



**Niobrara County School District #1
Certified Staff Handbook
2022-2023**

MISSION

Inspire learning, Empower innovation, and Honor community, Everyday.

VISION

All students enter the world with the skills and confidence to meet their challenges and, in turn, grow and serve others.

Core Values

T-Teamwork

I-Integrity

G-Gratitude

E-Empowerment

R-Respect

S-Success

...achieving excellence!

Expect More, Do More!

NCHD#1 Staff Handbook Contents

TO THE STAFF OF NIOBRARA COUNTY SCHOOL DISTRICT #1

The information in this handbook is provided to all staff in order to facilitate building management, and to make you aware of routines and procedures, which govern the operation of our district schools. Please read this and keep it convenient as a reference.

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Absences and Tardiness (Students)

If a student is developing a pattern for tardies and absences, communicate with the parents early to prevent continued occurrences. If the pattern continues, **please notify the secretary and the principal** who will also communicate with the parents. Students with 5 or more tardies or unexcused absences are subject to a letter from the office.

An 'excused absence' is one in which the student's absence is determined by the principal to be permissible and occurring as a result of personal illness, a death in the family, or other such reasons approved by the principal.

Absences and Tardiness (Staff)

If you are ill, please **call your building secretary as soon as possible**—call the night before if you know you will not be able to come in the next day. If you call in the morning, please do so by **6:30 AM** or as early as possible to better the chances of getting the right substitute for you. Also, please contact the building principal so that person knows you will be gone.

Your building principal must approve all personal and professional leave requests. Please request them as soon as the dates are confirmed. Forms are available in the office. Personal leave can be declined if no substitutes are available, or if shorter than 3 days is given for the request.

Assignment

Employees shall be assigned to a position that fits the needs of the District in accordance with their Wyoming Teacher Certification endorsements. Assignments may be changed by the Superintendent or designee whenever the best interest of the district will be served.

Activity Assignment

A certified teacher could be assigned to an extracurricular activity if no suitable candidate can be located through a district employment search. See certified contracts "other duties as assigned".

Salary Schedule: As per Current Professional Salary Schedule based on 175 days per year.

Education Requirements, Certifications, and Endorsements: All certified employees will have valid Wyoming Professional Teaching Standards Board certification with endorsement(s) in their assigned field(s) of teaching. It is strongly encouraged that teachers placed at the seventh and eighth grade level have a subject area endorsement that matches their major teaching assignment.

Essential Skills and Knowledge: Interpersonal communication skills; Oral and Written (Computer hardware and software application).

Purpose: To provide instruction or services to the students of Niobrara County School District No. 1.

General Duties and Responsibilities:

Certified employees shall:

- Look directly to the principal for rules and suggestions covering all normal school procedures and activities.
- Not absent themselves from school without the approval of the principal. Teachers, who have planning periods shall remain in the building in which they teach during this time, unless explicitly excused by the principal or the principal's designee.
- Abide by the policies and regulations of the Board of Trustees.
- Be responsible for the care, instruction, and discipline of pupils in their charge as assigned by the principal.
- Be responsible for carrying out policies and regulations pertaining to pupil conduct as directed by school handbooks.

- Report promptly to the school administrator or designee any serious accident, illness, or suspected abuse affecting any child in their charge, completing any paperwork that pertains to this event.
- Prepare and submit all required records.
- Be prepared for daily lessons or services and provide lesson plans if requested by the building principal.
- Administer evaluation of pupil achievement.
- Participate in curriculum and building in-service programs.
- Attend staff meetings as directed by the principal.
- Participate in close supervision of halls, rooms, bus loading, cafeteria, and playgrounds as directed by the building principal.
- Compile an inventory of books, supplies, and other equipment as directed by the building principal.
- Assist in the planning and evaluation of curriculum and assessments.
- Notify the building administrator of absence due to illness or emergency as directed in the handbook.
- Follow building procedures (in handbook) for scheduling parties, activities, field trips, and schedule transportation services through the Activities Office of the District.
- Not furnish student or district employee names and addresses to anyone but school officials. Exception: Student names (not addresses) for valentines.
- Follow building procedure for release of students from class or building.
- Use and distribute items from commercial advertising only as approved by the Superintendent or building administrator.
- Follow the chain of command for complaints and grievances (Policy GBM).
- Complete a physical examination at the request of the Superintendent.
- Be encouraged to discuss their problems with the Superintendent. No teacher should approach the Superintendent without having first consulted the principal unless following a specific policy, (i.e. sexual harassment). Any complaint or grievance that a teacher may have, that merits the attention of the Board, shall be submitted through the Superintendent. This provision shall not be construed to deprive any teacher of a hearing before the Board.

Board of Trustees

- A. The Board invites employees to attend their meetings. Regular meetings are generally held on the 2nd and 4th Monday of each month except in December (only the 2nd Monday) and July (on or before July 15th for budget approval). Meetings begin at 6:00 p.m. in the Niobrara County District Office Board Room. Yearly meeting dates are established each December.
- B. Employees who wish to address the Board may do so by attending the meeting and speaking during the visitor section of the agenda. To make a formal presentation to the Board, employees should contact the Superintendent at least 1 week prior to a scheduled meeting to determine if they can be placed on the agenda. Written correspondence should be sent to all Board members since they are required to make decisions as a group, not as individuals.

Books or Fines

The school library aide will communicate with classroom teachers about overdue books at report card time. Damaged textbooks should be assessed a penalty depending on the extent of the damage. Textbook penalties will be determined by the building principal.

Building Intervention Team (BIT)/Multi Tiered System of Support (MTSS)

Guidelines for referring a student to the BIT/MTSS will be reviewed at the beginning of each school year. Data will be collected from classroom observations and district/state assessments. When a child is

considered “at risk”, they will be monitored. When progress (academic, social emotional and/or behavior) is not improving at a rate that will bring the child up to the average of the class, the teacher should contact the child’s parents and let them and the building principal know there is a concern. At that time the child should be referred to BIT so more intensive interventions can be documented and data on the individual child can be tracked. The following are guidelines for the BIT and Special Education Referral Process:

1. Assessment data and classroom data are compiled.
2. Classroom teacher contacts parents with concerns and shares the discussed information with the building principal.
3. Classroom teacher fills out a referral packet for BIT/MTSS and returns it to the school psychologist.
4. School Psychologist calls a BIT/MTSS meeting so the classroom teacher can discuss concerns and interventions that have been tried. Parents should be part of this team, and should be informed of all meetings from this point on.
5. BIT/MTSS will generate ideas to be tried and assist the classroom teacher in compiling data and searching for research based interventions to implement. Progress monitoring should be done every week until the next meeting.
6. The team will meet again regarding the child in 6 to 8 weeks to discuss the child’s progress (or lack thereof) and to see if (a) progress is being made at an appropriate rate, (b) another intervention is needed, or (c) testing for special education services is warranted. If the answer is “a” or “b” steps 4-6 are repeated. If the answer is “c” move to step 7.
7. The testing process is explained to the parent(s). Parental procedures and safeguards are offered and parents are asked to sign a “Permission to Test” form. Hunter Kunerth, SPED director, will be notified by the school psychologist.
8. A multi-disciplinary assessment team and a case manager are designated.
9. Testing and observation takes place. When completed, the case manager schedules a child study committee meeting to discuss results and make recommendations.
10. A meeting is held, with the parent, and members of the MDT, to discuss testing results.
11. If warranted, an IEP is written and signed. Time may be given to the parent to review the findings and make a decision.
12. Should the child not qualify for special education services, the child should continue in the BIT process. Once the team has established enough evidence that a child needs assistance, a BIT/MTSS team would be able to override testing to qualify the child.

Building Security

All exterior doors are to remain locked at all times when school is in session. Visitors will check in at the office and will be asked to provide identification if we are unsure of who they are. Visitors will be provided a building pass. It is everyone’s responsibility to ask to see the pass when encountering a visitor without one. Ask those without a pass to check in at the office.

Calendar / Contract Hours and Days / Work Day Starting and Ending Dates

Days / Hours	Position/Assignment	Starting Date	Ending Date
260 days	Superintendent Business Manager Transportation/Maintenance Director Technology Coordinator	7/1/2022	6/30/2023

220 days	SPED Director/Bricks	8/1/2022	6/18/2023
205 days	Building Principal Mental Health Specialist SPED Director/WYVA	8/1/2022	6/6/2023
195 days	School Psychologist	8/15/2022	5/26/23
175 days	School Counselor Social Worker Certified Staff Speech Therapist Occupational Therapist (¾ position)	8/15/2022	5/26/23
40 hours per week	Building and Grounds Custodians Maintenance Accounts Payable Payroll/Board Administrative Assistant	7/1/2022	6/30/2023
36 hours per week	Building Administrative Assistants/Secretaries	8/1/2022	6/5/2023
32 hours per week	Paraprofessionals	8/24/2022	5/25/23
40 hours per week	Food Service Director (summer school is not reflected)	8/15/2022	5/26/23
7.5 hours per day	Head Cook (summer school is not reflected)	8/22/22	5/25/23
4.5 hours per day	Cook (summer school is not reflected)	8/22/22	5/25/23

Education Days

- As a part of their contract certified staff members are required to participate in all building and district professional development, which are listed on the school district calendar as “green” and “blue” days. They are also to participate in half of the “gray” Fridays, which will be scheduled by the administration. The purpose of these days is to work on district and building level initiatives such as curriculum and assessment development, instructional strategies, and school improvement plans.
- Two additional days (16 hours) are specifically designated for Parent-Teacher Conferences. These days are scheduled by the principal of each building and may be divided over the course of two or more days (e.g. Thursday evening and Friday morning; a couple hours each night of the week of conferences; etc.).
- **Daily Work Schedule**
 - Principals are available from 7:30-4:30 each day school is in session.
 - Certified employees are required to be in the building from 7:45 – 4:00 or until after buses have left the building.
 - Paraprofessionals starting and ending times are determined by the building/department administrator but may not exceed the total number of hours per week/year. Support staff may not work more than 32 hours in any week without prior approval from the administrator. A 30 minute lunch break is included in the para’s 8 hour day and is scheduled by the building principal or SPED director; however, will be unpaid when the employee leaves the premises.
 - All other positions should reference the chart above for hours of work.
- **Vacations**
 - Full time support staff who work a 12-month year are entitled to vacation with pay which varies based on the number of years employed by the district.

- Full time administrative staff who work 260 days per year are entitled to vacation with pay which varies based on the number of years employed by the district.
- Certified staff working less than 260 days per year will be entitled to 10 personal days per year. These days will carry over as sick days up to a total of 480 hours. Personal days must be used before accumulated sick leave.
- Staff can donate a personal day to the sick leave bank each year. The sick leave bank is to assist with lengthy illnesses and injuries once a person is out of sick leave.
- **Payroll Dates**
 - a. Support (classified) staff are responsible for signing in and out each day using TMS (Time Management System). A work week begins Sunday and goes through Saturday.
 - b. Certified staff are responsible for completing vouchers for salary payments for additional work on approved activities (such as curriculum and assessment development, summer school, professional development projects) and securing the appropriate administrator's signature.
 - c. All payroll vouchers and timesheets must be signed by the administrator and sent to the business office by the 8th of each month in order to be processed by the 20th, or the closest business day before if the 20th is on a weekend.

Children in the Classroom during Recess

The district asks that we not use recess as a punishment on a regular basis per our Wellness Policy. If a child must stay in because of missed work or because of behavior, please notify the principal. If you do keep a child in from recess, make sure the child is under the supervision of you or another staff member. **Do not leave children alone in the classroom.**

Children who are to stay in due to illness must have a note from home (or permission from the office if a parent has called). These students are to be sent to the office. Please send them with a book or some kind of work to do. If a child has to stay in for more than two days, a note from a doctor must be presented.

Classroom Supervision

You are responsible for the well-being of students in your room. They must be supervised at all times. If it is necessary for you to leave your classroom briefly, please ask a fellow staff member to cover for you.

Class Attendance

Take roll in the morning on Infinite Campus by 8:10 a.m. If you know you will be gone, please leave a class list for attendance with your lesson plans on your desk. Take roll again after lunch by 12:00 p.m. Students coming to school after **8:05 AM, but before 8:25 AM** are marked tardy by the office. If a child comes to **school after 8:25 AM** he/she is counted as being absent ½ day. If a child leaves **school before 3:00 PM**, that child will also be marked absent for ½ day by the office. **After 3:00 PM**, it will be considered an early dismissal with no penalty to the child. Students must check into the office if they come late and must leave through the office if they leave early. Please ask for an admit pass or call the office if a child has come into your classroom late. Lunch count should be done on IC with attendance (see "Lunch Count").

Computer Lab

The computer lab is an extension of the classroom. Classroom teachers will accompany and remain with their students while they are in the lab. Teachers will require all students to follow lab rules, monitor correct use of equipment, and allow student use of equipment authorized by the technology staff. Do not allow any student to go into an unattended computer lab and please keep lab doors locked when unattended.

Computer Use

Each staff member is required to read, sign and follow the “Technology Terms and Conditions” in order to have computer access through Niobrara County School District #1. A follow up training will be held annually to review these expectations. **All staff should read their email at least twice daily as important memos and reminders are sent via email. Also see “Technology”.**

Confidentiality

Students and staff have the right to confidentiality. It is vital that information regarding staff and students **not be shared**. When discussing a child or a staff member, it should be done privately. Please don’t talk about staff, parents or students in hallways, the teacher’s lounge, the grocery store, etc. Keep conversations professional, even when someone else starts the conversation. (Please read section on FERPA).

Crisis Management Policy

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. A standard of reasonable care under the doctrine of **in loco parentis** compels the district to establish clearly defined policies and procedures for responding to crisis. The Trustees of Niobrara County School District No.1 Board believe it is necessary to have a comprehensive plan to deal with crisis.

A school crisis is defined as an event that threatens the safety and security of staff or students, is likely to escalate in intensity, interfere with normal functioning of the school, involve the media, interfere with learning, and/or jeopardize the school's image. It is the policy of the Niobrara County School District No. 1 to respond quickly and effectively to crisis in our schools by:

1. Developing, implementing, and periodically updating a district crisis management plan. This plan will establish a District Crisis Management Plan, provision for safe building environments and procedures, and communication with the media.
2. Development of building crisis management plans to include training for all personnel.
3. Crisis management procedures will be reviewed annually by all personnel.

Each crisis plan will include the following:

PREVENTION: Procedures and educational programs designed to avoid, when possible, crisis events at school

INTERVENTION: Procedures to prepare students and district personnel to manage and respond appropriately to crisis events

POSTVENTION: Post-crisis procedures to help students and staff get through the pain and trauma of the crisis, learn from the crisis, and return to a normal, productive educational environment as quickly as possible

STANDARD RESPONSE PROTOCOL

Depending on the given situation one of four different commands will be delivered:

- **Lockdown**
- **Stay Put**
- **Evacuate**
- **Shelter**

Each protocol has specific staff and student actions that are unique to the situation. In the event a student or staff identifies the initial threat, calling 911 and administration is advised.

Stay Put: “Secure the Perimeter”

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside of building
- Increase situational awareness
- Take roll and account for students
- Do business as usual

Lockdown: “Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence

Teachers are trained to:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open door
- Take roll, account for students

Evacuate: “To a Location”

Students are trained to:

- Leave bulky belonging behind
- Bring their phone
- Form a single file line

Teachers are trained to:

- Grab a roll sheet if possible
- Lead students to evacuation Location
- Take roll, account for students

Shelter: “For a hazard using a safety strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to a shelter area
- Seal the room
- Drop cover and hold
- Get to high ground

Students are trained in:

- Appropriate hazard and safety strategies

Teachers are trained in

- Appropriate hazard and safety strategies
- Take roll, account for students
- Report Injuries or problems, at the evacuation assembly, to first responders

The protocol carries an obligation. An implicit part of the SRP is that authorities and teachers tell students what is going on. While tempered at the elementary school, middle school students and above need accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

Curriculum and Assessments

- A. **Development** – Regular courses of study and learning activities are being developed, reviewed, and modified through an ongoing process by district staff. All teachers have the professional obligation to use the curriculum for developing learning activities in their classroom and to continue refining the curriculum by working on curriculum committees. The curriculum is intended to assure that the learning in classrooms is aligned to state standards, is developmentally appropriate, provides continuity K-12 and is systematically evaluated.
- B. **Common Assessments** - The District is involved in a process of developing Common Assessments in all content areas. **The expectation is that all staff members will use these assessments with all students once they are developed.** Common Assessments will be reviewed annually.
- C. **CCC (Curriculum Coordinating Council)** – This committee of classroom teachers, community members, building administrators, special education teachers, content area teachers, the Superintendent and a facilitator from Curriculum Leadership Institute (CLI) will serve as the District Curriculum Leadership Team.
- D. **Selection of materials and textbooks** – Replacement of curriculum materials is completed by a process of review, selection, and recommendation by staff members who will be using the materials. Final decisions will be made by the Superintendent. A rotational replacement schedule for subject area textbooks will be followed: Language Arts, Science, Math, Social Studies, Fine Arts, Vocational, Foreign Language, PE, and Health. This year we will be looking at Science materials.
- E. **Graduation Requirements**– A diploma will be awarded to high school students when they earn the required high school credits and demonstrate proficiency on the state content standards required for their graduating class. A demonstration of proficiency will be based on a collection of work on common district assessments taken in indicator courses. (IKF)
- F. **Homework** – Each school and teacher should have specific written guidelines to define and limit homework. Any assigned homework should have specific objectives, be reasonable length, should be evaluated and returned to the student, and should encourage application of skills acquired in class. No homework should be sent home for “busy work” or that has not been presented in the classroom and understood by the student.
- G. **Adding/Eliminating Courses or Programs** – The CCC serves as a clearinghouse to add or eliminate a course or program from a school. Requests must be discussed with the building administrator and filed in writing by February 1.
- H. **State Assessments** – Students in grades 3-10 will be taking the summative state WYTOPP assessment in late April/early May. Helping students become familiar with the test format, encouraging test commitment and maintaining a positive attitude about the testing is the teacher’s responsibility. Data will be used to determine and monitor school improvement goals, to produce information about student achievement on the state level, and to provide information to district stakeholders. Interim testing will take place in the fall and the winter, which is a shorter version of the summative assessment.
- I. **District Assessments** – The system of common district assessments will be reviewed and revised by staff members this year. It is expected that all teachers become familiar with their course assessment schedule. Assessments should be given on schedule, with uniform application, and information reported. Principals can assist you in the assessment area. Data from common assessments will be

used to monitor student progress, monitor school improvement plans, and to develop district and school professional development programs.

- J. **Classroom Assessments** – Periodic assessment of student progress is an important measure. Rich assessment opportunities with multiple ways of demonstrating proficiency should be used in the classroom. Information should be shared with students and parents in a manner that shows where progress is taking place as well as areas in need of improvement. Students should be able to gauge their own performance and know how to improve their skills by using the assessment information. Teachers should use the results to plan the next steps in the instructional process.

Delegation of Authority during Principal's Absence

Should the building principal be gone and an administrative substitute is not available, Mr. Mirich and Mr. Kunerth are delegated to cover administrative duties. Should these people be unavailable, someone else will be delegated by the building principal, a principal from another school, or the Superintendent of Schools for the duration of the principal's absence.

Discipline

At the beginning of the school year, introduce each student to the school expectations of *kindness, safety, respect and responsibility*. This will include class discussions of what a positive learning environment should look like and how each individual should act to help make a positive learning experience. This means that children will help their teachers establish rules and procedures that will lead to a responsible and respectful classroom.

A discipline problem exists when a student keeps a teacher from teaching, other students from learning, or the health and safety of self or others is put in jeopardy. At any time that learning is affected, or when any physical or verbal aggression is occurring, please send for help from the office or send the child to the office (call and let the office know to expect the child or children if an adult can't accompany them to the office.) All discipline issues will be entered into SWIS by the staff member who initiated the response to discipline.

Discrimination/Harassment Policy

Niobrara County School District #1 is committed to providing equal employment opportunities to all individuals. It is the policy of this District to maintain a working environment that is free from discrimination and/or harassment.

The District prohibits discrimination and/or harassment by employees, supervisors, or non-employees based on sex, race, color, creed, religion, national origin, age, political belief, marital or parental status, or sexual orientation. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq., the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq., and the Wyoming Fair Employment Practices Act of 1965. The prohibition against sexual harassment applies whether the alleged sexual harassment is between members of the same sex or members of the opposite sex.

The District is committed to taking any immediate and appropriate corrective action necessary to eliminate existing discrimination and/or harassment and its effects. The District shall conduct a prompt, thorough, and impartial investigation of all complaints of discrimination and/or harassment filed pursuant to its policies and procedures. The District is committed to taking affirmative steps to protect employees and all others who participate in the investigation of complaints of discrimination and/or harassment.

The District will discipline as provided in this policy and administrative regulation and considering the seriousness of the offense, any employee who has been found to be in violation of this policy, or any employee making a false malicious complaint under this policy.

The District requests students, parents, and staff to assist the Superintendent and the Board of Trustees in identifying barriers to a discrimination-free working environment in the District. Inquiries regarding discrimination and/or harassment should be directed to the Title IX supervisor, Hunter Kunerth.

Confidentiality

The District will respect the confidentiality of the complainant and the respondent to the extent reasonably possible and consistent with the District's legal obligations and the necessity to investigate allegations of discrimination and/or harassment and take appropriate disciplinary action when the conduct has occurred.

Retaliation

The District shall discipline any individual who retaliates against any person who reports alleged discrimination and/or harassment or any person who testifies, assists or participates in any investigation, proceeding or hearing relating to a complaint under this policy. Retaliation includes, but is not limited to, any form of intimidation, harassment, threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to this policy.

Such discipline shall be in accordance with applicable Board policies, consistent with applicable state and federal laws.

Consequence for False Accusation

A false accusation of discrimination and/or harassment under this policy can have a serious detrimental effect on innocent parties. Any individual who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline in accordance with this policy and administrative regulation. A finding that a claim under this policy is not substantiated after investigation does not equate to a false accusation, if the claim is made in good faith.

Right to Alternative Complaint Procedures

This policy and related administrative regulation do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission, the Wyoming Fair Employment Program, or the Office for Civil Rights (U.S. Department of Education), or from initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Dissemination of Policy and Training

This policy shall be included in the employee handbook and shall also be available to the public on the District's website in a manner to be determined by the Superintendent and his/her designee. The District shall incorporate yearly training and education on this policy in its professional development programs.

District Office and Administrative Contacts and Responsibilities

<p>George Mirich, Superintendent</p>	<ul style="list-style-type: none"> ➤ School and District Improvement ➤ Accreditation ➤ Federal Programs ➤ At-Risk ➤ Teachers on Special Assignment ➤ Professional Development ➤ Administrator Evaluations
<p>Hunter Kunerth, Bricks Special Education Director</p>	<ul style="list-style-type: none"> ➤ Special Education, Bricks ➤ 504 Coordinator ➤ Title IX ➤ Special Education, WYVA Support
<p>Katie Caffee, Business Manager</p>	<ul style="list-style-type: none"> ➤ Budget ➤ School Facilities Commission ➤ Food Service ➤ Facilities ➤ Daycare ➤ Employee Benefits ➤ Federal Grants ➤ ESSA
<p>Robyn Heth, Secondary Principal</p>	<ul style="list-style-type: none"> ➤ NCHS/LMS Activities and Sports ➤ Homeless ➤ Foster Families ➤ Curriculum & Assessment ➤ Staff Supervision & Evaluation
<p>Tiffany Assman, Elementary Principal</p>	<ul style="list-style-type: none"> ➤ Lance Creek School & Lusk Elementary Principal ➤ LES Activities ➤ District Assessment Coordinator ➤ PTSB Uploads ➤ Curriculum & Assessment ➤ ELL ➤ Staff Supervision & Evaluation
<p>Joe Heywood, WYVA Head of School</p>	<ul style="list-style-type: none"> ➤ Liaison to Stride
<p>Kelly Bilbrey, WYVA Special Education Director</p>	<ul style="list-style-type: none"> ➤ Special Education, WYVA ➤ Special Education, Bricks Support ➤ Literacy Grant Support
<p>Jennifer Copeland, WYVA Secondary Principal</p>	<ul style="list-style-type: none"> ➤ WYVA MTSS
<p>Lisa Williams, WYVA Elementary Principal</p>	<ul style="list-style-type: none"> ➤ Literacy Grant Support

Amanda Dawson, Executive Secretary	<ul style="list-style-type: none"> ➤ Board Correspondence ➤ Staff Leave (TMS) ➤ District Directories ➤ Employee Files/ Mandatory Trainings ➤ General Information
Karma Gaukel, Accounts Payable & Transportation Secretary	<ul style="list-style-type: none"> ➤ Accounts Payable ➤ District Calendar/ Website Updates ➤ District Purchases
Kevin Gaukel, District Transportation & Maintenance	<ul style="list-style-type: none"> ➤ Grounds and Buildings Supervision ➤ Transportation Supervision ➤ Vehicle Care, Upkeep and Replacement
Patrick Weisbeck, Technology Coordinator	<ul style="list-style-type: none"> ➤ Albert Liaison ➤ Hardware Repair and Replacement ➤ Staff Technology Support ➤ Technology Purchase Approval
Lu Kasper, District Literacy Grant Coordinator	<ul style="list-style-type: none"> ➤ Curriculum & Assessment ➤ Supervise Literacy Grants/ 21st Century Grant ➤ Allocate WYBILT Funds ➤ FastBridge Support ➤ Google Support
Beth Gordon, Literacy Coach	<ul style="list-style-type: none"> ➤ Bricks FastBridge Coordinator ➤ Literacy Team Facilitator ➤ District Literacy Data Coordinator ➤ District Assessment System
Laura Lyons, ELA Instructor & Coach	<ul style="list-style-type: none"> ➤ Step Up to Writing Coordinator & Instructor
Cora Fitzgerald, Elementary ELA Teacher	<ul style="list-style-type: none"> ➤ Step Up to Writing Coordinator & Instructor ➤ 21st Century Grant
James Lyons, Business	<ul style="list-style-type: none"> ➤ Google Support ➤ Infinite Campus Teacher Support
Traci Bruegger, Administrative Assistant	<ul style="list-style-type: none"> ➤ Infinite Campus Coordinator ➤ Raptor Support ➤ LEMS Purchasing
LarreeAnn Kraft, Administrative Assistant	<ul style="list-style-type: none"> ➤ Raptor Coordinator ➤ Infinite Campus Support ➤ NCHS Purchasing
LaVonne Skrukud, SPED Secretary	<ul style="list-style-type: none"> ➤ WYVA Registrar

Dress Code

Staff members are expected to dress according to the same dress code as students (see student hand book). We ask that you dress as professionally as possible, understanding that everyone has different styles as well as unique responsibilities. Thursdays are casual, and most staff wear Tigers shirts (or a favorite sport team) and nice jeans.

Duty Assignments

Teachers and other staff assigned to recess duty incur a responsibility for the welfare and safety of each child. Keep a record of when you are on duty, be prompt and be consistent with established school/playground rules. Show your duty assignment in your lesson plans in case you have a substitute in your room. All staff may have duty times during the regular school week. Supervision must be provided when children are present on the playground. Playground rules need to be consistently and uniformly enforced by all staff members. Before going outside, please pick up a two-way radio. When outside, supervisors should not stand together but locate themselves at strategic points to adequately monitor the playground activities. Since there are multiple areas to cover, please have one person in each area being occupied by students.

Emergency Evacuation

Maps for emergency evacuation are to be displayed prominently in every schoolroom where classes are held (right next to the door). These maps and procedures for evacuation must be thoroughly explained to and understood by the children. There will be an emergency drill sometime every month when children are in school. Schools will have emergency drills of some kind every month paired with an alarm. The first two drills will be announced, but after that, the drills will be at any time during the day/week/month.

Employees Acceptable Use of Personally Owned Electronic Communication Devices

Overview: This policy governs an employee's use of electronic devices during the workday and during other assigned duty times including, but not limited to, instructional time, school-sponsored programs or activities, meetings, in-service training, parent/teacher conferences, or any other time where there is a reasonable expectation of quiet and/or attentiveness.

The possession and use of personally owned electronic communication devices by District employees is appropriate. The District is not responsible for any damages that may be incurred to personal devices. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All personal devices used within the District are required to have virus protection that is kept up to date in order to protect the District.

Definitions: An 'electronic communication device' includes cellular and PCS telephones, camera telephones, Personal Digital Assistants (PDAs), two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information (e.g. iPads, iPhones, Chromebooks, cell phones, Android devices). Personal laptops must be approved by the Technology Department and must have an up to date virus protection.

Description: Employees are expected to use electronic communication devices in an ethical and responsible manner, and in compliance with all applicable federal, state and local laws and regulations. Employees are also to refrain from subjecting others at school and at District- or school-sponsored activities from video or audio capture, recording, or transmission of others' words or images without express prior notice and explicit consent for the capture, recording, or transmission of such words and images. Employees may carry and use personally owned electronic communication devices on school

property subject to rules and regulations promulgated by the Board of Education. Employees who violate this policy may be subject to disciplinary action.

Electronic communication devices should not be used during scheduled work hours and Extra Duty Contract hours except under the following conditions:

- when being used for instructional purposes
- during school-related emergencies or school-related situations that require prompt communication to ensure health and safety
- with pre-approval from the Superintendent, the building principal or designee
- during normal break times, lunch times and preparation times

Employees operating a school bus, or any other District-owned or leased vehicle, are prohibited from operating the vehicle while using an electronic communication device, whether personally owned or District-issued, except

- during an emergency situation
- when the school bus or other vehicle is parked
- (after stopping the vehicle) to call for assistance if there is a mechanical breakdown, other mechanical problem, or if student information is needed

If a phone rings while you are driving a District vehicle, do not answer it immediately. Pull over safely and stop the vehicle.

Expenditures

Ordering Supplies and Materials

Staff members may order necessary supplies and materials with administrator approval using a requisition (form is on District website) for items purchased out of town and a voucher for items purchased locally. All expenditures must have **prior** administrator approval. In no case may orders be “called in” to a vendor. **All reimbursements to staff must be pre-approved by the supervisor; reimbursement is not a guaranteed without prior approval.**

Travel Vouchers

Individually numbered, two part vouchers are used for supplies purchased locally and in-state travel. Vouchers are available at the office of each school. Purchases using vouchers **must** be pre-approved by the appropriate administrator and must be accompanied by a receipt for the purchase.

Requisitions

Paper requisitions will be accepted by the Business Office. The form to complete is found on a link on the District website under Staff Links. Once the form is completed by an employee it will need to go to the supervisor for authorization, then it needs to go to the Business Office. Employees will also be able to print a copy for their records. This form should be used when ordering supplies from out-of-town, when contracting for any professional or repair services, and for out-of-state travel. Once the properly approved form is received by the Business Office, it is converted into a Purchase Order. The individually numbered Purchase Order is signed by the Business Manager, and the order is placed by the Business Office.

Use of Credit Cards (P-Cards)

Credit cards are checked out from the Business Office or from your building principal. Use of the cards must be pre-approved by the appropriate administrator. All credit cards must be locked either in the District Office vault or the locked vaults at the school office during the school year. Signed vouchers must be accompanied with every purchase and turned into the Business Office within 2 weeks of purchase.

Local Purchase Orders (LPO)

Local purchase orders are obtained through the office. The white must always be returned to the school office. Local purchase orders are good only with vendors who charge school district purchases and may only be written for orders in the amount of \$500.00 or less. The building secretary has a list of approved vendors. These must be pre-approved by the building principal. P-Cards are never to be used when a local business accepts LPOs.

Evaluation

Evaluation by principal following established timeline. Each teacher shall have at least one observation/evaluation no later than March 1st of the given school year. New teachers (1st three years if new to the district) shall have one observation/evaluation by November 15th and one by February 15th of a given school year. The district currently uses McREL as the evaluation tool for classroom teachers. Other tools have been created for specialty positions (aka SLP, OT, SPED, school nurse, counselors, etc.).

Classified staff shall be evaluated at least one time before May 1st of a given school year. Tools have been developed by administration in conjunction with classified staff that are appropriate for staff to use.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Field Trips

Field trips need to be pre-approved by the building principal. All approved transportation requests for field trips must be submitted to the school secretary at least 10 school days prior to the field trip. **All field trips must be connected to a district standard**, which should be documented on the transportation request. See district guidelines for "School Sponsored Trips" before requesting an out of state trip. You must notify food service at least 10 school days in advance of the date students won't be eating school lunch, and (if possible) four weeks in advance if requesting school sack lunches.

Fire/Crisis Drills

Teachers need to familiarize themselves with all evacuation routes prior to having students.

- When the alarm sounds, classes should wait for the announcement from the office for direction of which drill/evacuation is being performed.
- The class should follow the first person out of the door to the designated place (away from the school).
- The teacher should close the windows and door(s) and turn off all lights.
- The following teachers are responsible for checking restrooms:
 - Commons Boys and Girls: Nurse Hanson
 - C Wing: Mrs. Nelson/Mrs. Wurdeman
 - K-2 Boys and Girls: Mrs. Swisher
 - Title Area Boys & Girls: Mrs. Bruch
 - 3-6 Boys and Girls : Mrs. Gordon
 - Nurse's Office: Office Personnel
 - Preschool staff will check Preschool Classroom Restrooms

- HS Office Staff will check all of the restrooms and locker rooms.
- When the students reach the assigned area, the teacher is to call roll to account for each child.
- Do not re-enter the building until the all-clear signal is given.
- Special teachers should stay with all students under their supervision at the time of the drill.
- If a hall is blocked or if a door is locked, go to the nearest alternate exit.

See the crisis management packet for instructions on additional drills. These will all be covered in staff meetings throughout the school year.

First Day of Class

On the first day of school following introduction and assignment of seats, please include time for the following items: hand out and discuss the contents of the student handbook, go over playground rules, and explain emergency exit procedures. Please be sure to inform students of the procedure to exit from the lunchroom and the media center. Review school expectations of *being kind, respectful and responsible*. Review TIGER Core Values: *Teamwork, Integrity, Gratitude, Empowerment, Respect, Success – Achieving Excellence!* Specials teachers please take time to teach exit procedures during the first meeting with each class.

Food Service

Lunch –Employees may purchase an adult meal at a cost of \$4.50 from the school office. Employees may also “pre-load” an account with the school office for ease of payment or pay by debit or credit card on Infinite Campus.

Breakfast – At this time, employees may participate in the Universal Free Breakfast Program.

Staff Meals – The only staff members that receive a free meal from the Food Service Program are the kitchen staff and staff who work more than a 20 minute duty during lunch. All other staff members may purchase a meal at the regular price.

Grades and Grading Procedures

Keep grades current and posted on Infinite Campus. If parents do not have internet access, please send copies of their child’s progress throughout the quarter.

Grades for Transfer Students

For grading purposes, a transfer student must be enrolled in Niobrara County School District #1 for 20 school days in order to receive grades at the end of the current nine-weeks. If enrolled longer than 20 days, grades will be averaged into previous school grades, if available, and entered on the report. Otherwise, the previous grades will be given. Conferences will still be provided to parents of new students and any data on the child (FastBridge, WYTOPP, etc.) should be shared.

Ill or Injured Children

Injured or ill children should be sent to the office for treatment. If a serious injury is suspected, do not hesitate to contact the office for assistance rather than taking the child to the office. Two-way radios are located in room **200 (Office), 201 (Principal’s Office) and the computer lab**. Please grab these on the way out to duty. All calls to home due to an illness need to be made in the office or nurse’s office. Please use common sense when deciding whether or not to respond to a child’s request to visit the nurse or get an ice pack. Many seem frivolous and can be a waste of time, but sometimes that extra attention can make the child’s day go better.

Library Use

The library is available for teacher use whenever classes are not in session in the library. When the library is not attended by a librarian or aide, do not send students to the library without an adult. The library is not secured so it is important to teach students that they should only be there with an adult.

Lunch Count

Lunch count is to be turned in with attendance on Infinite Campus within the 1st ten minutes after the tardy bell. Lunch is the number of students that are going to eat the main meal. Adult is the number of adults in the room that will be eating school lunch.

No children will be allowed to go home for lunch without written permission from their parents on file in the office. They will not be released to go without an adult (with parental permission) to accompany them.

Lunchroom

In the lunchroom children are asked to be considerate of those around them. They may talk in the lunchroom, but must stay in their seats until their class is dismissed. Children should raise their hands at their seats when they are finished eating and then ask to scrape their trays. The duty person(s) will check their area to make sure it's clean. Students will visit quietly at their seats until their class is dismissed.

Meetings

Staff meeting dates and times will be posted by building principal. Staff members are expected to attend all general staff meetings unless otherwise excused by the building principal. Those on morning duty should leave at 7:45 and those on bus duty should come after all students have left the school.

Certified staff may also be asked to attend BIT/RTI meetings and special education meetings, schoolwide staff development meetings and teacher staff development days.

New Teachers

New teachers will be assigned to a mentor who will guide, teach, encourage, and support them through an orientation period. This will include, but not be limited to, use of equipment, familiarity with facilities, introduction to staff, where to locate things, and general routines and procedures. Responsibilities and expectations of new teachers and mentors will be discussed at the mentoring meetings throughout the school year.

Parent Teacher Conferences

This year fall conferences will be the evening of Thursday, October 20th and the morning of Friday, October 21st and spring conferences will be Thursday, March 16th and the morning of Friday, March 17th. Appointments will be available for parents who are unable to attend an evening conference. Some teachers provide conferences the entire week of conferences. Please work with the building principal when scheduling conferences.

Parties

Classrooms will celebrate three building-wide parties: Halloween/Fall, Christmas/Winter, and Valentine's Day. Party times will be determined by the classroom teachers and shall not exceed one hour in length. **Please let the office know the times of classroom parties.**

Pets on the Playground and in the School

Occasionally, there are problems with pets in the play area. If any dogs or cats (or other random creatures) are on the playground, report it to the office immediately. The Lusk Animal Control Officer will be called. No

animal should be brought for “Show and Tell” unless a parent can bring it and take it home afterwards. Due to allergies to pet hair, these “Show and Tell” days should happen when the weather is good and they can be held outside. Currently, 2 students and a staff member are highly allergic to both dogs and cats. Do not bring pets into the building on weekends without notifying the building principal.

Phone Calls and Staff Messages

Log all calls to parents in the Contact Log in Infinite Campus to document contacts. Training for this will be provided. Log both positive and negative contacts. When contacting a parent about a discipline issue, this must also be documented on SWIS.

Unless it is an emergency, staff members will not be interrupted during class time to take a phone call. Messages will be delivered during prep time or before the end of the school day.

Playground Rules

Playground rules are listed in the student handbook. Be sure to review the rules with students. Make sure new children also become familiar with the rules. When on playground duty, enforce all the rules listed and be consistent. The cooperation of both teachers and children is needed.

Professional Development

District, Building, Department, and Personal Professional Development Goals – Niobrara County School District #1 recognizes the importance of developing, improving, and extending staff skills. Opportunities are provided to systematically ensure that staff personnel will remain current with education practices that increase student achievement and improve instructional skills. A Professional Development Plan is developed and maintained by the District to encourage this continuous growth, recognize efforts of staff who are striving for excellence, provide opportunity to meet District goals, and to identify and address the needs of students and staff.

College Courses/Advanced Degrees – All staff members are encouraged to continue their education. A plan of action for advanced degrees should be filed with the building administrator and Superintendent before beginning the program.

National Certification – Acquiring National Certification is valued and supported by the District. Certified staff who choose to participate in the program will be reimbursed for the cost of the certification and receive an annual salary supplement upon certification.

Sabbatical – Teachers with a minimum of 12 years teaching experience, eight within the district, are eligible to apply for one year leave for educational travel, research work or to attend college. If approved, they will receive 40% of their annual salary while on leave.

Required Training – Different departments may need to be involved with required training for their field. Support staff will be paid their regular hourly wage for required training.

Salary Schedules - are available on the District website, under Human Resources.

College Course Approval – A link to the college course approval form can be found on the District website. Complete one form for each course and submit it to your immediate administrator who will submit it to the Superintendent. Once the course has been approved, keep a copy of the form since it is needed for reimbursement.

Reimbursement for Tuition – To receive reimbursement for tuition, staff must have pre-approval for the class(es). The course must relate to your current job or a position the District is trying to fill.

Releasing Students

All releases must go through the office—no exceptions. See student handbook. **Do not call parents from the classroom to come and get students. Students need to be sent to the school nurse or principal’s office.**

Reporting Suspected Child Abuse

Wyoming State Statutes require any person having reasonable cause to believe that a child under the age of eighteen is or has been the subject of child abuse as defined, shall report the matter to the administrator, social worker, counselor, or school nurse. Should a report be filed, the building principal **must** be informed of the incident.

Room Care

Children are expected to pick up the mess they make. If glue, paint, milk or any other substance that can stain the carpet is spilled in the classroom please have someone notify the custodian to clean it immediately.

Please use the Gaffer's Tape (see custodian) if you are going to tape out areas on your carpet. This tape does not leave permanent adhesive on the carpet and is easily removed.

School/District Improvement

School improvement is a systematic process involving the school community with the purpose of improving individual student performance. Each school will form a School Improvement Team (SIT) for the purpose of reviewing data on student performance and designing a School Improvement Plan (SIP) which will improve student learning. The SIT, as well as the SIP, will meet all accreditation requirements set forth by the state. Annually, each school shall analyze student performance data, revise their plan as needed, and submit the SIP by the date established by the Superintendent. Other timelines for submissions may be designated as needed. The District will develop a Strategic Plan based on survey data collected from the staff, students, parents, and community members. All staff members will be required to participate in the School Improvement Process by completing surveys, serving on committees, and/or implementing the SIP.

Sign-Out Sheet

The office has a teacher sign-out sheet to record early departures when it is necessary to leave the building before 4:00 PM. Before signing out, please clear departures with the principal if leaving during the contract day.

Smoking on School Premises at Public Functions and Smoking on School Premises by Staff Members:

Smoking or the use of electronic cigarettes (e-cigarettes) and the use of tobacco products shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles.

Special Classes

Specials will begin immediately the first day and will go to the end of the school year, unless approved by the staff and building principal.

Staff Conflict of Interest

No employee of the District shall have interest, in any way directly or indirectly, in the sale of any supplies or services to the District.

Staff Ethics

All District employees serve as role models to students and, as such, are expected to model positive, healthy human behavior and relationships that are emotionally, physically and intellectually safe. Such safe and healthy relationships are to be evidenced by Staff through appropriate boundaries in their relationships with students on and off District property, appropriate usage of technology, and respectful interactions with

others. For purposes of this policy, Staff includes any District employee, including administrators, certified staff, and support staff. Staff have a responsibility to maintain an atmosphere conducive to learning, modeling self-control, understanding, respect and cooperation. Staff should be professional at all times in their relationships with other staff members, students, and student guardians. For purposes of this policy, professionalism means the display of respect and work ethic, within job roles and throughout our work hours, to teach, model and encourage honesty, productivity, the honoring of confidentiality, and the acceptance of differences. Staff have an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties. Staff are responsible for maintaining student discipline and shall be treated with respect by students at all times. At school or school-related activities, students will not address Staff on a first-name basis. Although it is desirable that Staff have a sincere interest in students as individuals, partiality and impropriety are to be avoided. Inappropriate involvement with individual students should be avoided regardless of whether or not the student may have “consented” to such conduct. Such conduct is not compatible with professional ethics. Staff shall use good judgment in their relationships with students, both inside and outside of the school environment. Unethical behavior should be reported to the staff member’s direct supervisor or the District Superintendent. Any staff member who engages in prohibited conduct under this policy may be subject to discipline, up to and including termination of employment, subject to all applicable due process rights.

All employees are expected to abide by the Professional Teaching Standards Board’s Professional Code of Conduct (see Appendix A).

Student Handbooks

Please go over information contained in the Student Handbook early in the year. Feel free to refer to them frequently. Please refer to this handbook for the following information:

- Curriculum and class offerings
- Visitors
- School hours
- Student leaving school grounds
- Student absences and excuses
- Administering medicine
- Students bringing things to school
- Weapon policy
- Student dress code
- Care of school property
- Technology Usage Form
- Student withdrawals from school
- Student use of phone
- Report cards
- Making up missed work
- Playground, bike & scooter rules
- Food Service
- Transportation
- Severe behaviors and harassment
- Intimidation and bullying
- Behavior expectations

Student Transportation in Private Vehicles

District Personnel shall not transport students in personal vehicles at any time.

Teaming

All teachers are expected to be a part of the educational team at the building and district level and teaming is expected and encouraged. Teaming is the intentional focus on the task of teaching the District Curriculum by planning together, and using the District adopted Instructional Process and working with other teachers in the building and throughout the District to provide opportunities for students to exceed.

Technology

Infinite Campus (IC) is a web-based student information system that simplifies data-driven decisions by providing real-time information to all stakeholders over the Internet. Administrators get accurate, up-to-date information to make effective decisions. Teachers gain timesaving administrative tools. Parents gain immediate access to their children's grades, and students can track their own progress. District teachers use a web-based electronic grade book in IC. It will be the responsibility of the staff member to keep grades current (daily or weekly) for parent and student access via the Web.

Classroom Integration – It is the goal of the District to integrate the use of technology into all subject areas. Support for technology integration and training in using the programs is available for District employees free of charge. Periodic District and regional training sessions will be held on Fridays and other scheduled times to facilitate the use of integrated technology.

Acceptable Use – The District supports the use of the Internet to facilitate learning and teaching. Use of the network shall be consistent with the curriculum and the varying needs, styles, abilities, and development levels of students. Staff should make every effort to ensure that this resource is used responsibly by students and staff. The following uses are prohibited: illegal activity, for-profit purposes, political lobbying or product advertising, reproduction of copyrighted materials, access to obscene or pornographic material, inappropriate language, offensive material, and modifying data belonging to other users, or loading unauthorized games. Using any method to bypass the District Internet Filter is prohibited. If blocked from an educational website, submit an email request to the District Technology Coordinator at the Central Office. More information on acceptable use is listed in the Board Policy Book.

Email – An email account will be provided for each employee by the District. It can be accessed from the District or from home. The format for email addresses will be (user-name)@lusk.k12.wy.us. Staff members are expected to check email on a daily basis because much of our communication is done via email. Employees are reminded that if they receive a suspicious email, they should not open it without the assistance of the technology department. Virus protection software installed by Technology Department personnel should prevent any problems, but it is good practice not to open attachments including pictures if the email is suspicious or from an unfamiliar source. Please refer to the Acceptable Use Policy later in this document regarding the use of your district email account. Once an employee leaves District employment their email account will be eliminated.

Email Policy – District email is provided to conduct business. All electronic messages created and stored on school computers is the property of the District and should not be considered private. The District retains the right to access e-mail if it has reasonable ground to do so. All email is backed up by the District. Once a staff member leaves our employment their email account will be canceled.

Title IX/Section 504

Niobrara County School District #1 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the SPED Director and/or his /her designee as the coordinator for Title IX and for Section 504. Title IX and 504 questions or complaints should be directed to Hunter Kunerth. Mr. Kunerth can be reached at (307)334-3320.

Travel/Professional Development Requests (When not involving students)

Travel for Professional Development outside of Lusk must be approved initially by the building principal. Staff members must fill out a Travel/Training Authorization Request (available through the building secretary). Once this form is completed and approved by your immediate supervisor it should be sent to the budget administrator who will be paying for the PD (e.g. Curriculum Director, Director of Special Education, etc.) The budget administrator will approve the request and send it to Business Manager at the District Office. Katie will assist in making travel arrangements (e.g. means of transportation, hotel, conference or

course fee, etc.). She will send you the documents for the trip once they are arranged. If the request is not approved, your principal will notify you.

Travel/Students

Please see “Field Trips”

Windows, Doors and Lights

It is imperative that all windows and doors be locked at the end of the day. Lock the classroom door at the end of the day. The front doors must be checked when leaving the building after hours. Please turn off lights when leaving classrooms and/or other rooms in the building.

APPENDIX A