



Fremont County School District #38

2019-2020

Staff Handbook

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THE 2019-2020 STAFF HANDBOOK CONTAINS REFERENCES TO POLICIES THAT ARE LOCATED IN BOARD DOCS AT THE FOLLOWING LINK: <http://www.boarddocs.com/wy/fcsd38/Board.nsf/Public>

BENEFITS FOR EMPLOYEES

Blue Cross/Blue Shield of Wyoming

- Healthcare, prescription, and dental insurance provided by the District.
- Options are: employee only, employee plus spouse and employee plus children or family
- The district will pay 90% of the \$1500 deductible coverage. The remaining 10% will be deducted from the employee's paycheck twice a month, for certified and 260 day employees and every pay period for 185/200/215/220 classified employees. The district will pay 83% of the \$1000 deductible coverage. The remaining 17% will be deducted from the employee's paycheck twice a month, for certified and 260 day employees and every pay period for 185/200/215/220 classified employees.
- If the employee chooses the HD \$3500 deductible plan, at any option, the district will deposit the difference between the employer's portion of the \$1500 deductible plan and the \$3500 deductible plan into a health savings account.
- A policy book is available in the business office.
- For more information on a specific policy, contact the business office of Blue Cross/Blue Shield at www.bcbswy.com.
- Contact Information: Elaine Anderson, 307.634.5566
- Insurance for new employee will begin September 1 if forms are turned in before August 31st.
- Employees who resign or retire at the end of the school year or who will otherwise not return for the following school year will have all health insurance coverage end May 31st.

Direct Deposit

- The District offers direct deposit for all employees. This is an electronic deposit of the employee's paycheck instead of receiving a paper check.
- For more information, contact the Payroll/Human Resource Specialist.

Pay Day

- FCSD#38 has pay periods every two weeks: Sunday-Saturday. Please refer to the Paydayschedule enclosed.
- Hourly staff’s bi-weekly compensations will not be prorated.

VSP/TruHearing

- The vision and hearing aid insurance provider for our District.
- All benefit options: employee, employee plus dependent(s), and family premiums are paid by the District.
- For more information, please contact www.vsp.com or TruHearing 1-866-754-2206

Wyoming Retirement System

- The retirement program the District participates in.
- As a benefit to every employee, the District pays 14.19 % of the employee’s salary to the Wyoming Retirement System. The employee will pay 2.93 % of their salary to the Wyoming Retirement System. Rehired Retirees will not pay any portion of retirement.
- For more information, contact the business office of the Wyoming Retirement System at <http://retirement.state.wy.us/>.

EMPLOYMENT PRACTICES AND PROCEDURES

Confidentiality & FERPA

- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. If a parent/guardian or eligible student has questions about their rights under FERPA please refer them to the district FERPA Compliance Officer.
- Student education records are not to be disclosed to anyone in any manner or form except parents/guardians unless expressly authorized.
 1. Disclosure of education records to school officials with legitimate educational interests is allowed.

2. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her task.
 3. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.
- Unless parents/guardians disallow such disclosure, Fremont County School District #38 may make available to the public directory information pertaining to students at Fremont County School District #38. Directory information includes the following: the student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received.
 - Staff members should view the student’s file on PowerSchool to determine if parents/guardians have limited the release of public directory information.
 - Please refer to **Policy JRA-E(2)** for more information about confidentiality and FERPA.

Drug Policy

Policy GBEC

Tobacco Free Work Place

Policy GBED

E-Mail

Policy IJNDA

Internet Access

Policy IJNDC

Health and Safety

Policy EBBA

Professional Staff Assignments And Transfers

Policy GCK

Support Staff Assignments And Transfers

Policy GDJ

Leaving Campus

- Due to safety concerns and to be in compliance with the district crisis management plan, staff will need to sign out with the building administrative assistant when leaving campus.

Movement On Campus

- When leaving your assigned building for unscheduled activities sign out, call, or email the administrative assistant when moving to other buildings.

Professional Staff Non-Teaching Duties

- The teaching load includes the contractual and professional obligations, including but not limited to: planning, teaching, grading papers, keeping pupil records, counseling and disciplining of students; as well as after-school meetings, parent-teacher conferences, occasional evening supervision of school-sponsored activities, and other assignments which are necessary for the proper operation and maintenance of the educational program, curricular and extra-curricular. **(Refers to Policy GCM)**
- All certified staff will be required to supervise crowd control for a TBD amount of games per year.

Recess

- **Student safety is the number one concern.**
- It is the staff member's responsibility to supervise the assigned recess/duty.
- If the staff cannot perform the supervision, they must find a substitute for the supervision duty.
- Monitor the students and try to anticipate problems before they occur.
- Do not bunch up with other staff members on duty. Stay in assigned area/zone unless an emergency dictates otherwise.

Supervisory Duties

- Teachers may be required to sponsor, supervise extra-curricular activities, ride the scheduled bus routes for supervision, and/or monitor after school detention. The building administrator shall assign the sponsorship and supervision responsibilities among the total staff on as equitable basis as is feasible.
 - If supervising a game, other sport duty or after school detention, plan to be at the assigned station by 3:35, unless specified by the coach or athletic director. Check with the coaches for specific duties.
- Personal leave requests on professional development on early release days by staff members will require the superintendent's approval and will only be granted for one-time occurrences on a case by case basis.

Reduction In Classified Staff Work Force

Policy GDQA

Instructional Staff Reduction In Force

Policy GCQA

Sexual Harassment

Policy ACA

Staff Conduct

Policy GBEB

Staff Dress

- Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. Teachers and professionals should wear appropriate dress for professional classroom work.
- Staff members should wear appropriate dress (business casual) while directing official school activities or functions.
- Friday or the last day of the week is jeans day. Business casual, appropriate.

Staff Family Members

- Instructional staff may **not** bring their own children into the classroom during the instructional day, unless the staff member has permission from the building administrator.
- District staff members may be visited by their family members when permission is granted beforehand by the building administrator or supervisor.

Staff Leave

- All leave requests will be entered into Absence Management.
- ***Remember that entering leave requests into Absence Management is the staff member's responsibility.***
- If leave is not entered into Absence Management or the employee fails to notify the supervisor of an unexpected leave, pay for the time missed may be docked.

Professional Staff Leaves And Absences – Short Term Leaves	Policy
GCCA Support Staff Leaves And Absences	Policy GDC
Professional and Staff Vacations and Holidays	Policy GCD
Classified Staff Vacation and Holidays	Policy GDD
Resignation of Professional Staff	Policy GCQC/GCQ

Staff Time Schedules

- The normal work day of the certified staff will depend on the building schedule. The day may begin at 7:30 or 7:50 AM and ending at 3:30 PM or 3:50 PM. **Staff members are expected to remain on the school premises during school hours.**
- The actual daily schedule in the school will be set by the superintendent in keeping with the length of the school day as established by the Board and the opening and closing hours for

students as approved by the superintendent.

Substitutes

- When a staff member plans to be absent ~~one~~ enter leave into Absence Management as soon as possible to allow time to find a substitute.
- If a staff absence is unexpected, sick leave can be entered into Absence Management:
 - Until 7:00 a.m. the day of the absence to request a substitute.
 - After 7:00 a.m., call the school phone to notify the administrative assistant or building administrator of your absence.
- Substitute folders must be kept in classrooms, up-to-date, and complete.

Telephone

- Personal calls, unless an emergency and/or made during a break, are not to be made during the working day from school or cell phones. Supervision of students at all times is our first priority.
- For incoming calls, the person will be transferred to voice mail to leave a message. Staff members will not be taken from class for a telephone call, except for an emergency.
- Cell phones will not be used during the workday while working with students. Please use common sense concerning this issue. Parents may be texted by using Google Voice from a computer station.

Tobacco, Alcohol or Illegal Drugs

- It will be the policy of the school district that all uses of tobacco, tobacco products (including smokeless tobacco products), vapor, and e-cigarettes will be prohibited in all of the district's facilities. At no time will any of the preceding products be permitted in classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, any other rooms, parking areas, playgrounds or any school property.
- The use of tobacco, tobacco products including smokeless tobacco, vapor and e-cigarettes will be prohibited in all vehicles owned, leased or operated by the district.
- District employees and students enrolled in the district's schools will not be permitted to use tobacco, tobacco products, including smokeless tobacco, vapor and e-cigarettes while they are participants in any class or activity in which they represent the school district.

INSTRUCTIONAL ASPECTS & RELATED ISSUES

Building Administrator

- When the building administrator is absent, contact:
 - Administrator's designee
 - Superintendent
- Building Administrator will email and submit in google calendar notice of absence to Administration team.

Buses

- To assure student and staff safety, please do not allow students to leave the building until all buses are in place no earlier than scheduled dismissal time.
- Classroom teacher or designee takes students to the bus at the scheduled dismissal time in the afternoon.
- Teachers/designees are required to remain in the bus loading zone until buses depart, unless released by a building/district administrator
- All persons must report.

- Institutional Responsibility to Report Ann. Stat. § 14-3-205(b) If a person reporting child abuse or neglect is a member of the staff of a medical or other public or private institution, school, facility, or agency, he or she shall notify the person in charge or his or her designated agent as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Nothing in this subsection is intended to relieve individuals of their obligation to report on their own behalf, unless a report has already been made or will be made.
- Standards for Making a Report Ann. Stat. § 14-3-205 A report is required when:
 - A person knows or has reasonable cause to believe or suspect that a child has been abused or neglected.
 - A person observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.
- Any school employee who has reasonable cause to suspect that any child is subjected to abuse or conditions that might result in abuse should **immediately** report the situation to the principal. This oral report should be followed at once by a written report sent by the employee to the principal.
- Inclusion of Reporter’s Name in Report Ann. Stat. § 14-3-206
 - The report must include any available photographs, videos, and x-rays with the identification of the person who created the evidence and the date the evidence was created.
- Copy of the report must be filed with the Superintendent’s office.
- See Board Docs (<http://www.boarddocs.com/wy/fcsd38/Board.nsf/Public>) for current Child Abuse Policy.

Duty

- *FOR STUDENT DISCIPLINE AND SAFETY PURPOSES, **ALL STAFF MEMBERS ARE ON DUTY WHILE ON CAMPUS.*** Field Trips and Excursions
Educational field trips will be planned in accordance with the following guidelines.
- The teacher shall review the educational value of the field trip and receive the principal’s approval prior to making arrangements for the field trip.
 - Trip supervisor ~~teachers~~ must complete the “Field Trip Request Form” which includes transportation needs and food service request form and receive approval from the Building Administrator at least three (3) weeks before the trip.
 - The Building Administrator will ensure the Transportation Director receives the request for approval at least 2 weeks in advance.
 - The Administrative assistant will ensure the Food Service Director receives a copy of the

lunch request including an initial number of participants at least 2 weeks in advance. A final count of participants will be provided to the Food Service Director the morning of the field trip.

- Trip supervisor must give the building administrative assistant a current list of all participating students and staff on the morning of the field trip.
- Once approval has been granted, the trip supervisor will provide parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and an itinerary when a field trip will extend beyond the school day.
- Parental permission slips will be required. No student will be required to go on a field trip if their parents do not approve. A copy of the permission slip must be filed in the building administrator's office and a copy must remain with the field trip supervisor.
- Adequate adult supervision is required on all trips. All adults must be employees of the school district or if not employed by the district, have a current background check.
The teacher is responsible for informing the accompanying adults of their duties and responsibilities.
- Teachers should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
- Student safety will be a primary consideration.
- School vehicles will be used for transportation. The use of private vehicles by staff members and/or parents for transporting small groups of students will not be authorized.
- Teachers will purchase fuel for vehicles with a school credit card when necessary.
- Children will not be permitted to leave the field trip group during the trip unless they are released to parents. When students are released to parents, a signature is required to sign their child out with the supervisor in charge.

Grade Books

- The teacher will use PowerTeacher and PowerSchool.

- All grades need to be updated and calculated in PowerTeacher by end of day on Thursdays each week.
- Elementary teachers must record tardiness and absences by 8:20 am each morning and 12:20 pm each afternoon daily.
- Middle School and ACHS teachers will record tardies and absences each class period within five (5) minutes of when class begins.
- Hard copies of all gradebooks need to be turned in at the end of the year checkout. These must contain grades, assignments, and attendance for each student.

Lesson Plans

- All teachers submit an electronic copy of lesson plans to the building principal weekly using a common lesson planning format as determined by the building principal.

Parent Involvement/Communication

- Parents are important members of the educational team, and therefore teachers are expected to encourage parents to be involved in their child's educational experience. Teachers will respect and honor parent/guardian involvement in the students' educational process. Teachers will invite and welcome parents to attend Open House, Parent-Teacher Conferences, Family Fun Night, etc. Teachers are encouraged to include home visits and community activities as part of their visitation opportunities with parents.
- Teachers are encouraged to **make at least 3 positive contacts with parents per month.**
- Parent contacts will be documented in PowerSchool using the Parent Contact log entries.

Professional Learning Communities (PLC)

- All PLC meetings are mandatory.
- If you are absent from a PLC, you are responsible to acquire the content or material discussed.
- PLCs are to be used for peer mentoring, data analysis, instructional design, and training.

PowerSchool

- PowerSchool is the web-based student database used by this District to manage all student information.
- Teachers are expected to use PowerSchool and PowerTeacher for their grade book and attendance.

Student Attendance

- Elementary teachers must record tardiness and absences by 8:20 am each morning and 12:20 pm each afternoon daily.
- Middle School and ACHS teachers will record tardies and absences each class period within five (5) minutes of when class begins.
- Teachers will keep attendance and tardiness.
- If a student arrives late, he/she must check in at the office to receive a late slip. If the student reports to class without a late slip, please send the student back to the office to receive one.

PERSONNEL

Classified /Support Staff Positions

Policy GDA

Paraprofessionals

- Paraprofessional hours are from 7:30 am to 3:30 pm. Approval for overtime must be obtained from the building administrator prior to accruing additional time.
- Paraprofessional supervision of students begins at 7:30am.
- The teacher and/or Instructional Facilitator/Math Coach will schedule your instructional assignments.
- Evaluations are done by the building administrator, with teacher input.

Personnel Records and Files

Policy GBJ

DISCIPLINE: STAFF & STUDENTS

Corporal Punishment

- Corporal punishment is not allowed. However, following board policy, staff members may restrain students when they exhibit harmful behaviors to themselves or others.
- Staff, do not approach students when you are angry. Call another staff member for assistance.

Office

- All students who are being sent to the office to see the building administrator must have a discipline referral and are to go to principal's office. Make sure the student reaches the office by either sending a staff member along, watching from the door, or calling the office for assistance.

MISCELLANEOUS

Absence Management

- ALL leave must be entered into Absence Management.

Board Policies

- FCSD #38 Board policies are available in Board Docs.
<http://www.boarddocs.com/wy/fcsd38/Board.nsf/Public>

School Owned Vehicle Use

- All employees must provide a copy of a valid driver's license or a written statement indicating that they understand they will not be allowed to use school owned vehicles for travel.
- All employees driving students using a school owned vehicle must have at least 6 hours of any school related training.

First Responder

- See Crisis Management Plan

Food Service

- The cafeteria serves breakfast and lunch each school day.
- Everyone must pay for meals, with the exception of parents/guardians, visitors and substitute employees. All employees must have a signed meal plan deduction authorization on file with the business office.
- Staff if you are taking your meal to eat in your room or elsewhere on campus we will give you a to-go tray and plastic silverware.

- Those eating in the lunchroom will not be given a to-go tray.
- Seconds will not be provided.

Miscellaneous

- When transporting coffee, tea, etc., staff are asked to use a covered container.
- Any non-educational videos must have building administrator approval and are to be limited to school occasions, such as holidays or recess-in days.
- Contact the media specialist for the approved list of copyrighted non-educational videos that our district licensing covers.

Student/Staff Injuries

- Follow first-aid procedures.
- Notify the nurse.
- If the nurse is not available, contact the building administrator/designee.
- Do **NOT** move a seriously injured student or staff member.
- After the incident, fill out the **REQUIRED** Accident Report Form in the nurse's office.
- Injuries must be reported to the school nurse immediately, who will then report the incident to the business office.

Student Placement in Classrooms

- Parent/guardian written requests for specific teachers will be honored whenever possible. Teacher input will be used to help place students.
- All student placement and/or changes in student schedules must be approved by the building principal in conjunction with the SPED Director when appropriate. Only building the principal will contact registrar with any changes to PowerSchool.

Student Searches

- Staff is **not** to conduct searches of a student's personal property, such as bags, backpacks, etc. **If a staff member suspects that the student has stolen property, contraband or a weapon contact the building administrator immediately.**
- With reasonable suspicion by any district staff member, desks and lockers belong to the District and may be searched only by administrators.

Technology

- For Technology requests, please email helpdesk@fremont38.com with your needs and requests.

Time and Attendance

- Each hourly employee is required to clock in and out, using Time and Attendance in their assigned building. Please do not clock in early or clock out late without prior authorization.

Work Orders

- For repair requests, please enter all requests.
- To submit a request click the link on your desktop. This will take you to the login page. If you never set up a personal password click the "Forgot Password" button after entering your email. Once you do this an email will be sent to you to set a password.