

FREMONT COUNTY SCHOOL DISTRICT #24

SCHOOL VOLUNTEER INSTRUCTIONS

Volunteer Instructions:

1. Complete the Volunteer Application and Volunteer Service Agreement.
2. Complete the Oath & Consent. This document must be notarized. This service is available in the District Office.
3. TWO (2) Blue Fingerprint cards need to be completed. Fingerprinting can be done at the District Office or Fremont County Sheriff's Office, free of charge or the Riverton Police Department for a \$5 fee. If you wish to have them done at the school district, please contact the District Office at 876-2583 to schedule an appointment. Fingerprint cards should be completed in black ink at time of fingerprinting.
4. Complete Background Investigation Authorization Form, if undergoing Fingerprint Background Check.
5. Review the attached Policies:
 - Volunteers
 - Non-discrimination
 - District philosophy of activities
 - Sexual harassment
 - Student Conduct
 - Responsibility for student discipline
 - Harassment, Intimidation and Bullying
 - Child Safety
 - Sexual Misconduct Policy Statement
6. Return all documents to the building principal. Once your application is signed by the building principal and fingerprint background results are received, if applicable, you are authorized to volunteer for the current school year. Packets will need to be completed yearly.

*Steps 3 & 4 only need to be completed if you are volunteering for 36+ hours per school year, on an overnight trip or for a sports season. These steps only need to be completed one time unless otherwise requested.

VOLUNTEER APPLICATION

Please PRINT or TYPE the following information and return it to:

Volunteer Programs, School District #24 Administration Office, 404 Wrangler Way, Shoshoni, WY 82649

First Name _____ Last Name _____

Mailing Address _____

Phone: () _____

SSN: _____

In case of an EMERGENCY, please call: _____

Phone: _____

Relationship: _____

Mailing Address: _____

I would prefer to work with (circle one): ELEMENTARY SECONDARY students

My special interests are: _____

PLEASE NOTE: Falsifying answers to these next two questions is a misdemeanor.

Have you ever been convicted of, pled guilty to, entered an Alford plea, or pled *nolo contendere* to a felony or misdemeanor related to sexual misconduct?

_____ Yes _____ No

Has a finding of probable cause of child abuse by any state agency been entered against you?

_____ Yes _____ No

If you did answer "Yes," to either or both questions, please provide details in the space below.

I have read and understand the policies as presented to me.

_____ (Volunteer)

_____ (School District Designee)

Email Address for follow up communication: _____

KKA –R-VOLUNTEER SERVICE AGREEMENT

This Volunteer Agreement is made and entered into between School District #24 and

_____, Volunteer. For purposes of this agreement, a volunteer is: *a person who works on a regular consistent schedule at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type. The Volunteer may only work with students as long as a certified supervisor is present. Volunteers are not to assume more than an assisting role.*

SECTION ONE

Purpose of Agreement: The purpose of this agreement is to define the agreement between the school district and the Volunteer. This agreement does not establish an employer/employee relationship. The school district designates _____ as the supervisor for Volunteer _____.

SECTION TWO

Scope of Work: A description of the activities the Volunteer will be performing and the approximate volunteer schedule is:

SECTION THREE

Payment: Volunteers will not be paid for services described in Section Two.

SECTION FOUR

Term: Performance shall commence upon execution of this agreement and shall terminate on/at

SECTION FIVE

Training: The Volunteer should receive the minimum training necessary to enhance their service. The emphasis should be on training which is specific to volunteer activities and which can be immediately applied to the volunteer position. Mandatory training includes review of the following district policies:

GBA-NON DISCRIMINATION
JBA-DISTRICT PHILOSOPHY OF ACTIVITIES;
JBAB-SEXUAL HARASSMENT;
JFC-STUDENT CONDUCT;
JGB-RESPONSIBILITY FOR STUDENT DISCIPLINE;
And other policies as assigned by his/her supervisor.

The policies are attached to this application and signature on this agreement indicates that you have read and understand the policies assigned.

SECTION SIX

Materials and Equipment to be Furnished by the School District: Supplies, materials, and equipment will be furnished to the Volunteer to make performance of his service possible. The Volunteer will exhibit due diligence toward its care and use. Lost or stolen property will be reported immediately to the Volunteer's supervisor. The School District shall own papers and end products that are produced by the Volunteer as part of this agreement.

Interviews, Orientation, Supervision, and Record-Keeping:

The Volunteer Interview should provide both the Volunteer and the School District the opportunity to express their expectations. The Volunteer may be seeking an opportunity for service to others; skill building; experience, contacts, references, or social exchange. When both parties agree on the scope of the Volunteer service, the Volunteer agreement should be completed and signed.

Orientation is as important for the Volunteer as it is for new employees and should include the same information. Volunteers can be much more effective when they understand the School District's goals, objectives, in-house policies, and in-house procedures.

The Orientation Session includes:

A Background Check at the School District's expense;
Informing the Volunteer of programs and services provided by the School District;
Familiarizing the Volunteer with the facilities to be used;
Introducing the Volunteer to co-workers;
Covering school district policies relating to dress, telephone usage, parking, school equipment, school hours, break areas, and Volunteer procedures regarding absences.

Supervision: Volunteers must receive adequate supervision. A record of the number of hours volunteered and the accomplishments reported must be kept by the Volunteer's supervisor. Volunteer

services are ended when the Volunteer agreement is terminated by either party. Unsatisfactory performance by a Volunteer is grounds for termination of the Volunteer agreement.

Record-keeping: Many Volunteers seek qualifying experience. As such, they expect detailed information on Volunteer positions held including: starting and ending dates; record of hours volunteered; accomplishments; training received; and special awards/commendations. At the termination of the Volunteer Agreement, or upon the request or need of the Volunteer, the responsible supervisor shall write a letter including a description of the Volunteer Services and period of service; and, notation of the Volunteer's performance.

SECTION SEVEN

MODIFICATIONS AND TERMINATIONS: This agreement may be modified at any time, in writing concerning any matter in this agreement. Both parties must sign all modifications to be deemed part of this agreement. This agreement will continue in force for the term stated in **Section Four** unless canceled or terminated by either party. This agreement may be canceled or terminated without cause by either party at any time upon written notice. In the event of termination the Volunteer shall return any and all School District supplies and equipment to his/her appropriate supervisor in an expeditious manner.

Fremont County School District #24
Background Investigation Authorization Form

In connection with my application to volunteer, I authorize *Fremont County School District #24* to procure a fingerprint background check on me. I understand that investigative inquiries may be obtained by the Attorney General's Office, Division of Criminal Investigations and that such report will be used solely for decisions related to my status as a volunteer. I also understand that the nature and scope of this investigation will include a number of sources including but not limited to Federal, State and County criminal history, or other background checks.

I hereby consent to *Fremont County School District #24*, my permission to obtain the above information.

Print Name _____

Applicant Signature _____

Date: _____

FREMONT COUNTY SCHOOL DISTRICT NO. 24

Volunteer Oath and Consent Form

Please print

Today's Date: _____

Name _____ List all other names used previously _____
 last first M.I.

Address _____ City, State, Zip _____

Phone _____ Date of Birth _____ S.S.# _____

1. List all felonies and misdemeanors (other than misdemeanor traffic offenses or traffic infractions) for which you have ever been convicted. Please attach a description of each crime.

CRIME

DATE

LOCATION

Use additional pages if necessary

For the purposes of this question "convicted" means a conviction by a jury or by a Court and also includes the forfeiture of any bond or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of *nolo contendere*, and the imposition of deferred or suspended sentence by the Court. A person is deemed to have been convicted of committing a felony or misdemeanor if such person has been convicted under the laws of this state, any other state, the United States, or any territory subject to the jurisdiction of the United States of an unlawful act which, if committed within this state, would be a felony or misdemeanor.

My signature below attests that I understand the following:

1. All criminal agencies are hereby authorized and directed to furnish and release all criminal history record information or confirm that no criminal history record information exists concerning me.
2. This consent to release of records and information is intended to waive any privilege which may assert with regard to the records or information as indicated.
3. The criminal justice agencies will notify the school district of their findings per Wyoming statutes 21-7-401 and 7-19-201.
4. A Photostatic or facsimile copy of this authorization shall serve in the same status as an original and may be considered as though an original were presented.
5. Any falsifications of these records or failure to provide a complete report to questions asked on this form may result in termination of volunteer.

Number of attached pages of explanation to aforementioned items _____

SEE REVERSE - MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC

ATTESTATION

I hereby attest that all information I am submitting is true and complete to the best of my knowledge. I understand that any intentional misrepresentation may result in termination of volunteer status or in failure to be allowed to volunteer and with this attestation may be punishable by law. I authorize law enforcement agencies, courts, health care providers, and custodians of administrative records to disclose to Fremont County School District No. 24, the Wyoming Department of Criminal Investigation, and the Federal Bureau of Investigation information from records in their possession. I further authorize these agencies to permit the examination and to furnish copies of all records and other reports in their possession and control. I understand that the specific type of information to be disclosed includes reports of any kind contained in my record file, regardless of their origin.

Signature of the Applicant
(to be signed in the presence of a Notary Public)

ACKNOWLEDGMENT

State of Wyoming)
)ss.
County of Fremont)

The foregoing instrument was acknowledged before me by _____, this _____
day of _____, 20_____.

Witness my hand and official seal.

Signature of Notary

(Seal)

My commission expires: _____

KKK - VOLUNTEER POLICY

Purpose:

The purpose of this policy is to establish guidelines to operate a volunteer program for Fremont County School District #24. These procedures are to be used as guidelines for using volunteers within the District.

Objectives:

1. To obtain the services of volunteers to perform activities and tasks that would not normally be provided if it was not for the efforts of volunteers. The services provided by volunteers are to support and supplement those of the regular staff of Fremont County School District #24.
2. To improve the level and quality of service provided by the District.

Building Principals of Fremont County School District #24 have the overall responsibility for the administration, coordination, and implementation of volunteer programs. Building Administrators, or their designees, may recruit volunteers, negotiate volunteer service agreements and approve such agreements for volunteers assigned to appropriate School or District programs.

Responsibilities:

It is the policy of the Fremont County School District #24 to accommodate the services of volunteers in its programs or activities when those services benefit and enhance the resources and the students of the School or District. Additionally, this enhancement should not displace or replace existing employees. In those cases where cost containment has been applied and volunteers are being considered, the Board of Trustees and the superintendent shall review prior to assigning volunteers.

Policy Statement:

1. To strengthen school-community relations by providing interested parents and community members a chance to effectively participate in programs of the School or District.
2. To provide parents and community members with an opportunity to learn more about the operation, objectives and programs of the District.
3. To broaden and enrich the students' experiences through interaction with volunteers.

Revised First Reading: February 6, 1989

Second Reading and Adoption: February 20, 1989

Reviewed: October 18, 2004

GBA - NON-DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNITY

The School District is an equal employment opportunity employer. It is the policy of the School District to not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, or veteran status. The School District promotes the principle of equal employment opportunity.

All personnel actions such as compensation, benefits, transfer, promotions, lay-off, educational programs, and use of School District facilities, will be administered without regard to race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, or veteran status, except where age, sex or type of handicap is a bona fide occupational qualification.

See also Policy AC, Non-Discrimination

First Reading: April 19, 1993
Second Reading and Adoption: May 24, 1993
Reviewed: May 17, 2004

JBA – DISTRICT PHILOSOPHY OF ACTIVITIES

We believe that a dynamic program of student activities is vital to the educational development of the student.

The Activity Program should provide a variety of experience to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The Activity Program should function as an integral part of the total curriculum. It shall offer opportunities for the student to develop all-around growth, to encourage learning the qualities of good citizenship, and to bring about a positive self-esteem.

In doing this we want to focus on the following:

- Model the good behavior that we preach to the kids. Our actions do speak louder than our words, especially if they are not the same. I would rather see a sermon than hear one any day. Be professional.
- Change will happen. It is a process. If we are not getting better, we are being left behind.
- Be positive. Channel all that pressure kids put on themselves in a positive direction with motivation and encouragement. Set them up for success.
- We're here for the kids. It is the kids' game and they play simply because they want to. Make it fun. Happy students will do anything.
- Emphasize teamwork. We're a family. A together team can accomplish so much more than even a group of talented individuals with no bond.
- Build a relationship with each individual. Be fair and don't play favorites. Get student's feedback. Use it. Be honest. Be up front with everything.
- Teach students how to set realistic individual goals in line with team goals. Show them how to chart their progress. They need to see it in black and white.
- Kids believe in coaches. They believe in you. Tell them how good they are. Warn them truthfully about drugs. Emphasize their studies. Don't forget to do your own.
- Prepare for success, but don't be afraid of failure. If there is no failure, you'll never know how far you could have gone. Failure gives us the opportunity to start over again with more knowledge.

First Reading: January 11, 1988
Second Reading and Adoption: January 18, 1988
Reviewed: May 17, 2004
First Reading as Revised: September 19, 2005
Second Reading as Revised: October 17, 2005

JBAB – SEXUAL HARASSMENT

No staff member (s) or student(s) shall engage in sexual harassment, retaliate against any person for opposing sexual harassment, or aid or abet sexual harassment of any student or employee.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including, but not limited to, offenses of sexual flirtation, advances or propositions, continued or repeated verbal abuse of a sexual nature, display of sexually suggestive objects or pictures, demanding sexual favors accompanied by implied or overt threats, or any offensive or abusive physical contact. No person, male or female, shall make submission to or rejection of sexual harassment on the basis of any decision affecting a student or create an intimidating, hostile or offensive school environment by sexual harassment. This includes inappropriate or adverse conduct or communication directed to an individual because of that individual's sexual orientation (i.e. lesbian, gay, bisexual).

Any harassed person should clearly state to the person tormenting them that they do not want to be so treated. Anyone who believes that they have been persistently subjected to sexual harassment by any person should report the alleged act immediately to a teacher or administrator who is not involved in the harassment. This person will then inform the appropriate administrator. A complainant may want to use the complaint form JFH-R and should read policy JFH – Student Complaints and Grievances.

Upon receipt of any report of what is believed to be sexual harassment, a confidential investigation will be undertaken immediately with the superintendent coordinating the investigation.

The superintendent may take any action considered necessary to protect the educational environment, the alleged victim(s), or other students or employees. This action could include suspension subject to completion of the investigation and ultimately expulsion or discharge.

JFC – STUDENT CONDUCT

District policy and general rules of conduct for students are applicable for all district's schools to ensure the rights and welfare of all students, and are designed to prevent the disruptive few from interfering with the education of all. When students violate rules, the district will take appropriate action. Students not under the authority of a parent or guardian will assume full responsibility for their behavior.

The principal has the overall responsibility to direct the staff to guide and counsel individuals and groups within each school. In order to assist the principal in carrying out his responsibility, the principal and building staff will confer from time to time. The staff is responsible for maintaining proper order and discipline and uniform enforcement of established standards.

All students are expected to comply with printed school regulations, specifically including conduct requirements set forth in student handbooks, as well as other commonly accepted standards of good behavior, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

Students will be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees; the educational purpose underlying all school activities; the widely shared use of school property; and the rights and welfare of other students. All employees of the district will be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

The principal and/or superintendent may suspend or recommend expulsion of a student who violates one or more of the following standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity including traveling to or from school:

1. causes or attempts to cause damage to school property or private property, or steals or attempts to steal school property;
2. causes or attempts to cause physical injury to another person except in self defense;
3. possesses or transmits any weapon or other dangerous object;
4. possesses, uses, transmits, or is under the influence of any illegal drug, alcoholic beverage, controlled substance, or otherwise violates the drug, alcohol or tobacco policies;

5. continued willful disobedience or open and persistent defiance of proper authority;
6. behavior which is detrimental to the welfare, safety and morals of other students;
7. violation of any other rule, regulation, or handbook provision applicable to student conduct.

Reviewed: June 21, 2004

JGB – RESPONSIBILITY FOR STUDENT DISCIPLINE

Teachers shall be responsible for the discipline of their pupils both in the classroom and in the hallways next to their room.

All teachers are to assist and cooperate with the principal and other teachers in maintaining order and discipline throughout the building and on school grounds.

While teachers are responsible for the discipline of their pupils, they should feel free to refer difficult, serious, or repeated violations of school rules to the principal.

JICFA-HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation or bullying of students at school is prohibited.

"Harassment, bullying, or intimidation" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

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

Harassment will have the effect of:

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

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students. All students must avoid offensive or inappropriate behavior.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student shall report that conduct either in person or anonymously to a teacher, a principal, or other school staff member as soon as possible. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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

When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

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

First Reading: March 18, 2013

Second Reading and Adoption: April 15, 2013

GBAD - CHILD SAFETY

Fremont County School District No. 24, Fremont County, Wyoming ("District") is dedicated to providing a child safe environment for all children that interact with its workplace and its employees and volunteers.

Responsible adults understand that students are vulnerable to abuse from adults and other children and that safe adults, not just parents and guardians, must make a concerted effort to create and maintain a child safe environment at the District's facilities, while traveling in District vehicles or attending extracurricular events at which children are participating.

What is Child Abuse?

Child abuse is a crime as defined and controlled by the laws of the State of Wyoming as now enacted and hereinafter amended and includes physical, emotional and sexual abuse and/or neglect.

Child sexual abuse as defined and controlled by the laws of the State of Wyoming as now enacted and hereinafter amended can include unwanted and unnecessary touching or fondling of students, voyeurism, exposing students to sexual acts or pornography, requests for or offers of sex to student, solicitation of sex from students, sexual exploitation of students, lewdness or exposing private body parts to student and other sexual acts to students such as intercourse, penetration, rape, incest and sodomy.

Relationships with Students Prohibited

Employees and volunteers are prohibited from having any type of sexual relationship with a student that interacts (in any manner involves, concerns or touches upon the District's provision of education to students) even if the student or his or her parent(s) provide their expressed consent.

Employees, volunteers and other workplace participants that commit or are charged with committing child abuse while performing their job duties will be reported to the proper legal authorities and subject to termination.

Proper Interaction with Students

The District demands that all employees, volunteers and workplace participants interact with students in a safe and proper manner including:

- Eliminating, if at all possible, but at the least limiting the times they are alone

with students without other safe adults being present, accessible or in view;

- Never being with a student in a concealed area, including a locked room or a place where other adults cannot see or hear your interaction with a student;
- Never inviting students that are not related by blood or consanguinity to the employee or volunteer to their home without the presence of the student's guardians, parents or multiple safe adults as part of an approved function;
- Never entering a home with a student that is not related by blood or consanguinity to the employee or volunteer unless the student's guardians or parents are present and/or without the guardian or parent's consent;
- Never giving a student a gift over [\$5, \$10] in value or money without the consent of the District and the Guardian and or parent(s) of the student;
- Never providing drugs or alcohol to students or purchasing drugs or alcohol for students;
- Never going to an event with a student without receiving the written consent of the student's guardian or parents and the District;
- Never providing transportation to a student or students without approval of the District, other safe adults being present.
- Never communicating to a student on matters unrelated to performance of your job duties.

Reporting

If you have reasonable suspicion to believe that child abuse is occurring or that a student is in danger, you should report the abuse to proper legal authorities, Department of Family Services and to the District. If you have concerns that an employee or volunteer of the District is placing students at risk through their contact with the student via the District then you should first report your concerns through following the Sexual Misconduct Policy, Policy No. GBAD-R. If you have concerns that a teacher, volunteer or adult is placing a child at risk independent of the District then you should first report your concerns to the Department of Family Services or the Fremont County & Prosecuting Attorney's Office.

Questions

If you have questions about this policy direct them to your principal. If you feel uncomfortable discussing your questions with your principal, you can direct your questions to the Superintendent.

First Reading: March 18, 2013

Second Reading and Adoption: April 15, 2013

GBAD - R - SEXUAL MISCONDUCT POLICY STATEMENT

Fremont County School District No. 24, Fremont County, Wyoming ("District") will not tolerate and will seek to eradicate any behavior by its employees and volunteers, which constitutes Sexual Misconduct toward a child. "Sexual Misconduct" means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, as defined by the laws of the State of Wyoming as currently enacted or herein after amended. "Sexual Misconduct" does not include "sexual harassment".

REPORTING PROCEDURES AND DESIGNATED CHILD ABUSE COUNSELOR

It is the express policy of the District to encourage victims of Sexual Misconduct, and their parents or guardians in the case of students, to come forward with such claims. The District has designated a Designated Child Abuse Counselor who shall remain accountable for the implementation and monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the District. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

1. Employee and Volunteers

Employees and volunteers are required to report any known or suspected incidents of sexual misconduct according to applicable state law. They must also report to their direct supervisor, the organization head or the Designated Child Abuse Counselor. If the report is made to the supervisor or building principal, that individual shall notify the Designated Child Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervisor.

2. Children

Each year, parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to the organization i.e. positions to report to or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the head of the organization, that individual shall follow state law reporting requirements and immediately notify the Designated Child Abuse Counselor.

Investigation & Confidentiality

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties', confidentiality cannot be guaranteed.

Discipline

Any employee or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including discharge.

False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or volunteers. The District will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies assists or participates in an investigation, a proceeding or a hearing relating to sexual misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHILD ABUSE

Sexual abuse of a Student is a crime

Child Abuse Incident Reporting and Follow-up:

Any case of known or suspected child abuse of a student must be reported immediately in compliance with the state law reporting requirements and to the Designated Child Abuse Counselor, a police officer or the Fremont County & Prosecuting Attorney's Office.

In the event that the Designated Child Abuse Counselor is the first notified of an incident of known or suspected child abuse, the Designated Child Abuse Counselor shall immediately notify the child's parent or legal guardian as the case be, and the appropriate legal authorities as required by state or local law, unless the parent or legal guardian is the alleged abuser. The Designated Child Abuse Counselor shall prepare a Suspected Child Abuse Standard Report and immediately follow-up to investigate the incident and to ascertain the condition of the child. The Designated Child Abuse Counselor is encouraged to communicate any questions or concerns about any incident with legal counsel.

Any employee or volunteer involved in a reported incident of Sexual Misconduct or child abuse may be immediately relieved of responsibilities that involve interaction with students or may be suspended, as determined by the organization. Reinstatement of employees or volunteers involved in a reported incident of child abuse shall occur only after all allegations of child abuse have been cleared by the organization.

MAINTENANCE OF RECORDS AND DOCUMENTS

The Designated Child Abuse Coordinator shall maintain all records and documentation required by law or otherwise required by this and other related policies of the organization including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up and disciplinary action.

IMMUNITY FROM LIABILITY

The Designated Child Abuse Coordinator as well as any other person or official employed by the District and involved in good faith, directly or indirectly, in the oversight, interpretation, implementation and enforcement of this policy is immune from both civil and criminal liability pursuant Wyoming law as now enacted or hereinafter amended.

Legal Refs: (Wyo. Stat. §§ 20 – 3 – 201 through 216 inclusive, (1977) as amended)