARY SCHEDULE**

**2023-2024**

STEP	Level 51	Level 52	Level 53	Level 54	Level 55	Level 56	Level 57	Level 58	Level 59	Level 60	Level 61	Level 62	Level 63	Level 64	Level 65	Level 66	Level 67
1/SUB	\$16.20	\$16.58	\$16.97	\$17.37	\$17.79	\$18.22	\$18.66	\$19.13	\$19.61	\$20.10	\$20.61	\$21.14	\$21.69	\$22.26	\$22.85	\$23.46	\$24.09
2	16.45	16.83	17.22	17.62	18.04	18.47	18.91	19.38	19.86	20.35	20.86	21.39	21.94	22.51	23.10	23.71	24.34
3	16.70	17.08	17.47	17.87	18.29	18.72	19.16	19.63	20.11	20.60	21.11	21.64	22.19	22.76	23.35	23.96	24.59
4	16.95	17.33	17.72	18.12	18.54	18.97	19.41	19.88	20.36	20.85	21.36	21.89	22.44	23.01	23.60	24.21	24.84
5	17.20	17.58	17.97	18.37	18.79	19.22	19.66	20.13	20.61	21.10	21.61	22.14	22.69	23.26	23.85	24.46	25.09
6	17.45	17.83	18.22	18.62	19.04	19.47	19.91	20.38	20.86	21.35	21.86	22.39	22.94	23.51	24.10	24.71	25.34
7	17.70	18.08	18.47	18.87	19.29	19.72	20.16	20.63	21.11	21.60	22.11	22.64	23.19	23.76	24.35	24.96	25.59
8	17.95	18.33	18.72	19.12	19.54	19.97	20.41	20.88	21.36	21.85	22.36	22.89	23.44	24.01	24.60	25.21	25.84
9	18.20	18.58	18.97	19.37	19.79	20.22	20.66	21.13	21.61	22.10	22.61	23.14	23.69	24.26	24.85	25.46	26.09
10	18.45	18.83	19.22	19.62	20.04	20.47	20.91	21.38	21.86	22.35	22.86	23.39	23.94	24.51	25.10	25.71	26.34
11	18.70	19.08	19.47	19.87	20.29	20.72	21.16	21.63	22.11	22.60	23.11	23.64	24.19	24.76	25.35	25.96	26.59
12	18.95	19.33	19.72	20.12	20.54	20.97	21.41	21.88	22.36	22.85	23.36	23.89	24.44	25.01	25.60	26.21	26.84
13	19.20	19.58	19.97	20.37	20.79	21.22	21.66	22.13	22.61	23.10	23.61	24.14	24.69	25.26	25.85	26.46	27.09
14	19.45	19.83	20.22	20.62	21.04	21.47	21.91	22.38	22.86	23.35	23.86	24.39	24.94	25.51	26.10	26.71	27.34
15	19.70	20.08	20.47	20.87	21.29	21.72	22.16	22.63	23.11	23.60	24.11	24.64	25.19	25.76	26.35	26.96	27.59
16	19.95	20.33	20.72	21.12	21.54	21.97	22.41	22.88	23.36	23.85	24.36	24.89	25.44	26.01	26.60	27.21	27.84
17	20.20	20.58	20.97	21.37	21.79	22.22	22.66	23.13	23.61	24.10	24.61	25.14	25.69	26.26	26.85	27.46	28.09
18	20.45	20.83	21.22	21.62	22.04	22.47	22.91	23.38	23.86	24.35	24.86	25.39	25.94	26.51	27.10	27.71	28.34
19	20.70	21.08	21.47	21.87	22.29	22.72	23.16	23.63	24.11	24.60	25.11	25.64	26.19	26.76	27.35	27.96	28.59
20	20.95	21.33	21.72	22.12	22.54	22.97	23.41	23.88	24.36	24.85	25.36	25.89	26.44	27.01	27.60	28.21	28.84

continued	Level 68	Level 69	Level 70	Level 71	Level 72	Level 73	Level 74	Level 75
1/SUB	\$24.74	\$25.42	\$26.12	\$26.84	\$27.59	\$28.36	\$29.17	\$30.00
2	24.99	25.67	26.37	27.09	27.84	28.61	29.42	30.25
3	25.24	25.92	26.62	27.34	28.09	28.86	29.67	30.50
4	25.49	26.17	26.87	27.59	28.34	29.11	29.92	30.75
5	25.74	26.42	27.12	27.84	28.59	29.36	30.17	31.00
6	25.99	26.67	27.37	28.09	28.84	29.61	30.42	31.25
7	26.24	26.92	27.62	28.34	29.09	29.86	30.67	31.50
8	26.49	27.17	27.87	28.59	29.34	30.11	30.92	31.75
9	26.74	27.42	28.12	28.84	29.59	30.36	31.17	32.00
10	26.99	27.67	28.37	29.09	29.84	30.61	31.42	32.25
11	27.24	27.92	28.62	29.34	30.09	30.86	31.67	32.50
12	27.49	28.17	28.87	29.59	30.34	31.11	31.92	32.75
13	27.74	28.42	29.12	29.84	30.59	31.36	32.17	33.00
14	27.99	28.67	29.37	30.09	30.84	31.61	32.42	33.25
15	28.24	28.92	29.62	30.34	31.09	31.86	32.67	33.50
16	28.49	29.17	29.87	30.59	31.34	32.11	32.92	33.75
17	28.74	29.42	30.12	30.84	31.59	32.36	33.17	34.00
18	28.99	29.67	30.37	31.09	31.84	32.61	33.42	34.25
19	29.24	29.92	30.62	31.34	32.09	32.86	33.67	34.50
20	29.49	30.17	30.87	31.59	32.34	33.11	33.92	34.75

**CLASSIFIED JOB CATEGORY**

Level 51	Cooks, Accompanist
Level 52	Clerks (Office, Library, Nurse), Receptionist, Copy Clerk, Paras (Regular, Out School Susp)
Level 53	Special Education Paras
Level 54	Library Media Asst, Accompanist Level 2
Level 55	Custodians, Transportation Maintenance
Level 56	Webmaster
Level 57	Secretary of Transportation
Level 58	Secretary to Principal, Activity/Guidance Secretary, Special Services Secretary, Tech Support
Level 59	None
Level 60	None
Level 61	Elementary Head Custodians, COTA
Level 62	Payroll Specialist, Accounts Payable Specialist, Secondary Head Custodians w/Activity Duties
Level 63	None
Level 64	Federal Grants/Curriculum Administrative Assistant
Level 65	None
Level 66	Secretary to the Superintendent/Board of Trustees
Level 67	Bus Driver
Level 68	None
Level 69	Mechanic, Maintenance Personnel, Groundskeeper
Level 70	None
Level 71	Head Mechanic, Maintenance Specialist
Level 72	None
Level 73	Data Information Specialist
Level 74	Systems Administrator
Level 75	None

*The Board of Trustees reserves the right to alter this salary schedule at any time and this scale should not be construed to be apart of the employee's agreement. It is to be used as a guide only to determine wages.*

Approved: April 24, 2023

NURSES' SALARY SCHEDULE 2023-2024							
	LPN	RN	RN-15	RN-30	RN-45	RN-60	BSN
A	\$ 30,458	\$ 44,110	\$ 45,661	\$ 47,213	\$ 48,764	\$ 50,315	TEACHER SCHEDULE
B	\$ 31,174	\$ 45,351	\$ 46,902	\$ 48,454	\$ 50,005	\$ 51,556	
C	\$ 31,890	\$ 46,592	\$ 48,143	\$ 49,695	\$ 51,246	\$ 52,797	
D	\$ 32,606	\$ 47,833	\$ 49,384	\$ 50,936	\$ 52,487	\$ 54,038	
E	\$ 33,322	\$ 49,074	\$ 50,625	\$ 52,177	\$ 53,728	\$ 55,279	
F	\$ 34,038	\$ 50,315	\$ 51,866	\$ 53,418	\$ 54,969	\$ 56,520	
G	\$ 34,754	\$ 51,556	\$ 53,107	\$ 54,659	\$ 56,210	\$ 57,761	
H	\$ 35,504	\$ 52,306	\$ 53,857	\$ 55,409	\$ 56,960	\$ 58,511	

This salary schedule is intended as a guide for determining salaries after employment and is not to be construed as part of the nurse's contract. The Board of Trustees reserves the right to alter this salary schedule at any time.

For the 2023-2024 school year, nurses employed by the district more than 30 hours per week will receive benefits as determined annually by the Board of Trustees.

Approved: April 24, 2023

Administrator/Supervisor Salary Information 2023-2024		
Position	Contract Days	Base Salary
9-12 High School Principal	217	\$100,925
K-12 Principal / Alternative Principal	207	\$96,263
Middle School Principal	207	\$96,263
Elementary School Principal	197	\$91,601
Elem/MS/JH/HS Assistant Principal	197	\$83,030
Special Education Director	257	\$119,571
Curriculum Director	257	\$108,383
Business Manager	257	\$95,657
Technology Director/Accountant/Human Resources Director	257	\$74,433
Transportation Supervisor/Maintenance Supervisor	257	\$67,558
Food Service Director	257	\$51,786
Dean of Students	197	\$73,281
Premium per Year of Experience (max = 20 yrs)	\$750	
<b>Education Premium</b>		
MA+15	\$350	
MA+30	\$700	
MA+45	\$1,050	
MA+60	\$1,400	
EDS	\$1,750	
EDD/PhD	\$3,400	
<b>The following positions qualify for supervision pay</b>		
9-12 High School Principal	\$3,600	
6-12 Secondary School Principal	\$3,600	
K-12 Principal	\$3,600	
Middle School Principal	\$3,600	
High School/Junior High Assistant Principal	\$3,100	
Dean of Students	\$3,100	
<i>Supervision duties includes: extracurricular activities and events</i>		

Approved: April 24, 2023

## 2023-2024 EXTRA DUTY SCHEDULE

Coaches or sponsors of extracurricular activities shall be compensated as set forth in this schedule. The following index shall be used to determine the compensation for supplemental duties. The index ratios shall be applied to the current base teacher salary schedule (BA/A) for 2023-2024. The staffing formula for coaches and participants ratio is 1:12 and is based on a 3-year average taken at the end of the season.

ASSIGNMENTS BASED ON EXPERIENCE Years of Experience	0 Exp	1 & 2 Years	3 & 4 Years	5 & 6 Years	7 Years+
<b>Current Base = \$53,592</b>					
<b>Activity Directors:</b> TMS, LFL MS/HS, SE Jr & Sr High THS	14.00% 16.00%	14.75% 16.75%	15.50% 17.50%	16.25% 18.25%	17.00% 19.00%
<b>Group I</b> Head HS Football Coach Head HS Basketball Coach Head HS Wrestling Coach Head HS Forensics	12.00%	13.25%	14.50%	15.75%	17.00%
<b>Group II</b> Head HS Soccer Coach Head HS Track Coach Head HS Volleyball Coach Head FFA Sponsor	10.00%	11.25%	12.50%	13.75%	15.00%
<b>Group III</b> Assistant HS Football Coach Assistant HS Basketball Coach Assistant HS Wrestling Coach <b>Drama (Fall Play &amp; Spring Musical):</b> HS Play Director HS Vocal Director HS Play Set Tech. Assistant HS Forensics <b>Student Council HS:</b> to qualify for this schedule sponsors must: 1) be an active part of the school government and school services activities; 2) membership and participation in Wyoming State Student council activities; and 3) active for the entire year	8.00%	9.00%	10.00%	10.50%	11.50%
<b>Group IV</b> Head HS Cross Country Coach Head HS Tennis Coach Head HS Golf Coach (fall & spring) Assistant HS Soccer Coach Assistant HS Track Coach Assistant HS Volleyball Coach	7.50%	8.50%	9.50%	10.0%	11.0%
<b>Group V</b> Assistant HS Cross Country Coach Assistant HS Tennis Coach Assistant HS Golf Coach MS/JH Head Football MS/JH Head Basketball MS/JH Head Wrestling MS/JH Head Volleyball MS/JH Head Track FBLA Sponsor FCCLA Sponsor Cheerleading Sponsor (must cheer at all home events)	6.00%	6.50%	7.00%	7.50%	8.00%

	0 Exp	1 & 2 Years	3 & 4 Years	5 & 6 Years	7 Years+
<b>Group VI</b> MS/JH Assistant Football MS/JH Assistant Volleyball MS/JH Assistant Track MS/JH Assistant Wrestling MS/JH Assistant Basketball Assistant FFA Advisor	3.50%	4.00%	4.50%	5.00%	5.50%
<b>Group VII</b> HS Vocal & Instrumental Music: Instrumental & Vocal Music (3 performances) Special Music Ensembles (practice after school hours, average 2 hours per week, 5 school-approved performances) Pep Band (12 performances at girls & boys basketball, and boys wrestling, and at all home football games) MS/JH Musical: Drama Director Musical Vocal Director Set Tech Director	1.50%	2.00%	2.50%	3.00%	3.5%
<b>Group VIII</b> MS/JH Vocal & Instrumental Music (3 performances per year) HS Assistant Set Tech Director	1.00%	1.50%	2.00%	2.50%	n/a

<b>NON-EXPERIENCE BASED ASSIGNMENTS:</b>	<b>Current \$53,592 base</b>
<b>Head Teacher</b> – one if 0.5 FTE or less administrator, with a minimum of 5 grades	3.0%
<b>HS Yearbook</b> Class Sponsor – Junior (one for every 50 students at each grade) Student Publications - HS	2.0%
Elementary Vocal/ Instrumental Music (3 performances per year) MS/JH Student Council Department Head/Grade Head/Team Leader District Librarian Class Sponsor – Sophomore (one for every 50 students at each grade) NHS Sponsor Student Publications – MS/JH	1.0%
Class Sponsor – Freshman (one for every 50 students at each grade) Class Sponsor – Senior (one for every 50 students at each grade) District Spelling Bee	0.50%
District Head Nurse Stipend	\$1,000.00

**EXPLANATION OF EXTRA DUTY SALARY SCHEDULE:**

1. This extra duty schedule is not part of the salary schedule.
2. It is recognized that extra duty allowances are made for assignments which require teacher supervision beyond the normal teaching duty schedule, and therefore, the major portion of time involved for the sponsored activities shall occur outside the daily schedule. If time allowance during school is allowed, the extra duty pay may be adjusted accordingly.
3. Crowd supervision, clock operators, scorers, volleyball line judges, football chain gangs, and ticket takers will be subject to administrative scheduling.
4. Assignment of extra duties shall not be part of the teacher’s contract where extra pay is involved. These assigned duties will be covered by separate agreement.
5. Middle School shall be defined as grades 6, 7 and 8 at Torrington Middle School and Lingle Fort Laramie Middle School. Junior High is defined as grades 7 and 8 at Southeast Schools
6. If any break in coaching years, proof of past credit experience must be presented by the coach.

7. No more than four (4) extra duties will be assigned to any teacher.
8. Coaching experience in Goshen County applies to a specific sport. Experience cannot be transferred from one sport to another.
9. Credit will be given for all years of coaching a specific sport whether coach moves from one level to another, from boys to girls or girls to boys, or moves from assistant coach to head coach or head coach to assistant coach in that specific sport.
10. All attendance areas are to comply with the above.
11. All newly assigned extra duties will be paid at the completion of the activity.

*As an extra-duty assignment, employees of Goshen County School District No.1 do not acquire tenure or continuing contract status in any extra-duty assignments. The Superintendent and/or Board of Trustees retains the sole and exclusive right to terminate this assignment at any time without the requirement of stating a reason or holding a hearing regarding the decision to terminate the assignment. In the event of a termination prior to the completion of the assignment, extra-duty compensation as set forth above shall be prorated based upon the proportionate part of the assignment that has been completed.*



## DISTRICT GUIDELINES FOR TIME & ATTENDANCE



### Employee Responsibilities

- All employees shall be responsible for their own time in the system and for ensuring that the time recorded is accurate. Should corrections be needed, contact your building supervisor as soon as possible.
- If a classified employee is working for the school district, he/she must be clocked in.
- Employees should never work before they have clocked into Time & Attendance or after they have clocked out. The FLSA requires the district to pay overtime to all non-exempt employees who work over 40 hours per week.
- Only the employee will be responsible for clocking in and out for himself/herself. No employee will clock in or out for any other employee.
- Regardless of the situation, any classified employee working with the School District shall clock “in” at the beginning of their workday and clock “out” at the end of the work day or when leaving the work area due to personal reasons. *There are no exceptions.*
- Employees who are attending to personal business must clock out for the period of time they are away from their duties.

### Time & Attendance Editing

- No employee will be allowed to edit his/her own time. A supervisor or designated building time-editor is the only person who is allowed to edit an employee’s time.

### Overtime

- Unless it is an emergency situation any overtime must be **pre-approved** by your supervisor and the superintendent or designee in writing. The “Preapproval for Extra Hours” form must be submitted in advance
- Overtime begins when an employee works more than 40 hours in a week.
- **All efforts should be made during the work week to avoid overtime hours.**

### Breaks

- All employees must be clocked out of Time & Attendance for a minimum 20-minute lunch break.
- Breaks are not always possible and thus are not guaranteed for employees of GCSD#1. When breaks occur, they must conform to the following guidelines:
  - Breaks less than 15 minutes are allowed if approved by your supervisor and do not require clocking out and back in.
  - However, if you leave the building for personal business you are required to clock-out. Clock back in when you return to work duties.
  - Grouping breaks together to create an extended lunch or early departure is not permitted.

### End of Pay Period

- Employees are responsible for reviewing and verifying that time is entered correctly in order to receive a paycheck at the end of each pay period. Verification is completed weekly for electronic submission of timesheets to supervisors for approval.

## TIME SHEETS

1. All hourly classified employees and all substitutes (certified and classified) must clock in and out electronically. All timekeeping is done through the Time Management system. Time sheets must be verified and submitted weekly by the employee or substitute.
2. Time sheets will be approved electronically by the supervisor or building administrator each week. Time sheets must be approved electronically by both parties in order to be paid.

### Violations of Guidelines

*Violations of the general guidelines for utilization of the time system are grounds for disciplinary action including, but not limited to, leave without pay and/or dismissal*

## ABSENCE MANAGEMENT & SUB SYSTEM INFORMATION



GCSD#1 utilizes the Absence Management automated system. It is a web-based software application for both classified and certified employees. The system can be accessed by phone, smartphones, and through the internet.

All certified and classified employees are to report and schedule absences through Absence Management. This system features the ability to view current leave balances and is the tracking system for all employee leave days. The system will secure an appropriate substitute when one is needed.

The system works anytime and offers the convenience of being able to enter an absence as soon as that absence is known. Employees can call GCSD Absence Management at 1-800-942-3767, or access the website at <https://app.frontlineeducation.com/select/>. A link to this site is also provided on the GCSD website "staff" section, along with the Quick Start guide. Each building has a secretary who functions as an Absence Management Administrator in order to assist staff and substitutes.

To download the mobile app, search Frontline Education on your smartphone app store (i.e. Google Play or Apple App Store). After downloading the app, you will be asked for a 4-digit code provided by the district. **The code for Goshen County School District is: 7354**

The app has the same features at the internet site, including a dashboard showing your current leave balances, leave used to date, and timesheets. Timesheets can also be verified and submitted via the app, as well as scheduling an absence.

Administrators can also use the functionality of the app to approve absence requests, see a daily report including absences in their buildings and unfilled jobs, and also approve timesheets submitted by employees. Enter the specific dates and times of your absence, leave special instructions, and attach documents for the substitute if needed. Absence Management will call on the appropriate substitutes to fill absences. Employees have the ability to create their own preferred sub list, and to prearrange subs. If an absence is entered for a

leave category requiring preapproval (i.e. PTO or vacation), the supervisor will receive an email in order to approve the request.

Transportation and Food Service employees will enter their absences, with supervisors arranging the subs. All substitutes (classified and certified) are required to log in and out of the Time Management timekeeping system.

## STAFF SAFETY TRAINING & SUBSTITUTE SAFETY TRAINING



GCSD #1 is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the Public School WORKS online staff training system and can be completed at the convenience of the employees.

All district staff members and all substitutes are required to view and complete training modules such as bloodborne pathogens, suicide prevention, discrimination, sexual harassment, student privacy, and social media. Training modules are determined by the State of Wyoming, IDEA, or OSHA, and will correlate with your job. Completions will be emailed to your supervisor, and you will also receive reminder emails of approaching deadlines.

The Public School Works online library contains other optional courses that you may access should you desire more training or information. If you need assistance, please contact Loreen at Central Administration, or call PSW on their toll-free number at 1-866-724-6650.

## FLEXIBLE SPENDING ACCOUNT ELECTIONS

GCSD#1 offers a Flexible Spending Account (FSA) for all employees. A reminder will be sent out to all district employees each December asking for their annual enrollment and election amount in the plan. Once an election is made, it will be divided by the total number of payroll payments you will receive each year from the district. These deductions come out of your paycheck prior to any federal income tax deduction, FICA deduction or Medicare deduction.

Qualifying expenses include all out of pocket medical for you and your family, and also any dependent care or elder care expenses. There is a maximum annual election for dependent care, and a maximum annual election for out of pocket medical per current IRS regulations. It is the employee's responsibility to file for repayment of these elections based upon all applicable rules.

**ADDITIONAL RETIREMENT ELECTIONS**

GCSD#1 has a 403(b) plan established. If you would like to have pre-tax deductions taken from your paycheck each month and deposited with your retirement account representative, the district payroll office can facilitate this upon the receipt of the appropriate withdrawal paperwork. Qualifying deductions will be deducted from your check pre-federal income tax only.

You may also set up a deferred compensation 457 plan through the Wyoming Retirement System, using pre-tax or post-tax contributions. All employees qualify for these benefits. Contact the payroll office for more information.

**LOST PAYCHECKS**

If a paycheck is lost in the mail, a replacement check will be issued after the first day of the following month. GCSD#1 encourages all employees to utilize direct deposit as a solution to this potential problem.

**EMPLOYEE SALARY REQUESTS FROM A THIRD PARTY**

Wyoming’s Public Records Act requires that public school records be open for inspections by any person at reasonable times. On advice of our legal counsel, Goshen County School District No. 1 will comply with requests to disclose both the names and salaries of its employees upon proper request. The following procedures will be used when a request is received:

1. We will require that the individual making the request put it in writing (form is at Central)
2. We will notify the individual employee(s) that the request(s) was made
3. Requests will be responded to in a timely manner
4. Individuals making the request will be charged a copy fee and an hourly rate if the request requires substantial time to comply with the request

**Request for Salary Information**

I, \_\_\_\_\_, am requesting salary information on Goshen County School District No. 1 employee \_\_\_\_  
\_\_\_\_\_.

*This employee shall be notified that you are inquiring about his/her salary.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**If you have any questions in regard to any of the above items,  
please call the Payroll Office at 532-2171**

## **STAFF AS STUDENT ACTIVITY CHAPERONES**

Any employee who does not have an extra-duty assignment as an activity sponsor and wishes to serve as a student chaperone for an event will be required to use personal leave unless the district requires his/her attendance.

## **SNOW DAYS**

If state or county-maintained highways and roads are open, employees are responsible for being at work. A personal day must be taken if public roads are open and the employee chooses not to travel.

## **EMERGENCY CLOSINGS – DISTRICT POLICY 3611.12**

**\* includes information for remote education days/events\***

When school is canceled due to inclement weather, the decision will rest primarily with the transportation supervisor, the superintendent, and the administrator responsible for the attendance area.

Principals or designee also have authority to evacuate schools for reasons of disaster, threats, or “Acts of God”.

When school is dismissed, all activities, practices, performances, and games will be canceled for that day with the only exception being regional and state culminating events. The decision will then be made by the transportation supervisor, the administrator in charge of the culminating activity, and the superintendent. All factors considered, the basic consideration will be the safety of the students traveling.

In the case of a remote education learning day being called, the superintendent, transportation supervisor, principals, and athletics directors will review current road conditions and upcoming weather impacts to determine if extracurricular high school activity or athletic events including practices can be safely held. The decision will be made two hours prior to the start time for home events, or two hours prior to the departure time for away events requiring travel. The Wyoming Department of Transportation road conditions map must show road conditions are clear for travel (cannot say “no unnecessary travel”).

Events or practices on a remote education day will not be mandatory for students, parents may excuse their student if desired, and coaches/sponsors will have the ability to determine if practices will be held.

Communication on school closings, delayed start time, or early dismissal will be announced via Goshen County School District website, Goshen County School District automated messaging system, and local and regional radio and television stations. Morning announcements will begin as soon as possible, preferably by 6:00 a.m. for late starts and cancellations. Early dismissal notifications will occur immediately once decisions are made to release early.

## **JURY DUTY**

District employees served with an official court summons to appear as a witness or juror in a case not related to their personal legal actions will be granted the necessary time for appearance without loss of pay or paid time off (PTO). Fees paid by the court system (not to include travel allowances) for service as a witness or juror shall be reimbursed to the district by the individual. Employees are to submit a copy of the court voucher/warrant indicating payment for service to the payroll office.

## COACHING REQUIREMENTS

All district coaching positions require appropriate Wyoming certification. Failure to maintain current coaching endorsements is an accreditation issue. Current coaching requirements include transcript coursework including Care and Prevention, Principals of Coaching, Theory of Sport, current first aid and CPR, and other applicable coursework. Information regarding how to add a coaching endorsement is available at the Central Office, or through the Professional Teaching Standards Board website at [www.wyomingptsb.com](http://www.wyomingptsb.com)

Coaching staff working under a transitional coaching permit are required by the district to provide documentation annually that the required coursework is being completed in order to obtain full licensure through PTSB.

### **Volunteer Coaches or Sponsors**

Volunteers who wish to assist a team must provide a copy of a current Wyoming coaching permit to the Central Office and maintain a current first aid/CPR card. Volunteer coaches are allowed at the discretion of the administrator.

## **Red Cross First Aid / CPR Classes**

**Courses are offered annually  
and through the WCA Coaches Clinics in July.  
Don't let your cards expire!**

## VOLUNTEERS IN SCHOOLS

All volunteers are required to complete the School Volunteer information form (District Policy 1215) prior to volunteering in schools (including field trips) or acting as a volunteer coach. Screening is completed by the Superintendent, with a copy of the form returned to the school.

## INDIVIDUALS IN CRISIS

The district recognizes that suicide and suicide-related behaviors/ mental health challenges pervade all of us worldwide. Students or co-workers identified as displaying suicide-related behaviors are in need of immediate help that will allow them to be more successful, not only in an academic environment, but within their communities.

If you know someone who might be exhibiting the behaviors listed below, please report this to school personnel or contact Safe2Tell (1-844-WYO-SAFE) or [www.safe2tellwy.org](http://www.safe2tellwy.org)



All teachers at GCSD #1 are required to be trained in identifying individuals who may be in crisis.

- Threatening to hurt oneself or hurting oneself
- Talking or writing about death
- Agitated, anxious, hopeless
- Anger, withdrawal, unable to sleep
- Mood changes
- Chronic Illness
- Alcohol or drug abuse

**PARENTAL LEAVE  
DISTRICT POLICY 4325**

Immediately following the birth or adoption of a child, and when the equivalent of five (5) days of paid time off (PTO) or when applicable to the employee's classification, converted to the appropriate number of hours, has been used, an employee will be provided an additional fifteen (15) days of paid leave. Unused PTO can be used for extended parental leave.

Employees who work fewer than 12 months may not access parental leave during the summer break. Employees who utilize parental leave will not be allowed to perform extra-duty assignments during this time and are responsible for coordinating coverage with their activity director and the superintendent. All parental leave is also considered FMLA leave and will run concurrently (not in addition to) with the 12 weeks of family medical leave that employees may take pursuant to the Family Medical Leave Act (FMLA). Staff desiring to use parental leave should notify the superintendent in writing of their request and also request usage of FMLA.

**MEDICAL LEAVE BANK  
DISTRICT POLICY 4330 – Revised June 2023**

District employees who are provided with leave benefits may choose to participate in the medical leave bank. All eligible employees (permanent employee, regardless of hours assigned) will be included in the medical leave bank program unless they elect to opt out. Only employees choosing to participate in the medical leave bank program will be eligible to draw days from the bank.

For the purposes of this policy immediate family is defined as spouse, cohabitant partner, and child. Child means a biological, adopted, or foster child, a stepchild, or a legal ward. Eligibility to draw medical leave days from the bank will be based on the following stipulations:

1. Enrollment into the Medical Leave Bank:
  - a. New employees have thirty (30) days from their date of hire to opt out of contributing the equivalent of one (1) paid time off (PTO) day into the medical leave bank to be drawn on by the employee experiencing a catastrophic illness of a personal nature or the catastrophic illness of an immediate family member.
  - b. A PTO day for a part-time employee will be equivalent to the employee's average daily hours worked.
  - c. The district, on behalf of each eligible employee, will deduct the equivalent of one PTO day within the time frame provided above unless the employee executes a Medical Leave Bank Opt-Out form (Exhibit 2).
  - d. Employees who have accrued the maximum number of PTO allowed (60 days for classified employees; 100 days for certified employees) may opt out of donating excess days (Exhibit 2).

2. Bank days may not be drawn until the employee has used all leave available to the employee.
3. Bank days may not be used for maternity purposes unless the absence is due to medical treatment for complication of the mother.
4. Employees receiving benefits from the Wyoming Workers Compensation Board may not access the medical leave bank.
5. After returning to work, an employee may request additional days from the medical leave bank for follow-up medical appointments associated with the prior illness. The request will be considered by the Director of Human Resources upon receipt of written verification from a medical professional.

When the number of available days in the medical leave bank falls below one hundred and fifty (150) days, Human Resources shall provide notice that an additional contribution of one (1) PTO day is requested from participating employees.

An extension will be provided to an employee not having PTO available at the time a call for days is made. The extended day will be deducted from the employee's leave days once earned.

In the event a member chooses not to contribute, that person must provide written notice to Human Resources through completion of the Medical Leave Bank Opt-Out Form (Exhibit 2) that they wish to be excluded from the medical leave bank. An employee's decision not to contribute must be made in writing within thirty (30) days of date of hire for new employees, or within ten (10) days of a call for additional days (whichever is applicable).

The following are the numbers of days of medical leave bank access that will be allowed to employees per each year of continuous employment with the district:

- Employees in their 1<sup>st</sup> year of employment – 5 days maximum
  - o must have worked and be in attendance for a minimum of 5 days in district
- Employees in their 2<sup>nd</sup> year of employment – 40 days maximum/ cumulative
- Employees in their 3<sup>rd</sup> year of employment – 60 days maximum/ cumulative
- Employees with 4 or more years of employment – 80 days maximum/ cumulative

**Employees may be eligible for a cumulative total of eighty (80) days maximum from the medical leave bank during their employment with GCSD#1, including any breaks in service.**

#### Open Enrollment

Open enrollment will be made available August 1 – August 31 for current employees who previously opted out. Contact Human Resources to enroll.

#### Application for Medical Leave Bank Days and Appeals

An employee who has exhausted all available leave and wishes to request medical leave bank days must do so in writing to Human Resources using the Application for Medical Leave Bank Days Form (Exhibit 1). The application must state the reason(s) for the request, the nature of the illness or injury necessitating the request, the number of days requested from the bank, and written verification from a medical professional.

The Director of Human Resources shall review the nature of the request and rule on the request. The options shall be to approve the request, deny the request, or present the request to a Review Committee. This committee will be established by the Director of Human Resources as needed through a volunteer and appointment process, and be comprised of a certified staff member, a classified staff member, an administrator, and a school nurse. Each member shall hold membership in the medical leave bank. The Review Committee shall review the request within ten (10) working days of receipt.

If the employee's request to access the medical leave bank should be denied, the employee has the right to appeal the ruling. The employee will have five (5) working days from the date of notification of denial to file an appeal in writing to the superintendent.

An Appeals Board will be established by the superintendent as needed through a volunteer and appointment process. The Appeals Board will be comprised of a certified staff member, a classified staff member, an administrator, a school nurse, and the superintendent. With the exception of the superintendent, each member of the Appeals Board shall hold membership in the medical leave bank. The Appeals Board shall review the appeal within ten (10) working days of receipt of an appeal.

The Appeals Board shall consider the nature and severity of the need of the employee, other options of relief available to the employee, and the record of leave usage. Following the 10-day review period, the Appeals Board shall render to the employee within two (2) working days a written response to the appeal stating the decision of the Appeals Board and the reason(s) for the decision. The decision of the Appeals Board shall be final.

If upon review of the appeal by the Appeals Board, the employee is granted days from the medical leave bank, the employee shall be granted pay retroactively, within forty-eight hours of an appeals decision, for the unpaid leave taken in accordance with the number of days approved from the medical leave bank.

<p style="text-align: center;"><b>FAMILY AND MEDICAL LEAVE DISTRICT POLICY 4152/ 4252</b></p>
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Employees who have worked for the district at least twelve months and who have worked at least 1,250 hours during the twelve-month period immediately preceding commencement of leave are eligible for Family and Medical Leave. Employees meeting these criteria are eligible for unpaid leave, or paid leave if it has been earned, for a period of up to twelve work weeks (sixty workdays) during any twelve-month period.

For the purposes of this policy, "the twelve-month period" is defined as the period of time immediately preceding the leave. FMLA is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness, as provided by federal rules.

If spouses are employed by the district, they may together take only 12 weeks for FMLA leaves when the reason for the leave is Item 1 (birth or first year care) or Item 2 (adoption or foster placement) as listed above, or to care for a parent with a serious health condition. For example, if a husband takes 6 weeks of FMLA to care for his mother, then the wife can only take 6 weeks to care for her father.

If spouses are employed by the district, they may take a combined total of 26 weeks for Item 6 (covered service member) as listed above. An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Definitions

- a. Eligible Employee. An employee who has been an employee of the district for at least 12 months and has worked at least 1250 hours during the 12 months immediately prior to the date the leave begins.
- b. Child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child must be under 18 years old, or 18 or older and incapable of self-care because of a mental or physical disability.
- c. Parent. A parent is the employee's biological parent or someone who stood in loco parentis (in place of a parent) to an employee when the employee was a child.
- d. Serious Health Condition. A serious health condition is:
  - 1) an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider; and/or
  - 2) any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; and/or
  - 3) a condition requiring continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.Note: Serious health condition does not include minor illnesses that last only a few days and surgical procedures that typically do not involve hospitalization and require only a brief recovery period.
- e. Covered Active Duty:
  - 1) In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign county; and
  - 2) In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10
- f. Covered Service Member:
  - 1) A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
  - 2) A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.
- g. The term "outpatient status," with respect to a covered service member, means the status of a member of the Armed Forces assigned to:
  - 1) A military medical treatment facility as an outpatient; or
  - 2) A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- h. The term "next of kin" means, with respect to an individual, the nearest blood relative of that individual.
- i. The term "serious injury or illness" in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade rank, or rating.
- j. Health Provider. A health provider is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.

- k. Intermittent Leave. Intermittent leave is taken in separate periods of time due to a single illness or injury, rather than one continuous period of time.
- l. Reduced Leave Schedule. Reduced leave schedule means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Where the need for leave is foreseeable based on birth, adoption, or foster care placement of a child, the employee must provide the district with at least 30 days' notice before the leave begins, unless it is not possible because the birth, adoption, or foster care placement affords less notice, in which case the employee must provide notice as practical. Leave resulting from the birth, adoption, or placement of a child must be taken within twelve months of the birth, adoption, or placement. Leave for foster care placement requires a formal agreement between a State agency and the foster family regarding care of a child.

When leave is foreseeable based on planned medical treatment of a family member or for the employee's own treatment, the employee is required to give 30 days' notice, where possible, or notice as is practical, and the employee is required, subject to the approval of the health care provider, to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the district.

Intermittent leave or leave on a reduced leave schedule may not be taken by an employee whose leave results from the birth, adoption, or placement of a child, unless medically necessary. When leave is taken to care for a sick family member, or as a result of an employee's serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Instructional employees of the district may be subject to certain limitations on taking intermittent leave or reduced leave schedule. Instructional employees are defined as those whose principal function is to teach and instruct students in a class, small group or individual setting.

If an eligible instructional employee needs intermittent leave or reduced leave schedule to care for a family member or for the employee's own serious health condition and the employee would be on leave more than twenty percent of the total time, the district may require that the employee take leave for the duration of the planned treatment, or may transfer the instructional employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

If an instructional employee begins leave more than five weeks before the end of the term, the district may require that the employee continue leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term. If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the term, the district may require that the instructional employee continue leave until the end of the term if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term. If an employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of the term, and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the term.

During the time an employee is on Family and Medical Leave, the district will continue to provide coverage, under the district's health/dental insurance plans, if the employee was covered under the plan prior to the beginning of the employee's leave. Employee payment of premiums, such as family coverage or additional life insurance, which the employee paid prior to beginning such leave will remain the employee's responsibility. If an employee is unable to return to work due to medical reasons, the district may require the employee to furnish certification of the serious health condition.

If the employee has accrued paid leave (sick, personal, or vacation), the employee may be required to use all of the accrued paid leave concurrently with the twelve-week entitlement of family and medical leave.

The district may require an employee taking leave as a result of the employee's or a family member's serious health condition to furnish certification of the serious health condition from a health care provider. Such certification may be required at the beginning of the leave and then monthly thereafter. The district, at its expense, may require the employee to obtain a second opinion from a health care provider of the district's choice.

Following return from leave, the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Upon return to work, the employee will be restored to the same position the employee held when the leave commenced or will be placed in an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment (other than as described above for instructional employees).

This policy is intended to confer certain rights and privileges set forth in the Family and Medical Leave Act of 1993, and 29 C.F.R. Part 825, as amended from time to time, and the regulations implementing said act are hereby incorporated by this reference.

### REPORTING ACCIDENTS OR INJURIES

**All accidents or injuries involving district staff or students must be reported immediately to the Business Office on the School Risk Retention Program "Incident/ Injury Report" form. This form is available at each building from the school nurse.**

**If you have any questions about reporting procedures, please contact the Business Office.**

### WYOMING WORKER'S COMPENSATION ACT

#### **IN THE EVENT OF A WORK-RELATED INJURY:**

1. If you are employed in one of the categories below and are injured on the job, submit the completed SRRP Incident/Injury report form to Human Resources **within 72 hours** of the incident. You must verify and sign the "Wyoming Report of Injury" form as completed by HR **within 5 days** of the incident. All forms and assistance are available through Human Resources.
2. Employees of the district who are currently covered under the Wyoming Worker's Compensation Act are:
  - a. Teachers with potentially hazardous situations (i.e. chemistry, vocational classes, etc.)
  - b. Special education teachers and special education paraprofessionals working with special education students
  - c. Cooks
  - d. Nurses
  - e. Bus drivers, transportation maintenance workers, and mechanics
  - f. Custodians and district maintenance workers

3. The Worker's Compensation Division makes all determinations regarding medical claims and lost wages.

The filing of an injury report is not a claim for lost wages or any other workers' compensation benefit. You must apply for benefits. For more detailed information, contact Human Resources or Wyoming Worker's Compensation at 307-777-7441.

## REQUESTS FOR TRAVELING OUTSIDE THE DISTRICT (PER DIEM)

GCSD#1 has implemented a per diem for expenses incurred while traveling outside the district. Employees who travel will be reimbursed for meal expenses based upon the location they are traveling to. Hotels will be prepaid, and a credit card will be available for items such as transportation to and from hotels/airports. The employee will submit the per diem sheet, credit card receipts, and any expenses to be reimbursed to Kim Cawthra upon their return. Reimbursement checks are issued weekly on Tuesdays.

1. The travel request form, justification for travel form, and a purchase order are initiated at building level and must have principal approval. These forms can be found on the district's website:
  - a. Click on District Office
  - b. Click on Curriculum
  - c. Click on Professional Development
2. Must be submitted to the Central Administration Office for approval PRIOR to travel.

Certified staff travelling on non-contract days for district-sponsored professional development which requires travel/attendance on non-contractual days will be paid at the rate of \$250 per day. If applicable, complete a Work Beyond form and submit to your administrator for approval.

**Questions? Contact Kim Cawthra  
at the Central Administration Office at 532-2171**

## FIELD TRIPS & ACTIVITY TRAVEL

### **FIELD TRIP TRAVEL – DISTRICT POLICY 5147**

The following guidelines are set to implement the planning of field trips as part of and directly related to classroom learning activities:

1. Definition of a field trip: Any extended classroom activity requiring district transportation that is well-planned and properly timed. Each field trip must have significant educational value for the student or must be part of a school curriculum and must be limited to a reasonable traveling distance with approved drivers being available.
2. Definition of reasonable traveling distance:
  - a) K-2 field trips should not take any time beyond the time students are at school from 8:00 a.m. to 3:30 p.m. and are not to exceed 150 miles one way.
  - b) 3-12 field trips should not be longer than 10 hours and are not to exceed 250 miles one way.
3. The building principal and superintendent shall approve all field trips within the following guidelines:

- a) All arrangements for field trips must be submitted on activity field trip request forms and have the approval of the school principal.
  - b) Field trips will be approved if drivers and buses are available. Priority will be given to the earliest request submitted to the Transportation Office.
  - c) Private transportation will be avoided.
4. All field trips must be within district and/or building budgetary allotments. Transportation costs for approved field trips will be paid for by the district. Students may be asked to pay all or part of the expenses of field trips, provided participation in the trip is not a mandatory part of the instructional program.
  5. Each child who goes on a field trip must submit prior signed parental permission (Ex 2), or documented parent/guardian contact and administrator or designee approval, to the sponsor of the field trip prior to the field trip. Students in grades 9-12 will be able to opt-out of a field trip rather than opt in.
  6. Enough supervision must be provided so that student needs and safety is ensured and discipline on the trips is effective. Volunteers are required to submit District Policy 1215 (School Volunteers) information form and be cleared by the Superintendent prior to the trip.
  7. If the student is in out of school or in school suspension, the student would not attend the field trip.
  8. Failure to allow a student to attend a field trip denies access to a Free Appropriate Public Education (FAPE). The expectation is that all students will attend all field trips. If there is a question regarding the safety and security of the student, a meeting will be scheduled with the parent/guardian, building administrator, and teacher to create a plan for possible alternative access to the field trip. In situations where there is not consensus, the final determination will be made by the building principal in conjunction with the superintendent.
  9. Any field trip exceeding these guidelines requires Board approval.

EXHIBIT 1	Code: 5147
<b>FIELD TRIP REQUEST FORM</b> (to be completed for all trips requiring bus transportation)	
Teacher(s) Requesting: _____	Date: _____
Class(es) Participating: _____	<b>Time &amp; Mileage Definitions:</b> Grades K-2 8:00 am – 3:30 pm & Not to exceed 150 miles one way  Grades 3-12 No more than 10 hours & Not to exceed 250 miles one way
Trip Destination: _____	
Location: _____	
Date of Trip: _____	Trip Departure Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
	Trip Return Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Does this trip require Board approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reasons for Trip: List curriculum standards and benchmarks that will be addressed. (Examples: 5-LS1-1 support an argument, 5-LS2-1 develop a model, 4-ESS1-1 identify evidence...)	
_____	
_____	
Registration costs or other expenses related to the trip, including cost of driver, substitute teacher, substitute paraprofessional, etc.	
_____	
_____	
Principal's Approval: _____	Date: _____
Superintendent's Approval _____	Date: _____
Request Denied: _____	
Reason for denial: _____	
Written parent permission must be obtained for each student in grades K-8 participating on each trip. Use Exhibit 2.	
The approving administrator will submit an electronic transportation request. If the trip requires students to be gone during the lunch period, the building administrator will inform the kitchen staff in writing, with a copy to the school secretary.	
Revised: September 28, 1999 July 15, 2003 April 14, 2015 October 31, 2016 January 14, 2020	
Goshen County School District No. 1, Goshen County, Wyoming	

**Please note** – the current electronic fill-in form to request approval of a field trip is available on the district website by going to resources/staff/forms. Complete, print and submit to your principal for approval.

### **BUS RIDER RULES AND SUPERVISION GUIDELINES**

**The unique nature of activity trips and field trips mandates special rules and procedures. Adjustments benefit the programs involved as well as the riders, student sponsors and drivers. These guidelines and rules clarify the relationship between the bus driver whose primary responsibility during the trip is safe transport of students, coaches and sponsors whose primary responsibility is student management.**

#### **Supervision**

The ultimate decision regarding bus conduct, cleanliness, stops, etc. rests with the bus driver. Whenever there is an extra-curricular activity or field trip, there should be one or more coaches or sponsors who ride the bus. The driver and the coach/sponsor in charge of the trip should discuss the trip itinerary, where planned stops will be and review

the approximate schedule so that both understand it before the bus leaves the school. The Transportation Supervisor shall be informed of the route the bus will travel to get to the event.

### **Discipline**

To ensure safety guidelines are met, the driver has the final authority for discipline. However, the coach/sponsor most familiar with the students/athletes should be the person who takes first responsibility for monitoring behavior of the athletes on his/her team or the students in his/her class. This coach/sponsor should, immediately upon boarding the bus, identify him or herself to the driver.

### **Head Count & Roster**

A roster shall be provided to the driver before leaving for the trip. Coaches/sponsors should do a head count prior to leaving for the return trip and account for all students before the bus leaves and update the roster for the driver. The coach/sponsor is responsible for giving the driver the information that all riders are on the bus and ready to begin the rest of the trip.

### **Separate Student Seating & Seating of Teachers/Coaches/Sponsors**

On any school sponsored trip consisting of boys and girls, students should ride with one gender in the front and the other in the back of the bus. This is particularly important when the primary coach/sponsor for a specific team is not on the bus, i.e. when the boys team and the girls team from the early games are returning before the others, and one of their coaches/sponsors is staying behind.

When there is only one teacher/sponsor/coach accompanying students, that individual should be seated near the back of the bus so all students are visible. In instances where there is more than one teacher/sponsor/coach accompanying students, one individual should ride in the middle of the bus, and one in the back of the bus.

### **Loading and Storage**

Never block the aisle of the bus for any reason and at any time. Students may not place or store equipment or clothing in the aisle, by the emergency exits, or on the back ledge and compartment. Students cannot sit or lie down in these areas. This is one of the most important safety concerns that drivers and coaches/sponsors should share.

Coaches/sponsors and drivers should make sure that all equipment carried inside the bus is safely stowed within the compartment formed by the bus seats. Objects stored in overhead racks should be secure so there is no risk of injury to the riders. The bus driver must approve storage arrangements before the bus moves. Emergency exits must remain unblocked at all times.

### **Movement on the Bus**

Riders must remain seated facing forward with their feet out of the aisle and within the compartment formed by the seats. On long trips it is understood that there may be a need for coaches/sponsors to move about the bus to talk with various individuals. Coaches/sponsors may call individuals forward to talk with them. In such cases it is important to move and be seated safely as quickly as possible. Standing up for any length of time on the bus while it is in motion is dangerous and drivers cannot allow it.

### **Noise**

Noise can be a serious and dangerous distraction to the driver. While individuals have different tolerance levels for noise, a steady background level of conversation between students is not a problem. Sudden loud conversations across widely separated areas of the bus, or squeals and shouts distract the driver's attention from driving and cannot be allowed.

### **Music**

The driver may, at a coach's/sponsor's request, turn on the radio. Students frequently bring personal music devices and are encouraged to use these with headphones. In no case should students play "boom boxes" on the bus.

### **Locker Room**

A school bus is not to be utilized as a dressing room. Riders or participants need to find an appropriate dressing room upon arrival at the school event.

### **Cleats/Spikes**

Athletes are not allowed to wear, put on, or remove shoes with spikes or cleats on the bus. Athletes who damage buses with their spikes/cleats will be charged a damage fee.

### **Food**

Consumption of food and drinks is generally not allowed on buses. The only time that students will be allowed to eat on the bus is when that arrangement is made in advance. The driver and coach/sponsor should discuss when the group will eat and plan clean up procedures in advance. A primary reason for this strict rule is the difficulty with cleaning up pop spills, sunflower seeds or ice cream spills.

### **Drinks**

No student should be allowed to bring glass containers on the bus.

### **Clean Up**

Drivers will have cleaning materials and towels for cleaning up spills on the bus. Coaches/sponsors should designate students to clean up duty on the bus. The coach/sponsor and driver should inspect the bus for problems prior to the driver returning the bus to the garage at the end of a trip.

### **Reading Lights**

Reading lights and flashlights are permissible. No TVs are allowed on the bus. Portable electronic devices are allowed i.e. iPads, portable DVDs, laptops.

### **Team or Group Members**

All individuals riding a GCSD bus should know and understand that their coach or sponsor is primarily responsible for maintaining discipline on the trip; the driver has the final authority for discipline.

**THE DRIVER HAS AUTHORITY ON THE BUS AND THE FINAL WORD ON ANY DECISION.**

## **2023-2024 CERTIFIED STAFF INFORMATION**

### **WORK BEYOND CONTRACT DAYS – PAYROLL INFORMATION CERTIFIED EMPLOYEES**

**With prior written approval**, a teacher may be able to work during non-contracted days and/or beyond contract days for curriculum work, assessment work, mentoring new teachers and similar approved activities to be paid at a rate of \$30.00 per hour to a maximum of \$225 per day (7.5 hours).

Teachers working with students outside the school day for such things as 5<sup>th</sup> Block, detention, and after school tutoring will be paid at \$30.00 per hour with a maximum of \$225 per day (7.5 hours/ daily rate). Certified staff travelling on non-contract days for district-sponsored professional development which requires travel/attendance on non-contractual days will be paid at the rate of \$250 per day.

District administrators working outside their annual contract will be compensated at the rate of \$35.00 per hour or a maximum of \$262.50 per day. Hours for any work beyond the teacher contract days, assigned co-curricular days, and or extra duty days must be turned in on the "Work Beyond Teacher Contract" report form.

All "Work Beyond the Contract" forms must be accompanied by a sign-in sheet with the employee's signature on it. An employee signature MUST accompany the payment sheet in order to be processed and paid. Once the form is completed, the building administrator or supervisor must approve and sign the sheet prior to submitting it to the Central Office. "Work Beyond the Contract" forms are due monthly by the established payroll due dates. **Form is available on the district website on the resources/ staff /forms page.**

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
DISTRICT POLICY 4112.1**

All compensation shall be at rates established by the board. All certified employees shall be paid in keeping with the salary schedules approved by the board. The board shall review the schedules annually and voluntarily meet with recognized representatives of the staff to discuss matters of salary and benefits and other topics which are mutually agreed upon.

The superintendent shall have the prerogative to place new administrators on the administrators' schedule, within guidelines set by the board. The superintendent shall be paid as determined by the board.

Individual Contracts

The Wyoming Teacher Employment Law defines the status of teacher contracts, the procedures for reviewing or terminating teacher contracts, the rights and responsibilities of teachers and the board in the area of contracts, and procedures for suspension, dismissal, or termination of a teacher.

All terms and conditions of contracts with certified staff members shall conform with the requirements of the statutes. Pursuant to Wyoming Statute 21-7-107, all certified staff are required to notify the superintendent of an intent to resign their position for the upcoming school year by giving written notice on or before May 15.

If any of these employees breach their contract by tendering resignation after May 15, or by failing to complete and provide services for the entire school year under contract, employees shall not be deemed eligible to receive any severance benefits for the employee's breach of contract. The GCSD Board of Trustees may waive this penalty due to a medical disability incurred by the employee based upon provided documentation.

**TEACHER RESIGNATIONS**

Any teacher who resigns from a teaching position in this system and then returns will be considered as a new teacher (initial contract) to the system and will be placed on the schedule where his/her experience would qualify them. Those granted a leave of absence will be considered as active members of the staff and will not be subject to this clause if they sign a contract for returning employment.

**RESIGNATION OF PROFESSIONAL STAFF MEMBERS  
DISTRICT POLICY 4119**

The Board feels that all contracts with teachers and administrators are equally binding upon the district and the teacher or administrator, and the obligation of the contract should be respected and performed by both parties. Equally, early notification of intent to resign is beneficial to the district in order to recruit highly qualified candidates.

**Incentive:**

It is beneficial to the district if teachers and administrators notify the district prior to February 1 of intent to resign or retire. This allows the district sufficient time to plan for replacement staffing, advertising the position, and actively recruiting for the position.

**If the notice to resign is received prior to February 1, the incentive to be paid with the certified staff members' final paycheck will be \$1,000.00.**

**PROFESSIONAL STAFF SALARY SCHEDULES – HORIZONTAL MOVES  
DISTRICT POLICY 4141.1**

The salary schedules shall provide for normal movements based upon experience and approved earned credit subject to modification or changes by the Board of Trustees. The Board of Trustees shall make reasonable effort to maintain the District's salary schedules.

**PERSONNEL - Professional Staff Salary Schedules**

Any increase in salary based upon the salary schedule currently in effect shall be contingent upon the following considerations:

1. A certified employee's intent to earn additional education hours for advancement on the salary schedule shall be made in writing no later than March 1 preceding the contract year in which the advancement is to be effective. This intent shall be made by the certified employee on the form prescribed by the district and action thereon acknowledged by the Superintendent of Schools or his/her designee.
2. Prior approval of additional education hours is required for any advancement on the salary schedule. Advancement on the salary schedule shall be applied for in writing and approved (or rejected) by the Superintendent or his/her designee prior to course enrollment. Failure of professional staff to secure this formal approval shall cause the education hours to be disallowed for salary advancement during the ensuing year.
3. Hours to be recognized for horizontal movement on the salary schedule must be certified by an official transcript filed with the Superintendent's Office on or before September 15. In the event the Superintendent's Office is not advised an error in placement has been made, the appropriate adjustment shall be made at the time of discovery.
4. Certified employees shall be limited to an advancement of a maximum of one vertical and one horizontal step per contract year with the exception of completion of an advanced degree.
5. Hours earned in addition to the degree must be earned after the degree is granted. Hours must be earned before September 15 for salary consideration.
6. All hours earned prior to the actual granting of a degree shall not count towards advancement beyond that degree column level on the salary schedule.

**PROCEDURES FOR HORIZONTAL MOVES**

Teachers anticipating horizontal movement on the salary schedule must make application prior to March 1st to be considered for the ensuing school year. Any application after this date will not be considered. Final approval of the horizontal placement for the teacher will be made upon the receiving of a transcript of grades by September 15.

The hours beyond the BA must be earned after the BA is attained and all hours and credits to be used for a horizontal move are subject to the approval of the Superintendent and must be transcript hours. Evidence of eligibility must be provided this office by official transcript of credit by September 15<sup>th</sup> to change group.

To receive additional increments, prior approval of all hours to move horizontally on the salary schedule must be obtained from Central Office, using the "Request for Approval of Credit Hours" form. All hours and credits are subject to the approval of the Superintendent and must be transcript hours. All hours earned in addition to the bachelor's must be earned after the degree is granted. Graduate hours from an accredited college or university are applicable toward advancement on the salary schedule, with the following exceptions:

Undergraduate hours must be preapproved and will apply only if hours were:

- a. directly related to the teaching assignment;
- b. required by the Wyoming State Department of Education for re-certification;
- c. needed in order to complete an endorsement in a related teaching area

**REMEMBER**

1. **Any class that you plan to take for credit must be pre-approved by the Superintendent.** Forms turned in after the class has begun will not be approved. Classes on transcripts without a pre-approval form on file will not be considered.
2. **Please attach documentation indicating the course is graduate level from an accredited institution**
3. Apply for horizontal moves in February. Applications are sent out by Central
4. Request all transcripts be sent to Central by late August/ early September so we can get the approved moves to the payroll department in a timely manner
5. Horizontal and vertical movement is determined annually by the Board of Trustees
6. **Meet with the Superintendent prior to enrolling in a Master's or Doctorate program**

**CERTIFIED & PROFESSIONAL STAFF FRINGE BENEFITS  
DISTRICT POLICY 4140.0**

This policy is for district certified and professional staff and does not pertain to any individual who works on a temporary employment basis.

Insurance:

- 1) A group health insurance plan may be provided through payroll deduction as determined annually by the Board of Trustees.
- 2) Employees are also eligible for group term life insurance as determined annually by the Board of Trustees.

Fringe Benefits

- 1) The school district pays state retirement as determined annually by the Board of Trustees.
- 2) Eligible employees may participate in the Goshen County School District No. 1 403(b) and 457 plans.

Severance Benefits

After four (4) years of continuous employment, and provided the employee provides written notice of intent to resign on or before May 15 of the year of resignation, the employee will be deemed to have earned and be eligible for payment of severance benefits as follows:

- 1) Administrators, supervisors, and directors - \$50 per day for unused paid time off (PTO) up to 100 days
- 2) Certified staff - \$40 per day for unused paid time off (PTO) up to 100 days

### Worker's Compensation

An employee who is injured in the line of duty shall receive such compensation and expenses as approved by Wyoming Worker's Compensation through the Department of Workforce Services if the State of Wyoming lists a specific job as a hazardous occupation

## **CERTIFIED & PROFESSIONAL STAFF LEAVES AND ABSENCES DISTRICT POLICY 4150**

### PAID TIME OFF

1. Certified staff will be allowed eleven (11) days per year of paid time off (PTO) not to exceed one hundred (100) accumulated leave days. Administrators and professional staff will be allowed paid time off (PTO) per year as indicated by their terms of employment not to exceed one hundred (100) accumulated leave days.

A maximum of 5 (five) PTO days may be used consecutively

- a) Leave without pay (LWOP) for any leave in excess of 5 consecutive days requires prior written approval by the superintendent
  - b) PTO may be utilized in excess of 5 consecutive days with medical documentation to the superintendent
  - c) PTO may be utilized in excess of 5 consecutive days for bereavement with appropriate documentation to the superintendent
2. Employees are expected to utilize professional ethics regarding leave requests. Scheduled time off must be requested three (3) calendar days in advance and entered in the district absence management system.
  3. Leave without pay (LWOP) beyond a certified or professional staff member's available PTO may be requested in full-day increments for approval by the building administrator. LWOP will be deducted proportionately from their salary.
  4. Exceptions may be granted by the superintendent in accordance with District Policy 4151 (Superintendent Approved Leave)

### PROFESSIONAL DEVELOPMENT LEAVE

The building administrator may authorize professional development leave for attendance at meetings or activities related to the employee's job function(s).

### ASSOCIATION ACTIVITIES

The professional teachers organization recognized by the Goshen County School District No. 1 will be allowed leave for GCEA business in accordance with district professional development leave policy. The number of days utilized will be determined at the start of each school year by the superintendent and association leadership.

### COURT SUMMONS

1. Certified or professional staff served with a request or official court summons to appear as a witness or juror in a case not related to their personal legal actions may be granted the necessary time for appearance without loss of PTO. Fees paid by the court system (not to include travel allowances) for service as a witness or juror shall be reimbursed to the district by the individual.

2. An official court summons received by an employee for a personal violation of law or court appearance for self-initiated legal action will be required to use PTO.

#### OTHER

Goshen County School District No. 1 employees may be granted leave by using PTO to judge or officiate at Wyoming High School culminating events, i.e., regional and/or state tournaments.

### WYOMING TEACHER RECERTIFICATION

All certified teaching personnel and administrators in Goshen County School District No.1 must be certified by the Wyoming Professional Teaching Standards Board. Failure of any teacher or administrator to maintain a current certificate, or to obtain the appropriate endorsements, will result in the dismissal of staff, and the district losing full accreditation status *in addition to substantial financial penalties*. **DO NOT** let this happen!

All certified staff are responsible for maintenance and renewal of certificates PRIOR to the expiration date. PTSB **does not** notify teachers that a certificate is about to expire. Certified staff may log into the PTSB website after setting up an account and check the status of their certificate including expiration date and credits on file for renewal. Failure to submit a certification renewal prior to the expiration date may result in having to meet additional course standards. All district coaches must **always** have a **current** first aid and CPR card. These courses may be available through the district in August, and also annually through the WCA Coaches Clinic. A minimum of five (5) credit hours must be earned within the five (5) year validity of the certificate. Credits may be earned either by taking courses for transcript credit, and/or attending district staff professional development that has been approved for recertification credit. Fifteen hours of in-service will result in one (1) recertification credit.

The district sends out a form to all certified staff (teachers, administrators, nurses, counselors, etc.) prior to the end of each school year so in-district professional development hours for that school year may be calculated and submitted to PTSB. **Be sure to return this form to Central annually to ensure that recertification hours are on file prior to your recertification date.**

If you have questions about certification, please call Loreen Fritzler at 532-2171, or you may call the Professional Teaching Standards Board ([www.wyomingptsb.com](http://www.wyomingptsb.com)) in Cheyenne at 1-307-777-7291.

### NATIONAL BOARD CERTIFICATION

The National Board for Professional Teaching Standards is an independent, nonprofit, nonpartisan, and non-governmental organization dedicated to the belief that the single most important way to improve education in the United States is to recognize and reward accomplished teachers. National Board Certification is a process designed to award teachers distinction for meeting rigorous standards for performance that have been recognized as benchmarks for truly accomplished teaching. It is also a process that provides teachers with a highly beneficial professional growth experience.

Teachers applying for the five-year certificate demonstrate knowledge and skills through a series of performance-based assessments, including submissions of their students' work, videotapes of teaching sessions with students, and rigorous analyses of their classroom teaching and how well their students are learning. Candidates need a minimum of three years of teaching experience (with a valid state teaching license) to qualify,

and there is an application process and fee. For more information, access the website at <http://www.nbpts.org> or call Wyoming's Professional Teaching Standards Board and the Wyoming Department of Education.

District teachers earning National Board Certification will receive a \$2,000.00 district stipend for the first year. Options available after the first year are:

- a. apply graduate credits earned as a component of completing the NTBS program towards horizontal movement on the salary schedule, OR
- b. receive the \$2,000.00 district stipend for the remaining term of the certificate

The State Legislature currently provides an additional incentive of \$4,000.00. Goshen County School District No. 1 encourages teachers to take advantage of this professional growth opportunity.

The district will not assume costs for lodging, meals, registrations and transportation; those costs are assumed by the individual applying for this certification. A total of two professional days will be allowed in order to complete national board certification training.

Graduate courses taken in conjunction with NBTC require preapproval by the Superintendent. If you are interested in pursuing the NBTC program and have questions, please contact Superintendent Kramer at 532-2171.

#### **MASTER'S DEGREE INCENTIVE**

The 2009 salary relations agreement approved by the Board of Trustees included implementing a master's degree incentive program for certified staff who earn a master's degree after October 15, 2009.

There will be two annual payments of \$3,500.00 each, following the first full year of teaching in the district with a master's degree in place. This incentive will continue to be contingent upon the state funding model which provides additional funding for master's level teachers.

If you plan to pursue a master's program, please set up a time to meet with the superintendent in order to review your plan, and to ensure that the program is offered by an NCA accredited institution. All graduate level coursework requires preapproval by the Superintendent.

#### **DOCTORATE DEGREE INCENTIVE**

The 2012 salary relations agreement approved by the Board of Trustees included implementing a doctorate degree incentive program beginning October 15, 2012. The two annual payments of \$3,500.00 each will be paid following the first full year of teaching in the district with a doctorate degree in place. This incentive will also be contingent upon the state funding model which provides additional funding for doctorate level educators.

#### **STUDENT TEACHERS AND INTERNSHIPS**

All student teaching and internship placements must be approved by the Superintendent. Student teachers who wish to be placed in a district building are to contact the Superintendent's Office at 532-2171 for information on placement guidelines. University student placement advisors are to be referred to the Superintendent's Office prior to any school or staff member agreeing to place a student teacher or intern. Please refer to District Policy 2500.

# 2023-2024 CLASSIFIED STAFF INFORMATION

## CLASSIFIED STAFF PRE-EMPLOYMENT PHYSICAL ASSESSMENT

GCSD requires the successful completion of a pre-employment physical assessment. Individuals selected for permanent employment as a bus driver, cook, custodian, maintenance, mechanic, special education paraprofessional, or substitute bus driver will be required to demonstrate their physical capability to perform the job. The district will pay the cost of the screening, which is tied to the job description and based on industry standards of performance.

An individual who is recommended for hire will be contacted by Human Resources to schedule a screening at North Platte Physical Therapy after the district receives a clear background check. Upon successful completion of the physical skill ability screening, the employee may begin work.

## CLASSIFIED STAFF ADVANCEMENT

Staff hired before the month of December of the calendar year, will receive the regular step increase the following July if approved by the board of trustees as part of the annual salary and benefits proposal. Staff hired during or after the month of December of any calendar year, will remain on step until July of the second calendar year following employment.

## METHOD OF PAYMENT AND OVERTIME

All classified staff who work less than 12 months per year will have wages annualized from September to August if employment commenced at the start of school year. If hired after the start of the school year, wages will be paid over the remaining months in the current school year, with the exception if hired after January 31<sup>st</sup> (see #1 below).

1. New classified staff working less than 12 months, and hired between February 1 and May 31, will have the option to:
  - a) receive compensation in a manner consistent with annualized pay for the remaining term, or
  - b) receive payment as earned, according to the monthly pay period schedule.

Employees selecting option (b) above will have three months of insurance premiums deducted from the June paycheck.

2. Principals will have schedules for 10-month classified staff set annually by September 1st
3. Employees who take a leave without pay day will have their day docked each month according to the pay period schedule.
4. Any work done that does not relate to the employees' regular position will be paid monthly according to the pay period schedule (sports help, intervention Fridays, professional development etc.)
5. Overtime will be paid monthly according to the pay period schedule.
6. If at the end of the school year the total actual hours worked is over or under the number of hours annualized, the employee will be docked/paid accordingly on the June paycheck.

Electronic time sheets will be maintained by each employee and approved electronically by the building administrator. It is expected that additional hours over a 40-hour work week will not be required, except in rare

instances. If time is allowed by the administrator, hours must have prior approval by the Superintendent or designee.

## TRAVEL TIME FOR CLASSIFIED STAFF

According to the US Department of Labor guidelines, travel time for classified employees will be compensated as follows:

1. Employees will be compensated for actual time attending conferences, seminars, trainings, etc.
2. Employees will be compensated for actual travel time incurred when traveling by car. If traveling by plane during regular work hours Monday – Sunday, that time is included within the work day
3. Travel time is defined by the DOL as not only hours worked on regular working days during normal working hours, but also during the corresponding hours on nonworking days. If an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days.
4. A standard one-hour lunch break will be deducted unless information (conference agenda) is provided to the Human Resources office.
5. Travel time and conference attendance times will be edited into Frontline upon approval of the Human Resources office.

### **One Day Conferences/Meetings/Seminars:**

If the trip is one day, all time including travel is paid (travelling by car). Example: staff member leaves his/her place of work or transportation at 6:30 am to be in Cheyenne for a conference that begins at 8:30. The conference has a lunch break from 11:00 – 12:00, and continues until 4:00 p.m. The employee then travels back and arrives at his/her place of work or transportation at 5:30 p.m. The total paid time for this day is 10 hours (11 hours total less one hour for lunch)

### **Overnight Conference Travel within the Work Week:**

If the trip is overnight with travel time (by car) incurred Monday through Friday, your regular work hours are paid with a lunch hour per day deducted, in addition to any travel outside of the normal work hours. Example: staff member works a regular day in Torrington (7:45 -3:15 with lunch), then leaves after work to travel to a conference that begins in Sheridan the next morning. At this point the employee is paid for his/her regularly scheduled day that they worked, plus the travel time in a car to get to Sheridan that night. This day's total time paid is 11.5 hours (7.5 hours worked, plus 4 hours travel).

- The conference the next day is from 8:30 to 3:30 with an hour lunch. The employee then drives to transportation or their place of work and arrives at 8:00 p.m. Total time paid for this day is 10.5 hours (11.5 hours less lunch)
- If this same conference was to extend into the weekend, and all travel is by car, the employee would be paid for the conference time on Saturday or Sunday plus all travel time to and from his/her place of work or transportation.

### **Overnight Conference Travel Beyond the Work Regular Week:**

If the trip is a combination of travel within the regular work week and extends into the weekend, with a combination of travel by car and air, refer to the following example: Staff member leaves Thursday by air for a conference after working a regular day. They attend the conference Friday and Saturday, and travel home on Sunday by air.

- On Thursday, the classified staff member worked his/her regular 8-hour day and then drove 3 hours to get to the Denver airport. The time to travel by air to reach their destination that evening is unpaid travel time. This day would be paid as a 11-hour day.
- The conference hours on Friday were from 8:00 to 6:00 p.m. with an hour lunch break. This is a total of 9 hours paid for Friday.
- On Saturday the conference went from 8:00 to 4:00 with an hour lunch break. Employee will be paid for 7 hours.

- On Sunday the employee traveled home by air. Employee will be compensated for travel time incurred during normal work hours (while in air or car) and actual travel time while in a car. Assuming that air travel occurred from 8:00 to 2:00, with a 3-hour drive from Denver to Torrington, the employee will be compensated for 8 hours that day.

As a variation, if this conference also had a Sunday morning session from 8:00 – 11:00, and the employee then traveled home following that, the compensation for Sunday would be 3 hours of conference time, air travel from 11:00 – 5:00 (for example), and 3 hours of travel time by car from Denver to Torrington. Please note that travel times listed between destinations are approximate for example purposes. Actual travel times will vary. Any questions are to be addressed to the Human Resources office.

**CLASSIFIED STAFF FRINGE BENEFITS  
DISTRICT POLICY 4230**

This policy is for district support staff and does not pertain to any individual who works on a temporary employment basis.

Insurance

- 1) A group health insurance plan may be provided through payroll deduction as determined annually by the board of trustees. Classified staff who qualify for health insurance benefits are those who are hired for thirty (30) hours or more per week.
- 2) Employees are also eligible for group term life insurance as determined annually by the board of trustees.

Fringe Benefits

- 1) The school district pays state retirement on all classified positions regardless of weekly hours as determined annually by the board of trustees.
- 2) Employees may, if eligible, participate in the Goshen County School District No. 1 403(b) and 457 plans.

Severance Benefits

Classified staff members will receive \$20.00 per day for unused paid time off (PTO) converted to the number of days per the terms of employment up to 60 days, after four (4) years of continuous employment. Employees working 4 hours or less per day after four (4) years of continuous employment will receive \$10.00 per day of unused PTO.

Worker’s Compensation

An employee who is injured in the line of duty shall receive such compensation and expenses as approved by Wyoming Worker’s Compensation through the Department of Workforce Services if the State of Wyoming lists a specific job as a hazardous occupation

**CLASSIFIED STAFF LEAVES & ABSENCES  
DISTRICT POLICY 4240**

PAID TIME OFF

1. Classified staff will be allowed eleven (11) days per year of paid time off (PTO) not to exceed sixty (60) accumulated leave days. PTO will be allocated with the hourly equivalent of two (2) days at the start of the school year, and remaining PTO will be accrued monthly.
  - a) A maximum of 5 (five) PTO days may be used consecutively.

- b) Leave without pay (LWOP) for any leave in excess of 5 consecutive days requires prior written approval by the superintendent
  - c) PTO may be utilized in excess of 5 consecutive days with medical documentation to the superintendent
  - d) PTO may be utilized in excess of 5 consecutive days for bereavement with appropriate documentation to the superintendent
2. Employees are expected to utilize professional ethics regarding leave requests. Scheduled time off must be requested three (3) calendar days in advance and entered in the district absence management system.
  3. Leave without pay (LWOP) beyond a classified staff member's available PTO may be requested for approval by the supervising administrator.
  4. Exceptions may be granted by the superintendent in accordance with District Policy 4325 (Superintendent Approved Leave).

**PROFESSIONAL DEVELOPMENT**

The supervising administrator may authorize professional development for attendance at meetings or activities related to the employee's job function(s).

**ASSOCIATION ACTIVITIES**

The professional teacher's organization recognized by the Goshen County School District No. 1 will be allowed leave for GCEA business in accordance with district professional development leave policy. The number of days utilized between classified and certified association members will be determined at the start of each school year by the superintendent and association leadership.

**COURT SUMMONS**

1. Classified staff who are served with a request or official court summons to appear as a witness or juror in a case not related to their personal legal actions may be granted the necessary time for appearance without loss of PTO. Fees paid by the court system (not to include travel allowances) for service as a witness or juror shall be reimbursed to the district by the individual.
2. An official court summons received by an employee for a personal violation of law or court appearance for self-initiated legal action will be required to use PTO.

**OTHER**

Goshen County School District No. 1 employees may be granted leave by using PTO to judge or officiate at Wyoming High School culminating events, i.e., regional and/or state tournaments.

**CLASSIFIED STAFF SALARY INCENTIVE FOR PROFESSIONAL DEVELOPMENT  
DISTRICT POLICY 4210.18**

Any increase in salary of \$0.40 per hour based upon classified staff professional development hours earned shall be contingent upon the following considerations:

1. The district will recognize professional development hours earned by classified staff in the form of a salary incentive. Only hours earned after employment will be considered.
2. Professional development hours earned must be related to the classified staff members' current position within the district.

3. Any professional development or conference provided within the district, and/or paid for by the district does not qualify unless the employee has paid the course tuition, registration fee, or associated costs.
4. Employees may take a personal or vacation day to attend professional development or a conference and, with prior approval, count those hours or credits toward salary advancement
5. Prior to registering for a course, conference or professional development event, the preapproval form Exhibit 1 (Classified Staff Hourly Incentive PD Approval Form) must be submitted to the Superintendent with supporting documentation attached. Failure of classified staff to obtain pre-approval by the Superintendent will result in disqualification of those hours toward the incentive.
6. Hours required to qualify for the annual incentive are as follows:
  - a. Professional Development or Conference Hours = 75 seat hours (equivalent of 5 semester hours)
  - b. Transcript Hours = 5 semester credits on official transcript from accredited college
7. A classified employee's annual intent to apply for the professional development pay incentive shall be made in writing no later than May 15 preceding the fiscal/school year in which the incentive is to be paid. The classified employee will submit Exhibit 2 (Annual Application Form) to the Superintendent to indicate their intent to apply for the incentive, including all required documentation (official transcript, certificate of completion including total hours, instructor signed course agenda, or other documentation as approved).
8. Classified employees shall be limited to a maximum of one incentive earned per year, with nine incentives (corresponding with certified salary schedule) earned while in the employment of the district.

**CLASSIFIED STAFF AND UNEMPLOYMENT INSURANCE  
SUMMER MONTH ELIGIBILITY**

School employees are not eligible for unemployment during the summer months per the Wyoming Department of Employment. If staff members will be working again in the fall, the summer is considered "between terms" and therefore not qualified. As long as there is a reasonable assurance that the staff member will be reemployed in a similar position at the beginning of the next school year, then wages from the preceding year cannot be used to qualify that individual for unemployment benefits.

**VACATION -- ALL 12-MONTH CLASSIFIED EMPLOYEES**

District 12-month employees will receive the following amount of vacation time according to the amount of completed years of employment:

- 1-5 years employment = 10 days' vacation earned
- After 5 completed years of employment = 15 days' vacation earned

Vacation time is earned during the period July 1 - June 30 of any fiscal year and must be taken within the current fiscal year or will be forfeited. Vacation time for new employees hired after July 1 will be pro-rated accordingly.

For custodians, building security supervision and maintenance during weekends and holidays will be attended to by the head custodian, or a designee, in charge of the building. If a custodian must work on a set holiday, that day may only be made up with the prior approval of the Superintendent or designee. Working on a set holiday also requires approval of the Superintendent or designee.

**2023-2024 DISTRICT-WIDE CLOSING DATES FOR 12-MONTH EMPLOYEES**

The dates all district buildings, including Central Administration and Transportation, will be closed for holidays are as follows:

<b>2023</b>	July 4	4 <sup>th</sup> of July	<b>2024</b>	January 1, 2	New Years
	August 3	County Fair		March 29	Vacation Day
	September 4	Labor Day		April 1	Easter/Spring Break
	November 23	Thanksgiving		May 27	Memorial Day
	November 24				
	December 25,26,27	Holiday Break		<b>Total of 13 days that each building will be closed for the July 2023 – June 2024 school year</b>	

**TRANSPORTATION - MECHANICS**

Mechanics will be allowed a \$240.00 annual tool allotment to be paid with the July 25 paycheck annually.

**TRANSPORTATION BUS ROUTE DRIVERS & BUS AIDES**

**PAYMENT**

1. Drivers and bus aides will be guaranteed 2.0 hours per route.
2. All substitute salaries will be paid through the Central Office. Bus driver substitutes will receive a 2.0 hour minimum. The salaries received for all regular route substitute driving will be paid from time sheets submitted by the driver via Time Management.
3. All drivers must have a biennial physical (one every 2 years). The physician shall use the U.S. Department of Transportation, Bureau of Motor Carrier Safety Regulations for Drivers. Upon receipt of physical, the school district will reimburse the driver for the cost of the DOT physical examination up to \$150.00. This reimbursement will be annually if medically necessary.
4. New bus drivers will receive a \$500.00 incentive after 90 days of employment to assist with training and CDL costs incurred.

**ACTIVITY DRIVING (OTHER THAN ROUTE DRIVING)**

1. Drivers will be paid their regular bus driver rate for activity driving.
2. Waiting time will be included and paid as driving time. Sleeping time is not waiting time and will not be paid.
3. A twenty-four hour period shall be defined as that period of time commencing at 12:01 a.m., and ending at 12:00 midnight.

4. Any activity trip continuing into the next twenty-four hour period will not be considered as a separate activity trip and the additional hours driven beyond midnight shall be paid at their regular rate of pay.
5. In the event two or more separate, related or unrelated activity trips are driven during any twenty-four hour period, the hours driven for such trips will be totaled. In this instance, waiting time will not be paid when driver returns to home base between trips.
6. Meals expenses will be reimbursed by the district up to \$40.00 if an overnight trip. Itemized receipts are required. Maximum allowance for tip/gratuity is 20%
7. If teachers must be used as activity drivers, they are to be paid according to the activity pay scale, if outside the school day schedule, and for dual wheeled vehicles only. The activity driving salary will be for driving time ONLY.

## **PARAPROFESSIONALS**

In order to comply with requirements, set forth by the Wyoming Department of Education, Goshen County School District No. 1 will continue with a system of screenings for highly qualified paraprofessionals. This screening process was originally implemented to ensure that paraprofessionals in the district are all highly qualified individuals.

At the time of initial application, any applicant that provides college transcripts with 48 or more credit hours will be considered highly qualified and a potential candidate for paraprofessional substitute and/or full-time positions.

Any paraprofessional hired by the district must demonstrate his/her qualifications. This can be done by providing transcripts showing a minimum of 48 semester college credits earned, or passing the Praxis ParaPro Assessment on-line exam, measuring knowledge in reading, mathematics, and writing, as well as the ability to apply those skills and knowledge to assist in classroom instruction.

Any paraprofessional who is being considered for employment must demonstrate the requirements as above PRIOR to beginning work. Paraprofessionals who do not have 48+ transcript hours must immediately complete the ParaPro Assessment at the Central Office. Those who do not meet the minimum cut score of 462 set by the state of Wyoming will not be hired. All paraprofessionals currently on staff have provided evidence and are highly qualified. Any questions regarding these screenings may be addressed to the Central Office.

## **PURCHASING PROCEDURES**

### **IMPREST FUNDS**

Imprest funds are not a substitute for the voucher system or payroll system established by the district. The imprest fund is to be used only as directed. Any exception must be approved by the Business Manager prior to its use. Acceptable uses of the imprest fund are:

1. Officials/official organization: All officials will complete the request for payment form. The form will include:
  - a. official fee
  - b. mileage

- c. rider fee
  - d. contest worked and date
  - e. social security number of non-employee
2. Before any work is performed and payment is made to an individual (official, scorekeeper, linesman, etc.), a completed W-9 must be filled out and signed by that individual. All W-9's must be turned in to the Business Office.
  3. Dues/ entry fees/ registrations

**The administrator of the imprest fund will be responsible for a monthly reconciliation of the imprest fund.**

**PURCHASING PROCEDURES**

The purchase of supplies, materials and equipment is an integral part of education in the school system. Purchasing procedures are developed to meet the requirements of the State of Wyoming and generally accepted business practices. Getting the most educational value from the dollars available is the goal of the procedures.

Individual items up to \$1,500.00 require the approval of your building administrator and the Business Manager. Items from \$1,501 through \$4,999 will require the approval of the above administrators, in addition to the Superintendent's approval. Single items costing over \$5,000.00 each must be approved by the Board of Trustees.

**LOCAL PURCHASE VOUCHERS**

**1. Uses:**

- a. Purchases in and around Goshen County
- b. Items that must be prepaid, subscriptions, dues, memberships
- c. Travel expenses incurred on student activities (football, speech, etc.)

**2. Procedures:**

- a. Initiated at building level and must have Principal's authorization
- b. The numbered white copy of the voucher must be returned to the Business Office along with attached invoice/ receipt:
  - 1. Signature by claimant is mandatory
  - 2. Proper account code must be assigned to each invoice/receipt/ticket
  - 3. Description of material purchased must be provided on invoice/receipt/ticket

**▶ Limit the number of purchase order vouchers used with same vendor ◀**

**Distribution of purchase voucher:**

- Return white numbered voucher copy to the Business Office
- Leave yellow copy with claimant

Billing period is from the first day of the month to the last day of the month.

Vouchers with invoices attached must be submitted to the Business Office  
**NO LATER** than the first Monday of each month.

## **PURCHASE ORDERS**

### **Procedures for Purchasing Material Out-of-Town:**

1. Purchase orders should be initiated in the department, by instructors, or other designated personnel
2. Approval by Principal is required
3. Approval by Superintendent or designee is required
4. Goldenrod copy is kept at Attendance Center
5. Receiving green copy sent to Business Office upon completion of order. Must be done on a daily basis
6. Orders placed without an approved purchase order number will not be considered a GCSD#1 purchase

### **Partial receipt of orders:**

1. Send copy of receiving green documents to the Business Office indicating dates of receipt of partial shipments
2. Send original receiving green document to Business Office at completion of order

### **Preview Orders:**

1. Must be submitted on purchase orders.
2. Indicate items returning or keeping on receiving green document.

**Emergency Orders:** Building Administrator must call the Business Office for instructions.

**Orders Requesting Delivery Dates:** Indicate date of delivery on purchase order.

### **Canceling Orders:**

1. Receiving green documents must be sent to the Business Office indicating cancellation
2. Schools must cancel order with company. Indicate on receiving document the method of cancellation (writing, phone, date, etc.)

### **Fax Orders:**

1. Must be an approved purchase order.
2. Will be faxed by the Business Office

**Online Orders:** See District Policy 3420. Ordering online is strongly discouraged and ONLY allowed as outlined in policy. An exception is for orders entered on a purchase order to Amazon.com. The Business Office has an Amazon business account for district use that is invoiced and also tax exempt.

**PURCHASE ORDERS ARE MAILED OUT FROM THE BUSINESS OFFICE ON FRIDAYS**

## **INVENTORY CONTROL**

### **Purchases**

Items costing between \$250 and \$4,999 will be tracked for inventory purposes. Items costing greater than \$5,000 will be tracked for inventory purposes and treated as a fixed asset that must be depreciated.

Items will be identified by the Business Office for inventory and for those items qualifying as an inventoriable item an inventory tag will be issued by the Business Office. The tags will be attached to a colored photocopy of the voucher. The school secretary will be responsible for physically placing the

inventory tag on the item and completing the information sheet. Then the completed information sheet will be required to be returned to the Business Office.

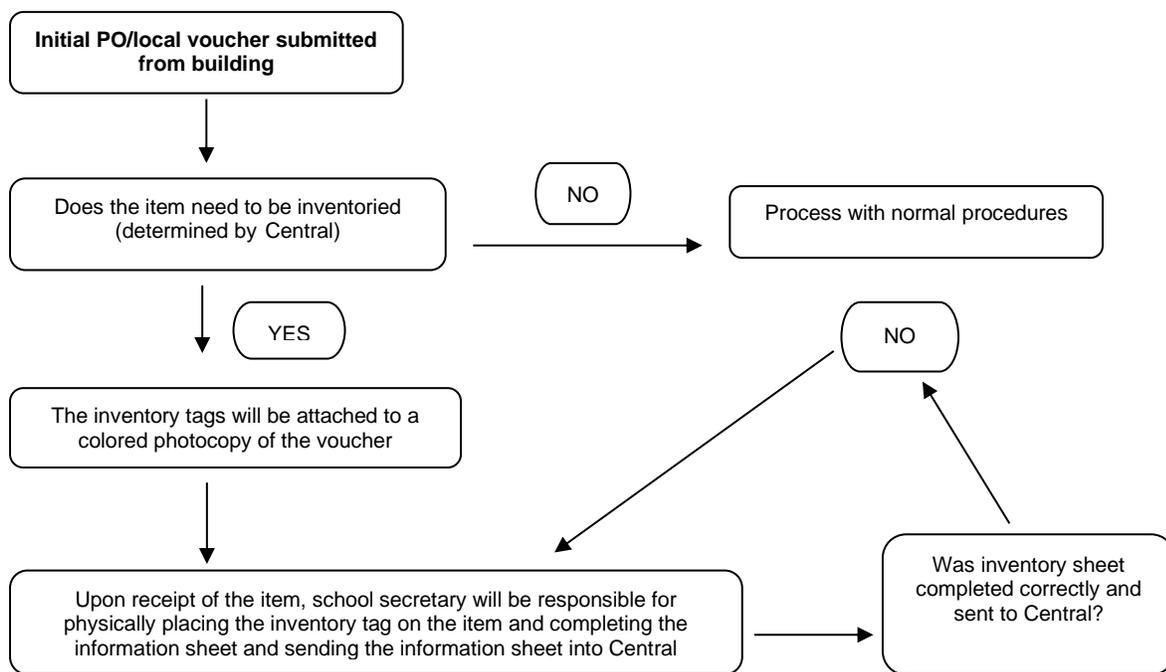
**Disposal**

When preparing to dispose of an inventory item, an inventory disposal sheet will need to be completed and the inventory tag will need to be removed from the item and stapled to the inventory disposal/transfer sheet. The inventory disposal sheet will then need to be sent to the Business Office.

**Transfers**

When preparing to transfer an inventory item, an inventory transfer sheet will need to be completed listing the required information. The inventory transfer sheet will then need to be sent to the Business Office.

**Inventory Process Flow Chart**



**FIXED ASSET TAGGING PROCEDURES**

**Building Level:**

When an item over \$5,000 has been purchased, a blue photocopy of the voucher will come back to the building when it has been processed in the accounts payable system. Attached to this blue photocopy will be an asset tag which needs to be adhered to the asset. Also on the blue copy will be a stamped area which needs to be completed after adhering the tag. The stamp will include information needed to update the inventory system i.e.: serial number, detailed description, date received, who attached the tag, etc. We request a secretary or other office staff be responsible for attaching all tags and returning the inventory information sheet back to the Business Office.

Other items that will be tagged but usually do not exceed the \$5,000 threshold:

- TVs
- VCR/DVD Players
- CPUs
- Laptops
- LCD Projectors
- Large Printers
- All Power Tools
- Cameras/Camcorders
- Specialty Electronic Items  
(excluding hearing testing)
- High Theft Items
- PT/OT Specialty  
Equipment
- Shredders, Photocopiers,  
Laminators (no  
typewriters)

If any of these items are received and the blue photocopy of a purchase order has not come back to you, please contact the Business Office.

#### Disposal of Tagged Assets (Sold, Stolen, Junked):

A district disposal form must be completed and returned to the Business Office with all information asked for. This will ensure items will be removed when they are disposed. When disposing of an item please remove the tag if possible and return to the Business Office. Please note on the disposal form if the tag could not be removed. Please refer to district policy concerning the requirements for asset disposals.

#### Disposal of Assets without Tags (Sold, Stolen, Junked):

Complete the same disposal form but note there was not tag on the asset. Please be very descriptive of the location, description, serial number, and manufacturer of the item. A tag could have been removed or not adhered properly and the asset is in the inventory system. Please refer to district policy concerning the requirements for asset disposals.

#### Moving Assets:

If an asset is moved from its “home” location a transfer sheet must be completed identifying the asset by tag, its old location, and the new location by building and room number.

#### Physical Count:

A physical count is required yearly by state statute. A list will be provided at the end of each school year by building and room. This needs to be distributed to each person responsible for that area of the building. Each staff member responsible for an area will be required to take a physical inventory of their area/s. The list provided will need to be signed by that individual as to its accuracy. If there are discrepancies in the list to what is in your area/s please note, sign and notify your building supervisor immediately so the asset can be found and/or reported as stolen property. The building supervisor will be responsible for returning all signed inventory sheets back to the Business Office no later than the week following the end of school. Disposal and transfer forms are available on the district website.

## **DISTRICT POLICIES**

All current and complete district policies, administrative regulations, and forms are available on the district website. A policy manual may be available for review in your attendance center office, or at the central administration office. Official current policy will take precedence over those contained in this handbook as revisions may be made periodically throughout the year. The following policies and administrative regulations may be condensed and are intended for general information only.

**NON-DISCRIMINATION AND ANTI-HARASSMENT  
DISTRICT POLICY 4300/5100**

**\*\* THIS POLICY APPLIES TO ALL DISTRICT STAFF AND STUDENTS\*\***

Coordinators of Non-Discrimination and Anti-Harassment

The superintendent has designated a coordinator of non-discrimination and anti-harassment. The identity and contact information for this staff member is listed below. The coordinator is responsible for monitoring and ensuring compliance with non-discrimination and anti-harassment laws. The coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Title	Contact Information	Forms of Harassment Addressed by the Coordinator
Section 504 Coordinator	Special Education Director Central Administration Office	Disability
Title IX Coordinator	Director of Human Resources & Public Relations GCSD#1 Central Administration Office 626 West 25 <sup>th</sup> Ave, Torrington, WY 82240	Sex
Title VI Coordinator		Race/ National Origin
Non-Discrimination/ Anti-Harassment Coordinator		All other forms of harassment
(307) 532-2171		

Non-discrimination/Anti-harassment Procedures

The district is committed to providing a safe environment in which students can learn. The school shall maintain a nondiscriminatory environment protecting students from discrimination and harassment. The district encourages students, parents, and staff to work together to prevent acts of discrimination and harassment of any kind.

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has a continuing effect on campus. This policy may be applied regardless of the physical location in which the behavior occurred, whenever the behavior may cause substantial interference with school operations or pose an unreasonable threat to a safe and peaceful learning environment. The district prohibits discrimination and harassment through a computer, computer system, or computer network.

Harassment and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific party, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the school.

The goal of these policies and procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The district's response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education ("FAPE"). The district will ensure that its policy and procedures against discrimination and harassment are widely distributed and easily understood by students, parents of students, and employees. The district will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the district's website.

Anyone who believes that a student or staff member has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or appropriate coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member's supervisor or appropriate coordinator based on the form of harassment or discrimination. For listing, see table on page 1 of this administrative regulation, or page 3 of this policy exhibit.

If a report of discrimination or harassment is received by the district, the district will inform the reporter or party on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the district's responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, the appropriate coordinator will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, and impartial, and conducted by an employee or agent free of any conflicts of interest.

The district will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the claimant of the harassment or discrimination. If the claimant insists that his or her name not be disclosed to the respondent, the district's ability to resolve the concern may be limited. The district, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

The district will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

## **I. Grievance Procedures**

### **Informal Process**

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The coordinators shall receive and process informal complaints of discrimination based on the protected class. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged respondent that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged respondent that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in a formal complaint. Mediation

will not be permitted for complaints of sexual violence. All complaints involving a school employee or any other adult member of the school community harassing or discriminating against a student will be formally investigated. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

### **Formal Process**

The following grievance procedure is provided for the prompt and equitable resolution of disputes which cannot be resolved otherwise. There will be no threat of reprisal or retaliation by the board or any of its employees or agents against anyone who files a grievance under this policy. The grievance procedure will follow the steps outlined below:

1. The grievant will file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive and process formal complaints of discrimination or harassment based on the protected class. The coordinator will initiate an investigation or designate another employee to investigate the complaint within three (3) school days of receiving the complaint.
2. The coordinator will initiate a prompt, thorough, and impartial investigation. In general, investigations will be complete within 60 days from the date the coordinator receives the grievance. The means of investigating harassment may include: claimant, witness, and respondent interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. If appropriate, the school will make alternative arrangements to avoid claimant being in the same room as the respondent during formal proceedings. The school will inform all parties at regular intervals of the status of the investigation.
3. Written notice of the outcome of the investigation will be provided to parties involved in the grievance to the extent permitted by law.
4. Each party may appeal the determination of the coordinator to the Board of Trustees within 10 days of receipt of the coordinator's determination. The appeal must be in writing and attached to copies of the original complaint and the written determination of the compliance officer. The written appeal should identify the reasons why the board should reconsider the outcome of the investigation. The board may, in its discretion, convene a hearing at which the parties may present testimony and argument.
5. Within 10 days of receipt of the written appeal, the board will provide both parties with a written decision.

### **II. Responses to Substantiated Harassment or Discrimination**

In response to a complaint investigation, if the school determines that harassment or discrimination has occurred, the district will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include: separating the respondent and the claimant, providing counseling for the claimant and/or respondent, taking prompt disciplinary action against the respondent or identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the claimant.

If appropriate, the district may take prompt and effective steps to separate the parties prior to the determination of whether harassment or discrimination occurred.

Disciplinary actions against the respondent may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from office for governing body members.

Following a substantiated discrimination or harassment incident, the district will communicate with the claimant and all participants of the investigation regarding how to report subsequent problems. The district shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement the district will proceed with its internal investigation of discrimination or harassment simultaneously without interfering with the law enforcement investigation.

In the course of discrimination and harassment investigations, the district will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the district will respond in accordance with the applicable federal civil rights statutes and regulations. The district shall follow the then-current legal standards for non-discrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.

Overall, the district's process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

*LEGAL REFERENCE(S): Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Immigration Reform and Control Act of 1987 Section 504 of the Rehabilitation Act of 1973*

<p style="text-align: center;"><b>BULLYING, HARASSMENT AND INTIMIDATION</b> <b>DISTRICT POLICY 4360/5158</b></p>
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**\*\* THIS POLICY APPLIES TO ALL DISTRICT STAFF AND STUDENTS\*\***

Goshen County School District No. 1 supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior aimed at students, employees, or any member of the school community, including but not limited to volunteers and vendors. Bullying, harassment, or intimidation of any individual on school grounds or at school events is prohibited.

**Section I. Student Bullying, Harassment, and Intimidation**

Student bullying, harassment, or intimidation means any repeated intentional gesture or any repeated intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Creating an intimidating, threatening or abusive educational environment for a student or group of students.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications.

School, as used in this policy, includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the student.

Students shall conduct themselves according to the rules and policies of the school district and shall conduct themselves in a respectful manner toward staff and other students. Students who engage in bullying, harassment or intimidation shall be subject to:

1. Appropriate remedial actions
2. Disciplinary action up to and including suspension or expulsion

## **Section II. Employee Workplace Bullying**

Goshen County School District No. 1 promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior. This policy shall apply to all school district employees regardless of status.

The school district defines workplace bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical, electronic or otherwise. The conduct may take place on school property or in the course of employment.

The school district considers the following non-exclusive list of behaviors which may constitute bullying of employees:

- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail or other communications
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do his or her work (e.g. overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Excessive monitoring or micro-managing
- Being held to a different standard than the rest of an employee's work group

Any employee found in violation of this policy may be subject to discipline, up to and including immediate termination.

The school district's good faith participation in the interactive process mandated by the Americans with Disabilities Act and the school district's implementation of its evaluation procedures shall not be deemed violations of this policy. Additionally, nothing in this policy shall be interpreted as limiting an employee's First Amendment rights to freedom of speech and expression.

Before beginning the reporting procedure outlined below, an employee should, but is not required to, promptly advise the offending person that his or her behavior is unwelcome and request that such behavior stop immediately.

### **Section III. Reporting and Investigation**

Anyone who witnesses bullying, harassment, or intimidation of a student or employee shall report that conduct to the proper authority as soon as possible. Students should report bullying, harassment, or intimidation to a teacher, principal, or other school staff member as soon as possible. Any employee who observes, suspects or is notified of bullying, harassment, or intimidation shall report that conduct to his or her immediate supervisor. Reports against an employee should not be reported to the accused employee. Instead, reports against an employee should be reported to that employee's supervisor.

The employee who receives the complaint ("receiving employee") shall request that the reporting student or employee make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students and employees involved, to the extent possible.

If the complaining student or employee chooses not to file a written report, the receiving employee shall ask the student or employee to verbally describe the incident, including the information described above.

Students and employees may anonymously report any bullying, harassment, or intimidation. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time, and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Disciplinary action shall not be taken against an employee based solely on the basis of an anonymous report.

Once the receiving employee receives a verbal, written, or anonymous report of bullying, harassment, or intimidation, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another employee to investigate the complaint within three (3) school days. In the case where the principal is the subject of a report of bullying, the report shall be immediately given to the superintendent.

The principal or superintendent investigating the report shall be referred to as the investigator. During the investigation, the investigator shall interview witnesses including, but not limited to, the alleged victim, the student(s), and/or employee(s) alleged to have engaged in the bullying, harassment, or intimidation, and any potential witnesses to the alleged conduct. The investigator shall prepare a written report of the findings and conclusions of the investigation. If the investigator determines that a student, students, employee or employees engaged in bullying, harassment, or intimidation, school district shall take appropriate disciplinary action toward the student(s) or employee(s).

The investigator's determination may be appealed by any party in writing to the superintendent or designee within ten (10) days from the issuance of the investigator's determination. The written appeal should identify the reasons why the superintendent should reconsider the outcome of the investigation. The superintendent should respond to the appealing party within ten (10) days of receipt of the written appeal, indicating any reconsideration of the investigation outcome based on the appeal.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of bullying, harassment, or intimidation is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of bullying, harassment, or

intimidation shall be subject to discipline, up to and including suspension or expulsion, or in the case of an employee, discipline up to and including termination.

When a student or employee reports an incident of bullying, harassment or intimidation in violation of this policy and that report is substantiated, the building principal or other appropriate administrator shall schedule a meeting with the student, student's parent(s), the student's teacher(s), and/or other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional bullying, harassment, or intimidation and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline, up to and including suspension or expulsion.

Any employee who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline, up to and including termination.

At the start of each school year, every school shall be required to review the district's bullying, harassment, and intimidation policy with students and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

Employees will receive a copy of the district's bullying, harassment, and intimidation policy upon hire, and annually thereafter. The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and contract service providers.

### **STUDENT SUICIDE PREVENTION DISTRICT POLICY 5153**

The Board of Trustees recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students who experience serious depression are unable to benefit fully from the educational program of the school. Moreover, such students pose a danger both to self and possibly to others.

Students identified as self-destructive need appropriate help as quickly as possible. The primary efforts of school personnel working with a depressed or suicidal student are support, parental contact, and referral. To that end, student confidentiality may be waived in life-threatening situations.

GCSD #1 is aware and recognizes that there may be children/adolescents who may experience extreme depression leading to multi-problem suicidal behavior, including, but not limited to non-suicidal self-injurious behavior. These challenges may pose a risk to self or others and may impede student learning.

The primary effort of GCSD personal is to provide student support, parental contact, and referral to the proper professionals as quickly as possible. Student confidentiality may be waived in life-threatening situations.

All district employees (both certified and classified) that come into contact with a suicidal youth are responsible for carrying out steps 1 and 2 of this protocol. Any staff member who suspects a youth may

be suicidal is to report that information immediately to that school's counseling staff, or if unavailable, the building principal or school nurse. Ensure that there is always adult supervision of the student.

1. Under no circumstance should a suicidal student be left alone.
2. If a suicide concern is expressed about a student without the student being present, staff will contact a counseling staff member, or if unavailable, the building principal or school nurse. counseling staff will contact the student and follow the process below.

The Board of Trustees directs the administration to:

- Develop guidelines or procedures to effectively intervene in life-threatening situations; and
- Enlist the support, awareness, and involvement of all district staff in the identification of suicidal signals and utilize existing school staff for program implementation.
- Wyoming state statute requires each teacher and school administrator within the district to receive at least eight (8) hours of suicide prevention education every four (4) years.

## STUDENTS THREATS OF VIOLENCE DISTRICT POLICY 5131.25

Student threats of violence, written or verbal, will not be tolerated at school or at any school-sponsored event or function whether the event or function is on school property or not. It is the responsibility of students and employees of Goshen County School District No. 1 to report all threats of violence which come to their attention.

All student threats of violence will be taken seriously and will be investigated to identify credible threats of violence and potential acts of violence, and to address those threats and the person making the threats.

All students and employees of Goshen County School District No. 1 are expected to cooperate fully with any inquiry into student threats of violence. Disciplinary measures from the inquiry of threats of violence will follow all state and federal laws, including Section 504 and IDEA (Individuals with Disabilities Education Act).

### **Administrative Regulation**

All students have the right to attend school in a safe and orderly environment that is conducive to learning. For this reason, there will be a standard procedure for investigating and responding to students threats to harm others.

### **Definitions:**

**Threat to harm others:** A threat to harm others is defined as any spoken, written, electronic, social media or behavioral communication with the intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party.

**Threat assessment:** In order to maintain the safety of students and school personnel, student threats to harm others will be reported to the school principal. The principal and/or designee will conduct a preliminary assessment to determine the seriousness of the threat. The purpose is to conduct an assessment to determine the seriousness of the threat and take necessary steps to protect others and maintain a safe and orderly learning environment. For Level B and C threats a formal assessment team will be established. The threat assessment team may include a school resource officer/law enforcement,

a school psychologist, a school counselor, a school social worker and other members of the school staff designated by the principal.

**Level A Threat:** A threat is judged not to be serious, because it can be immediately resolved so there is no sustained intent to harm someone.

**Level B Threat:** A threat is judged to involve sustained, serious intent to harm someone. Involves a threat to assault, involves a fight or a threat to hit someone or beat someone up WITHOUT the use of a weapon.

**Level C Threat:** Immediate threat exists. Involves a use of deadly weapon, or threat to kill, commit a sexual offense, or inflict severe injury on someone.

**When the seriousness of a threat is unclear, the principal will treat the threat as level B until its status is determined.**

**Threat Assessment Response:** (as outlined in the investigative flow chart)

Actions taken by the building administrator, designee, or by the Threat Assessment Team will follow the investigative flow chart include:

1. **Investigate** the nature and circumstances of a threat of violence.
2. **Determine** the level of threat
3. **Parent notification:** A threat assessment may include interviewing the student who was reported to make a threat and interviewing other students who have knowledge of the threat or information relevant to the safety of others. Parents will be notified promptly when a student has been interviewed about a reported threat at Level B or Level C.
4. **Law enforcement notification:** If a student is determined by the principal or designee to have made a substantive threat to harm others, and this threat involves a threat to kill, severely injure or commit a sexual offense, the threat will be reported to law enforcement.
5. **Notification of intended victims and their parents:** If a student is determined by the principal or designee to have made a Level B or Level C threat to harm others, and the threat targets specific, identifiable victims, the intended victim(s) of the threat will be advised of the nature of the threat and the identity of the student who made the threat. If an intended victim is a student, the student's parents/guardians will also be notified.
6. **Mental health assessment:** If a student is determined by the principal or designee to have made a substantive threat (Level B or Level C) to harm others, the student may be seen by a school psychologist, clinical social worker, or other mental health professional to determine the student's immediate mental health status and safety needs. If the parent/guardian chooses an agency or individual not contracted by GCSD#1, the parent/guardian will incur the cost of the evaluation.
7. **Student Suspension:** When a student is determined to have made a substantive threat (Level B or Level C) to harm others, the student may be suspended from school. During the suspension period, the threat assessment team will gather information necessary to develop a plan for meeting the student's educational needs and maintaining a safe and orderly school environment.

Determination of the level of disciplinary action may include, but is not limited to, the following considerations:

1. Students previous disciplinary history and pattern of infractions
2. Previous history of making threats of violence and/or history of aggression toward other students or GCSD#1 staff
3. Students remorse over the threat of violence and demonstrated willingness to accept responsibility for behavior
4. Student's willingness to render apologies to others for the threats and behavior

5. Consultation with community resources, when appropriate
6. The effect the threats had on the threatened staff, student(s) and other students
7. The actual nature of the content of the threats
8. The behavior accompanying the communication of the threats
9. Other considerations resulting from the Threat Assessment Response

**Guidelines for Disciplinary Action**

The following serve as guidelines only. The school administrator and/or the Threat Assessment Team decide the disciplinary action to be taken. In the case of expulsion, the action is a recommendation to the Board of Trustees for expulsion. Actions may include:

- 1) Make contact with parents
- 2) Set up community resources
- 3) In-school suspension
- 4) Out-of-school suspension
- 5) Suspension pending inquiry/investigation
- 6) Mental health evaluation to clear student to return to school. If the parent/guardian chooses an agency or individual not contracted by GCSD#1, the parent/guardian will incur the cost of the evaluation.

If the student is suspended out-of-school:

- 1) Access to school, school activities, school property is denied for period of suspension without administrator approval
- 2) Once suspended, student will be released to a parent/guardian.
- 3) A mental health evaluation to ensure the student is not a danger to self or others before the student returns to school may be required. If the parent/guardian chooses an agency or individual not contracted by GCSD#1, the parent/guardian will incur the cost of the evaluation.
- 4) Prior to re-enrollment, the student and parent/guardian must meet with the Threat Assessment Team to discuss the results of the evaluation and review a safety plan.

**Retaliation:**

Means any verbal or physical action taken against any person who reports, files a complaint, or participates in an investigation. Retaliation is prohibited and is considered a violation of this policy. False charges will also be regarded as a serious offense and will result in disciplinary action.

**INVESTIGATION FLOW CHART**

**A threat is reported to the principal:**

**1. Evaluate the threat**

a. Complete the following forms:

- All levels - interview recipient and witness(es) (Exhibit 1)
- Complete the Threat Assessment Overview (Exhibit 2)
- Interview the student in question (Exhibit 3)

**2. Determine level of threat**

a. Consider the student’s age, credibility, and previous discipline history

**Level A Description:**

- A statement that does not express a lasting intent to harm someone
- The threat can quickly and **easily be resolved**
- A poor choice of wording to express anger
- Ended in an apology or explanation that makes it clear the threat is over
- No intention to carry out the threat
- All involved have concluded that the statement is not truly a threat and no one feels in danger

GCSD#1 If there is ANY doubt, go to the next level

**Level B Description:**

- Concern that someone is in danger of being harmed beyond the immediate incident
- Cannot be retracted or resolved
- Threat to assault
- Involves a fight or a threat to hit someone or beat someone up
- WITHOUT the use of a deadly weapon

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**Level C Description:**

- Concern that someone is in danger of being harmed beyond the immediate incident
- Cannot be retracted or resolved
- Involves the use of a DEADLY weapon or a threat to kill, commit sexual assault, or inflict severe injury on someone
- Potential for severe injury

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**CHILD FIND – SPECIAL EDUCATION  
DISTRICT POLICY 5119.1**

- A. Goshen County School District No.1 shall implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within its jurisdiction who have disabilities and need early intervention under Part C or special education under Part B.
- B. Goshen County School District No.1 shall identify all children with disabilities, regardless of the severity of their disabilities, 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 Goshen County School District No.1;
  - 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

**PROCEDURE**

Goshen County School District No.1'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 Goshen County School District No.1 and the special education referral process to public and private facilities located within the boundaries of Goshen County School District No.1, 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 Goshen County School District No.1, including screening opportunities coordinated with other providers or agencies.
- B. Notice. Before any major child find activity, Goshen County School District No.1 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. Goshen County School District No.1 shall ensure 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. Awareness activities include:
  - 1. Staff in-service
  - 2. Outside agency trainings and conferences
  - 3. Provision of data and information provided for review by all stakeholders
- D. Communication to Parents. Goshen County School District No.1's staff shall inform parents 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. Communication activities include:

1. Participation in contracting for Child Find requirements and communication through Torrington Learning Center to provide information to all parents.
2. Personal contacts by regular and special education staff and administration.
3. Information/educational programs put forth for the benefit of parents.
4. Written communication to parents
5. Public notices
6. Parent training in-services.

E. Children in Private Schools. Goshen County School District No.1 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 Goshen County School District No.1, including children who reside in a state other than Wyoming. Child find activities for children in private schools include:

1. Evaluation services to identify students eligible for Special Education services through comprehensive evaluations.
2. Information for access to Special Education services for those students who are determined through appropriate evaluation to be in need of Special Education services
3. Assistance with early intervention services as indicated by Response to Intervention efforts.

F. Other activities: \_\_\_\_\_.

*34 C.F.R. §300.111; 34 C.F.R. §300.131; W.S. §21-2-502(b) Wyoming Department of Education Rules, Chapter 7*

<b>DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOLS DISTRICT POLICY 4111.20/ 4211.20</b>
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The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal statutes, in the workplace. The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, as that term is defined in state and federal statutes, in the workplace.

**ADMINISTRATIVE REGULATION**

As a condition of employment in the district, each employee will abide by the terms, requirements and prohibitions set forth in this policy. Employees who violate the prohibitions of this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs, or may be suspended or terminated from employment with the district, notwithstanding the remaining provisions of this policy relating to conviction for drug statute violation occurring in the workplace. (Employees may also refer themselves to drug counseling programs, drug rehabilitation programs, or employee assistance programs)

Each employee shall notify the district of his or her criminal drug statute conviction for violation occurring in the workplace no later than five days after the conviction.

Within thirty (30) days of receiving a notice of a conviction for a drug statute violation occurring in the workplace, the district will either (1) take appropriate action against the employee, up to and including

dismissal, or (2) require the employee, at employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency or other appropriate agency, and if employee fails to fully comply with such program, the district will take appropriate action against the employee, up to and including dismissal.

"Workplace" is defined as the site for the performance of work done, including: a school building or other school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during school-related events, including any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district

### **NOTICE TO EMPLOYEES OF THE DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOLS**

You are hereby notified that it is a violation of the policy of this district for any employee to unlawfully manufacture, distribute, dispense, possess or use, on or in the workplace, any controlled substance as that term is defined in state or federal statutes.

Workplace is defined as the site for the performance of work done, including: a school building or other school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during school-related events, including any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

You are further notified that as a condition of your continued employment, you will comply with the policy of the school district and will notify your supervisor of any criminal drug statute conviction for a violation occurring within the workplace no later than five (5) days after such conviction. Any employee who violates the policy may be referred to drug counseling programs, drug rehabilitation programs or employee assistance programs, or may be suspended or terminated from employment with the district. Any employee who fails to fully comply with such program may have his employment suspended or terminated as decided by the Board.

<p style="text-align: center;"><b>SEXUAL HARASSMENT-EMPLOYEE DISTRICT POLICY 4119.50/ 4219.20</b></p>
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Goshen County School District No. 1 (hereinafter referred to as "District") is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from sexual harassment and discrimination. Sexual harassment is a form of sexual discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S.C. § 2000e, et seq. and the Educational Amendments of 1972 (Title IX), as amended, 20 U.S.C. § 1681, et seq.<sup>i</sup> This policy shall apply to all students, employees, and volunteers of District.

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

**Title IX Coordinator.** District's Title IX Coordinator is designated and authorized to oversee compliance with all aspects of the district's sexual discrimination/harassment policy. Inquiries about the application of Title IX to the district may be referred to: 1) the Title IX Coordinator, who may be reached at the GCSD Central Administration Office, 626 West 25<sup>th</sup> Avenue, Torrington, WY 82240, (307) 532-2171; or 2) the

The contact information for the Title IX Coordinator is available on the district's website, which may be found at: [goshen1.org](http://goshen1.org).

I. **DEFINITIONS**

- A. **Actual Knowledge** means notice of sexual harassment or allegations of sexual harassment to:
  - a. the Title IX Coordinator;
  - b. any school employee; or
  - c. any district official who has authority to institute corrective measures on behalf of the district. This standard is not met when the only employee or official with actual knowledge is the respondent.
- B. **Complainant** means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.
- C. **Deliberate Indifference** means failure to respond to discrimination based on sex reasonably in light of known circumstances.
- D. **Education Program or Activity** includes location, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including but not limited to on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the student.
- E. **Formal Complaint** means a document filed by a complainant or their parent/guardian or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the district's education program or activity. The phrase "documentation filed by a Complainant" means a document or electronic submission (such as email or through (portal)) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.
- F. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- G. **Retaliation** means intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstance as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.
- H. **School Official** means a building level administrator (principal, assistant principal, or dean of students) or a district administrator.
- I. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:
  - a. A district employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or employment;
- c. “Sexual assault” (as defined by the Clery Act), “dating violence”, “domestic violence”, or “stalking” (as defined in the Violence Against Women Act), as set forth below<sup>iii</sup>:
- i. “Sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation as follows:
    - 1) *Sex Offenses, Forcible*—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
      - *Forcible Rape*—(Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
      - *Forcible Sodomy*—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
      - *Sexual Assault With An Object*—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
      - *Forcible Fondling*—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
    - 2) *Sex Offenses, Nonforcible*—(except prostitution offenses) Unlawful, nonforcible sexual intercourse.
      - *Incest*—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      - *Statutory Rape*—Nonforcible sexual intercourse with a person who is under the statutory age of consent.
  - iii. *Domestic Violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of *the victim* under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior by a person who is a current or former spouse or intimate

partner of the victim, or person similarly situated to a spouse of the victim; *is cohabitating or has cohabitated with the victim as a spouse or intimate partner, shares a child in common with the victim; or commits acts against a youth or adult against an adult or youth victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.*

- iv. *Dating violence* means violence committed by a person—
  - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship.
    - The type of relationship.
    - The frequency of interaction between the persons involved in the relationship.
- v. *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - a. fear for his or her safety or the safety of others; or
  - b. suffer substantial emotional distress.

- J. ***Supportive Measures*** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## II. GRIEVANCE PROCEDURES

### A. **Reporting Allegations of Discrimination/Sexual Harassment**

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

#### 1. To Whom:

- a. A School Official, teacher or other district employee may receive oral or written reports of sexual discrimination/harassment at the building level. Any teacher or employee who receives a report of sexual discrimination/harassment under this policy shall immediately inform a School Official.
- b. Any teacher or employee who observes or has knowledge that a student is the victim of sexual discrimination/harassment shall report to a School Official.

- c. If the complaint involves a School Official, the report may be made directly to the district's Title IX Coordinator.
  - d. Complaints may also be directed to the district's Title IX Coordinator in person, by mail, by telephone, at the Central Administration Office, address: 626 West 25<sup>th</sup> Avenue, Torrington, WY 82240, (307) 532-2171. Such report may be made at any time (including non-business hours) by using the Title IX Coordinator's telephone number or email address.
  - e. Individuals experiencing sexual discrimination/harassment also always have the right to file a formal grievance with the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).
2. An anonymous report may be made by utilizing the Safe to Tell link on the District's website which can be located at [https://cms9.revize.com/revize/goshencountysd/resources/parents/mental\\_health\\_resources.php](https://cms9.revize.com/revize/goshencountysd/resources/parents/mental_health_resources.php)
  3. Complaint. A complainant or their parent/guardian may file a formal complaint with the Title IX Coordinator as outlined above. A third party may not file a formal complaint; however, the Title IX Coordinator may also sign a formal complaint, triggering an investigation. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.
  4. Anonymity. Irrespective of whether a report of sexual discrimination /harassment is anonymous, or the reporter does not wish for their name to be shared or does not wish for an investigation to take place, the district is deemed to have actual knowledge of sexual discrimination/ harassment or allegations of sexual discrimination/harassment in an education program or activity and must respond promptly. On the other hand, if District cannot identify any of the parties involved in the alleged sexual discrimination/ harassment based on the anonymous report, then a response that is not clearly unreasonable under light of these known circumstances will differ from a response under circumstances where District knows the identity of the parties involved in the alleged harassment, and District may not be able to meet its obligation to, for instance, offer supportive measures to the unknown complainant.

## B. District's Response

### 1. General Response:

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

- a. **Offer supportive measures** to a complainant and follow the Grievance Procedure as set forth in this policy before imposing any disciplinary consequences or sanctions on the respondent.
- b. **Require an objective evaluation of all available evidence**, both inculpatory (evidence that tends to show the respondent did commit sexual discrimination/harassment) and exculpatory (evidence that tends to show the respondent did not commit the alleged sexual discrimination/ harassment) and

prohibit credibility determinations based on a party's status as complainant, respondent, or witness.

- c. Require that any person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal process **not have a conflict of interest** against complainants and respondents generally or against the particular complainant and respondent. The district shall be solely responsible for designating the Title IX Coordinator, investigators, decision-makers, and any person designated to facilitate an informal process.
- d. Require that throughout the investigation and until a determination has been made at the conclusion of the grievance process, **it shall be presumed that the respondent is not responsible for the alleged conduct.**
- e. **Conclude the grievance process in reasonably prompt time frame**, absent extenuating circumstances based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, the need for language assistance or accommodation of disabilities) with written explanation to both parties explaining the reason for delay.

2. Title IX Coordinator Initial Response:

Upon receipt of a report of sexual discrimination/harassment, the Title IX Coordinator will promptly contact the complainant (alleged victim) to:

- a. discuss the availability of supportive measures;
- b. consider the complainant's wishes with respect to supportive measures;
- c. inform the complainant of the availability of supportive measures with or without filing a formal complaint; and,
- d. explain the process for filing a formal complaint.

3. Emergency Removal/ Administrative Leave:

- a. *Student Respondent.* A student respondent may be removed from the education program or activity on an emergency basis, provided that District conducts an individualized safety and risk analysis and determines that emergency removal is necessary in order to protect a student or other individual from an immediate threat to physical health or safety. In such a case, District will provide the respondent with notice and an opportunity to challenge the decision immediately after the removal.
  - i. Emergency removal does not modify any rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act.
- b. *Employee Respondent.* An employee respondent may be immediately placed on administrative leave as provided under district policy and Wyoming law.

**C. Formal Complaint Process**

1. Written Notice. Upon receipt of a formal complaint, District will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice will include:
  - a. Notice of the grievance process;
  - b. Notice of the allegations in sufficient details (i.e. names of known parties, the conduct alleged to be sexual discrimination/harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;

- c. A statement that the respondent is presumed not responsible for the alleged conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence and provide advice to the party they represent but who will not be allowed to actively participate in the witness interview process nor interrupt nor interfere with the investigator's witness interviews; and
- e. Notice of the provision in this policy that prohibits knowingly making false statements or providing false information in the grievance process.

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

2. Dismissal. District will investigate the allegations in a formal complaint.
  - a. However, the complaint shall be dismissed if the allegations:
    - i. would not constitute sexual harassment as defined in this policy, even if proved;
    - ii. did not occur in District's program or activity; or
    - iii. did not occur against a person in the United States.
  - b. The complaint may be dismissed if:
    - i. The complainant notifies the Title IX Coordinator at any time during the investigation that he or she wishes to withdraw the complaint or any allegation in the complaint;
    - ii. The respondent's enrollment or employment ends; or
    - iii. The specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or any of the allegations. (i.e. passage of several years between a formal complaint and the alleged conduct or a complainant ceasing to cooperate with the grievance process).

In the event of dismissal, District may investigate the allegation as a violation of any other applicable code of conduct violation.

3. Consolidation. District may consolidate formal complaints as to allegations of sexual discrimination/harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual discrimination/ harassment arise out of the same facts or circumstances.
4. Investigation
  - a. *By Whom*
    - i. All reports of sexual discrimination/harassment, false reporting, or retaliation shall be processed by the Title IX Coordinator.
    - ii. An impartial and trained investigator shall conduct the investigation into the allegations and draft an investigative report.
  - b. *Burden of Proof*
    - i. The burden of proof and gathering of evidence rests on the District, not the parties.
    - ii. In its investigation, the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional which are made and maintained in connection with

treatment to a party, unless the District obtains that party's (or the party's parent's) voluntary, written consent to do so.

c. *Parties' Rights*

- i. Each party will have an equal opportunity to present witnesses and evidence during the investigation process.
- ii. District does not restrict the ability of either party to discuss the allegations under investigation and to gather and present relevant evidence.
- iii. The parties may have others present during interviews or other related meetings or proceedings, including an advisor of their choice who may but is not required to be an attorney. The advisor's role will be limited to acting as an advisor to the parties; the advisor will not be allowed to participate in the interview, related meeting or proceeding, or otherwise question parties or witnesses, nor will the advisor be allowed to interrupt or interfere with questions asked by the investigator(s).
- iv. A party whose participation is invited or expected will be provided written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time to allow the party to prepare to participate.
- v. Both parties and their advisors, if any, will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in formal complaint, including evidence on which District does not intend to rely and any exculpatory (evidence that tends to show the respondent did not commit the alleged sexual discrimination /harassment) or inculpatory (evidence that tends to show the respondent did commit sexual discrimination/harassment) evidence from any source. This evidence will be provided to the parties at a time as determined by the investigator but prior to the completion of the final investigation report and in time to give the parties at least ten (10) school days to prepare a written response. The investigator will consider each party's written response prior to completing the Investigative Report:

d. *Investigative Report*

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

5. Determination Regarding Responsibility

- a. *Decision-Maker*. Following the investigation process, an impartial and trained decision-maker designated by the District, shall make a determination regarding responsibility. The decision-maker cannot be the investigator or the Title IX Coordinator.
- b. *Questions by Parties*. After the having sent the Investigative Report to the parties, but before reaching a determination regarding responsibility, each party shall have the opportunity to submit written, relevant questions that the party wants asked of another party or witness, provide each party with the answers, and provide for limited follow-up questions. The decision-maker must explain to the party proposing the questions that any decision to exclude a question is not relevant. The decision-maker shall set reasonable deadlines for submission and response to questions.

- c. *Standard of Evidence.* In reaching a determination of responsibility, the decision-maker shall apply the preponderance of evidence standard (“it is more than likely than not that sexual discrimination/harassment occurred”).
- d. *Written Determination.* The decision-maker shall issue a written determination of responsibility simultaneously to the parties that:
  - i. Identifies the allegations that potentially constitute sexual discrimination/harassment;
  - ii. Describes the procedural steps taken from receipt of the complaint through the determination;
  - iii. Includes findings of fact supporting the determination;
  - iv. Includes conclusions regarding application of this policy to the facts;
  - v. Includes a statement of, and a rationale for, the result as to each allegation, including
    - 1. a determination of responsibility;
    - 2. any disciplinary sanctions;
    - 3. whether remedies to restore or preserve equal access to District’s education program or activity will be provided to the complainant.
  - vi. Sets forth the procedures and basis for the parties to appeal.

**D. Appeal**

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

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

2. How to Appeal. Within ten (10) school days from the date of the written determination, any party who wishes to file an appeal must provide written notice of appeal to the Title IX Coordinator, who may be reached at the Central Administration Office, 626 West 25<sup>th</sup> Avenue, Torrington, WY 82240, (307) 532-2171.
  - a. The written notice of appeal shall indicate whether the appeal is from a determination of responsibility or dismissal of a complaint and include the bases as set forth above upon which the party is relying for the appeal.
3. District Action on Notice of Appeal. Upon receipt of a written notice of appeal, the Title IX Coordinator will notify the other party in writing that an appeal has been filed. The decision-maker on the appeal will not be the same person as the decision-maker(s) that reached the determination of responsibility or dismissal, the investigators, or the Title IX Coordinator.
4. Parties’ Rights. Within ten (10) school days from notification of the other party that an appeal was filed, each party may submit a written statement in support of, or challenging, the outcome.
5. Determination of Appeal. Within ten (10) school days of receipt of the parties’ written submissions, the decision-maker will issue a written decision describing the result of the appeal and the rationale for the result.

## E. Remedies/Sanctions

1. After a determination of responsibility has been made against a respondent, the Title IX Coordinator shall coordinate implementation of remedial action for the complainant and disciplinary action against the student respondent, under the guidance of the district's policies and procedures. The superintendent shall be responsible for imposing of disciplinary sanctions against an employee respondent.
2. Remedies for Complainant. The remedies for the complainant will be determined on a case-by-case basis and may include the same actions as described as supporting measures.
3. Disciplinary Sanctions against Respondent
  - a. *Student Respondent*. The range of disciplinary sanctions against a student respondent following a determination of responsibility will depend on the severity, and, the age level, but can include suspension or expulsion. All discipline taken shall remain at the full discretion of the district and in accordance with district policy, the district's student handbook, and all applicable law.
  - b. *Employee Respondent*. Disciplinary sanctions against an employee respondent will be imposed in accordance with District policy and all applicable law. A determination of responsibility against an employee respondent will be considered "good and just cause" for suspension, termination, or dismissal.

## III. INFORMAL RESOLUTION

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

## IV. RETALIATION

- A. **Retaliation Prohibited**. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX and this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- B. **Confidentiality**. The district is required to keep as confidential the identify of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by law, or to carry out the purposes of this policy, including the conduct of any investigation.
- C. **Complaints of Retaliation**. Complaints alleging retaliation may be filed using the procedures set out in this policy.

**V. FALSE ACCUSATIONS OR STATEMENTS**

A false accusation of sexual harassment and/or any false statement or providing false information in the grievance process under this policy can have a serious detrimental effect on innocent parties. Any student or employee who is found to have made a knowing, deliberate, or intentional false accusation, statement, report, or formal complaint or who has otherwise provided false information in the grievance process is subject to the disciplinary sanctions outlined above. A determination that a respondent is not responsible for alleged sexual harassment under this policy after investigation does not equate to a false accusation, if the claim is made in good faith.

**VI. REPORTS/COMPLAINTS TO LAW ENFORCEMENT AUTHORITIES**

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

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

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

**VII. TRAINING**

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

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

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

**VIII. RECORDS**

District will maintain for a period of seven (7) years records of:

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

**SPEAKING LANGUAGES OTHER THAN ENGLISH  
DISTRICT POLICY 4119.52/ 4219.30/ 5156.20**

English is the language of instruction in the district. This does not preclude the speaking, writing or other use of other languages. The need for clarification or communication for those parents and students whose knowledge of English is limited may dictate the use of the home language when resources are available. Families that speak languages other than English will be offered the option of receiving school-to-home written communications in a language other than English.

### ADMINISTRATIVE REGULATION

The district values the variety of cultures, languages and ethnic backgrounds represented in Goshen County School District No. 1. A student may converse in a language other than English at school or school activities. However, in order to obtain the greatest benefit from the education being offered in the classroom, the student should make his or her best effort to communicate in English whenever possible.

School personnel may request a student speak in English when the student is able, or when deemed necessary an interpreter may be used to enhance communication between the student and school personnel. No student will be disciplined simply for speaking in a language other than English.

Parents or guardians will be asked to complete a home language survey when registering their student for school for the first time. The home language survey may be requested each year if deemed necessary by school or district administration. Middle and high school students may be asked to complete the home language survey rather than asking parents to complete the form. There will be no disciplinary action taken if a family or student chooses not to complete the home language survey.

Where a language other than English was the first language learned by the student, or where a language other than English is the primary language used in the home as determined through the home language survey, the district will test the student's English language proficiency. Additional services may be provided for students who have limited English language proficiency as indicated by the results of the English language proficiency test.

When needed for registration, classroom-related incidents, parent/teacher conferences, and/or other incidents as deemed appropriate by school personnel, the district will make a reasonable effort to provide a translator in order to enhance communication between the school and the family.

Families that speak languages other than English will be offered the option of receiving school-to-home written communications in a language other than English. Families will be notified at the beginning of each school year of their options concerning school-to-home communications. Questions concerning the use of a language other than English may be directed to a student's principal, or the Superintendent of Schools or designee.

<p style="text-align: center;"><b>CERTIFIED STAFF ASSIGNMENTS AND VOLUNTARY TRANSFERS DISTRICT POLICY 4115.00</b></p>
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Certified staff who desire a change in assignment shall file a written statement with the Superintendent. Such statement shall include the grade and/or subject the certified staff member desires to be assigned. Individual names will be kept confidential upon request to the Superintendent until any potential opening(s) are discussed with the individual.

### ADMINISTRATIVE REGULATION

1. The superintendent shall post a list of all current vacancies (including new positions) in all school buildings and via the online job application system. Current district staff will be notified weekly by email of current job postings.
2. All internal transfer requests will be assessed by the building administrator with the available opening based on the following criteria
  - a) Administrative recommendations
  - b) Teacher's competency
  - c) Teacher's educational qualifications and experience

- d) Responsibilities of the position
  - e) Academic qualifications shall receive priority over extra-duty assignments
3. If determined by the building administrator that it is in the best interest of the school district to not grant the transfer request, the teacher will be personally informed regarding the administrator's decision.

**INVOLUNTARY ADMINISTRATIVE TRANSFERS  
DISTRICT POLICY 4115.10**

An involuntary transfer is initiated by the Superintendent or designee.

ADMINISTRATIVE REGULATION

Involuntary transfers may be initiated as a district effort to best meet the educational needs of the district.

- A. If there is the need for a specific endorsement within the district, the procedure to be followed in a transfer of this type is as follows:
1. The certified staff member's administrator and receiving school's administrator will discuss the pending transfer with all qualified certified staff members. The reason(s) for the possible transfer(s) will be provided in writing with a copy to the superintendent. Under normal circumstances, every effort will be made to notify the teacher prior to April 15.
  2. If there are no volunteers from among transfer candidates, the certified staff member's administrator and receiving school's administrator will determine the best qualified candidate based on the following criteria, in no particular order:
    - a. Administrative recommendations
    - b. Teacher's competency
    - c. Teacher's educational qualifications and experience
    - d. Responsibilities of the position
    - e. Academic qualifications shall receive priority over extra-duty assignments
    - f. Willingness to accept the transfer
  3. The certified staff member may elect to have a representative from an educational organization participate in a conference with the administrator(s).
  4. If not mutually agreeable, the certified staff member may appeal the decision in writing within five (5) business days. The final decision rests with the superintendent or designee.
  5. The certified staff member will be provided with written transfer criteria and the final assignment for the school year.
- B. If there is a reduction in force or elimination of a position within the district, refer to District Policy 4119.13 (Reduction in Force – Certified Professional Staff)

**STAFF COMPLAINTS AND GRIEVANCES  
DISTRICT POLICY 4305**

A grievance is an allegation by an employee or employee group that there has been a violation, a misinterpretation, or inequitable application of any provision of district policy, rule, regulation or procedure.

The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act. Channels will be established for personnel to present grievances which shall permit their resolution at the lowest possible level.

## Definitions

- A. A grievance is an allegation by an employee or employee group that there has been a violation, a misinterpretation, or inequitable application of any provision of district policy, rule, regulation or procedure. The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act. Channels will be established for personnel to present grievances which shall permit their resolution at the lowest possible level.
- B. An "aggrieved person" is the person making the claim.
- C. A "party of interest" is any person or persons making the claim or any person or persons who might be required to take action, or against whom action might be taken in order to resolve the problem.
- D. The term "days" means calendar days.
- E. "Board" means the Board of Trustees of Goshen County School District No. 1.

The purpose of this statement of grievance procedure policy is to secure expedient and equitable solutions to problems which may from time to time arise affecting working conditions of employees.

## Time Limits

- A. It is important that grievances be processed as rapidly as possible and every effort should be made to expedite grievance procedures.
- B. If an employee does not file a grievance in writing with the administrator or other supervisor within 30 calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- C. In cases with extenuating circumstances, an extension of these time limits may be allowed if mutually agreed upon by both parties in writing.

## Level I - Informal Procedure

If the employee feels he/she has a grievance, he/she should first discuss the matter with his administrator or supervisor, to whom he/she is directly responsible in an effort to resolve the problem.

## Level II - Formal Procedures

### A. Administrator or Supervisor

- 1. If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, he/she may submit his/her claim in writing to his/her administrator or supervisor.
- 2. The administrator or supervisor shall within fifteen (15) days render his/her decision and the reasons therefore in writing to the complainant.

### Superintendent of Schools

If the aggrieved person is not satisfied with the disposition of his/her grievance by the administrator or supervisor, or if no decision has been rendered within fifteen (15) days after presentation of the grievance in writing, he/she may file a formal written grievance with the superintendent and the superintendent shall meet with the aggrieved person and his representative if the aggrieved person desires representation, for the purpose of considering the grievance. The superintendent shall within fifteen (15) days of such meeting render his/her decision and the reasons therefore in writing to the complainant.

### B. Appeal – All Other Matters

If the aggrieved person is not satisfied with the decision of his/her grievance by the superintendent, or if no decision has been rendered in writing within fifteen (15) days after conference with the superintendent, the aggrieved person may file the grievance with the Board of Trustees which shall consider such complaint at its next regular meeting. A decision of the

Board on such grievance shall be rendered in writing to the aggrieved person within ten days after such meeting and the decision of the Board will be final.

### **Directly Involving the Superintendent**

In the event the problem of the aggrieved party directly relates to the superintendent, a Board member as designated by the Chairman of the Board of Trustees shall act as the supervisor and gather information for the Board of Trustees. A hearing will be held at the next scheduled board meeting to discuss the grievance. The decision of the Board will be rendered in writing within fifteen (15) days of that meeting, and the decision of the Board will be final.

### **Miscellaneous**

- A. If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in any building of the school district, such representative shall report immediately to the administrator or supervisor of the building being visited and state the purpose of the visit.
- B. Every effort shall be made to avoid interruption of classroom activities and to avoid the involvement of students in all phases of grievance procedure.

### **Discrimination Complaint Procedure**

Anyone who believes that he/she has been discriminated against, also has the option to utilize District Policy 4300/5100 (Non-Discrimination and Anti-Harassment) or file complaints with the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310 1244 Speer Blvd., Denver, Colorado 80204-3582.

<b>EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY DISTRICT POLICY 4111.50/ 4211.25</b>
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## **1.0 PURPOSE**

- 1.1 Use of district computers and network resources by employees of the district is permitted and encouraged where such use supports the goals and objectives of the district. Communications and computer technology at the district are provided and maintained for instructional, educational and administrative purposes.
- 1.2 Personal use of communications and computer technology at the district is strictly prohibited during the employee's student contact hours. Personal use is allowable when it does not conflict with the employee's responsibilities and conforms to other district policies, including computer use and student data security policies.
- 1.3 Employees are encouraged to use district computers, devices, and technology for district business. If that is not possible, staff may request supervisor, secretaries, or other staff with access to school-owned technology to send the required communication in order that it can be preserved on district-owned equipment. Staff who determine it necessary to use their personal cell phones are also encouraged to use apps or other software which enables the message to be sent to the recipient as well as a school administrator, server, or other device which can retain the communication in the school records.

Employees who use their personal devices or technology for district business (including, but not limited to, communicating with co-workers, students, parents or others regarding district business) consent to a search of their personal computer, devices or technology by district

administrators for messages, information or data related to district business except where the communication was also delivered to a school administrator, server, or other device where it can be reviewed by district administration.

## **2.0 ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES**

- 2.1 Access to technology is provided to facilitate the instructional and administrative tasks performed by district employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.
- 2.2 Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not exclusively private. It should be understood that through routine maintenance the technology department may inadvertently see information. The technology department is obligated to maintain confidentiality regarding information about students, employees, or district business that they come in contact with except as directed by the superintendent or his/her designee. When the administration believes an employee may have engaged in misconduct or as a result of routine monitoring to assure compliance with this policy and the accompanying exhibit, the administration has the right to review computer usage and/or information accessed or stored.
- 2.3 To ensure proper use, the technology department under the direction of the superintendent/designee may monitor the district's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.
- 2.4 School district employees have no expectation of privacy in electronic communications they send or receive on the district's computers or network system, or as to sites and information accessed utilizing district computers or the networking system. The district has the right to monitor or review any communications sent or received, as well as information regarding sites and/or information accessed.

## **3.0 ACCEPTABLE USE**

- 3.1 It is a general policy that online communication is to be used in a responsible, efficient, ethical, and legal manner in support of education, school business and/or research and within the educational program and goals of the district. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.
- 3.2 Site administrators, department heads or supervisors may set more restrictive guidelines for employees in their areas of responsibility.
- 3.3 While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The district does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory inaccurate or potentially offensive to some people.
- 3.4 Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the site administrator or supervisor immediately. Report any instances where the Acceptable

Use Policy or security may be violated. Report inappropriate internet web sites to the technology department so that access to the sites can be blocked in the future.

#### **4.0 PROPER USE AND CARE**

- 4.1 Before operating any equipment, users will be made familiar with the basics of safety and damage prevention and trained on proper care and operation. Users will be individually assessed to determine their technical capabilities and will be properly trained and supported by the technology department, as systems are issued for their use.
- 4.2 Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are misconfigured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.
- 4.3 Equipment abuses are unacceptable whether out of frustration, misuse, negligence, or carelessness. Users are responsible for damage to or loss of district equipment. district vandalism policies apply, making users liable for intentionally inflicted damage.
- 4.4 Users should not attempt repairs without authorization or support from designated district or school site personnel. Volunteers, parents, family members, or friends are not authorized to attempt repairs on district equipment.
- 4.5 Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of district software systems. district vandalism policies apply to software as well, making users liable for intentionally inflicted damage.
- 4.6 Users shall not install or modify applications without approval and support of the district technology department or designated technology teachers and support staff at school sites. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by technology or instructional staff. File-sharing software cannot be installed or used on district computers for the purpose of illegally sharing copyrighted materials such as music, images and software.
- 4.7 Users shall not download or install copyrighted software without proper licensing. Non-licensed software will be deleted.
- 4.8 Copyrighted material shall be posted online only in accordance with applicable copyright laws.
- 4.9 In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the district's network without prior approval and support of the technology department. Attaching personally owned technology equipment to district hardware or to the district network is not allowed. Any equipment found to be in violation of this policy will be immediately disconnected.

#### **5.0 PERSONAL RESPONSIBILITY**

- 5.1 All district technology equipment is district property.

- 5.2 Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.
- 5.3 Employees shall not use the system to promote unethical practices, or any activity prohibited by law, Board policy, or administrative regulations.
- 5.4 Employees shall not use the system to engage in commercial or other for-profit activities without permission of the superintendent or designee. In addition, district electronic resources cannot be used to conduct political or religious activities. district e-mail cannot be used to advertise or solicit for non-district sponsored events, activities, or organizations.
- 5.5 The district maintains a public Internet site. Any information to be posted on the public web site must be approved through administrators (or their designee) and the district's technology department. Principals must approve all postings on school web pages. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent.
- 5.6 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, modify, or forge other users' mail.
- 5.7 Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.
- 5.8 Users shall report any security problems or misuse of the services to the superintendent or designee.
- 5.9 The technology department will take an active role in backing up data on the servers. However, statistics show that backups usually do not restore correctly. Therefore, ultimately each staff member is responsible for backing up their own data in at least two different locations to ensure that their data is not lost (i.e., on computer locally, on server, and/or external storage device, etc.). The technology department will take an active role in monitoring the disk space on all servers. Users who are taking up a greater than average amount of disk space will be notified and educated in storage management.
- 5.10 Employees who use their personal computers, devices, or technology (including cell phones) for district business shall not communicate, disseminate, distribute, or share confidential information to unauthorized parties through the use of such personal devices. Nothing in this policy shall be construed as allowing any employee to communicate, disseminate, distribute, or share confidential information with unauthorized persons.

## **6.0 SECURITY AND PASSWORDS**

- 6.1 To maintain security, users are issued unique user ID's and passwords to enable their access. Do not use other people's passwords. Do not tell others your password including staff of the

technology department. If it is known that you have shared your password with anyone, you will be required to change it. Do not write down a password where others can see it, and change passwords regularly as recommended by the technology department.

## **7.0 PENALTIES FOR VIOLATIONS**

7.1 Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation may face disciplinary action.

## **8.0 EMPLOYEE ACKNOWLEDGEMENT**

8.1 All employees of the district who have access to district technology will be required to annually acknowledge that they have received, read, and accepted this policy.

<p style="text-align: center;"><b>EMPLOYEE USE OF SOCIAL MEDIA SITES INCLUDING PERSONAL SITES DISTRICT POLICY 4350</b></p>
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Due to the unique nature of social media sites, such as Facebook and Twitter, and the district's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

### **A. KEEP PERSONAL AND PROFESSIONAL ACCOUNTS SEPARATE**

Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their district email address for personal social media activities. Use of district email for this purpose is prohibited and will be considered a violation of district policy that may result in disciplinary action.

### **B. CONTACT WITH STUDENTS**

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. All staff shall maintain a professional relationship with all students, both inside and outside of the classroom. Informal and/or social involvement with students is therefore prohibited. This includes:

1. Listing current students as "friends" or "followers" on social media sites where such designations are made;
2. Staff members engaging in email or other electronic communications to students other than through the district's email and telephone system, except for permissible practices set forth in this policy;
3. Coaches electronically contacting an individual team member or members without including those other members of the team for whom the same communication is applicable;
4. Giving private cell phone or unlisted home phone numbers to students without prior approval of the district, or where the phone number is provided pursuant to one of the acceptable practices set forth in this policy;
5. Inappropriate contact of any kind, including via electronic media.

Nothing in this policy prohibits district staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular, or extra-curricular purposes where the professional relationship is maintained with the student.

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or other electronic methods could result in the imposition of disciplinary action up to and including termination.

### **C. RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY**

If an employee wishes to use Facebook, Twitter, or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements, etc. for a school-sponsored club or a school-based activity or an official school-based organization, the employee shall comply with the following procedures and rules:

#### **1. Notify the district**

Employees that have or would like to start a social media page should contact their superintendent or designee. All district pages must have an appointed employee who is identified as being responsible for content. The superintendent or designee will outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. The superintendent or designee should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The superintendent reserves the right to shut down or discontinue the site if he/she believes it is in the best overall interest of the students.

#### **2. Have a Plan**

District staff will consider their messages, audiences, and goals, as well as strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

#### **3. Protect the District Voice**

Posts on district-affiliated social media sites protect the district's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with district policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

The employee must also comply with the following rules:

- a. The employee must set up the club, etc. as a group list which will be closed and moderated.
- b. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.
- c. Members will not be established as "friends" but as members of the group list.
- d. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g., teacher, administrator, or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- e. Parents shall be permitted to access any site that their child has been invited to join. Parents shall report any communications they believe to be inappropriate by students or school personnel to district administration.
- f. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team.
- g. The employee responsible for the site will monitor it regularly.
- h. The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- i. Employees are required to maintain appropriate professional boundaries in the establishment

and maintenance of all such district-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages.

- j. Postings made to the site must comply with all other district policies pertaining to district web sites, Internet usage, and technology.

#### **D. PERSONAL SITES**

The board respects the right of employees to use social media as a medium of self-expression on their personal time. However, employees are responsible for communications or actions outside of school which cause substantial disruption of the operation of the school or impair the employee's ability to perform their assigned job. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct.

Further, school employees remain subject to applicable state and federal laws, board policies, and administrative regulations, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible to use reasonable care in creating and monitoring their personal websites. Employees should take reasonable precautions, such as using appropriate available security settings to control who has access to their sites.

Recognizing that many social media sites allow others to post on the employee's site or to link to other sites without receiving permission from the website creator, employees should take reasonable steps to monitor their personal sites to identify any postings or links which the employee considers inappropriate for the employee's website. If an employee discovers a post or link which the employee considers inappropriate, the employee shall take prompt action to use available means to take down or eliminate the inappropriate material.

If you identify yourself as a district employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the district, its board, employees, or agents.

Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

#### **E. POSTING TO SOCIAL MEDIA SITES**

Employees who use social media for personal purposes must be aware that the content they post may become disseminated beyond the speaker's desire or intention, including students, parents and community members.

Employees shall observe the following principles when communicating through social media:

1. Employees shall not post legally confidential information about students, employees or school system business.

2. Employees shall not accept current students as “friends” or “followers” or otherwise connect with students on social media sites, unless the employee and student have a family, church, community club, organization, or activity relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not purport to be speaking for the district on any personal social media site or posting and shall comply with the provisions of this policy in any postings related to or referencing the school system, students, and other employees.
4. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
5. Employees shall not use the school system’s logo or other copyrighted material of the system without express, written consent from the board.
6. Employees shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian.
7. Employees shall not use internet postings to libel or defame the board, individual board members, students, or other school employees.
8. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of district policy.
9. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.
10. Employees shall not use Internet postings to engage in any other conduct that violates board policy and administrative procedures or state and federal laws.

#### **F. CONSEQUENCES**

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

#### **G. PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION**

Employees shall not post confidential or propriety information about the district, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the district or as provided by state or federal law.

#### **H. DO NOT USE DISTRICT NAME, LOGOS, OR IMAGES**

Employees shall not use the district logos, images, iconography, etc. on personal social media sites to promote a product, cause or political party, or political candidate; nor shall employees use personal images of students, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

#### **I. RELATIONSHIP TO OTHER LAWS**

This policy should be interpreted and applied consistently with other laws pertaining to employee speech and action. Nothing in this policy is intended to prohibit or provide employee discipline for communications or actions which are protected under the state or federal constitutions or applicable laws. Likewise, confidentiality provisions of this policy should be interpreted consistent with provisions of the Wyoming Public Records Act, and any other relevant state or federal statutes or regulations.

#### **J. ACCEPTABLE PRACTICES**

It is understood that the following are acceptable practices which would not violate this policy:

1. It is permissible for an employee to provide a personal phone number to students for use as a

safety or security tool.

Employees are encouraged to use district computers, devices, and technology for district business. If that is not possible, staff may request supervisor, secretaries, or other staff with access to school-owned technology to send the required communication in order that it can be preserved on district-owned equipment. Staff who determine it necessary to use their personal cell phones are also encouraged to use apps or other software which enables the message to be sent to the recipient as well as a school administrator, server, or other device which can retain the communication in the school records.

Employees who use their personal devices or technology for district business (including, but not limited to, communicating with co-workers, students, parents or others regarding district business) consent to a search of their personal computer, devices or technology by district administrators for messages, information or data related to district business except where the communication was also delivered to a school administrator, server, or other device where it can be reviewed by district administration.

For example, in activities where students may be performing or present in multiple physical locations at a competition or activity, providing for cell phone communication between students and employee is appropriate. It may be appropriate for an activity sponsor to provide the employee's cell phone to students for contact in an emergency.

Exchange of phone contact information is likewise permissible in other similar situations where the employee's phone contact information is useful for emergency contact or for facilitating the activity. Phone contact information provided for such purposes should be limited to use for the purposes of the school activity only

2. It does not violate this policy for an employee to provide the employee's personal contact information to a parent of a current student for purposes of facilitating parent-teacher communication.
3. Employees are not prohibited from posting their electronic contact information, or from communicating with students outside of school, where the communication arises from the employee's functioning or involvement in a community activity, club, organization, or endeavor such as church youth groups, boy and girl scouting, charitable activities or fund raising, babysitting and similar situations.

Employees may also communicate with students where there are established family or friendship activities between the adults of families. Communications in any such situation should remain relevant to the particular out of school activity or relationship

4. In addition to the use of social media or electronic communications permitted by this policy, an employee may obtain permission, in advance, from the employee's supervisor, to use electronic communications or social media in other situations where the supervisor deems it appropriate to make a further exception or clarification of the policy

<p style="text-align: center;"><b>STUDENT DATA SECURITY DISTRICT POLICY 4340</b></p>
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Student data in education refers to any information that educators, schools, districts, and state agencies collect on individual students, including data such as personal information (e.g., a student's age, gender, race, place of residence), enrollment information (e.g., the school a student attends, or any other confidential information). Goshen County School District No.1 (GCSD#1) shall implement the following guidelines in regards to the collection, use and protection of student data.

Data Collection

1. Student social security numbers (SSN) will not be collected or used as an identifier.

2. When providing student data electronically, the district will ensure that an encrypted connection is used.
3. The Technology Director shall ensure connections from the district student information system (SIS) is encrypted using secure sockets layer (SSL) security.
4. Online access to confidential data shall be done using a secure web connection.

#### Accessing Student Data Passwords

1. Goshen County staff members shall not share their passwords with anyone including peers and supervisors.
2. District networks systems will require that staff member passwords are changed regularly.
3. The district student information system (SIS) shall have a lockout for consecutive failed logins.

#### Exiting Staff Electronic Accounts

The Technology Director shall ensure accounts for exiting employees are disabled within three (3) school days to ensure sensitive data is no longer accessible.

#### Physical Security

1. Student data shall be stored in a secure area only
2. If a staff member's computer is in a public area, that staff member must ensure his/her computer screen is locked if unattended.
3. Sensitive data will be destroyed through a secure means only
4. The Technology Director shall ensure computer hard drives are erased or properly destroyed as staff exit the district, or as devices are retired.
5. Only authorized personnel shall have access to restricted district server rooms.

#### Logical Security

1. The Technology Director shall ensure a district firewall or comparable security appliance is deployed for the protection of the districts electronic network.
2. The Technology Director shall immediately inform the Superintendent of GCSD#1 of any security or firewall breach, in addition to informing Wyoming Department of Enterprise and Technology Services help desk.
3. All district Wi-Fi access connections shall be password protected.

#### Malicious Data Breach

1. If a GCSD#1 staff member has his/her laptop or computer stolen, the theft is to be reported to the Technology Director as soon as possible.
2. District staff members shall report any breach of his/her computer via a malicious email.

#### Backup and Disaster Recovery

The Technology Director shall ensure an offsite data solution for the backup and recovery of mission critical district systems.

<p style="text-align: center;"><b>DISTRICT ACTIVITIES ADVISORY COUNCIL</b> <b>DISTRICT POLICY 6145</b></p>
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Goshen County School District No. 1 student activities are learning experiences and are an integral part of the total District curriculum. Student activities include athletics, clubs, and organizations providing opportunities for students to explore areas of interest and skill, as well as opportunities to learn teamwork, sportsmanship, discipline, leadership, pride and fairness.

### **DISTRICT ACTIVITIES ADVISORY COUNCIL (DAAC):**

This Activities Advisory Council shall be convened and chaired by the Superintendent or designee. It shall be comprised of secondary principals, activity directors, Business Manager, and one GCEA representative.

In general, council members will have responsibilities to maintain communication with those they represent and will advise the Superintendent and the Board regarding student activities/athletic issues brought to the council by student activity and athletic committees including but not limited to the following:

1. Review changes or recommendations to extra-duty assignments/salaries:
  - a. The activity group or sponsor will request a review of the current extra duty compensation in writing to the DAAC Committee using the District Activity Extra Duty Compensation Review Request form (Exhibit 1)
  - b. The district will accept requests for review of activity compensation every two years involving staff input and interviews by EMS beginning 2016-2017. If approved, compensation adjustment would be effective the following school year.
  - c. The DAAC Committee will make a determination if the request(s) should be submitted to EMS for analysis for possible recalculation of placement on the compensation schedule.
  - d. EMS will report back to the DAAC Committee with its recommendations and any proposed changes by the DAAC Committee will be presented to the Salary Relations Committee.
2. Consider need and/or implementation of new program(s) and extra duty positions
3. Review whether existing student activity/ athletic programs should be deleted
4. Review of all newly developed or revised student activity/athletic programs
5. Provide the Board of Trustees with recommendations regarding student activity/athletic programs
6. Plan for long-term development and review of student activity/ athletic programs on a yearly basis

The District Activities Advisory Council shall be responsible for monitoring adherence to the following guidelines:

1. Consistency of student activity/ athletic programs with the mission and student performance standards of the District
2. Encouragement of creativity, innovation, and site-specific initiatives at individual schools as they address District student activity/ athletic programs
3. Compliance with District guidelines in the selecting of materials to support the student activity/ athletic programs

The District Activities Advisory Council will write its own operational rules.

### **STUDENT ACTIVITY/ ATHLETIC COMMITTEES:**

Student activity/ athletic committees shall consist of professional educators who are knowledgeable of the student activity/ athletic programs to be developed, revised, or deleted, and who represent schools and grade levels which will be involved in implementing the student activity/ athletic programs.

Student activity/ athletic committees prior to presentation of their proposals to DAAC, will include:

- a. Establishing a timeline for the accomplishment of their tasks
- b. Conducting research utilizing recent theory and research
- c. Gathering input from stakeholders
- d. Preparing a written plan for the full implementation of the program

**TIME-LINE OF PROCEDURES FOR DEVELOPMENT, REVISION, OR DELETION OF STUDENT ACTIVITIES/ ATHLETICS:**

**September - October**

A student activity/ athletic idea and/or activity issue is presented to the building principal or Activity Director. The student Activities/Athletic Committee, principal or activity director will share this proposal with the District Activities Advisory Council.

**January**

The student activity/ athletic committee will submit a written report and also present their information at the January meeting to the District Activities Advisory Council. The report is to include all the above items (a-d)

The Student Activities Advisory Council will review the report by the last Monday in January, and if approved will make a written recommendation to the Superintendent.

Monetary items including additions, revisions, and/or deletions to any program or to any extra duties will be submitted to the Superintendent or designee for presentation at annual negotiations and will follow standard negotiation procedures. Non-monetary items will be submitted to the Board of Trustees by the Superintendent.

**May**

The Board of Trustees will have final approval of all recommendations from the District Activities Advisory Council.

**GENERAL GUIDELINES:**

The building principal/ activity director/ designee will guide implementation of all Board approved programs. Any requested changes in newly approved programs are submitted to the District Activities Advisory Council for their consideration. New programs will be reviewed and evaluated by the District Activities Advisory Council after one year of implementation at which time any program changes will be taken into consideration

**EVALUATION OF SUPPORT STAFF  
DISTRICT POLICY 4210.15**

The development of a strong, confident support staff is essential to the smooth functioning of a school system. The Board expects all employees to make continuous effort to improve their work and expects their supervisors to assist them through supervision and the evaluation process. The Board delegates to the Superintendent the responsibility for developing evaluation procedures for all support staff.

All new staff will be evaluated after a 90-day period. All support staff employees will be evaluated prior to April 30 annually.

Educational support staff of Goshen County School District No. 1 are employees at will. This means educational support staff serve at the discretion of Goshen County School District No. 1, and Goshen County School District No. 1 may terminate employment of educational support personnel at any time with or without cause. Educational support personnel staff may terminate employment with Goshen County School District No. 1 at any time.

There is no promise of any kind by Goshen County School District No. 1 contained in the policies, practices, and benefits established by Goshen County School District No. 1 which is to be interpreted as, or intended to be, a contract of employment, as they are expressly not a contract. Goshen County School District

No. 1 remains free to change wages, policies, practices, and all other working conditions without the employee's agreement.

The provisions of this policy do not relieve Goshen County School District No. 1 of its duty to abide by local, state, and federal law, and to respect the due process rights of employees.

**SUPPORT STAFF ORIENTATION  
DISTRICT POLICY 4210.12**

All new support staff employees working in Goshen County School District No. 1 will receive an orientation by their immediate supervisor, building principal, or designee. Orientation for new employees working in the Central Administration office will be the responsibility of their immediate supervisor.

The orientation will explain job duties, introduce the employee to fellow employees and cover all aspects of the position. All pertinent information concerning the position, including building handbooks and regulations, district staff handbook, manuals, safety regulations, etc. will be furnished.

Newly hired support staff employees will be given personnel forms complete with salary and employment information to complete at the district office. An explanation of the district's insurance and retirement program will be presented.

After approximately two weeks, a conference will be held with the new employee, the immediate supervisor and the appropriate administrator will answer any questions. Orientation will be considered complete when all items are checked off as completed on the appropriate orientation checklist, and the signed form is received at the central administration office.

**PROHIBITED ASSISTANCE TO SEX OFFENDER  
DISTRICT POLICY 4303**

No school employee, agent of the District or person or entity during the course of contracting with the District, shall assist any school employee, contractor, or agent, in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or entity knows, or has probable cause to believe, that such a school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

