

WASHAKIE  
COUNTY  
SCHOOL DISTRICT  
NO. 1

**BOARD POLICIES**

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## **PREFACE**

Individuals and groups who have helped formulate policies for the school district believed that written policies should be formulated to facilitate good instruction. In no instance should policy be allowed to become a block to the best public interest. No individual has the right to hide behind school policies in justifying decision, procedures, or practices, nor should school policies be used as an excuse for failure to deal with problems on their respective merits.

Three readings are normally required to change or amend any policy. However, in emergency situations any policy may be changed or amended by a unanimous vote of all board members at any regular or special meeting providing the proposed change has been presented to the board at a previous meeting. Notice shall be given with the motion to suspend the three readings.

Policies shall be reviewed annually and revised or added to as deemed necessary.

In matters of procedure not covered by the policies, Robert's Rules of Order, Revised, shall govern.

**EQUAL EMPLOYMENT OPPORTUNITY/ TITLE IX/ IMMIGRATION ACT  
AND SECTION 504 OF THE REHABILITATION ACT**

Washakie County School District #1 is dedicated to nondiscrimination in employment and program offerings. All employees, students and potential employees have the right to equal admission, access, treatment or employment in its educational programs and activities.

The district is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, religion, national origin, or disability. It is the district's policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based on these grounds.

WCSD #1 hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights including:

Title II of the Americans With Disabilities Act of 1990 which prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment;

Title VI of the civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin;

Title IX of the educational Amendments of 1972 that prohibits discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973, in which no otherwise qualified person will, solely by reasons of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored by the District.

The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age;

Complaints or inquiries pertaining to Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act, shall be referred to:

**Superintendent of Schools,  
Washakie County School District #1  
1900 Howell Ave.  
Worland, WY 82401-3711 or phone (307) 347-9286**

**or the**

**Wyoming Department of Education  
Office of Civil Rights Coordinator  
2nd Floor Hathaway Bldg.  
Cheyenne, WY 82002-0050 or phone (307) 777-6218**

## PROCEDURES FOR COMPLIANCE

Washakie County School district No. 1 recognizes its need to conform to and follow the guidance of the following acts: Title II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1973.

Washakie County School District No. 1 appoints the business manager as its employee to coordinate the efforts of the district to comply with and carry out its responsibilities as designated by the above acts. The District shall have the responsibility for investigating any complaints communicated to Washakie County School District No. 1 alleging its non-compliance with the laws enforced by the above acts.

Any person having a complaint against the School District shall immediately make that complaint known to the business manager. The business manager shall have ten (10) days in which to investigate and give his report to the School District and to the complainant. If the complainant is not satisfied with the report of the business manager, complainant shall have ten (10) days to file a written answer to the report of the business manager and have written response by complainant does not agree with the report of the business manager. Said written response shall be provided to the Superintendent of Schools. The Superintendent of Schools shall provide a written response within ten (10) days of the receipt of the written complaint.

This procedure is in addition to any other rights of the complainant under the above acts.

## NCLB COMPLIANCE

Washakie County School District No. 1 is cognizant of the assurance of PL 107-110, the No Child Left Behind Act of 2001, and ensures compliance within each of the following federally funded title programs:

1. Title I, Part A, C, D;
2. Title II, Part A and D;
3. Title III;
4. Title IV Section G;
5. Title V-A;
6. School Prayer;
7. NCLB;
8. IDEA; and
9. Perkins

Additionally, Washakie County School District assures that it has established and will continue to implement and equivalence among all schools in the district in (1) teachers, administrators and other staff, and in (2) the acquisition and provision of curricular materials and instructional supplies, pursuant to Title I, Part A, Section 1112 of NCLB Act of 2001.

# ARTICLE I

## PERSONNEL POLICIES

### 1.1 STAFF SEXUAL HARASSMENT POLICY

(a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to:

1. Making submission to or rejection of such conduct the basis of employment decisions affecting the employee,
2. Making submission to or rejection of such conduct the basis of grades received or any other decisions affecting the student,
3. Creating an intimidating, hostile or offensive working or learning environment by such conduct,
4. Offenses of sexual flirtation,
5. Advances or propositions,
6. A display of sexually suggestive objects or pictures,
7. Demanding sexual favors accompanied by implied or overt threats, or
8. Any other offensive or abusive physical contact.

(b) Employees of Washakie County School District No. 1 are prohibited from:

1. Engaging in the sexual harassment of any student or employee,
2. Aiding and abetting sexual harassment of any student or employee, or
3. Retaliating against a person for reporting sexual harassment.

(c) Any employee who believes that s/he has been subjected to sexual harassment should report the alleged act directly to the principal. In the event an employee believes s/he has been sexually harassed by the principal the employee should report the incident directly to the superintendent. In the event any person believes s/he is being sexually harassed by the superintendent, the incident should be reported directly to any member of the Board of Trustees. The board member shall then notify the chairman of the board who shall call an emergency meeting to discuss the matter. Any report shall remain confidential until a signed release is provided by the reporting party. When an incident of sexual harassment is reported to any student or staff member the individual receiving the report should forward the information to the appropriate administrator.

(d) Upon receipt of any report of what is believed to be sexual harassment, the principal shall notify the superintendent after which an investigation shall be immediately undertaken. The results of the investigation, or, if not completed, the status of the investigation will be discussed with the reporting party within five (5) days after the sexual harassment has been reported.

(e) Any employee of the school district who is found, after appropriate investigation, to have engaged in sexual harassment is subject to disciplinary action ranging from verbal reprimand to immediate termination of employment.

(f) Any employee or student not satisfied with the decision and action taken by the administration may petition the Board of Trustees to take further action.

**(Policy 1.1 Adopted: 3-24-97)**

## 1.2 EMPLOYMENT AND DISMISSAL OF EMPLOYEES

(a) All applications for positions shall be referred to the superintendent for his recommendation to the Board. At the proper time, the superintendent shall recommend the names of those staff members who are being considered for re-employment to the Board for action.

(b) Prior to employment all regular and substitute employees who may have contact with students will submit to fingerprinting for the purpose of obtaining a state and/or national criminal background check. Checks will be done by the Wyoming Department of Criminal Investigation (DCI) and the Federal Bureau of Investigation (FBI). The prospective employee will pay for the cost of the fingerprinting and background checks.

In addition, s/he will be required to complete a form listing all offenses (other than misdemeanor traffic offenses or traffic infractions) for which s/he has been convicted; all denials, reprimands, admonitions, suspensions, or revocations of occupational permits; and employment history of dismissal, discharge, resignations in order to avoid discipline or discharge, or employer-requested resignation. The person will be required to sign a notarized affidavit stating that the information is true and correct. If the results of the criminal background checks are different than the information on the notarized form, s/he will not be hired, or if s/he is already working immediate termination will occur.

Persons who have been issued a teaching certificate or a substitute permit by the Wyoming Professional Teaching Standards Board after July 1, 1996, will not be required to undergo the fingerprinting or background check as that is a state requirement prior to obtaining the certificate or permit. This policy implements Wyoming Statute 21-7-401 and is effective for any employee hired after July 1, 1996.

### **1.3 PERSONAL APPEARANCE AND CONDUCT**

(a) The Board of Trustees reserves the right to outline reasonable policies of personal appearance and conduct for all employees and to expect conformity to these rules by the staff member. The staff member in accepting employment with the District accepts and agrees to abide by such rules. These rules shall include reasonable policies of dress and grooming and of conduct appropriate to the mores and customs of the community.

### **1.4 FILING EMPLOYEE FORMS**

(a) Payment may be withheld from any employee until all necessary forms, applications, and certifications are properly filed.

## 1.5 TRAVEL GUIDELINES

(a) Husband and wives of school board members and school employees are encouraged to attend professional meetings with their spouses, but district funds are not to be used to pay for the expenses of the spouse.

It is the philosophy of Washakie County School District No. 1 that meal, lodging and travel regulations established in the statutory limits in the State of Wyoming exist for the purpose of providing officers and employees of the School District reimbursement for reasonable and necessary expenses incurred in service to the District. Expenses allowances are not for the purpose of providing income, and the Board, through the superintendent, will enforce reimbursement of actual expenses up to the maximum allowance allowable, provided proper receipts are furnished. All expenses shall be reimbursed by the use of a voucher.

(b) Registration: Registration fees paid at approved conventions, workshops, etc. will be reimbursed if a verifiable receipt is submitted showing the actual cost of registration fees. If meal functions are a part of the registration fee, the meal allowance will be reduced accordingly.

(c) Transportation: School Vehicle - Necessary expenses of gasoline, oil, repairs, etc. may be charged to school credit cards or reimbursed to the employee upon presentation of verifiable receipt of properly executed voucher.

Private Vehicle - If the use of a private vehicle is approved, reimbursement will be made at the rate specified by the Federal Government.

Public Conveyance - Reimbursement shall be the actual cost of the ticket for air, bus or tram fare. All such tickets shall have prior approval. An original receipt is required for reimbursement.

(d) Travel Guidelines: A reasonable expense will be reimbursed to an employee for meals and lodging on all trips. This reimbursement is contingent upon the employee providing the district with receipts for each meal and lodging.

(e) Reimbursements: No prepayments of anticipated expenditures will be made on behalf of individual employees. Advance registration fees may be approved if submitted on a properly executed voucher, accompanied by appropriate billing. Payment will be made only to the sponsoring organization of group, not to the individual student or staff member.

Charges for meals or lodging may be charged to the district by using a proper voucher and permission of the immediate supervisor. All expenditures are to be reimbursed through submission of properly executed vouchers, supported by receipts.

(f) Prior Approval: All requests for attendance at activities, conventions, workshops, etc. are to be approved by the supervising administrator prior to the event. Requests by employees which involve more than five (5) days absence from school, or for which more than \$500 request for reimbursement is anticipated, must be approved by the superintendent in advance of the event.

(g) Expenses of Non-school Employees: Expenses incurred by non-school district employees while on pre-approved school district business shall be reimbursed actual expenses for meals, lodging, and related expenditures provided proper receipts and a signed voucher are submitted.

## **1.6 JUDICIAL OR REQUIRED GOVERNMENTAL SERVICE LEAVE**

(a) Any employee required to appear and testify under subpoena, perform any jury duty or government service, shall be granted leave without dock of pay and without disruption to fringe benefits. Any compensation received from such duty shall be returned to the district if normal work hours are used for such purpose. This policy controls such activity unless service is controlled by Wyoming Statute.

**(Policy 1.6 adopted 4-23-2001)**

## **1.7 BENEFITS**

(a) The School District will pay a maximum of 90 percent for a family health insurance premium for full time personnel and their dependents. Insurance coverage includes optical and dental insurance.

The School District will pay employee's share of the Wyoming Retirement System payment for all employees.

**(Policy 1.7 (a) amended 1-24-2011)**

## 1.8 PERSONNEL RECORDS

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

- (a) A personnel record for each employee, certified and classified, shall be accurately maintained in the administrative offices.
- (b) In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be considered pertinent.
- (c) All personnel records of individual employees of the district shall be considered confidential. They shall not be opened for public inspection. The superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
- (d) Each employee shall have the right, upon request, to review the contents of his own personnel file, with the exception of pre-employment reference recommendation.
- (e) Employees may discuss the contents of their personnel files with administrators.
- (f) Lists of district employees' names and addresses shall be released only to governmental agencies as required for official reports, and only with the approval of the superintendent. "Directory" information on employees (names, addresses, phone numbers) may be released only with the superintendent's approval, and for non-commercial purposes only.
- (g) Any health records on staff will be kept by the business manager or designee separately from the employment records in a secure location. Disclosure of such information shall be only with the person's consent or court order.

**(Policy 1.8 (g) adopted 11-26-2001)**

## **1.9 ASSIGNMENT AND TRANSFER OF EMPLOYEES**

(a) It shall be the intent of the Administration to assign an employee to the school and position they desire. Requests for transfer to other schools are welcome and will be granted when possible, subject to the approval of the administrator to which the staff member would be assigned. However, if deemed to be in the best interests of the district, the superintendent may at any time reassign any staff member. Administrators may request that staff members be reassigned to an area currently qualified should they feel it is in the best interests of total staff morale or the overall effectiveness of the instructional program. Transfers for whatever reason are subject to:

1. Availability of other positions within the district,
2. Agreement with the superintendent,
3. Review by the Board of Trustees

## **1.10 SALARY DEDUCTIONS**

(a) An employee shall be subject to such deductions from salary as are required by law. They shall also be subject to such other deductions as may be agreed upon between the individual or groups of employees and the Board of Trustees.

## **1.11 CHAIN OF COMMAND**

(a) All suggestions, requests, or complaints of any staff member shall be taken to his or her immediate supervisor. If the item is not resolved it may then be reduced to writing and brought to the superintendent. If the issue remains in question after ruling by the superintendent, it may be taken to the Board of Trustees. **(Adopted 5-13-96)**

## **1.12 DISCRIMINATION**

(a) It shall be the policy of Washakie County School District No. 1 that no discrimination on the account of age, sex, creed, religion, nationality, sex, disability be practiced in any aspect of the total operation of the district. This includes hiring and compensation.

## **1.13 HIV/AIDS**

(a) All employees who are HIV positive will be treated in the same manner as any other employee with a health related impairment. Tests results will not be disclosed without consent. All records containing reference to the HIV positive status will be kept in a separate location from normal health records.

(b) Infected staff members will be excused from mandatory vaccines upon waiver from the state or county health office.

## **1.14 DISCRETIONARY LEAVE**

- (a) If leave is necessary due to very extenuating circumstances not covered under other portions of policy it may be granted by the superintendent after receiving recommendation from the supervising administrator.

**(Policy 1.14 revised 1-25-1999) (Policy revised 2-27-12)**

## 1.15 PROFESSIONAL STAFF - TEACHERS/ADMINISTRATORS

### Leaves and Absences:

Leave benefits are provided as a service to the employee, and under no conditions will an employee be paid for accumulated, but not used, leave time.

The Board of Trustees reserves the right to extend leave privileges to any employee beyond those enumerated in these policies, if, in the opinion of the Board, special circumstances exist which warrant such extension. In considering any such request for extended leave, however, the Board will place, as the first priority, consideration of the effect such leave will have on the educational program of the district.

#### (a) Sick Leave:

1. Nine and ten month employees will be allowed eleven days of sick leave per year. Twelve month employees will be allowed thirteen days sick leave per year.
2. Unused sick leave shall be allowed to accumulate up to a total of 90 days.
3. Sick leave shall be granted to each staff member for personal illness, quarantine, and /or illness in the immediate family. The immediate family shall mean the staff member's spouse, children, parents, and spouse's parents. In order to use sick leave benefits on behalf of the immediate family members, for more than five consecutive school days, the board and/or its designee will require the employee to complete the Extended Sick Leave form. The district may require a physician's statement. All non-emergency appointments or surgeries shall be scheduled outside school hours/days whenever possible. Standard sick leave allowed for a normal birth shall be six weeks and eight weeks for a caesarean birth. If in the event of complications additional sick leave is necessary, a physician's statement will be required. This section does not diminish any rights available to employees under the Family Medical Leave Act. **(Policy revised June 25, 2007)**
4. Employees shall be able to convert one sick day into **annual leave** during each of the first three years of employment. These days shall not be cumulative.
5. Beginning the fourth year of employment, employees shall be able to convert up to five of the current year's sick days into **annual leave**. A maximum of five annual leave days will be allowed in any given year.
6. Persons desiring leave for reasons such as funerals, weddings, children's activities, community service, military leave, political activity, etc. will be expected to utilize the **annual leave** available under this policy. **(Policy revised 2/27/12)**
7. These days must be approved in advance with the employee's supervisor and may be disallowed if, in the supervisor's judgment, the interest of the district so dictates. **(Policy 1.15a adopted 1-25-99) (Policy revised 2/27/12)**

**(b) Sick Leave Bank**

A sick leave bank has been established for all certified employees. Certified staff shall donate one (1) day of their sick leave to enter the bank so they may draw from the bank in times of need. A member's drawing power is determined to be equal in number to his/her accumulated sick leave as of the anniversary date of employment.

Members may draw from the bank for the same reasons that they use sick leave. Members must use their own accumulated sick leave prior to drawing from the bank.

Any members applying to use the sick leave bank must make the request in writing to his/her direct supervisor and to the superintendent. This request must be accompanied by a written statement of need from a higher authority, such as a physician.

If a member requests further sick leave days, a maximum of one (1) year's sick leave benefit may be granted as an advance of the following year's sick leave benefit. This request must be made in writing to the superintendent and accompanied by a written statement of need from a medical authority. All advances will be deducted from the following year's sick leave benefit. If an employee should leave the district prior to earning sufficient sick leave to offset the advance, repayment is required. Repayment will be based on the employee's rate of pay per day.

If the sick leave bank is drawn below 50 days, members shall donate another day. Staff members who have accumulated 90 sick leave days may donate up to three (3) days to the bank.

**(c) Personal Leave (deleted with Policy 1.15a changes)**

**(d) Sabbatical Leave**

To any professional personnel who has completed seven (7) continuous years of service in the district, the Board may grant up to one year sabbatical leave for the purpose of additional education.

Applications for sabbatical leave shall be made in writing to the superintendent no later than April 15, and shall set forth in detail the purpose of the leave. Personnel who have been given fellowships, grants, etc. will be given first consideration.

The Board of Trustees agrees to return the employee to a position for which they are qualified, but not necessarily the position they left, and to maintain the tenure status, personal leave and sick leave days accumulated by the employee prior to the sabbatical leave, if any. The leave recipient shall not receive any salary from school.

The sabbatical leave recipient will pay monthly to the business manager the amount prescribed for retaining membership in the group insurance program. When the sabbatical teacher returns to the district, the portion of the premium, equivalent to the amount the district contributes for an active employee, will be returned to him/her. Should the teacher not return after sabbatical, those premiums are forfeited.

Applications for sabbatical leave shall state the date the sabbatical will begin and the date the employee will return to his/her employment. The sabbatical leave shall be approved by the board and shall be honored by both parties unless both parties agree to alterations. **(Policy revised 7-16-97)**

**(e) Leave of Absence**

To any certified personnel with four (4) or more years of continuous service, the Board may grant up to one-year leave for child rearing, or for any purpose the Board believes to be in the best interest of the district.

Applications for leave shall be made in writing to the superintendent no later than April 15, and shall set forth in detail the purpose of the leave.

The Board of Trustees agrees to return the employee to a position for which they are qualified, but not necessarily the position they left, and to maintain the tenure status, personal leave and sick leave days accumulated, if any, prior to the leave. The leave recipient shall not receive any salary or remuneration from the school.

The leave recipient will pay monthly to the business manager the amount prescribed for retaining membership in the group insurance.

Applications for leave shall state the date the leave will begin and the date the certified personnel will return to his/her employment. If the superintendent is not notified after March 1 and before April 1 in the year of the leave of the intent of the person to return to their prior employment, the district shall not be required to return the employee to any position, to maintain their tenure status, or to maintain personal leave or sick leave days accumulated by the employee prior to the leave. The leave must receive prior Board approval. **(Policy revised 7-16-97)**

**(f) Exchange Programs**

Teachers may be allowed to participate in State Department of Education approved exchange teacher programs.

**(g) Professional Leave**

Professional leave for the purpose of additional education in the employee's special department or educational field or for other professional development closely related to the employee's contractual obligations may be granted under the following conditions:

**Professional Leave**

1. All requests must first be made to the staff member's immediate supervisor for approval. Should the immediate supervisor find just cause for not approving the request, the applicant shall be notified and be given the reasons.
2. If approved, the district will pay, upon receiving signed receipts from the individual, expenses as approved prior to the trip. The district will pay the cost of the substitute teacher.
3. No employee may exceed seven (7) employee-requested professional leave days in any given school year
4. Leave requested for W.E.A. purposes shall be called professional leave, however, no expense will be reimbursed, except the cost of the substitute.

**District-Assigned Professional Leave**

Should the district request that an employee(s) attend a conference, meeting, in-service training (in-district or out-of-district) or project, the district will pay the cost of a substitute teacher. The district will pay, if needed, registration fees, lodging, meals and

transportation (if school vehicles are not available). Signed receipts for lodging (at single-room rates), meals and registration must be submitted by the employee.

**(Policy 1.15.g revised April 28, 2008)**

**(h) Other Leave**

**Student Activity Leave** is granted for staff supervising students in sports or activities such as music festival, debate, etc.

**Jury or Witness Duty** is granted for all absence required by the court system. All stipends must be sent to the central office, except for meal and travel allowance.

**Military Leave** is granted as per state statute.

**Leave without Pay** is any leave in excess of days available - under Leave and Absences. Such leave shall be deducted from the employee's salary based on the employee's contracted rate of pay per day. Exception to Leave Requests may be considered by the Board upon request. **(Policy 1.15.h revised April 28, 2008)**

**(i) Early Release Incentive Plan**

Participation in this plan is ENTIRELY VOLUNTARY and is open to all employees who qualify under its terms. The selection from the applicants for participation in the plan will be made by the Board of Trustees in accordance with the provisions set forth below, within the sole discretion of the Board of Trustees, taking into account the needs and best interests of the district.

Participation in this plan is considered a privilege and not a right, and the Board of Trustees is entitled to permit or to limit participation and to change or delete all or any part of this plan in its sole discretion, in accordance with the needs and best interests of the district and in accordance with applicable law.

The benefits provided by this plan are not intended to, and do not, constitute a retirement system or a replacement of the Wyoming Retirement system. The benefits provided for under this plan are in consideration of the individual employee's waiver of continued employment with School District No. 1 and of the receipt of such wages, salaries, and benefits which the employee could expect from such continued employment.

**Eligibility for Early Release:**

An early release incentive program is available to tenured professional staff in the district. To be eligible to participate in the plan, an applicant:

1. Must have been employed a minimum of thirty (30) years in educational service.
2. Must have been employed full time by this school district for twenty-five (25) years immediately preceding the year release begins. Although sabbatical leaves, leave of absence, etc. will not serve as interruptions to employment; neither will such periods of inactivity count toward the minimum of twenty-five (25) years.
3. No more than five (5) years of educational service out of this district may be applied towards the total thirty (30) years total.

4. For the purpose of calculating years of service, half-time employment will be counted as one-half year for each year of half-time service. The aggregate total will be rounded back to the nearest year of service.
5. The board shall determine the number of severance packages available on an annual basis.

**(Policy 1.15 (i) 6 deleted 3-28-2011)**

Procedures for Applying for Early Release

1. An employee qualifying for early release must submit his/her written request to the Superintendent of Schools upon a form available through the Central Administration Office prior to November 1st of the year of intended release.
2. The Board of Trustees will respond to the request at the regular meeting held in December and will advise the applicant of their decision by January 10.
3. An early release waiver shall accompany each application for early release. The waiver must be completed and signed at the time of application.

Schedule of Incentive Benefits

1. Upon approval of the request for early release by the Board of Trustees, the employee shall receive a deferred salary benefit based upon the Incentive Benefit Schedule in effect when the release is initiated.
2. The Board of Trustees shall pay a deferred salary benefit based upon the last full time salary, including longevity pay, received by the employee, exclusive of remuneration for extra duty or extended contract.

Payment Schedule:

1.  $3\% \times$  the number of years employed by Washakie County School District #1 x the current yearly salary. Example: 25 years in district x .03 = .75; .75 x \$40,000 (last year's salary) = \$30,000 severance payment.
2. Payments will be made to the employee in five (5) equal yearly installments.

Group Health Insurance:

1. Group health insurance will not be available to early retirees except as provided by federal statutes. Employees are encouraged to purchase coverage through other providers. Contact the central office for additional information regarding federal statutes and insurance options. **(Policy 1.15, Group Health Insurance revised 3-27-2000)**

Beneficiary:

1. Upon the approval of an application for early release, the employee will name a beneficiary.
2. A beneficiary may be changed at any time at the discretion of the employee.
3. In the event of the employee's death prior to having received the full-deferred benefit, the balance will be paid to the beneficiary in accordance with the payment schedule chosen by the employee.

Miscellaneous:

1. Any employee terminated by the Board of Trustees for sufficient cause shall be ineligible to participate in the Early Release Incentive Plan.

**(Policy 1.15 (i) revised 4-26-2004)**

**(k) Salary Schedule**

1. The School District shall adopt and use a single salary schedule. Those personnel whose position calls for a 10-month contract shall receive an additional 1/9 of their salary.
2. In case of economic recession or inflation any change in the salary schedule should be in the base salary.
3. Since salary must be budgeted, advancement on the salary schedule shall be determined the first day of school in the fall. Recognition shall be given at this time to teachers securing advanced degrees. The teachers shall not be penalized for failure of the college or university to submit official transcripts as of the deadline.
4. Acceptance of a teaching position denotes a willingness to participate in any of the school's activities such as assigned duties, teachers' meetings, professional research, curricular revision, and individual guidance for none of which extra pay need be given.
5. All employees shall be paid no later than the last workday preceding the 16th of each month unless employees are found to be delinquent in their assignment completion by their immediate supervisor. Paychecks may be held until such time as assignments and/or extra duties have been deemed complete. **(Policy 1.15 (k) Salary Schedule Revised: 5-22-2000)**
6. (Outside teaching experience allowed **moved to Administrative Procedures 1-25-1999**)
7. All salary increments shall be made in 12 installments, effective July 1, 2010.
8. Only full years of experience will be counted for the purpose of determining a teacher's position on the salary schedule.

**(Policy 1.15 (k) 7 revised 12-21-2009)**

**(l) Reduction in Force**

If, by the judgment of the Board of Trustees, it is necessary to reduce the certified staff due to a change in circumstances such as: reduction or elimination of a program in any given subject or field, or, if it is necessary to consolidate programs or particular grade levels, or, the inability of the district to anticipate sufficient funds, such reduction shall be done on a seniority and certification basis.

## 1.16 CLASSIFIED PERSONNEL

Classified employees include secretaries, custodians, cooks, aides, bus drivers, and others necessary for the operation of the Washakie County School District No. 1. Classified employees are appointed by the superintendent subject to approval of the Board of Trustees.

### (a) **Assignment:**

Classified employees not assigned to a specific department/building shall be under the direction of the business manager. Classified personnel who are assigned to a specific building or principal shall be specifically under the direction and supervision of the supervising administrator. During vacations and other times when the administrators are not on duty, the Business Manager shall direct their work.

### (b) **Employment:**

Classified staff and members are employed at will.

### (c) **Vacation Time:**

Classified personnel employed on a twelve month basis shall be entitled to paid vacations in the following manner:

1. No vacations may be taken during the first six months.
2. After six months of continuous full time employment an employee begins to accrue vacation time at the rate of .83 days per month.
3. During years 2-5 vacation days continue to accrue at the rate of .83 days per month
4. Beginning with year 6, vacation accrues at the rate of 1.25 days per month.
5. Contractual agreements may dictate otherwise.

Vacation time must be taken and at a mutually agreed upon time by the employee and his/her supervisor. When employment ends and the vacation days an employee has taken are in excess of the days s/he has accrued the final paycheck will be docked by the difference. **(Policy revised 7-16-97)**

No more than five (5) days of unused vacation time can be carried into the next contract period. It is the employee's responsibility to see that all vacation time is taken. All unusual requests for vacation time must be approved, in writing, by the superintendent.

**(d) Holidays:**

1. New Year's Day\* and 1 additional day at New Year's
2. President's Day
3. Good Friday at Easter
4. Memorial Day
5. Fourth of July
6. Labor Day
7. One day during Fall Festival (unless Fall Festival is eliminated by the Board of Trustees)
8. Thanksgiving Day and the following Friday
9. Christmas Day\* and one additional day at Christmas

\*If the legal holiday falls on a weekend, the employee may, with the approval of his/her immediate supervisor, substitute another working day.

**(e) Sick Leave:**

1. Nine and ten month employees will be allowed eleven days of sick leave per year. Twelve month employees will be allowed thirteen days sick leave per year. Part-time employees, after one year of employment, will be allowed two days of sick leave per year (non-cumulative). **(Policy revised April 28, 2008)**
2. Unused sick leave shall be allowed to accumulate up to a total of 90 days.
3. Sick leave shall be granted to each staff member for personal illness, quarantine, and /or illness in the immediate family. The immediate family shall mean the staff member's spouse, children, parents, and spouse's parents. In order to use sick leave benefits on behalf of the immediate family members, for more than five consecutive school days, the board and/or its designee will require the employee to complete the Extended Sick Leave form. The district may require a physician's statement. All non-emergency appointments or surgeries shall be scheduled outside school hours/days whenever possible. Standard sick leave allowed for a normal birth shall be six weeks and eight weeks for a caesarean birth. If in the event of complications additional sick leave is necessary, a physician's statement will be required. This section does not diminish any rights available to employees under the Family Medical Leave Act. **(Policy revised June 25, 2007)**
4. Employees shall be able to convert one sick day into annual leave during each of the first three years of employment. These days shall not be cumulative.
5. Beginning the fourth year of employment, employees shall be able to convert up to five of the current year's sick days into annual leave. A maximum of five annual leave days will be allowed in any given year.
6. Persons desiring leave for reasons such as funerals, weddings, children's activities, community service, military leave, political activity, etc. will be expected to utilize the annual leave available under this policy. **(Policy revised 2/27/12)**

7. These days must be approved in advance with the employee's supervisor and may be disallowed if, in the supervisor's judgment, the interest of the district so dictates. **(Policy 1.16e Adopted 1-25-99) (Policy revised 2/27/12)**

**(f) Sick Leave Bank:**

A sick leave bank has been established for all classified employees. Classified employees shall donate one day of their sick leave to enter the bank so they may draw from the bank in times of need. A member's drawing power is determined to be equal in number to his/her accumulated sick leave as of anniversary date of employment.

Members may draw from the bank for the same reasons that they use sick leave. Members must use their own accumulated sick leave prior to the drawing from the bank.

Any member applying to use the sick leave bank must make the request in writing to his/her direct supervisor and to the superintendent. This request must be accompanied by a written statement of need from a higher authority, such as a physician.

If a member requests further sick leave days, a maximum of one year's sick leave benefit may be granted as an advance of the following year's sick leave benefit. This request must be made in writing to the Superintendent and be accompanied by a written statement of need from a medical authority. All advances will be deducted from the following year's sick leave benefit. If an employee should leave the district prior to earning sufficient sick leave to offset the advance, repayment is required. Repayment will be based on the employee's rate of pay per day.

Whenever the sick leave bank has less than 50 days, members shall donate another day to the sick leave bank.

**(g) Personal Leave: (see Policy 1.16 e change)**

**(h) Inability to Report to Work:**

When an employee is unable to report for duty, he/she shall call his/her supervisor, who shall make the arrangements for a substitute. The name of the employee and his/her substitute shall be reported to the immediate supervisor as required. Final action and arrangements for substitute shall rest with the immediate supervisor.

**(i) Pay Day:**

Classified employees shall be paid on the last working day preceding the 16th of each month.

**(Policy 1.16 (i) revised 12-21-2009.)**

**(j) Early Release Incentive Plan:**

Participation in this plan is ENTIRELY VOLUNTARY and is open to all employees who qualify under its terms. The selection from the applicants for participation in the plan will be made by the Board of Trustees in accordance with the provisions set forth below, within the sole discretion of the Board of Trustees, taking into account the needs and best interests of the district.

Participation in this plan is considered a privilege and not a right, and the Board of Trustees is entitled to permit or to limit participation and to change or delete all or any part of this plan in its sole discretion, in accordance with the needs and best interests of the district and in accordance with applicable law.

The benefits provided by this plan are not intended to, and do not, constitute a retirement system or a replacement of the Wyoming Retirement system. The benefits provided for under this plan are in consideration of the individual employee's waiver of continued employment with School District No. 1 and of the receipt of such wages, salaries, and benefits, which the employee could expect from such continued employment.

Eligibility for Early Release (Classified Staff):

1. Must have been employed a minimum of twenty-five (25) years in Washakie County School District #1.
2. If requirement #1 is met, a classified staff member will be eligible for severance.
3. The board shall determine the number of severance packages available on an annual basis.

**(Policy 1.16 (j) item 4 deleted 3-28-2011)**

Procedures for Applying for Early Release

1. An employee qualifying for early release must submit his/her written request to the Superintendent of Schools upon a form available through the Central Administration Office prior to November 1st of the year of intended release.
2. The Board of Trustees will respond to the request at the regular meeting held in December and will advise the applicant of their decision by January 10.
3. An early release waiver shall accompany each application for early release. The waiver must be completed and signed at the time of application.

Schedule of Incentive Benefits

1. Upon approval of the request for early release by the Board of Trustees, the employee shall receive a deferred salary benefit based upon the Incentive Benefit Schedule in effect when the release is initiated.
2. The Board of Trustees shall pay a deferred salary benefit based upon the last full time salary, including longevity pay, received by the employee, exclusive of remuneration for extra duty or extended contract.

Payment Schedule:

1.  $3\% \times$  the number of years employed by Washakie County School District #1  $\times$  the current yearly salary. Example: 25 years in district  $\times .03 = .75$ ;  $.75 \times \$40,000$  (last year's salary) = \$30,000 severance payment.

2. Payments will be made to the employee in five (5) equal yearly installments.  
Group Health Insurance:

Group health insurance will not be available to early retirees except as provided by federal statutes. Employees are encouraged to purchase coverage through other providers. Contact the central office for additional information regarding federal statutes and insurance options.

**(Policy 1.15, Group Health Insurance, revised 3-27-2000)**

Beneficiary:

1. Upon the approval of an application for early release, the employee will name a beneficiary.
2. A beneficiary may be changed at any time at the discretion of the employee.
3. In the event of the employee's death prior to having received the full-deferred benefit, the balance will be paid to the beneficiary in accordance with the payment schedule chosen by the employee.

Miscellaneous:

1. Any employee terminated by the Board of Trustees for sufficient cause shall be ineligible to participate in the Early Release Incentive Plan.  
**(Policy 1.16 (j) revised 12-20-2004)**

## 1.17 CONTROLLED SUBSTANCES IN THE WORKPLACE

### (a) Alcohol and Controlled Substance Testing for Employees in Safety Sensitive Positions

#### Overview

The Omnibus Transportation Employee testing Act of 1991 requires alcohol and drug testing of safety sensitive employees in certain industries which require operators of commercial motor vehicles (CMV's) to hold commercial driver's licenses (CDL). U.S. Department of Transportation regulations also require that school bus drivers and others who transport sixteen or more passengers, including the driver, are subject to alcohol and controlled substance testing. For the most part, District CDL employees are school bus drivers. In addition, teachers, coaches, and other District employees who drive activity buses or transport sixteen or more passengers fall under these drug and alcohol testing rules.

Washakie County School District #1 recognizes that the influence and/or use of drugs and alcohol is capable of threatening the safety, welfare and well-being of both students and other employees and therefore the use of those substances will not be tolerated. The safety and security of District employees and students is a high priority and the District is committed to provide an alcohol and drug-free environment.

The possession, use, transfer, and/or sale of alcohol and/or any illegal drug or controlled substance, not in accordance with a prescription, while on duty or on school district property is strictly prohibited. Being under the influence of alcohol and/or any illegal drugs or controlled substances, not in accordance with a prescription, while on duty is also strictly prohibited.

Drivers shall notify their supervisor if at any time they are using medication which may adversely affect their driving. Under such conditions drivers will be allowed to operate buses only if their physician has advised the driver that it will not adversely affect his/her ability to safely operate a bus.

All employees and job applicants for positions involving bus driving will be advised of Washakie County School District #1's drug testing policy. Notice of the policy will be posted on employee bulletin boards and will be available for job applicants and employees to review. Each driver shall sign a statement certifying that s/he has read this policy.

Prior to actual testing procedures, employees will be required to sign a consent form.

#### Required Testing

As per U.S. Department of Transportation regulations employees covered under this policy will be subject to the following tests for both drugs and alcohol.

##### 1) Pre-Employment/Job Applicant Testing

All successful applicants for positions with the District requiring CDL and/or otherwise covered by this policy will be required to undergo drug testing prior to their

Employment. Actual employment is contingent upon passing the test. Drivers who have participated in a DOT drug-testing program within the previous 30 days and can

provide proof of a negative drug test within the previous 30 days will not be required to undergo pre-employment testing. Pre-Employment alcohol testing is not required.

## **2) Random Employee Testing**

The Department of Transportation regulations require that annually the number of random tests equal fifty percent (50%) of the number of employees in the random testing pool for drugs and twenty-five percent (25%) for alcohol. Random testing shall be conducted unannounced on at least a quarterly basis, but may, at the option of the District, be conducted more frequently (i.e., monthly, bi-weekly, or weekly). In the event an employee is unavailable for testing on the assigned date, he or she will be tested on the next drug testing date.

## **3) Reasonable Suspicion Test**

Any supervisor of an employee subject to this policy who has reasonable suspicion that an employee under his/her supervision is guilty of abuse and/or untimely use of alcohol and/or controlled substances or drugs may require the employee to undergo a drug and/or alcohol test. Reasonable suspicion will be based on specific, contemporaneous observations, which can be expressed clearly, concerning appearance, behavior, speech, or body odors.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after that period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours.

When reasonable suspicion exists the supervisor shall proceed as follows (all conversations should, whenever possible, involve a witness, normally this would be the business manager or another administrator):

1. Solicit an explanation from the employee for any behavior, which creates a reasonable suspicion of a violation of this policy.
2. If the employee cannot satisfactorily explain the behavior, the supervisor will request the employee to undergo a drug and/or alcohol test.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations with 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Persons designated to determine whether reasonable suspicion exists must receive at least sixty (60) minutes of training that covers the physical, behavioral, speech, and performance indicators of alcohol misuse and an additional sixty (60) minutes of training that covers these indicators of controlled substance abuse.

#### **4) Employee Post-Accident Testing**

Drug and alcohol testing will be conducted after accidents involving District vehicles where the employee's performance could have contributed to the accident. Specific instances include, but are not limited to:

1. There is a fatality,
2. One or more persons require medical treatment,
3. The district employee receives a citation arising from the accident, or
4. One of the vehicles must be towed from the scene.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention. No such driver shall use alcohol for eight hours after the accident, or until after s/he undergoes a post-accident alcohol test, or until it is determined that his/her actions were not a contributing factor in the accident, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and results are obtained by the District.

#### **5) Return to Duty/Follow-Up Testing**

Employees returning to work after testing positive are required to have Return to Duty and Follow-Up Testing. (See Section V Results of Testing).

#### **Alcohol Testing**

Prohibitions regarding alcohol include:

1. Having a breath alcohol concentration of 0.02% or greater,
2. Using alcohol while in the performance of the subject employee's duties,
3. Performance of the subject employee's duties or functions within four (4) hours after using alcohol, and
4. Using alcohol within eight (8) hours after an accident or until tested.

A preliminary screening will be performed using a DOT approved test. Any result less than 0.02% alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02% or greater, a second confirmation test must be conducted no earlier than 15 minutes and no later than 20 minutes after the screening test. Drivers who engage in prohibited alcohol conduct (i.e., a breath alcohol concentration of 0.02% or more) must be immediately removed from their safety-sensitive functions. In the event that the screening and confirmation test results are not identical, the confirmation test result will be considered final.

Confirmation tests will be performed by a trained Breath Alcohol Technician (BAT) using an approved Evidential Breath Tester (EBT), and following standard regulatory breath testing procedures.

## **Drug Testing**

Drug testing is conducted by analyzing a driver's urine specimen for the following drugs: Marijuana, cocaine, opiates, amphetamines, and phencyclidine. The testing is a two (2) stage process requiring a split sample. First, a screening test is performed and, if it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug. All drug tests results are reviewed and interpreted by a medical review officer (MRO) before they are reported to the employer. Positive test results will not be considered final until the MRO has interviewed the employee and determined that the positive drug tests results are from the unauthorized use of a controlled substance and no other limited and/or legitimate medical use or explanation exists.

Urine collections will be done under the direction of trained personnel at a pre-approved location. Testing will be performed by a SAMHSA certified laboratory.

## **Results of Testing**

If the employee's confirmation test is positive for abuse and/or untimely use of alcohol or drugs he or she will be terminated immediately from the safety sensitive position (as a bus driver) and will be referred to a substance abuse professional. If that employee has other employment in the District they will be disciplined appropriately, as per employee drug and alcohol policies and procedures.

Any action by any employee deemed to be a "refusal" to participate in required drug or alcohol testing; including tampering with urine samples, will produce the same consequence as a "positive" test result.

If an employee disputes the results of a drug test he or she may direct the MRO, within 48 hours or two working days, to have the split specimen analyzed at a different SAMSHA certified laboratory. The employee will be responsible for all costs incurred for such test. If the split specimen fails to re-confirm the results of the first test the District will reimburse the employee for expenses incurred, and will reinstate the employee in their job.

Any employee may appeal his termination or other disciplinary action taken under this policy to the extent and in the manner any such appeal is authorized by Board policy and/or appropriate state law.

## b) **Drug-Free Workplace**

Washakie County School District #1 recognizes that the influence and/or use of drugs and alcohol is capable of threatening the safety, welfare and well-being of both students and employees. The safety and security of District employees and students is a high priority and the District is committed to providing an alcohol and drug-free environment.

The possession, use, transfer, and/or sale of alcohol and the unlawful manufacture, distribution, dispensation, possession or use of any illegal drug or controlled substances, not in accordance with a prescription, while on duty or on school district property is strictly prohibited. Being under the influence of alcohol and/or any illegal drugs or controlled substances while on duty or on school property is also strictly prohibited. An employee need not be legally intoxicated to be considered "under the influence" of alcohol or a controlled substance.

As a condition of employment in the district, each employee will abide by the terms, requirements, and prohibitions set forth in this policy and shall notify the district of any criminal drug statute conviction for violation occurring in the workplace no later than five (5) days after the conviction.

Any supervisor of an employee subject to this policy who has reasonable suspicion that an employee under his/her supervision is guilty of abuse and/or untimely use of alcohol and/or controlled substances or drugs may require the employee to undergo a drug and/or alcohol test. Reasonable suspicion will be based on specific, contemporaneous observations, which can be expressed clearly, concerning appearance, behavior, speech, or body odors.

When reasonable suspicion exists the supervisor shall proceed as follows (all conversations should involve a witness, and will be documented):

1. Solicit an explanation from the employee for any behavior, which creates a reasonable suspicion of a violation of this policy.
2. If the employee cannot satisfactorily explain the behavior, the supervisor will request the employee to undergo a drug and/or alcohol test.

The first violation of this prohibition will result in appropriate discipline of the employee ranging from referral to a substance abuse professional (SAP) on up to and including immediate termination. Second violations of the prohibition will result in immediate termination of employment with the District.

Employees who recognize their chemical dependency and voluntarily enter a rehabilitation program will be afforded all benefits available to district employees and will not be held in violation of this policy. This does not exempt an employee from discipline for violations during the course of treatment or for future violations.

The principal/supervisor at the building level is responsible to communicate to staff the district Drug Free Workplace Policy including the dangers of drug/alcohol abuse in the workplace and the availability of the District's employee-assistance program and other rehabilitation programs. **(Policy 1.17 (b) Adopted: 2-26-96)**

## 1.18 FAMILY MEDICAL LEAVE ACT POLICY

- a. In accordance with the Family Medical Leave Act of 1993 eligible employees are entitled to take up to 12 weeks of unpaid, job protected leave for certain family and medical reasons.

When both spouses are employed by the School district, the combined amount of leave for birth, adoption, and illness of a parent may be limited to a total of 12 weeks. This limitation is not applicable to leave for personal illness and illness of a spouse or child.

- b. Employees are eligible if 12 months have elapsed since the start of employment with the district, and they have worked at least 1250 hours over the previous 12 months.
- c. Leave will be granted for any of the following reasons:
  - \* to care for the employee's child after birth, adoption or placement in their home for foster care;
  - \* to care for the employee's spouse, dependent child who is under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability", or parent, who has a serious health condition; or
  - \* for a serious health condition that makes the employee unable to perform the employee's job.
- d. FMLA leave is not to be considered as "additional" leave. When available and applicable, the employee's paid leave will be used to cover some or all of the otherwise unpaid FMLA leave. (e.g. employee has 10 weeks of sick leave available, s/he would take 10 weeks of paid sick leave, and two weeks of unpaid FMLA leave, for a total of 12 weeks)
- e. Application for FMLA leave may be denied if the following requirements are not met:
  - \* 30 days advance notice of the need to take FMLA leave when the leave is "foreseeable."
  - \* medical certification to support a request for leave because of a serious health condition.
  - \* second or third opinions (at district expense) and periodic re-certifications.
- f. Eligible employees on leave are entitled to a continuation of medical and other insurance benefits on the same terms as an active employee.
- g. A fitness for duty certification may be required prior to the employee returning to work.
- h. Upon return from FMLA leave, the district will restore the employee to their original or an equivalent position with equivalent pay, benefits, and other employment terms.
- i. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Neither will the employee accrue any additional leave until such time as they return to work.
- j. When an instructional employee begins a leave late in the academic term the district may require the employee to continue taking such leave until the end of the term when the following conditions exist:

- \* Leave begins more than five weeks before end of term; will last at least three weeks; and the return to employment would occur during the three-week period before the end of the term.
  - \* Leave is for a purpose other than the employee's own serious health condition; begins during the five weeks before end of term; lasts at least two weeks; and the return to employment occurs during the two week period before the end of the term.
  - \* Leave is for a purpose other than the employee's own serious health condition; begins during the three weeks before end of term; lasts at least five days.
- k. If an employee fails to return to work at the end of the leave, for reasons other than the "serious health condition" which entitled the employee to the original leave, the employee will reimburse the district for the cost of insurance coverage paid during the leave.
1. As an employer governed by the Family Medical Leave Act of 1993 Washakie County School District No.1 supports and will comply with all applicable provisions of this law. **(Policy 1.18 Adopted: 5-27-97)**

## ARTICLE II

### POLICY AFFECTING PUPILS

In general, rules and regulations used by the school district to direct and govern the actions and welfare of the pupils are made and enforced by the supervising administrator and his/her staff. Policies stated in this manual are for the purpose of providing the teachers and administrators a framework around which they can develop necessary rules and regulations to operate the individual schools.

#### 2.1 ATTENDANCE

- (a) Pupils are expected to be punctual, and to attend school regularly. Truancy shall be reported to the supervising administrator for immediate action. Accurate attendance records shall be maintained for all pupils. Attendance shall be recorded each marking period on the report card. A summary report of attendance shall be furnished to the superintendent's office on the 60th day and 175th day. An enrollment report will be submitted to the superintendent each month.

(b) **Under 16 Attendance**

Overview -

Attendance is an important component of a student's education. Attendance plays a role in all areas of a student's everyday life. It allows for interaction between students and teachers, students and staff, and students and other students. This is why we in the Worland Schools believe that every student needs to be in school everyday. For these reasons and more we have instituted the following rules governing attendance.

Definitions -

1. Absence--the non-attendance of a student on those days and half days in which the school was in session.
2. Excused absence--any absence that is excused by the parent or guardian within two (2) school days of the student's return to school. Reasons for excused absences may include sickness, accidents, or other unavoidable circumstances. Absences due to scheduled events are discouraged. Such absences, in order to be excused, need to be prearranged with both the school and the student's teachers.
3. Unexcused absence--any absence that is not excused by the parent, in writing, by phone, or in person within two (2) school days of the student's return to school. In addition, any absence the parent is not aware of will be considered unexcused (i.e. playing hooky).
4. Habitual truant--any child with five (5) or more unexcused absences in any one (1) school year. (W.S. 21-4-101)
5. Attendance officer--the principal or principal designee of each building.
6. Notification--any oral, phone, or written communication between the attendance officer and parent or guardian. Home visits will also be regarded as communication between the involved parties.

**Rules -**

1. A valid excuse, from a parent or guardian, must be received by the school office within two (2) day after the student's return to school in order for that absence to be considered as an excused absence. The excuse should contain the following information: student name, grade level, teacher's name, date of absence, and reason for absence.
2. Any absence that has not been approved as being an excused absence will be considered as an unexcused absence.
3. Unexcused absences will result in parental notification. Cases of habitual truancy will be handled as per state statute.
4. The parent or guardian of any student who accumulates five (5) absences will be notified by the attendance officer. If a student accumulates fifteen (15) absences in the course of a year the parent or guardian will be notified once again. In addition, unless exceptional circumstances warrant otherwise, the case will be referred to the county attorney.
5. In all of the above situations and any other time that absences affect the education of the student the attendance officer should encourage and counsel the parents or guardians as to the necessity of student attendance. **(Policy 2.1(b) Adopted: 2-24-97)**

**(c) Over 16/Completed 10th Grade Attendance (Policy removed 3-26-2000)**

(d) **Graduation Policy**

Attendance Requirement

All students are expected to attend classes.

1. All students will be enrolled for eight full semesters in grades 9 through 12 unless petition for early graduation is granted.
2. All students will be enrolled for 7 periods each day. (This equates to 28 possible credits during 4 years.)

Course and Credit Requirements

Credit in some specific courses is required in each grade. Certain course requirements are determined by the State of Wyoming. Other required courses have been determined by the high school and school district. These courses are subject to revision and are updated annually in the Worland High School Student Handbook and in the Worland School Enrollment Guide. Students must also master standards in at least five (5) of the nine (9) content areas set forth by the State of Wyoming. These areas are: math, science, language arts, social studies, foreign language, fine arts, health, physical education, and career/vocational.

In the event a student meets course requirements mandatory for graduation, but does not meet state standards, the student would receive a certificate of completion.

**Credits required for graduation = 25 credits. A credit in one full year of instruction; semester courses count as 1/2 credit.**

Early Graduation Requests

A senior may write a letter to petition for graduation at the end of the first semester of his/her senior year.

1. It is to be filed with the principal by November 1st.
2. Parental permission must be provided in writing, if under age of majority.
3. Students must meet all credit requirements for graduation.
4. A valid reason as determined by the Board of Trustees must be presented. The Board will consider each request on an individual basis.

**(Policy 2.1(d) Adopted: 4-27-98) (Revised 7-19-2006) (Credits required for graduation revised 5-23-11.)**

## 2.2 BIRTH CERTIFICATES

- (a) Birth certificates or other legal evidence of birth date are required for entrance into the first year of school.

## 2.3 BOUNDARIES/CLASS SIZE

- (a) Class Size: Student/teacher ratios shall be maintained equitably based upon elementary grade levels.
- (b) Out-of-district Students: The superintendent of school shall review applications for admission from out-of-district students desiring to attend school within Washakie County School District No. 1. The school board grants the authority to the superintendent to accept such students for the designated school year. The superintendent will review applications and determine school placement annually.
- (c) Boundaries: Students shall attend the school within their established boundaries. Students may be moved from their established school only by approval from the superintendent who shall consider the special needs of the student and the need to adjust the student/teacher ratio in a particular class or school.

**(Policy 2.3 Revised and adopted 3-27-2006)**

## 2.4 CHILD ABUSE

- (a) Any staff member of Washakie County School District No. 1 who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to their administrator. The administrator is responsible to forward the suspicion to the child protective agency or the local law enforcement agency or cause the report to be made. The administrator shall report back to the staff member that made the original referral when the report has been submitted to the appropriate authorities.

If for any reason, the administrator does not file a report, the staff member is still obligated to report the suspected abuse on their own. **(Policy 2.4 Adopted: 5-26-98)**

**(Policy 2.4 Amended 1-25-99)**

## **2.5 CONDUCT AWAY FROM SCHOOL**

- (a) Pupils who represent the Worland Schools at other schools or towns are to conduct themselves in a manner which will bring credit to themselves, their parents, and their school.

## **2.6 DESKS AND LOCKERS**

- (a) Desks and lockers and other storage areas are assigned by the school district to students and staff. Desks and lockers and other storage area assignments may be reassigned at any time at the discretion of the school district, and the school district reserves the right to inspect and examine the interior of the desks and lockers with other storage areas and their contents at any time, without notice, in the presence of a witness in order to ascertain that the desks and lockers and other storage areas are being used in a lawful and proper manner.

If the school district determines that a desk or locker or other storage area is being used in an unlawful and improper manner, it may deny further use of the desk or locker or other storage area to the individual found to have been using a desk or locker or storage area in an improper manner. The school district may confiscate any object or substance found in a desk or locker or storage area which is obscene, dangerous, has been stolen, or the possession of which is illegal.

## 2.7 DISCIPLINE/WEAPONS, SUSPENSION, EXPULSION

- (a) While the term "discipline" has different meanings to different teachers, it is used here to mean the behavior and conduct of the pupil at any time and place.
- (b) The purpose of the district's discipline policy is:
  - (1) To help the students grow in the direction of self-control and self-mastery;
  - (2) To insure an efficient and cordial working atmosphere in the school;
  - (3) To promote the welfare of all while respecting the rights and dignity of each individual.
- (c) Each building's discipline plan will:
  - (1) Clearly define criteria for offense categories.
  - (2) Ensure that referrals for discipline meet the specific criteria for an identified offense.
  - (3) Ensure that sanctions to be assessed for offenses are based on objective criteria.
  - (4) Identify specific sanctions to be imposed for each offense defined in the discipline plan.
  - (5) Ensure that when sanctions are administered they conform to the consequences identified in the discipline plan, and that deviations from the established plan are justified and documented.
  - (6) Be administered by the Building Principal.
  - (7) Ensure that discipline records include the student's name, gender, race or ethnicity; referring teacher or administrator; the offense and sanction imposed for each student referral.

The school will notify parents and outside agencies (i.e., Police Department, County Attorney, Youth Alternatives) as appropriate.

The Superintendent of Schools will serve as the Disciplinary Review Officer.

**(Policy 2.7(c) Adopted: 2-24-97)**

- (d) Corporal punishment, as a means of discipline, is prohibited in the Worland School District.
- (e) The building principal shall have the authority to suspend pupils according to Wyoming Statutes who do not comply with rules set for daily operation of the schools or whose conduct is considered detrimental to the welfare of other pupils in the school. Such suspension shall be reported in writing to the superintendent immediately. Action taken by the administration shall be subject to review by the Board of Trustees.
- (f) In accordance with Wyoming Statutes, the board of Trustees may, upon recommendation of building principals and superintendent, suspend any student for a period longer than 10 days, or expel any student for a period not to exceed one school year.

Such long term suspension or expulsion may be imposed for offenses including, but not limited to, possession or use of weapons including guns, ammunition, knives, explosive articles or other such instruments on school property or at any school-sponsored event.

- (g) Any student who is determined to have brought a weapon to school shall be expelled from school for a period of not less than one year. However, the superintendent may modify such expulsion requirement for any student on a case by case basis. This policy is adopted to satisfy Title VIII Gun Free Schools under Sec. 8001. This policy does not limit nor is it the exclusive policy concerning weapons in school.
- (h) It is a policy of Washakie County School District #1 to provide the best appropriate education for all school age children of the District within the resources available to the District. In order to provide the best appropriate education, the District must operate in a safe and orderly environment. Any person who causes disruption to this safe and orderly environment is subject to reasonable and appropriate discipline. The disruptive individual shall be reported or held for the appropriate civil authorities for suspected violation of any laws of the city of Worland, State of Wyoming, or the Federal Government. The following additional policies are added to clarify certain specific areas but do not limit the scope of the above policy in any way:
  - (1) No student shall possess or use a weapon, any other object displayed as a weapon or any object, which can disrupt the education process on any school property or while on any school sponsored activity. Such a student may be suspended or expelled from school, which may be accompanied by a corresponding removal from school events.

## **2.8 DRESS AND GENERAL APPEARANCE**

- (a) If the appearance of any student is such that the principal or teacher feels it is not to the best interest of the educational process, the principal and teacher shall review the matter with the pupil and/or parent and take appropriate action.

## **2.9 HOME SCHOOLING**

Although district personnel believe the public school system offers many advantages in special instruction for special needs, opportunities for student socialization, and the availability of classes such as music, physical education, art, and vocational education, the right of a family to instruct their children within their own home is recognized. Wyoming law permits the establishment of a home based educational program provided to the child by the child's parents or legal guardian or by a person designated by the parents or legal guardian. Any institutional program provided to more than one family unit does not constitute a home based educational program.

Home based educational programs shall meet the requirements of a basic academic program pursuant to the Wyoming Statutes 21-4-101(a) (vi). It shall be the responsibility of every person administering a home based educational program to submit a curriculum to the superintendent of schools each year showing that the program complies with the statute.

It shall not be the function of Washakie County School District No. 1 to make any judgment about curriculum content, but judgment as to whether a sequentially progressive curriculum is offered by the home based educational program.

The district regards home based educational programs as non-accredited schools and reserves the right to require appropriate testing or to use any other means it deems appropriate for placement in a grade level of any student entering the district's schools.

## **2.10 INSURANCE (STUDENTS)**

- (a) The school district will insure students involved in the activity program.
- (b) The school district does not assume responsibility for the payment of any type of medical or drug expenses for children injured at school due to accidents. This responsibility rests with the parents. School district employees are instructed to provide reasonable protection and care to anyone injured at school and summon professional help in accordance with their best judgment.

## **2.11 LAW ENFORCEMENT AGENCIES**

- (a) The school district shall cooperate at all times with law enforcement agencies.
- (b) No pupil in grades K-12 shall be interviewed by law enforcement agencies, or any other unauthorized persons during school hours without the consent of the parents, unless the student is presently suspected of committing a criminal violation on school property or during school functions. Exceptions to this policy may be granted in writing in suspected child abuse cases.

## 2.12 HEALTHY KIDS

Washakie County School District No. 1 shall promote student well being and academic achievement by supporting a school environment that encourages and models nutritious eating habits and physical activity. We believe that this type of school environment will lead to a healthy lifestyle.

The five basic components of this healthy school environment include:

- (a) Nutrition education—students will learn to use appropriate resources and tools to make informed and educated decisions about healthy lifelong eating habits; students are provided a model of a nutritious breakfast and lunch each school day, which follows federal guidelines. In the lunch program, students select a minimum of three of five food groups provided (protein, fruit, vegetable, bread, and milk). In the breakfast program, students select a minimum of three of the four food groups provided.
- (b) Physical activity—support/schedule daily opportunities for physical activity throughout the school day and encourage students to make healthy lifestyle decisions in reference to a variety of physical activities.
- (c) Physical Education Standards/Health Standards taught—teach/incorporate standards into our school community, emphasizing the importance of healthy lifestyle choices.
- (d) Other school-based activities—recognize the various influences (i.e. family, community, culture, marketing and advertising, and peers) on nutrition and physical activity choices.
- (e) District wellness advisory board—maintain a district wellness advisory board to monitor and review the policy.

**(Policy 2.12 adopted 3-27-2006)**

## 2.13 MEDICATION IN SCHOOLS

If under exceptional circumstances a child is required to take oral medication during school hours and the parents cannot be at the school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

- (a) written instruction signed by parent and physician will be required and will include:
  1. child's name,
  2. name of medication,
  3. purpose of medication,
  4. time to be administered,
  5. dosage,
  6. possible side effects,
  7. termination date for administering the medication.

Other oral medication, such as aspirin, will not be administered to children under any circumstances by school personnel unless prior written approval from parents has been received and filed at the building of attendance.

- (b) The school nurse will:
  1. Inform appropriate school personnel of the medication,
  2. Keep a record of the administration of medication,
  3. Keep medication in a locked cabinet,
  4. Return unused medication to the parent, only.
- (c) The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
- (d) The school district retains the discretion to reject requests for administration of medicine.
- (e) The principal shall see that specific procedures in compliance with this regulation are provided to parents in this building upon their request for administration of medication in the school.

## **2.15 PARENT-TEACHER CONFERENCES**

- (a) For the purpose of building a better relationship and understanding between parents and teachers, parent-teacher conferences will be held in all grades K-12.
- (b) Each supervising administrator and faculty will decide when and how the parent-teacher conferences will be conducted.

## **2.16 RELEASE OF PUPILS**

- (a) No pupil is to be released from school to anyone except a person who has the right to the child's custody, unless previous arrangements have been made with the school, or unless an emergency exists. Telephone calls or written requests asking for the release of pupils should be verified before the release is granted.

## **2.17 SCHOOL ACTIVITIES**

An activity which is arranged and planned with the consent and approval of a school sponsor and the appropriate building principal is a school activity. The sponsor and the building principal assume the responsibility for the direction and supervision of the activity and the students involved. Any activity which is to involve out of state or out of country travel must have prior approval of the Board of Trustees.

Any individual or team qualifying for competition beyond the state level may request financial assistance from the District. The Board of Trustees, at its discretion and providing funds are available, may fund up to 50% of the cost of registration, travel, lodging and meals. A budget must be presented with the request for financial assistance.

## **NON-SCHOOL ACTIVITIES**

Any sponsor of an activity, which is not a school activity, may request the use of school facilities and/or equipment. The request shall be made to the Board of Trustees through the Superintendent's Office. As part of a request to use school facilities and/or equipment for any non-school activity, the sponsor must provide written acknowledgment signed by the participants, if of legal age, or their parents or guardians if not of legal age, acknowledging that the function is not a school activity and therefore is not sponsored nor supervised by the school or its employees in their capacity as employees of the School District.

## 2.18 SICKNESS AND ACCIDENTS

- (a) In the event of an accident or illness of a student, reasonable action considering the circumstances thereof shall be taken by personnel in charge. Such action may include the notification of the parents and/or involvement of emergency services provided through calling 911.
- (b) The school nurse shall be notified of accidents and sickness as soon as possible after it occurs. When possible he/she shall assist in handling such cases along with other officials and/or teachers.
- (c) The school district does not accept any responsibility for the payment of medical or hospital expenses for any student.
- (d) School Health Policies on Communicable Diseases - The district will follow the regulations set up by the State Department of Public Health and Wyoming Department of Education Joint Committee on School Health, which are to be posted in the health room in each building.
- (e) HIV/AIDS - The Superintendent of Schools will establish a review team consisting of some or all of the following: a physician, school principal, special services director, school nurse, a representative from the State Department of Education, an administrator from the Division of Health and Medical Services, and the Director of Preventive Medicine to recommend an appropriate program of educational services for those students diagnosed as having HIV/AIDS. The team as established will review each individual case and make recommendations to the superintendent. The superintendent shall, upon review of the recommendation, determine an appropriate program of educational services with an emphasis toward keeping the child in regular classes if health permits.

Infected students will be excused from mandatory vaccines upon waiver from the state or county health offices.

## 2.19 SOCIAL SERVICE AGENCIES

- (a) The school district shall be involved with the Child Protection Team. Whenever possible the district shall send a representative to each monthly meeting of the team.
- (b) Any investigation involving employees of the district shall be conducted under the supervision of the building principal responsible.
- (c) Children referred for suspected child abuse may be interviewed in the schools. Reasonable access under these circumstances shall be provided under the guidance of the building principal and his/her designee so as to serve the best interest of the child.

## 2.20 STUDENTS WORKING

- (a) Senior students desiring to work during the school day must be enrolled in one of the vocational courses which provides for on the job supervision by the instructor. The student will be granted credit for work experienced during regular school hours.
- (b) The instructor will reserve the right to terminate this "work privilege" upon any failure by the student to meet his educational responsibilities to the school.
- (c) Exceptions to the above policy will be made with the approval of the high school principal and only after personal and/or family problems are verified.

## 2.21 SOLICITATION AND FUND DRIVES

- (a) Solicitation by students representing non-school agencies shall be prohibited during the school day.
- (b) Solicitations/fund drives/money makers at the elementary level shall be limited to one activity per building per year. Parent groups are limited to one activity per school year. Pledging activities (like Jump-Rope-For-Heart) are limited to one activity per school year. A door-to-door sale is prohibited.
- (c) Solicitation by middle and high school chartered clubs and organizations shall be permitted with administrative approval. The following guidelines will apply:
  - 1. Prior approval is required
  - 2. Service type activities are encouraged
  - 3. Door-to-door selling/pledging, with the exception of Junior Class Magazine Sales, must have prior written approval of the superintendent.**(Policy 2.21 Adopted: 1-25-99)**

## **2.22 SUPERVISION**

- (a) Supervision by members of the instructional staff is required for all pupils while in the school building, on the school grounds or participating in school activities at home or away from home.

## **2.23 TRANSFER PUPILS**

- (a) Pupils transferring to the Worland Schools from other schools in Wyoming shall be placed at the grade level or in the subjects in keeping with records from their previous schools. Pupils transferring from schools outside Wyoming shall be classified according to laws of the State of Wyoming.

## **2.24 LIMITED OPEN FORUM**

- (a) Whereas, the United States Congress has enacted the Equal Access Act requiring school boards to permit all students or all groups of students to conduct noncurriculum-related meetings during non-instructional time on school premises if the school board permits any student groups to so meet; and  
Whereas, the school board has determined that permitting non-curriculum-related meetings to occur on school premises does not represent the best educational policy for the school district,

Now, therefore, be it resolved that

1. No non-instructional time will be set aside for non-curriculum-related student groups to meet, nor shall any such meetings be sanctioned or recognized by the school board.
2. All student meetings or activities on school premises shall be permitted only upon prior written application to the principal's office, indicating the date, time and place of the meeting and explanation of the meeting's relevancy to the curriculum.
3. All student meetings or group meetings on school premises shall be approved only if the meeting or activity is related to the school curriculum, as determined by the building principal.

## 2.25 STUDENTS AT RISK

- (a) Individuals of school age who appear likely to fail economically, socially and/or academically are considered to be at risk students. All students shall be continually screened on a formal and informal basis to determine those that may be at risk. Students considered at risk may be identified by teachers, counselors, administrators, parents, support staff, and students themselves.
- (b) When a student is identified to be at risk, the building administrator shall, with the assistance of appropriate personnel, intervene whenever possible in an effort to help that student with their problem(s) and minimize the risk of failure.

## 2.26 DRUGS AND ALCOHOL

Washakie County School District No. 1 supports the laws and ordinances concerning the control of tobacco, alcohol, other drugs and drug paraphernalia. All laws and ordinances will be followed by all students on school property, while on school functions and while under the supervision of school personnel.

School personnel suspecting that a student is violating a law or ordinance concerning tobacco, alcohol, drugs or drug paraphernalia, shall follow these procedures:

- (a) If on school property, the administration on the location shall be notified, who shall notify the appropriate law enforcement agency.
- (b) If actions causing suspicion are not on school property, but while on a school function, the school personnel in charge of said function shall notify the local law enforcement agency with jurisdiction over the area of the suspected violation and cooperate with the local law enforcement agency.
- (c) The parent, parents or guardian of the suspected violator shall be notified. The parent, parents or guardian notified shall be told the whereabouts of the suspected students and how the parent or guardian may contact the student and any law enforcement agency who may have custody of said student.

Evidence of violation of the laws or ordinance concerning tobacco, alcohol, drugs or drug paraphernalia shall be presented to the student's principal. If the principal has evidence which would cause a reasonably prudent person to believe the student has violated the law or ordinance, dealing with tobacco, alcohol, drugs or drug paraphernalia while on school property or participating in a school sponsored activity, the student shall be given due process and a suspension. Extra-curricular activities may have guidelines that exceed the suspension.

A student coming under consideration of this policy may be considered an "at-risk" student and if so, should be considered under "at risk" procedures.

## 2.27 GANG-RELATED ACTIVITY POLICY

The presence of members of gangs and gang activities on campus, or off-campus at school-sponsored activities, is likely to cause substantial disruption or material interference with school operations and activities. Gang activities often result in property damage, personal harm or injury and intimidation in the form of physical or psychological harassment which in turn generally results in criminal actions.

Individuals who initiate, advocate, promote or participate in any activities which either as a group or individually threaten the safety or well-being of persons or property on school grounds, or at school related activities, or which disrupt the school environment, are harmful to the educational process. Any actions/behaviors resulting in or likely to result in any of the above are in serious conflict with the intended school environment and educational objectives by creating an atmosphere where unlawful acts or violations of school policies, rules and regulations may occur will not be tolerated.

The following are prohibited at school or at school related activities:

1. No student will commit any action, or omission, or use any speech, verbal or nonverbal, showing membership in or affiliation with a gang.
2. No student will commit any act that furthers gangs or gang activity including, but not limited to, soliciting others for membership in any gangs or inciting other students to act with physical or threatened violence upon any other person.

Violation of this policy will result in disciplinary action consistent with district policy and state law. Action may include notification to law enforcement personnel, suspension, and/or expulsion. **(Policy 2.27 Adopted: 3-28-97)**

## 2.28 STUDENT SEXUAL HARASSMENT POLICY

- (a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to:
1. Making submission to or rejection of such conduct the basis of grades received or any other decisions affecting the student,
  2. Creating an intimidating, hostile or offensive working or learning environment by such conduct;
  3. Offenses of sexual flirtation;
  4. Advances or propositions;
  5. A display of sexually suggestive objects or pictures;
  6. Demanding sexual favors accompanied by implied or overt threats; or any other offensive or abusive physical contact.
- (b) Students of Washakie County School District No. 1 are prohibited from:
1. Engaging in the sexual harassment of any student or employee,
  2. Aiding and abetting sexual harassment of any student or employee,
  3. Retaliating against a person for reporting sexual harassment.
- (c) Any student who believes that s/he has been subjected to sexual harassment should report the alleged act directly to the principal. When the principal receives a complaint from a student s/he shall make sure that all reports required by Wyoming Statutes 14-3-205 shall be made immediately. In the event a student has been sexually harassed by the principal, the student should report the incident directly to the superintendent. In the event any student believes s/he is being sexually harassed by the superintendent, the incident should be reported directly to any member of the Board of Trustees. The board member shall then notify the chairman of the board who shall call an emergency meeting to discuss the matter. Any report shall remain confidential until a signed release is provided by the reporting party. When an incident of sexual harassment is reported to any student or staff member the individual receiving the report should forward the information to the appropriate administrator.
- (d) Upon receipt of any report of what is believed to be sexual harassment, the principal shall notify the superintendent after which an investigation shall be immediately undertaken. The results of the investigation, or, if not completed, the status of the investigation will be discussed with the reporting party within five (5) days after the sexual harassment has been reported.
- (e) Any student of the school district who is found, after appropriate investigation, to have engaged in sexual harassment shall be subject to all possible disciplinary provisions for students, including suspension and expulsion.
- (f) Any employee or student not satisfied with the decision and action taken by the administration may petition the Board of Trustees to take further action.

**(Policy 2.28 Adopted: 3-24-97)**

## 2.29 RETENTION POLICY

The building administrator and teaching staff strive to create plans of instruction to provide maximum opportunity for each student to progress through school according to his/her own needs and abilities.

1. In general, students shall be promoted annually. Exceptions may be made when it becomes evident that the student's academic, social, or personal readiness levels will be such that he/she cannot effectively deal with the educational experiences offered in school. Retention needs to be viewed as a step toward improving the possibility of success rather than a punishment or result of failure.
2. The building administrator and teacher(s) must accept joint responsibility for the documentation and data used in reaching a valid educational decision regarding retention of a student.
3. Students and parents are to be informed of specific areas of concern and the possibility of retention as soon as adequate documentation is available. The building administrator will be involved and aware of all communications.
4. A plan for remediation must be prepared for each student. This plan will state the procedures to be followed that will maximize the student's chances for success. School personnel, parents and students, when appropriate, will develop and implement a remediation plan.
5. A conference will be scheduled involving the parents, teachers, students, when appropriate, and building administrator for the purpose of making a final decision on retention.
6. The final decision will be made by the building administrator for grades 1-8 after carefully considering the judgments of the parents, classroom teacher(s) and involved professional staff.
7. Should the child's parent or guardian wish to appeal the retention decision, the principal will aid them through the following steps:
  - a. The referring teacher(s) will be involved in all steps of the appeal process.
  - b. Contact the superintendent or designee to initiate appeal.
  - c. Should the appeal not be resolved to the parent's/guardian's satisfaction they may then appeal to the School Board.

## 2.30 HOMELESS CHILDREN POLICY

It is the policy of the Washakie County School District No. 1 that every child has access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do the other children, and the District is committed to assuring that those rights are fully protected and honored.

If a school has any students who meet the following definition of homeless, please report said child to the Superintendent, Administration Building, 1900 Howell Avenue, Worland, Wyoming, (307) 347-9286. The superintendent will respond to the referring school/agency to assist in developing an action plan to provide the student with a free appropriate public education.

(a) HOMELESS is defined as an individual who lacks a fixed regular, and adequate nighttime residence who has a primary nighttime residence that is:

1. Supervised publicly or privately operated shelter designed to provide temporary living accommodations (Including welfare hotels, congregate shelters and transitional housing for the mentally ill),
2. An institution that provides a temporary residence for individuals intended to be institutionalized; or
3. A public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings.

The terms "homeless" or "homeless individual" do not include any individual imprisoned or otherwise detained.

In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.

(b) Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or home for neglected children or youth, they will no longer be considered homeless.

(c) Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

(d) Double-Up Children and Youth

Children and youth who are living in "doubled-up" accommodations, that is, are sharing housing with other families or individuals will be considered homeless if they are doubled-up because of a loss of housing or other similar situations. Families living in double-up accommodations voluntarily to save money generally will not be considered homeless.

(e) Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situation. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

(f) Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to the incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

(g) Migratory Children and Youth

Migratory children will not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they will be considered homeless.

(h) Runaways

Children and youth who have run away from home and live in runaway shelters, abandoned buildings, and the street or other inadequate accommodations will be considered homeless, even if their parents have provided and are willing to provide a home for them.

(i) School-age, Unwed Mothers

In general, if school-age, unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they will not be considered homeless.

(j) Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth that were homeless prior to hospitalization will be considered homeless while they are in the hospital, unless regular and adequate living accommodations will be made to them upon release from the hospital. **(Policy 2.30 adopted 8-27-2001)**

## 2.31 STUDENT HEALTH RECORDS

The school district shall comply with all state and federal laws concerning the confidentiality of student health records.

The health records of students, excluding normal immunization records and school screening records, are not a part of and will not be kept with the standard student academic records, but separately in a secure location.

Student health records access will be limited to those employees of the district who have a legitimate educational interest in such records. Normal access to such records shall be controlled by the school nurse's office. In an emergency situation when the school nurse is unavailable, the building principal or designee may access the said records. If such records are to be disclosed for a legitimate educational interest, the school nurse or the building principal shall remind the recipient of the information that further disclosure of said information is prohibited.

The creation, storage, transfer and destruction of said records must be done in such a manner as to protect its confidential nature. Said student health records shall be maintained by the school nurse.

In any situation where disclosure is required, the nurse or the building principal shall attempt to obtain the written consent of the student, if eighteen years of age or older, or if not, the parent or legal guardian. The written consent shall be in the form provided by the district.

When it is necessary to provide information of a confidential nature, only the information that is necessary for that individual should be disclosed.

No confidential information shall be supplied to an outside agency without written consent or a court order. **(Policy 2.31 adopted 11-26-2001)**

## 2.32 ANTI-BULLYING POLICY

Washakie County School District No. 1 supports a school climate conducive to teaching and learning that is free from harassment, intimidation or bullying, and from reprisal or retaliation against a victim, witness or person who reports information about an act of harassment, intimidation or bullying. The purpose of this policy is to create a climate in which all types of bullying are regarded as unacceptable.

### Definitions

1. *“Harassment, intimidation or bullying” means any intentional gesture, an intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:*

*(A) Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage;*

*(B) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or*

*(C) Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.*

2. *“School” includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child;*

3. *“Retaliation” means any verbal or physical action taken against any person who reports or makes a complaint of harassment, intimidation or bullying, or who participates in an investigation of the same.*

### General Provisions

A student who is found to engage in any of the conduct prohibited herein shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities.

The superintendent of school shall develop and implement a comprehensive program to address harassment, intimidation and bullying at all school levels. This shall include a procedure for reporting and documenting alleged acts of harassment, intimidation or bullying, including a provision for reporting anonymously. It shall also include procedures for prompt investigation of reports or complaints; a prohibition of reprisal or

retaliation against a person who reports or who makes a complaint of the prohibited conduct; a strategy for protecting a victim from additional harassment, intimidation or bullying, and from retaliation; consequences and appropriate remedial action for persons found to have made false accusations of prohibited conduct; a process for discussing and disseminating the District's policy; and a statement of how the policy is to be publicized which shall include a notice that the policy applies to participation in functions sponsored by the school. The policies will be disseminated in each school's student handbook.

Information pertaining to this policy against harassment, intimidation and bullying shall be incorporated into the district's professional development program and shall be disseminated to volunteers and other non-certified employees of the district who may have significant contact with students.

**(Policy 2.32 Adopted: 12-21-09)**

## **POLICY 2.33 SECLUSION AND RESTRAINT IN SCHOOLS**

### **I. General Statement of Policy**

It is the policy of Washakie County School District #1 to regulate the use of seclusion and restraint with students pursuant to W.S. §21-2-202(a)(xxxii), W.S. §21-3-111(a)(xxx) and Chapter 42 of the Wyoming Department of Education Rules (hereinafter “Rules”). This policy shall govern all regulated use of seclusion and restraint.

### **II. Definitions**

All definitions used in this policy shall be consistent with the definitions in the Rules. For the purpose of clarity, the following definitions are restated:

A. “Restraint” means the use of physical force, with or without the use of any physical or material, to restrict the free movement of all or a portion of a student’s body. Restraint does not include comforting or calming a student, holding the hand or arm of a student to escort the student if the student is complying, intervening in a fight or using an assistive or protective device prescribed by an appropriately trained professional or professional team. The term does not encompass any of the prohibited practices described in this rule.

B. “Seclusion means removing a student from a classroom or other school activity and isolating the student in a separate area. Seclusion occurs when a student is placed in a room or location by school personnel, purposefully separated from peers, and prevented from leaving that location. Separation in an area where the student is prevented from leaving is always considered seclusion. There are two distinct categories: i) Seclusion from the Learning Environment, or ii) Isolation Room. The term does not include a student requested break or in-school-suspension, detention or other appropriate disciplinary measure.

1. “Seclusion from the Learning Environment” means visually or auditorally isolating the student from the classroom or other school activity, away from peers in an area that obstructs the student’s ability to participate in regular classroom or school activities. The student is prevented from rejoining the learning environment or school activity until directed by staff.

2. “Isolation Room” means purposefully placing the student in an enclosed room built in compliance with all relevant health and safety codes. The student is not released from the Isolation Room and permitted to rejoin the learning environment or school activity until directed by staff. An Isolation Room is not the same as locked seclusion, which is a prohibited practice.

### **III. Staff Training**

#### **Seclusion and Restraint in Schools**

A. The school adopts the Right Response evidence-based model for the purpose of training and safe implementation of seclusion and restraint.

B. All staff shall receive training in the prevention of physical restraint and seclusion according to the Right Response, including skills training related to positive behavior supports, safe physical escort, conflict prevention, de-escalation, and conflict management.

i. The initial training shall be 13 hours for Advanced, 6.5 hours for Elements, and 4 hours for Primer, in duration.

ii. The ongoing training shall be four hours annually.

C. 15 certified staff and 7 classified staff shall be certified consistent with the Right Response for the safe and appropriate use of physical restraint. This core group of staff shall be recertified according to the Right Response's standards.

D. All staff shall receive 2 hours of annual training on the implementation of this policy during the annual staff development program.

#### IV. Seclusion and Restraint Procedures

##### A. Restraint

i. Non-emergency situations: Only trained, certified staff pursuant to paragraph III.C above shall be permitted to utilize restraint as part of a planned behavior intervention.

ii. Emergency situations: Any staff may intervene for the purpose of restoring safety in a bona fide emergency situation constituting an imminent risk to health or safety exists.

iii. Durational guidelines: The following durational guidelines are to be followed when implementing a restraint:

The district will use the minimum restraint possible in all situations according to the program protocol for Right Response.

iv. Administrative review: In the event that implementation of the restraint exceeds the durational guidelines specified above, an administrator or administrative designee shall immediately review the following elements to determine if and under what conditions the restraint may continue:

The district will review the actions leading to, during, and following an event using the protocol for Right Response.

v. Debriefing: After a restraint has been implemented, the following debriefing procedures will be utilized:

The district will debrief with all staff involved in the seclusion and or restraint event and determine if the least restrictive action was used according to the protocol for Right Response.

vi. Documentation: The completion of an incident report containing the following documentation is required for each restraint.

The district will ensure that all staff document seclusion and or restrain events. Staff will write down the essential elements of the event: name of the student, what lead up to the use of seclusion and or restrain, was the intervention the least restrictive choice using the protocol for Right Response, all names of the adults and children who were witness to the event, duration of the event, the disposition of the child during the event and at the end of the day. Document contact or attempt to contact the parent the same day as the event occurred.

## Seclusion and Restraint in Schools

### B. Seclusion

i. There are two regulated seclusion categories: Seclusion from the Learning Environment or Isolation Room.

ii. The use of a locked seclusion room is prohibited in all school facilities.

iii. The use of an Isolation Room will be limited to locations specifically built and/or modified for that purpose, meeting all relevant health and safety codes.

iv. The use of appropriate disciplinary measures may be considered unregulated by this policy only if used in accordance with an approved classroom, school-wide or district-wide student conduct plan.

v. School staff must be able to see and hear the student in seclusion at all times.

vi. Students placed in seclusion must be permitted access to normal meals and personal hygiene opportunities. Meals and bathroom breaks may be separate and supervised if needed to ensure safety.

vii. Seclusion from the Learning Environment: The following requirements apply:

1. Durational guidelines: These durational guidelines are to be followed when implementing a restraint:

The district will use the minimum restraint possible in all situations according to the program protocol for Right Response.

2. Use of a debriefing procedure and an incident report following the implementation of Seclusion from the Learning Environment is recommended, but not required.

vii. Isolation Room: The following requirements apply:

1. Durational guidelines: These durational guidelines are to be followed when implementing a restraint:

The district will use the minimum restraint possible in all situations according to the program protocol for Right Response.

2. Administrative review: In the event that implementation of the restraint exceeds the durational guidelines specified above, an administrator or administrative designee shall immediately review the following elements to determine if and under what conditions the restraint may continue:

#### Seclusion and Restraint in Schools

3. Debriefing: After a restraint has been implemented, the following debriefing procedures will be utilized:

The district will review the event with all individuals involved and discuss the protocol to ensure the least restrictive techniques were used according to the Right Response protocol.

4. Documentation: The completion of an incident report containing the following documentation is required for each restraint:

The district will ensure that all staff document seclusion and or restrain events. Staff will write down the essential elements of the event: name of the student, what lead up to the use of seclusion and or restrain, was the intervention the least restrictive choice using the protocol for Right Response, all names of the adults and children who were witness to the event, duration of the event, the disposition of the child during the event and at the end of the day. Document contact or attempt to contact the parent the same day as the event occurred.

#### C. Parent Notification

Parents shall be notified of each use of a regulated seclusion or restraint procedure according to the following schedule:

The district will call the parent or guardian the same day as when the event occurred and will give written notification within 24 hours of the regulated procedure, unless different procedures are agreed to on a 504 plan or IEP.

#### V. Enforcement Procedures

A. Compliant Process: The following process for the receipt of complaints from any individual or entity shall be utilized:

The district chain of command will be followed.

#### CHAIN OF COMMAND

All suggestions, requests, or complaints of any staff member, student, parent or patron shall be taken to his or her immediate supervisor, teacher, or building principal. If the item is not resolved it may be reduced to writing and brought to the superintendent. If the issue remains in question after ruling by the superintendent, it may be taken to the Board of Trustees.

B. Investigatory Process: The following investigatory process shall be utilized upon the receipt of a complaint meeting the above requirements:

The district chain of command includes a tiered review that is satisfied or elevated at each level of inquiry.

#### VI. Publication of Policy

This Policy shall be published within the school community as follows:

The district policy manual is available on the district web site. The policy manual is also available in paper form at the central office and in each district building. All constituents are notified annually for existing and revised policy.

**(Policy adopted 12-19-11).**

## **Policy 2.40      DISTRICT-WIDE PARENT INVOLVEMENT POLICY**

Washakie County School District #1 believes that engaging families in education is essential to student success. The intent of the district is to involve parents as "partners" in every aspect of their child's education by providing varied parental involvement opportunities for Title I families. The following outline is in compliance with the Title I legal requirements and in accordance with the philosophy of nurturing parents toward recognizing and fulfilling that responsibility.

### **Part 1: General Expectations**

Washakie County School District #1 agrees to implement the following statutory requirements:

- The school district will put into operation: programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The school district will work with its schools to ensure that the required school-level parent involvement policies meet the requirements of ESEA, Section 1118(b) and will include a school-parent compact.
- The school district will incorporate this district-wide parental involvement policy into its Local Education Agency (LEA) plan.
- The school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, by providing information and school reports in an understandable and uniform format in a language parents understand.
- If the LEA plan for Title I, Part A is not satisfactory to the parents of participating children, the school district will include any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve parents of children served in Title I, Part A schools in decisions concerning the expenditure of one percent of Title I, Part A funds, reserved for parent involvement, and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.
- The school district expects that Title I schools will carry out programs, activities, and procedures, as governed by the following statutory definition of parental involvement:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

  1. Parents play an integral role in assisting their child's learning;

2. parents are encouraged to be actively involved in their child's education at school;
3. parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. any additional appropriate activities are implemented.

**Part 2: Implementation of the Policy Components**

Washakie County School District #1 will implement the following district-wide parent involvement policy components:

‣ Washakie County School District #1 will:

1. Inform parents of limited English proficient children of how they can be involved in their children's education and be active participants in helping their children attain English proficiency, high achievement levels in core academic subjects, and meet state standards, including notices of regular meetings.
2. Inform parents of limited English proficient children, identified for participation or participating in a Title I, Part A-funded language instruction educational program under Title III of the ESEA, of the following:
  - reasons for the identification,
  - level of English proficiency,
  - methods of instruction,
  - how the program will help the child, and
  - other relevant information.
3. Inform parents of a child, also identified as having a disability, as to how the language instruction educational program meets the objectives of the child's individualized educational program (IEP).
4. Provide a separate notice to parents of a child identified for participation in the program to inform them of the progress their child has made toward the annual, measurable, achievement objectives.

‣ Washakie County School District #1 will:

1. Have documentation available showing progress in carrying out parental involvement responsibilities.
2. Disseminate the results of the yearly progress review of each school to parents, teachers, principals, schools, and the community.

‣ Washakie County School District #1 will:

1. Encourage active participation in planning and participation in student achievement activities.
2. Provide coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

- Washakie County School District #1 will coordinate and integrate parental involvement strategies under Head Start and Even Start.
- Washakie County School District #1 will:
  1. Conduct, with the involvement of parents, an annual evaluation/survey of the content and effectiveness of the parent involvement policy in improving its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (especially those parents who are economically disadvantaged, disabled, limited in English proficiency or literacy, or of ethnic/racial minority background).
  2. Use the findings of the evaluation/survey about its parent involvement policy and activities to design strategies for more effective parental involvement.
  3. Revise its parent involvement policy with the involvement of parents, if necessary.

### **Part 3: Additional Discretionary Parent Involvement Policy Components**

Washakie County School District #1, in consultation with its parents, will remain open to include the following activities to build parent capacity for involvement in the school system to support student academic achievement:

- Involve parents in the development of training for teachers, principals, and other educators;
- Provide necessary literacy and/or math training for parents;
- Assume financial responsibility for reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Provide training for parents to enhance the involvement of other parents;
- Arrange meetings/conferences at a variety of times during the school year, making additional arrangements for those parents who are unable to attend during the designated times.
- Investigate and implement appropriate strategies to improve parent involvement.
- Provide reasonable support for parent involvement activities.

**(Policy 4.30 adopted 06-27-05)**

**ARTICLE III**  
**SCHOOL CURRICULUM**  
**Selection of Learning Resources**

**3.1 STATEMENT OF POLICY**

- (a) The policy of the Board of Trustees of Washakie County School District No. 1 is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the representation of different points of view to meet the needs of students and teachers.

**3.2 RESPONSIBILITY FOR SELECTION OF LEARNING RESOURCES**

- (a) The Board of Trustees delegates the responsibility for the selection of learning resources to the professional staff employed by the school system, and declares that selections shall be made according to criteria and procedures of this policy.
- (b) While selection of learning resources involves many people (administrators, teachers, students, community persons, and resource center personnel) the responsibility for coordinating the selection of school learning resources and making the recommendations for purchase rests with appropriate professional personnel.

**3.3 CHALLENGED MATERIALS**

- (a) Any resident or employee of the school district may formally challenge learning resource used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

**I. REQUEST FOR INFORMAL RECONSIDERATION**

- (a) The school receiving a complaint regarding a learning resource shall try to resolve the issue informally; however, in all cases the superintendent and the Board shall be informed that a complaint has been filed.
  - 1. The principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
  - 2. The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.

3. If the questioner wishes to file a formal challenge, a copy of the district "Citizen's Request for Reconsideration of Learning Resources" form shall be handed or mailed by the principal to the party concerned.

## **II. REQUEST FOR FORMAL RECONSIDERATION**

Each school will keep on hand and make available Citizen's Request for Reconsideration of Learning Resource forms. All formal objections to learning resources must be made on these forms.

The Request for Reconsideration of Learning Resources form shall be signed by the questioner and filed with the principal or someone so designated by the principal.

The request for reconsideration shall be referred to the superintendent.

### **(a) THE RECONSIDERATION COMMITTEE**

1. Upon receipt of a request for formal reconsideration of learning resource, the superintendent shall:
  - a. Appoint a reconsideration committee including the following membership as appropriate:
    - A building principal,
    - Two lay persons with expertise in the field,
    - Two classroom teachers from appropriate school (one selected by Worland Education Association President),
    - Additional members (not to exceed two) at the discretion of the superintendent,
    - Two students.
  - b. Name a convener of the reconsideration committee
  - c. Arrange for a reconsideration committee meeting within 10 days after complaint is received
2. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.
3. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the district's Selection of Learning Resources Policy.

### **(b) RESOLUTION**

1. The reconsideration committee shall:
  - a. Examine the challenged resource;
  - b. Determine professional acceptance by reading critical reviews of the resource;
  - c. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
  - d. Discuss the challenged resource in context of the educational program;
  - e. Discuss the challenged item with the individual questioner when appropriate;

- f. Within 30 calendar days prepare a written report;
  - g. The committee will operate in open session but may deliberate in a closed session. The decision of the committee shall be made in public.
2. The written report shall be discussed with the individual questioner.
  3. The written report shall be retained by the superintendent, with a copy forwarded to the principal and the questioner. A minority report may also be filed.
  4. The decision of the reconsideration committee is binding for the entire district for a period of two years; therefore, no materials which have been formally reviewed shall be reconsidered for a period of at least two years.
  5. Notwithstanding any procedure outlined in this policy, the questioner or staff member using the material shall have the right to appeal any decision of the reconsideration committee to the Board of Trustees as the final review panel.

**(c) GUIDING PRINCIPLES**

1. Any resident or employee of the school district may raise objection to learning resources used in a school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure and observed the criteria for selecting learning resources.
2. A parent has the right to determine reading, viewing or listening matter for his/her own children; however, no parent has the right to determine reading, viewing or listening matter for students other than his/her own children.
3. Washakie County School District No. 1 supports the SCHOOL LIBRARY BILL OF RIGHTS, which is hereby made a part of this policy. When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
4. Access to challenged material shall not be restricted during the reconsideration process.
5. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material.

### 3.4 LIBRARY BILL OF RIGHTS

- (a) The American Association of School Librarians and Washakie County School District No. 1 reaffirm its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials, which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.

### **3.5 CUMULATIVE RECORDS**

- (a) A cumulative record must be kept for every pupil in the schools. The record file shall follow the pupil as he/she advances from grade to grade through school.
- (b) This record system shall be maintained in each school under the direction of the principal.

### **3.6 GRADES AND GRADING SYSTEM**

- (a) Each teacher shall keep a record of grades of each individual.
- (b) No incomplete grade may carry over beyond one marking period. Incomplete cannot be used as a grade at the end of the school year.
- (c) The grading system must be approved by the supervising administrators in each building and consistent in the three elementary schools.
- (d) Report cards shall be issued each 9-week period in grades 1-12.

### **3.7 COPYRIGHT**

- (a) The Washakie County School District No. 1 respects copyright, and affirms that every effort will be made to honor and observe P.L. 94-553, commonly known as "Copyright Law", and assures that all faculty and staff will have the opportunity to become familiar with the provisions of the law, especially the Fair Use portion as it applies to schools, and assures that information regarding the observance of the law will be posted on or near all copying machines in the district. This law applies to commercial teaching materials, computer software, off-air taping, and A.V. materials.

### **3.8 STANDARDIZED TESTS**

- (a) The Washakie County School District No. 1 Board of Trustees believes that the group testing program should be carried on for a dual purpose:
  - 1. So that the teacher can find out more about his/her students than he/she already knows from observation, self-prepared tests and school records;
  - 2. So that the Board of Education and the administrative staff can know more about the achievement levels of all students enrolled in the school system.

We believe the standardized testing program to be one indicator of student achievement and district success in teaching our students.

A minimum testing program shall be established. It shall include a sequence of standardized achievement and other tests administered at the prescribed K-12 levels.

### **3.9 SUPPLIES**

- (a) General instructional materials shall be furnished by the school district within the limit of the budget. There shall be equivalency of money spent for supplies and materials among all schools within the district.
- (b) Personal supplies such as pencils, pens, ink, paper, notebooks, etc. must be furnished by the pupil.
- (c) Materials for projects for personal use of the pupils must be furnished by the individual.

### **3.10 TEXTBOOKS**

- (a) Textbooks shall be furnished free to all pupils in grades 1 through 12. If necessary, it shall be within the power of the superintendent to require a suitable book deposit for the purpose of guaranteeing the return of all books in good condition. Damage or loss of books may be taken out of the deposit. If no deposit is made, parents shall be responsible for damaged or lost textbooks.
- (b) Workbooks shall be provided at no charge but the workbook shall remain the property of the school district.

### **3.11 TECHNOLOGY**

It shall be the policy of Washakie County School District No. 1 to encourage the use and integration of technology into the K-12 curriculum. This includes, but is not limited to:

1. Having access to a wide array of electronic and computer capabilities (voice, video, and data),
  2. Maximizing the effectiveness of instructional technology through staff development,
  3. Developing and maintaining on-going partnerships and consortiums (i.e., various broad education providers, the community and business), which are consistent with district exit outcomes, the district goals and/or site-based student performance goals, and
  4. Creating student, teacher, staff and administrator basic and enhanced technology competencies, and conducting the Internet Delivery Education System (IDES) in accordance to the "Acceptable Use Guidelines".
- (Policy 3.11 Adopted 2-24-97)**

### **3.12 ACCEPTABLE USE POLICY**

Washakie County School District No. 1 is committed to have all students, faculty, staff and patrons use district technology according to the Acceptable Use Technology Procedures (AUTP). Any unacceptable or unethical use of technology (as outlined in the AUTP) will result in disciplinary action consistent with the district's standard policies and practices. **(Policy 3.12 Adopted: 5-26-98)**

**ARTICLE IV**  
**BUSINESS AND OPERATIONAL MANAGEMENT**

The business and operational management of the school district shall include all phases of operation that are required in order to assist and promote a good educational program.

\*The business management of the school system shall be centered in the office of the superintendent of schools. He shall have the power to delegate authority to other employees as he desires. The superintendent is the budget officer of the district.

**PART I**

**4.1 AUDITS**

- (a) All records and accounts listed in Section 3 shall be audited regularly by the State Examiner or an auditor employed for the purpose by Washakie County School District No. 1. A report of the audit shall be made as soon as available to the Board of Trustees of Washakie County School District No. 1.

**4.2 BUDGET**

- (a) The budget shall be prepared and approved according to the requirements of the Municipal Fiscal Procedures Act, State of Wyoming.
- (b) Expenditures in excess of the budget shall not be made unless authorized by the Board of Trustees and only when within the requirements of the Municipal Budget Act.
- (c) Budget planning pertaining to staffing and the allocation of funds for specific needs and programs shall be based upon policy adopted by the Board of Trustees. Deployment of fiscal and human resources beyond fixed costs (money, materials/equipment, and space) are to be based upon student learning results and improvement of student performance on identified standards.

### **4.3 FINANCIAL REPORTS**

Financial reports shall be prepared for the Board of Trustees as follows:

- (a) School District
  - (1) Treasurer's report
  - (2) Report of budget
  - (3) School lunch fund
  - (4) Activity account
  - (5) Any other report as requested by the board.

### **4.4 PROCEDURE FOR PAYING BILLS**

The procedure for board approval of bills to be paid shall be as follows:

- (a) The business manager shall submit no bill to the board for payment until he/she can certify thereon that the materials or services charged for have been received in the quality and quantity required and are properly accounted for.
- (b) The business manager will prepare a list of all bills to be paid with explanations he/she deems advisable and submit a copy to each member of the board with his monthly report. He/She will provide additional explanations of bills when requested.
- (c) The complete record and explanation of each bill and voucher will be available to members of the board for examination as desired.
- (d) The Board will authorize the business manager to pay bills presented by a motion at its regular meeting.

### **4.5 PURCHASING**

- (a) All purchases of supplies, equipment, materials or services for the school district shall be made through the Business Office or by an employee authorized and delegated to make purchases for the school district.
- (b) No employee shall incur any debt against the school district without an official purchase order or official instructions from the business manager.
- (c) Requisitions must be approved by the building principal or by the official in charge of the department making the purchase request.
- (d) All items purchased must be delivered to the business office unless otherwise directed.

## 4.6 DEPOSITORIES

- (a) Financial institutions located in Worland shall be considered as depositories for school district funds based on the following criteria:
1. Meet minimum standards set forth by FDIC and /or FSLIC including net worth ratio.
  2. Provide safekeeping securities as required by state statute. When real estate mortgages are used as security 1.5 times the amount of deposit will be required.
  3. Provide timely reports as required by the school district.
  4. Offer competitive interest rates with acceptable withdrawal limitations.
  5. When, in the opinion of the superintendent, a financial institution fails to meet these criteria, funds on deposit with that institution shall be withdrawn and placed with a qualifying depository.

### 4.6.2 INVESTMENT POLICY

- (a) The Board of Trustees supports and authorizes a safe and sound investment program as a critical component of sound fiscal management. Interest revenues are used to supplement other district revenues for support of district educational programs.

Investments shall be limited to those authorized by state law. See W.S. '9-4-831 as amended.

Before any person effects any investment transaction on behalf of the school district or offers any investment advice to the school district, the person shall sign a statement indicating he has read this policy and agrees to abide by applicable state law with respect to advice he gives and the transactions he undertakes on behalf of the school district. For purpose of this policy, "investment transaction" or "investment advice" does not include deposits in financial institutions as authorized by law.

Staff responsible for investment transactions are encouraged to take advantage of education programs conducted by the state auditor or treasurer relating to investment of public funds.

The Board of Trustees believes:

- ∇ That investment practices must always be in compliance with state laws and district policy.
- ∇ That all excess funds shall be held in interest-bearing accounts or investments to earn the maximum return possible.
- ∇ That safety of funds should be first consideration. The district should not enter into investment transactions, which will expose itself to a possible loss of principal or to an undue credit risk of an issuer or broker/dealer.
- ∇ That when financially effective, i.e. when the rate of return is within 1/4 of a percent, excess funds should be deposited in local financial institutions.

## **PART II**

### **BUILDINGS AND GROUNDS**

#### **4.7 CARE OF SCHOOL BUILDINGS**

- (a) A well-kept, attractive school building is the concern of everyone. While the care of buildings is the primary responsibility of the custodian, other users of the building have the responsibility of assisting the custodians in maintaining the building.

#### **4.7.2 NAMING SCHOOL FACILITIES OR AREAS WITHIN THE SCHOOL DISTRICT**

- (a) District facilities or specific areas within or surrounding a district facility shall be specifically named only with a two-thirds majority vote of the elected Board of Trustees after notice has been provided to the public. A public meeting shall be held to provide the public an opportunity to be heard by the Board of Trustees. Any specifically named facility or area can be renamed or unnamed a unanimous vote of the elected Board of Trustees after notice has been provided to the public.

#### **4.8 CIVIL DEFENSE**

- (a) All students must be informed as to what procedure they should follow in case a civil defense drill is called.

## 4.9 COMMUNITY USE OF BUILDINGS AND GROUNDS

- (a) The primary purpose of school buildings and other school property is for the promotion of the educational program of the children of the District. This purpose is to receive first consideration when there is a request for use of buildings or other school property from those outside the school system.
- (b) All requests for use of facilities by out-of-school groups must receive prior approval from the building administrator and the superintendent.
- (c) A rental charge will be made whenever use of a building is approved for purposes of private profit. Three groups of users have been established to make it possible to regulate the use of the facilities in a uniform manner:
  - (1) **GROUP I** -- this group includes all regular and related school activities in which the school is the sponsor or participant. This group also includes USS wrestling and swimming, and city recreation board affiliated organizations. An indemnity bond of \$500.00 will be paid by the Recreation Board to cover all activities of its affiliated organizations.  
**Rental schedule:** No charge for use of any school.
  - (2) **GROUP II** - this group includes the sponsorship by, or participation of, any individual or non-profit organization of the community.  
**Rental schedule:**

One time basis	\$ 10.00 per hour
Regular basis	\$ 7.50 per hour
  - (3) **GROUP III** - this group includes all other groups: private, public or profit making who sponsor or participate in any activities to be held in a school facility.  
**Rental schedule:**

Lunchrooms	\$ 75.00 per hour
Gymnasiums	\$100.00 per hour
Auditoriums	\$100.00 per hour
Classrooms	\$ 50.00 per hour

If a kitchen is used one or more cooks shall be on duty. An additional charge of \$7.00 per hour shall be paid each cook on duty. If meals are served, two or more cooks must be used. Non-residents of the school district will be required to post a cash bond of \$500.00 as a guarantee against damage or loss to building and contents.
- (d) The superintendent reserves the right to waive the charging of fees, if the purpose of the usage of the facility is of community benefit, and providing proper arrangements can be made for the supervision and protection of the building without additional costs to the district.

#### **4.10 FIRE DRILLS**

- (a) It shall be the duty of the building principal and his/her staff to conduct at least one unannounced fire drill per month in addition to any drills conducted for training by the teachers or by the fire department. Weather conditions should be taken into consideration in conducting drills so that pupils shall not suffer from exposure.

#### **4.11 TOBACCO-FREE ENVIRONMENT**

- (a) The Board recognizes that smoking and the use of any tobacco product represents a health and safety hazard, which can have serious consequences for the user and non-user. In order to protect the students, staff, employees, visitors, and guests of the district from an environment that may be harmful to them, the Board hereby prohibits tobacco in any form in/on all school district buildings, property, or vehicles.
- (b) It is specifically directed that the tobacco ban will be in effect 24 hours a day, seven (7) days a week, and will apply to anyone present in/on any school district building.  
**(Policy 4.11 revised 8-26-2002)**

## **PART III**

### **TRANSPORTATION**

#### **4.12 DRIVERS**

- (a) Drivers shall be under the supervision of the Transportation Supervisor.
- (b) Drivers shall wear seat belts at all times while operating bus.

#### **4.13 ROUTES FOR BUSES**

- (a) School bus routes shall be planned to provide the best possible service to each of the rural areas in the district.
- (b) School buses shall travel only on city, county, state and federally maintained streets and roads. Annual Board approval shall be required if safe and efficient operation of routes requires travel on roads other than these, and that travel exceeds one mile.
- (c) School buses shall not be expected to operate on lanes less than one-quarter mile off main arteries unless it is the last stop on the route.
- (d) Safety of the pupils shall receive first consideration when a decision has to be made as to where and when a school bus shall operate.

#### **4.14 ISOLATION**

- (a) Isolation maintenance payments shall be made to parents of students who live in locations where a school bus cannot operate in a safe and efficient manner.
- (b) The amount to be paid will be in accordance with state rules and regulations. (Wyoming Statute 21-4-401 and WDE Rules Chapter 20).

#### **4.15 OPERATION**

- (a) Transportation shall be provided to students who live outside the minimum walking distances established by the Department of Education as defined in Rules Chapter 20, Section 10. Exceptions may be made also in accordance with guidelines in Chapter 20, Section 10.
- (b) An accurate accounting of the cost and use of school buses shall be maintained on an annual basis.

#### **4.16 SCHOOL BUSES**

- (a) The school district shall own and operate its own bus system. However, the district may contract transportation for short feeder routes in places where roads or other conditions do not permit the operation of regular buses.
- (b) The specification of all buses shall conform to the requirements of the school law. If the district desires to require specifications more rigid than the law requires, it may do so.

#### **4.17 USE OF DISTRICT-OWNED VEHICLES BY NON-PROFIT ORGANIZATIONS**

- (a) If buses are available, the district will consider transporting non-district groups within the state boundaries. The district will follow Wyoming Department of Education guidelines in determining what rates to charge.

#### **4.18 FIELD TRIPS**

- (a) All students traveling on field trips that are beyond walking distance will use school-owned vehicles with qualified drivers. Any exception must be approved, in writing, by administrator in charge of the activity.

**(Transportation Policy Revised on 12/15/2008)**

## **PART IV**

### **LUNCH PROGRAM**

#### **4.19 FEDERAL PROGRAM RULES**

Washakie County School District #1 shall conduct its Hot Lunch Program in accordance with U.S.D.A. regulations concerning free and reduced price meals. Current U.S.D.A. regulations shall be on file in the Business Office and each school Principal's Office.

#### **4.20 COOKS**

- (a) Cooks shall be employed during the 9-month school year.
- (b) Salary for cooks shall be determined by the Board of Trustees, as per salary schedule.
- (c) Any person employed as a cook must be in good health. The Board reserves the right to require a complete medical examination of any food service personnel.

#### **4.21 OPERATION**

- (a) The lunch program is operated for the purpose of providing a noon lunch to the pupils in grades 1 through 12 and school personnel.
- (b) The lunch program shall be handled by the cooks under the direction of the business manager and principals.

**ARTICLE V**  
**SPECIAL EDUCATION**

The policies and procedures for special education are contained in a separate document, which is a part of the official policy of this school district. The title of the document where these can be found is: Policy and Procedure Manual for Special Education.