



**LARAMIE COUNTY
SCHOOL DISTRICT 2**
Students First



Staff Handbook 2024 – 2025

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Laramie County School District No. 2

This district staff handbook has been developed to aid you as a member of our district team. The purpose is to improve facilitation of the many operational facets in the district. A staff handbook is meant to provide quick reference, immediate information, and improve decisions regarding all district issues.

A handbook is also meant to provide uniformity for all employees regarding rules and regulations pertaining to policy and operations. However, this handbook does not contain all of the operational aspects of the district, including policy and procedures. All policies in their entirety can be reviewed on the district website at laramie2.org.

The calling is for all employees to assist our students in their learning. As an employee of the district, you:

- are expected to complete all assigned duties and tasks with fidelity and precision;
- are expected to meet the guidelines of teaching and learning for the students that attend Laramie County School District #2;
- may be called upon at any time to help each other and your administrators or supervisors; and, most importantly,
- are expected to model high-quality professionalism for your students, your current assignment, and the district.

You have decided to become, or remain, a member of the staff at Laramie County School District #2. With that decision you have committed yourself to work hard, be honest, be ethical, and most of all, do whatever it takes to help the students of the district excel in their learning goals.

Thank you for being part of our team!

Justin Pierantoni
Superintendent

The contents of this handbook are presented as a matter of information only and are not intended to cover all policies, plans and procedures of the district. The purpose of this handbook is to acquaint you with the district's basic policies and guidelines and to provide you with a starting point for obtaining additional detailed information. Additional information can be obtained by contacting the district representative/department referenced in the applicable policy and/or on the district's website. It is the responsibility of all employees to monitor the district's website for important updates/changes to the policies and guidelines contained in this handbook and all other district policies.

Employees are sectioned into Classified and Certified. The district has the right to terminate the employment relationship with Classified employees, with or without notice, and with or without cause, unless another arrangement is made in writing and signed by the employee and either the Superintendent or Board of Trustees. No other representative of the district has the authority to take any action, either expressly, implied, or by conduct, which in any way modifies the at-will nature of the employment relationship. Certified or Licensed Teachers are held to laws as enacted by the Wyoming Legislature, most notably those under the Accountability Laws of the State of Wyoming. The district will follow all mandates of the Wyoming Governmental Procedures Law as outlined in Policies BEE and BEE-R. Certified or Licensed Non-Teachers that are not included under the continuing contract notifications, as established by the district each April, are at-will employees. All Administrative and Director employment is an at-will employment relationship.

The district reserves the right at any time, in its sole discretion, to change, modify, add, revoke, suspend or terminate any or all of the policies contained in this handbook. Notice of changes will be provided in writing, including electronic communications and/or postings on the district's website.

Questions or Concerns

If you have any questions or concerns regarding the meaning or application of any policy or need additional information, contact your Administrator or District Office.

All Board Policies can be found in Board Docs, which is immediately accessible on the district website at laramie2.org.

Vision

Laramie County School District #2 will be the premier college and/or career readiness center in the state of Wyoming!

Mission

In partnership with parents and community, we will provide a safe environment where students' essential knowledge, skills, and attitudes will ensure success in their changing world.

What We Value

We value a dedication to learning, personal accountability, and the perseverance to pursue the highest goals through successes and failures.

Goals

We will create and promote a district wide culture of academic readiness, in which we aspire to the following statements:

- District students will independently demonstrate proficiency in all grade level content areas, including reading and mathematics, which will lead to graduation in four years, to be career or college ready;
- District schools will reach the "Meeting Expectation" level or higher on the summative score as reported through the Wyoming School Performance rating model;
- The district staff will encourage and support the implementation of varied technology skills to enhance student learning and teaching.

We believe in striving to meet high expectations in all areas of the district's operations.

LCSD2 Board of Trustees

District at Large	Michael Lerwick michael.lerwick@laramie2.org	Trustee
District at Large	Cody Nusbaum cody.nusbaum@laramie2.org	Trustee
District at Large	Kendra Roeder kendra.roeder@laramie2.org	Trustee
Albin	Heidi Romsa heidi.romsa@laramie2.org	Clerk
Burns	Dave Keiter dave.keiter@laramie2.org	Treasurer
Burns	Billie Wilson billie.wilson@laramie2.org	Vice Chairman
Carpenter	Mike Olson mike.olson@laramie2.org	Chairman
Pine Bluffs	Julianne Randall julianne.randall@laramie2.org	Trustee
Pine Bluffs	Matt Haas matt.haas@laramie2.org	Trustee

Central Office – 307.245.4050

311 East 8th Street, PO Box 489, Pine Bluffs, WY 82082

Superintendent	Justin Pierantoni	307.245.4051
Executive Secretary	Jessica Rocha	307.245.4050
Business Manager	Misty Gallegos	307.245.4060
General Accounts Payable	Suzanne Heller	307.245.4052
Payroll/Benefits	Amber Lee	307.245.4053
Special Services Director	Shannon Perlinski	307.245.4005
SPED Case Manager	BreAnne Beitz	307.245.4056
Special Services/Accounting Secretary	Heather Lerwick	307.245.4058
Curriculum Director	Traci Schneider	307.245.4059
Transportation/Facilities Coordinator	Lance West	307.245.4170
Technology	Lisa Horst	307.245.4155
	Matthew Goranson	307.245.4105
	Tegan Jonson	307.245.4135
Homeless Liaison	Shannon Perlinski	307.245.4005
Title IX Coordinator	Shannon Perlinski	307.245.4005

Transportation – 307.245.4172

327 S. Prairie Avenue, Burns, WY 82053

Transportation Coordinator	Lance West	307.245.4170
Secretary/Driver	Paula Dennis	307.245.4171
Secretary/Assistant Mechanic	Tammie Lemaster	307.245.4172

Albin – Drivers Shawnae Branigan, Todd Lerwick

Burns – Drivers Dwayne Anderson, Andrea Griess,
Kellee Haws, Jill Lerwick,
Val Martin, Jodie Saukerson, Jared Schinzel,
Ed Steinhauer, April Talkington, Nancy Wilkinson

Carpenter – Drivers Dick Crozier, Wendy Stoffer

Pine Bluffs – Drivers Dewey Martin, Heidi Miles,
Lisa Romsa, Bob Watson

Mechanic/Shop Supervisor Mike Reifschneider

Albin Elementary – 307.245.4090

454 5th Avenue, Albin, WY 82050

Head Teacher	Christina Nusbaum	307.245.4091
Secretary	Stacy Malm	307.245.4090
Maintenance	Ken Krakow	307.245.4097

Certified Staff:

Michael Beitz
Anna Bechtel
De Burkett
Paulette Dunnam
Ginny Hansen
Danielle Head
Cerissa Hultgren
Rhonda Morrison
Christina Nusbaum
Kendra Redding
Wanda Theobald
Brittney Weekly-Stecklein
Travis Werner

Classified Staff:

Ellie Fornstrom
Rosa Garcia
Kelby Hinton
Lisa Horst
Janet Johnson
Donna Thompson

Burns Elementary – 307.245.4150

630 East 4th Street, Burns, WY 82053

Principal	Jerry Burkett	307.245.4151
Secretary	Julie Taylor	307.245.5000
Maintenance	Ron Watson	307.245.4153

Certified Staff:

Carrie Aarestad
Tyler Barker
Amber Barrett
Britt Bath
Anna Bechtel
De Burkett
Emily Cameron
Andria Cassel
Jadyn De La Cruz
Paulette Dunnam
Candice Halligan
Stacey Hoffman
Emma Kellar
Stephanie Long
William Louderback
Erika Loy
Elizabeth Loyd
Barbara McBride
Stacy Meester
Taylen Mollett
Rhonda Morrison
Christina Patterson
Amy Rowden
Sandra Shaver
Brittaney Storm
Josie Swarbrick
Morgan Wald
Diana Wedl

Classified Staff:

Diana Coulter
Therese Cox
Maria Delgado
Molly Dennis
Brittany Dudley
Ellie Fornstrom
Lisa Horst
Jennifer Lawson
Chris Lemaster
Marcy Robbins
Amanda Spencer
Kelsey Stark
Josh Tierney
Killian Ward
Kala Wills

Carpenter Elementary – 307.245.4180

4816 Monroe Avenue, Carpenter, WY 82054

Principal	Tyler Muniz	307.245.4181
Secretary	Andree McKee	307.245.4180
Maintenance	Mark Goehring	307.245.4152

Certified Staff:

Amanda Austin
Anna Bechtel
Kaitlin Botelha
De Burkett
Paulette Dunnam
Tania England
Susie Fornstrom
David Gardner
William Louderback
Amelia McDonald
Andree McKee
Stacy Meester
Sean Patterson
Lilly Robinson
Lisa Ruud
Kathryn Warren

Classified Staff:

Katie Dennis
Charlene Gordon
Kelly Groeneweg
Tegan Jonson
Wendy Smith
Kelsey Stark

Pine Bluffs Elementary – 307.245.4070

503 Elm Street, Pine Bluffs, WY 82082

Principal	Andrea Verosky	307.245.4071
Secretary	Elizabeth Zerck	307.245.6000
Maintenance		307.245.4002

Certified Staff:

Anna Bechtel
Michael Beitz
De Burkett
Johnna Clark
Paulette Dunnam
Lindsey Forbes
Susie Fornstrom
Natalie Freeburg
Jessica Gray
William Louderback
Bailey Martin
Amelia McDonald
Stacy Meester
Rhonda Purdy
Crystal Rooney
Mikaela Sheets
Joshua Soule
Cali Stewart
Wanda Theobald
Damien Thompson
Todd Thompson
Logan Vanderlaan
Travis Werner

Classified Staff:

Matthew Goranson
Tammie Hastings
Kelby Hinton
Deb Leininger
Stacey Marquardt
Annette Morgan
Candice Perry
Chris Poch
Roberta Reichert
Julie Shandera
Michael Short
Shyla Stracke-Martinez
Val Terry

Burns High School – 307.245.4100

524 East 4th Street, Burns, WY 82053

Principal

Assistant Principal/Activities Director

Secretary

Secretary

Secretary

Maintenance

Bobby Dishman

Kurtis Suloff

Lori Romsa

Shelly Humphrey

Donna Black

Darrell Heller

307.245.4101

307.245.4104

307.245.3000

307.245.3021

307.245.3001

307.245.4153

Certified Staff:

Jeremy Ahern

Eric Allen

Natasha Archer

Kathryn Bailey

Tyler Barker

Torrey Boley (Hollis)

Dyan Christensen

Chris Cooper

Dan Ebben

Jeremy Evans

Tanya Evans

Katie Giroux

Heather Goodwine

Tiffany Harding

Brooks Hoffman

Shelby Jeffryes (Konig)

Anna Leach

William Louderback

Will Luna

Cole Manlove

Jameson McBride

Anndee McKinney

Jennel Mead

Stacy Meester

Brittany Mitchell

Shawn Mollett

Sean Patterson

Carson Stinson

Kaycee Tidyman

Classified Staff:

Cathy Gully

Kathleen Horton

Teresa Kelley

Tegan Jonson

Meztly Mares Garcia

Michelle Orozco

Brandon Perkins

Edie Rushing

Tammie Schaeffer

Kelsey Stark

Delaney Willoughby

Pine Bluffs High School – 307.245.4000

502 Maple Street, Pine Bluffs, WY 82082

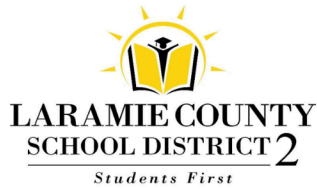
Principal	Todd Sweeter	307.245.4001
Secretary	Riley Petry	307.245.7016
Secretary	Kristina Steger	307.245.7000
Maintenance		307.245.4002

Certified Staff:

Brian Anderson
Megan Anderson
Tyler Anderson
Alisha Floy
Susie Fornstrom
Darla Golding
Will Gray
Mary Jacobsen
Eric Kestner
Dustin Lee
Diana Logan
William Louderback
Heather Love
Stacy Meester
Addison Perlinski
Ashley Rousseau
Nicole Sisson
Anna Thomas
Ashley Thurin
Logan Vanderlaan
Pat Walter
Sally Wheeler
Nick Yelton

Classified Staff:

Besty Cushing
Laura Fornstrom
Matthew Goranson
Kelby Hinton
Nicole Kimble
Stew Lanning
Rose Miller
Shyla Stracke-Martinez
Ann Sujka



2024-2025 Calendar

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teachers to work one 8 hr flex day prior to August 12th

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 Jump Start Summer School

 First and Last Day of School

Regular School Day

 No School for Students - Staff Professional Development 8:00-4:00

 No School for Students - Staff Professional Development 8:00-2:00

 Intervention/Enrichment for Students 8:00-10:00 / Staff Work 7:30-10:30

 Intervention/Enrichment for Students 8:00-10:00 / Staff Work 7:30-1:00

 School Closed

 Early Release Day for students only - staff work full day

 End of Quarter / Semester

 Parent Teacher Conference - dates and times vary by school - please check website for each school

August

12-16 * District Staff Development
19 * First Day of School

September

2 * Labor Day Holiday

October

25 * End of First Quarter

November

19, 20 & 21 * Parent Teacher Conferences
dates and times vary by school
27-29 * Thanksgiving Break

December

23-31 * Christmas Break

January

1-3 * Holiday
6 * Classes Resume
17 * End of Second Quarter/1st Semester

March

14 * End of Third Quarter

April

18 & 21 * Easter/Spring Break

May

18 * PBHS Graduation at 1:00 pm
18 * BHS Graduation at 4:00 pm
22 * Last Day of School - Early Release for Students
23 * Last Day for Staff
26 * Memorial Day

Additional time, not indicated on calendar, will be worked by staff as directed by building administrators and district teams.

Approved - March 11, 2024

2024/25 School Calendar



Month	Su	Mo	Tu	We	Th	Fr	Sa	Term		
Aug	11	12	13	14	15	16	17	Quarter 1	Professional Development Day 8:00 - 4:00	
	18	19	20	21	22	23	24		Professional Development Day 8:00 - 2:00	4
	25	26	27	28	29	30	31		I/E Morning	8
Sep	1	2	3	4	5	6	7		Full Day School on Friday	12
	8	9	10	11	12	13	14		Professional Development Day 8:00 - 2:00	16
	15	16	17	18	19	20	21		I/E Morning	20
	22	23	24	25	26	27	28		No School for Students or staff	24
Oct	29	30	1	2	3	4	5		I/E Morning	28
	6	7	8	9	10	11	12		Professional Development Day 7:30 - 1:00	32
	13	14	15	16	17	18	19		I/E Morning	36
	20	21	22	23	24	25	26		I/E Morning	40
Nov	27	28	29	30	31	1	2	Quarter 2	No School for Students or staff	44
	3	4	5	6	7	8	9		I/E Morning	48
	10	11	12	13	14	15	16		Professional Development Day 8:00 - 2:00	52
	17	18	19	20	21	22	23		I/E Morning	56
Dec	24	25	26	27	28	29	30		Thanksgiving Holiday	58
	1	2	3	4	5	6	7		I/E Morning	62
	8	9	10	11	12	13	14		Professional Development Day 7:30 - 1:00	66
	15	16	17	18	19	20	21			70
Jan 2024	22	23	24	25	26	27	28		Winter Break	
	29	30	31	1	2	3	4			
	5	6	7	8	9	10	11		Professional Development Day 7:30 - 1:00	74
	12	13	14	15	16	17	18		I/E Morning	78
Feb	19	20	21	22	23	24	25	Quarter 3	No School for Students or staff	82
	26	27	28	29	30	31	1		I/E Morning	86
	2	3	4	5	6	7	8		Professional Development Day 8:00 - 2:00	90
	9	10	11	12	13	14	15		I/E Morning	94
Mar	16	17	18	19	20	21	22		I/E Morning	98
	23	24	25	26	27	28	1		No School for Students or staff	102
	2	3	4	5	6	7	8		No School for Students or staff	106
	9	10	11	12	13	14	15		I/E Morning	110
Apr	16	17	18	19	20	21	22	Quarter 4	Professional Development Day 7:30 - 1:00	114
	23	24	25	26	27	28	29		No School for Students or staff	118
	30	31	1	2	3	4	5		I/E Morning	122
	6	7	8	9	10	11	12		I/E Morning	126
May	13	14	15	16	17	18	19		Spring Break	130
	20	21	22	23	24	25	26		Full Day School on Friday	134
	27	28	29	30	1	2	3		I/E Morning	138
	4	5	6	7	8	9	10		Professional Development Day 7:30 - 1:00	142
	11	12	13	14	15	16	17		I/E Morning	146
	18	19	20	21	22	23	24		May 22 Last Day for students - 1/2 Day for students	150
									May 23 Professional Development Day 7:30 - 1:00	

150 Student Days	1275
1 Flex (prior to 8/12)	8
5 Pre-Service Days	40
4 PD Days - No Students	24
6 School Year PD/I&E Days	33
1 Parent Teacher Conference (Nov)	8
17 Friday I/E	51
Building Level Planning	10
District Team Planning	31
	1480

Dates of Interest

August 19 - First Day of School for Students
 October 25 - End of First Quarter
 January 17 - End of 2nd Quarter/1st Semester
 March 14 - End of 3rd Quarter
 May 22 - Last Day for Students

Typical Teacher Contract Day - 7:30 - 4:00
I&E 7:30 - 10:30
8:00 - 10:00 w/Students

School Year PD/I&E Days
8:00 - 10:00 w/Students

Parent/Teacher Conferences (Nov)

BES 13, 14, and 21
 BHS 12, 14
 PBES 14, 21
 PBHS 12, 14
 CES 13, 14
 AES 14, 21



PROFESSIONAL TEACHING STANDARDS BOARD

CODE OF CONDUCT



Professional Teaching Standards
Board

PROFESSIONAL CODE OF CONDUCT

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

PROFESSIONAL EDUCATOR

- Adhere to federal and state laws, professional licensure requirements, and local school policies.
- Actively participate in and comply with Individualized Educational Programs and 504 plans.
- Ensure the workplace is free of sexual harassment or harassment of any kind. Any type of harassment should be reported immediately.
- Respect colleagues as fellow professionals and maintain civility when differences arise; resolve conflicts, whenever possible, privately and respectfully and in accordance with district policy.
- Respect differences; plan and advocate for inclusive groupings for instruction and other school activities so that plentiful, equitable, and quality educational opportunities are available for all students regardless of race, gender, family, social or cultural background, national origin, political or religious beliefs, sexual orientation, or disability.
- Comply with inquiries regarding investigations and hearings initiated by the Professional Teaching Standards Board.
- Provide truthful information on all documents when applying for or renewing licensure.
- Protect students from any practice that harms them or has the potential to harm them.
- Use developmentally appropriate assessments for the purpose and manner they have been intended.
- Reflect on and assess your professional skills, content knowledge, and competency on an ongoing basis and commit to ongoing professional learning and development.
- Maintain confidentiality. Disclosure of information to persons who do not have both a right and a need to know is a violation of the law. Always respect the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice such as: grades, test scores, reports from related services personnel (school psychologist's reports, nurse, etc.), and information from community agencies (Department of Family Services, police department, etc.). Sensitive information shared by family members to you is confidential.
- Communicate with parents/guardians in a timely and respectful manner while maintaining appropriate confidentiality with respect to student information disclosed by or to parents/guardians unless required by law.
- Enhance the professional growth and development of new educators by supporting effective and supervised field experiences, mentoring, and induction activities across the career continuum.
- Recommend for employment only those educational professionals who have demonstrated professional and ethical behavior.
- Assign leadership roles equitably.
- Consider the implications and possible ramifications of engaging in a personal or professional relationship with parents/guardians, student teachers, colleagues and supervisors.
- Conduct financial business with integrity by honestly using property, facilities, materials and resources in accordance with local policies and state and federal laws.

TECHNOLOGY

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

HEALTHY BOUNDARIES

- Maintain and communicate what a professional relationship is with students inside and outside of school property or at extracurricular activities.
- Use caution in the way you touch students.
- Going to parties or socializing with students is inappropriate. Loose, inappropriate boundaries set the stage for harassment issues.
- Assigning or requesting students to do errands to meet personal needs is inappropriate.
- Inviting students to your home, especially when no one else is present, is inappropriate.
- A pattern of writing passes, making excuses, or providing rides home for a particular student or students is inappropriate.
- Respect students by taking into account their age, gender, culture, setting, and socioeconomic context.
- Always consider the implication of accepting gifts from or giving gifts to students.
- Do not engage in, solicit, or consummate any inappropriate written, verbal, or physical relationship with a student. It is never permissible to engage in romantic or sexual relationships with a student.
- Communicate to students with transparency and in appropriate settings, such as leaving your classroom door open during a private conversation.
- Affirm the helping nature of your relationship with students by assisting students obtain the additional supports they may need — counseling, medical interventions, etc. Understand your professional limits and know when to refer to another professional.
- Ensure that a chaperone is present and available to students during off-campus school-sponsored activities (male chaperone for male students and a female chaperone for female students.)
- Model appropriate language for students. The use of profanity, vulgarity, put downs, sarcasm, hidden messages (e.g. sexual innuendos), or name calling, whether verbal or non-verbal, is inappropriate in the presence of students.
- Students need to be supervised at all times while in your classroom.
- Dress professionally – regardless of current trends. Dress in a manner in which you can be actively involved in student learning and activities and in a way that aligns to the mission and vision of the district.

- Do not use, possess, be under the influence of, or encourage the use of alcohol, illegal drugs, or the unauthorized use of drugs while on school property or at a school sponsored-activity.
- Entering into an adult relationship of any kind with a former student should be met with extreme caution. The professional educator never fosters an adult relationship with any student while the student is currently in school even if the educator is not or will never be the student's teacher.

What's next?

Please check the back of your certificate for renewal requirements.

Standard Teaching License Renewal Requirements:

- * Five (5) professional development credits *

Permit Renewal Requirements:

- * Five (5) professional development credits *

Coaching Endorsement Renewal Requirements:

- * Current 1st Aid/CPR certification *

Native Language Permit Renewal Requirements:

- * Written approval from the Tribal Council Committee *
- * Verification of Employment form *

Head Coaching Permit Renewal Requirements:

- * Five (5) professional development credits *
- * Current 1st Aid/CPR certification *

Professional, Industry, Careers (PIC) Permit Renewal Requirements:

- * Copy of each valid professional license if required *
- * Progress Report of Plan for Continued Professional Advancement *
- * Five (5) professional development credits *

Assistant Coaching Permit Renewal Requirements:

- * Current 1st Aid/CPR certification *

A list of PTSB-approved workshops is available on the PTSB website at <http://ptsb.state.wy.us>.
You can also look for professional development workshops through your school district or take college courses for renewal credits.

Substitute teachers - you may contact your local school district's office for employment information

Online Account Registration

Please visit <https://wyomingptsb.com/my-account/register-for-an-account/> to register your online account.

This account allows you to check the status of your license/permit, make changes to your contact information, and check to see how many renewal credits you have on file.

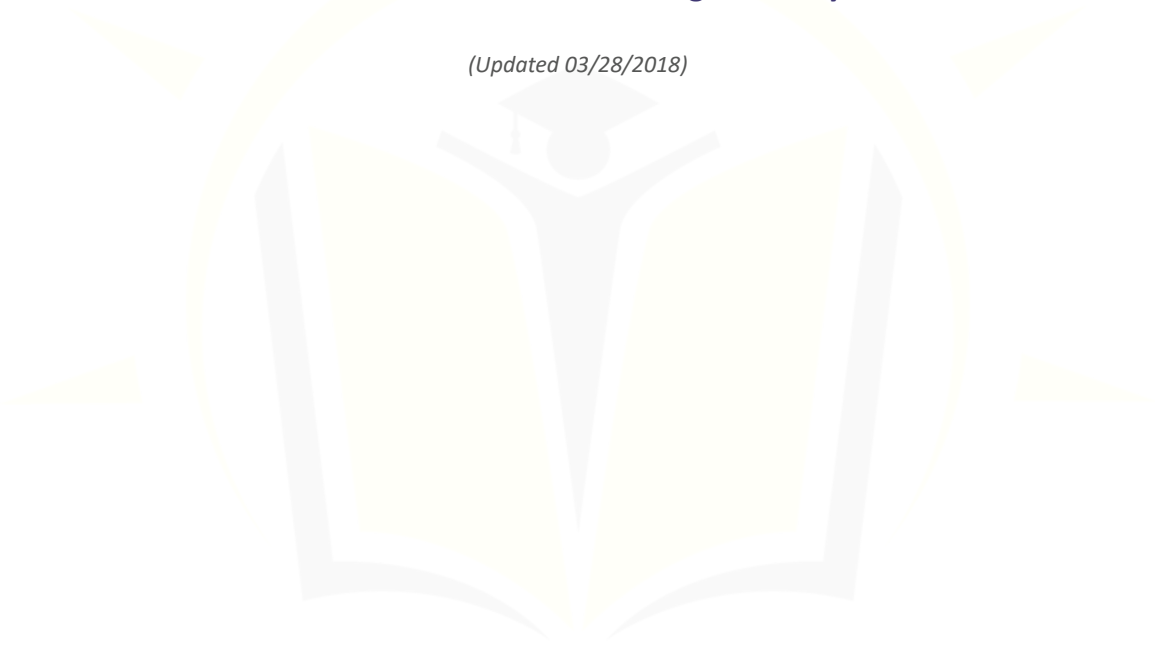
Please keep your certificate in a safe place!

Professional Teaching Standards Board
1920 Thomas Ave., Suite 400 Cheyenne, WY 82002
Office: (307) 777-7291 Fax: (307) 777-8718

<https://wyomingptsb.com/>

Follow us on Facebook and Instagram @wyoPTSB

(Updated 03/28/2018)



Laramie County School District No. 2

Employee Benefits Overview

School Year 2024-2025

➤ **Retirement**

- Offered through Wyoming Retirement System (WRS)
- 14.94% contributed by the district and 3.68% contributed by the employee for a total contribution of 18.62% of gross salary
- Additional information can be found on the WRS website at <http://retirement.state.wy.us>

➤ **Health Insurance**

- Coverage is provided by WEBT and administered by Blue Cross Blue Shield of Wyoming
- Permanent employees working a minimum of 20 hours per week are eligible for coverage
- Coverage is effective the 1st of the month following date of hire
- Employees can make plan selection changes in May with a July effective date
- Employees can add or drop dependents in November with January effective date
- 3 plan options are offered
 - \$1,500 deductible: \$40 office visit copay – 80/20 coinsurance – 80% of premium paid by district
 - \$2,500 deductible: \$45 office visit copay – 80/20 coinsurance – 96% of premium paid by district
 - \$3,500 high deductible/HSA Plan: 80/20 coinsurance – 100% of premium paid by district
 - District will make a one time HSA contribution on behalf of the employee as follows:
Single - \$250.00; Plus Spouse - \$500.00; Plus Children - \$500.00; and Family - \$750.00

➤ **Dental Insurance**

- Coverage is provided by Delta Dental
- Permanent employees working a minimum of 20 hours per week are eligible for coverage
- Coverage is effective the 1st of the month following date of hire
- 100% of the single premium is paid by the district

➤ **Vision Insurance**

- Coverage is provided by VSP (WEBT)
- Permanent employees working a minimum of 20 hours per week are eligible for coverage
- Coverage is effective the 1st of the month following date of hire
- 100% of the single premium is paid by the district

➤ **Term Life Insurance**

- Coverage is provided by Lincoln Financial (WEBT)
- Permanent employees working a minimum of 20 hours per week are eligible for coverage
- Coverage is effective the 1st of the month following date of hire
- Offer coverage in the amounts of: \$40,000 employee; \$5,000 spouse; \$2,500 child(ren)
- 100% of the premium is paid by the district

➤ **Accidental Death and Dismemberment Insurance**

- Coverage is provided by Lincoln Financial
- Permanent employees working a minimum of 20 hours per week are eligible for coverage
- Coverage is effective the 1st of the month following date of hire
- Offer coverage in the amount of \$40,000
- 100% of the premium is paid by the district

➤ **Earned Leave**

- Earned leave is pro-rated based on the number of hours worked

Laramie County School District No. 2

Employee Salary Schedules

School Year 2024-2025

- Salary schedules can be found on the District website at www.laramie2.org.

Administrative Guidelines and Operational Procedures

It is an expectation of the Board of Trustees that all employees be aware of the policy guide book. Employees must understand that any representation of policy in this handbook is only a summation of policy. Only the policies as adopted by the Board of Trustees of Laramie County School District #2, and as such are on file in the policy guide book, are the actual policies of the district. No administrator or single individual may establish policy in direct opposition to these approved policies. The Superintendent may allow variances in some aspects of policy, but only when this is allowed by the policy.

The operational procedures manual incorporates the course of action that the governing board has developed with regards to the education of children residing within the school district. Information contained in this handbook relates to board policy. Coding letters refer to manual sections. The following is an abbreviated index and should be consulted when information is desired. Other documents that are on file in each administrative office deal with such items as Special Education, Infectious Disease Control, Job Descriptions, etc. Revisions to the administrative regulations that are adopted during the year will be incorporated into the manual.

A – Foundation and Basic Commitments

Section A is a repository for statements related to the district's legal role in providing public education and the underlying principles in which the district operates.

B – School Board Governance and Operations

Section B is a repository for statements about the school board - how it is elected, organized; how it conducts its meetings and operates. This section establishes the board's internal operating procedures.

C – General School Administration

Section C provides a repository for statements about ethics and handbooks.

D – Fiscal Management

Section D is a repository for statements concerning district fiscal affairs and the management of district funds.

E – Support Services

Section E is a repository for statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and their management, transportation, and food services.

G – Personnel

Section G has three main subdivisions; Subsection GB pertains to all employees; Subsection GC pertains to professional personnel, including administrators, who must hold specific certification to serve in their positions; Subsection GD pertains to all other personnel.

I – Instruction

Section I is a repository of statements on the instructional program: basic programs, special programs, activities programs, instructional resources, and academic achievements.

J – Students

Section J is a repository for statements concerning students - admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all statements pertaining to the curriculum, instruction of students, and extracurricular programs are filed in the I (Instruction) Section.

K – School-Community Relations

Section K of the NSBA policy classification system provides a repository for statements on relations with the general public and with other community and public agencies, except other educational agencies and groups.

**Included in the Staff Handbook to follow are a few highlighted policies.



NONDISCRIMINATION

This district is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, and religion. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- a. Respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, or religion;
- b. Respect for cultural differences;
- c. Respect for economic, political, and social rights of others;
- d. Respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination in employment, assignment and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

All employees, students and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended. Any student or their parent, or employee who has a complaint relating to sexual harassment is referred to policy ACA and the procedures set forth therein.

The district shall strive to inform students, parents, employees, and the general public that all educational programs, specifically including vocational opportunities, are offered without regard to race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability or religion. In order to accomplish this, a statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this district, that person shall be the Director of Special Services.

All students shall be permitted to enroll in vocational educational programs as well as other school programs without consideration of their race, color, national origin, sex, sexual orientation, gender identity, transgender status, disability, or religion. To the extent that a prerequisite class may be required before admission, such prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of their limited English language skills.

Counselors shall not use counseling materials and activities or promotional and recruitment efforts that discriminate in any manner and counselors shall not direct or urge any student to enroll in a particular class program on account of that student's race, color, national origin, sex, sexual orientation, gender identity, transgender status, disability, or religion. All students shall have equal opportunities available to participate in

cooperative education, work study, and apprenticeship training programs either now offered or which may be offered in the future.

All employees of this district shall be hired, retained, promoted, transferred, compensated or, if necessary, terminated without regard to their race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability or religion.

Students with disabilities shall be admitted and given equal access to programs and shall not be denied access to vocational education programs or other courses because of architectural or equipment barriers or because of the need for related services or auxiliary aids to the extent reasonable to accommodate the disabled. To the extent possible, disabled individuals shall be placed in regular vocational education programs and education courses.

The Director of Special Services has been designated to handle inquiries regarding the Non-Discrimination Policies of LCSD2.

Shannon Perlinski, Director of Special Services
311 E. 8th Street, PO Box 489, Pine Bluffs, WY 82082 - (307) 245-4050
shannon.perlinski@laramie2.org

NONDISCRIMINATION STATEMENT

Laramie County School District No. 2 (LCSD#2) does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. LCSD2 does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the LCSD2 Director of Special Services. The Director of Special Services has also been designated to handle inquiries regarding the Non-Discrimination Policies of LCSD2.

Shannon Perlinski - Director of Special Services
311 E. 8th Street, PO Box 489, Pine Bluffs, WY 82082 - (307) 245-4050
shannon.perlinski@laramie2.org

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator
122 W 25th Street, Suite E200, Cheyenne, WY 82002 or (307) 777-7675 or <http://edu.wyoming.gov/>

For further information on notice of non-discrimination, visit the Denver Office at:

Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

SEXUAL HARASSMENT

Laramie County School District Number 2 (District) is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from sexual harassment and discrimination. Sexual harassment is a form of sexual discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S.C. § 2000e, et seq. and the Educational Amendments of 1972 (Title IX), as amended, 20 U.S.C. § 1681, et seq. This policy shall apply to all students, employees, and volunteers of the District.

Prohibition of Sexual Harassment. District prohibits any harassment on the basis of sex in its education programs or any activity that it operates, including in employment.

Title IX Coordinator. District's Title IX Coordinator is designated and authorized to oversee compliance with all aspects of the District's Sexual Harassment Policy. Inquiries about the application of Title IX to District may be referred to: 1) the Title IX Coordinator, who may be reached at the District Administration Building, P.O. Box 489, Pine Bluffs, WY 82082, (307) 245-4050; or 2) the Wyoming Department of Education, Office of Civil Rights Coordinator, 122 West 25th Street, Suite E200, Cheyenne, WY 82002, (307) 777-6198; or 3) the Office of Civil Rights, US Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695 or TDD (800) 877-8339.

The contact information for the Title IX Coordinator is available on the District's website, which may be found at: <https://www.laramie2.org/our-district/staff-directory>, Director of Special Services.

Complaints of sexual discrimination which do not constitute sexual harassment are processed as per board policy AC and regulation AC-R.

I. **DEFINITIONS**

- A. ***Actual Knowledge*** means notice of sexual harassment or allegations of sexual harassment to: 1) the Title IX Coordinator; 2) any school employee; or 3) any District official who has authority to institute corrective measures on behalf of the District. This standard is not met when the only employee or official with actual knowledge is the respondent.
- B. ***Complainant*** means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.
- C. ***Deliberate Indifference*** means failure to respond to discrimination based on sex reasonably in light of known circumstances.
- D. ***Education Program or Activity*** includes location, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs, including but not limited to on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the student.

- E. **Formal Complaint** means a document filed by a Complainant or their parent/guardian or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity. The phrase "documentation filed by a Complainant" means a document or electronic submission (such as email or through (portal)) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.
- F. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- G. **Retaliation** means intimidation, threats, coercion, or harassment, including charges against an individual for code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstance as a report or complaint of sex, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.
- H. **School Official** means a building level administrator (principal or assistant principal) or a central office administrator.
- I. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:
- a. A District employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or employment;
 - c. "Sexual assault" (as defined by the Clery Act), "dating violence", "domestic violence", or "stalking" (as defined in the Violence Against Women Act), as set forth below:
 - i. "Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation as follows³:
 - 1) *Sex Offenses, Forcible*—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - *Forcible Rape*—(Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
 - *Forcible Sodomy*—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- *Sexual Assault With An Object*—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - *Forcible Fondling*—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - 2) *Sex Offenses, Nonforcible*—(Except Prostitution Offenses) Unlawful, nonforcible sexual intercourse.
 - *Incest*—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - *Statutory Rape*—Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- iii. *Dating violence* means violence committed by a person—
 - 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.
- iv. *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 1) fear for his or her safety or the safety of others; or
 - 2) suffer substantial emotional distress.

- J. **Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

II. **GRIEVANCE PROCEDURES**

A. **Reporting Allegations of Sexual Harassment**

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

1. **To Whom:**

- a. A School Official, teacher or other District employee may receive oral or written reports of sexual harassment at the building level. Any teacher or employee who receives a report of sexual harassment under this policy shall immediately inform a School Official.
 - b. Any teacher or employee who observes or has knowledge that a student is the victim of sexual harassment shall report to a School Official.
 - c. If the complaint involves a School Official, the report may be made directly to the District's Title IX Coordinator.
 - d. Complaints may also be directed to the District's Title IX Coordinator in person, by mail, by telephone, at the District Administration Building, address: 311 E. 8th St., P.O. Box 489, Pine Bluffs, WY 82082, phone (307) 245-4050. Such report may be made at any time (including non-business hours) by using the Title IX Coordinator's telephone number or email address.
 - e. Individuals experiencing sexual harassment also always have the right to file a formal grievance with the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695 or TDD (800) 877-8339; or the Wyoming Department of Education, Office of Civil Rights Coordinator, 122 West 25th Street, Suite E200, Cheyenne, WY 82002, (307) 777-6198.
2. An anonymous report may be made by utilizing the Safe to Tell link on the District's website which can be located at: <https://www.laramie2.org/students-family>, Safe2Tell.

3. Complaint. A complainant or their parent/guardian may file a formal complaint with the Title IX Coordinator as outlined above. A third party may not file a formal complaint, however, the Title IX Coordinator may also sign a formal complaint, triggering an investigation. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.
4. Anonymity. Irrespective of whether a report of sexual harassment is anonymous or the reporter does not wish for their name to be shared, or does not wish for an investigation to take place, the District is deemed to have actual knowledge of sexual harassment or allegations of sexual harassment in an education program or activity and must respond promptly. On the other hand, if District cannot identify any of the parties involved in the alleged sexual harassment based on the anonymous report, then a response that is not clearly unreasonable under light of these known circumstances will differ from a response under circumstances where District knows the identity of the parties involved in the alleged harassment, and District may not be able to meet its obligation to, for instance, offer supportive measures to the unknown complainant.

B. District's Response

1. General Response:

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

In this regard, District shall:

- a. **Offer supportive measures** to a complainant and follow the Grievance Procedure as set forth in this policy before imposing any disciplinary consequences or sanctions on the respondent.
- b. **Require an objective evaluation of all available evidence**, both inculpatory (evidence that tends to show the respondent did commit sexual harassment) and exculpatory (evidence that tends to show the respondent did not commit the alleged sexual harassment), and prohibit credibility determinations based on a party's status as complainant, respondent, or witness.
- c. Require that any person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal process **not have a conflict of interest** against complainants and respondents generally or against the particular complainant and respondent. The District shall be solely responsible for designating the Title IX Coordinator, investigators, decision-makers, and any person designated to facilitate an informal process.

- d. Require that throughout the investigation and until a determination has been made at the conclusion of the grievance process, **it shall be presumed that the respondent is not responsible for the alleged conduct.**
 - e. **Conclude the grievance process in a reasonably prompt time frame**, absent extenuating circumstances based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, the need for language assistance or accommodation of disabilities) with written explanation to both parties explaining the reason for delay.
2. Title IX Coordinator Initial Response:

Upon receipt of a report of sexual harassment, the Title IX Coordinator will promptly contact the complainant (alleged victim) to: a) discuss the availability of supportive measures; b) consider the complainant's wishes with respect to supportive measures; c) inform the complainant of the availability of supportive measures with or without filing a formal complaint; and, d) explain the process for filing a formal complaint.

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

C. Formal Complaint Process

1. Written Notice. Upon receipt of a formal complaint, District will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice will include:
- a. Notice of the grievance process;
 - b. Notice of the allegations in sufficient details (i.e. names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
 - c. A statement that the respondent is presumed not responsible for the alleged conduct and that responsibility will be determined at the conclusion of the grievance process;

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

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

2. Dismissal. District will investigate the allegations in a formal complaint.

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

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

3. Consolidation. District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

4. Investigation

- a. *By Whom*
 - i. All reports of sexual harassment, false reporting, or retaliation shall be processed by the Title IX Coordinator.
 - ii. An impartial and trained investigator shall conduct the investigation into the allegations and draft an investigative report.

b. *Burden of Proof*

- i. The burden of proof and gathering of evidence rests on the District, not the parties.
- ii. In its investigation, the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional which are made and maintained in connection with treatment to a party, unless the District obtains that party's (or the party's parent's) voluntary, written consent to do so.

c. *Parties' Rights*

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

d. *Investigative Report*

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

5. Determination regarding responsibility

- a. *Decision-Maker*. Following the investigation process, an impartial decision-maker designated and trained by the District, shall make a determination regarding responsibility. The decision-maker cannot be the investigator or the Title IX Coordinator.
- b. *Questions by Parties*. After having sent the Investigative Report to the parties, but before reaching a determination regarding responsibility, each party shall have the opportunity to submit written, relevant questions that the party wants asked of another party or witness, provide each party with the answers, and provide for limited follow-up questions. The decision-maker must explain to the party proposing the questions that any decision to exclude a question is not relevant. The decision-maker shall set reasonable deadlines for submission and response to questions.
- c. *Standard of Evidence*. In reaching a determination of responsibility, the decision-maker shall apply the preponderance of evidence standard (“it is more than likely than not that sexual harassment occurred”).
- d. *Written Determination*. The decision-maker shall issue a written determination of responsibility simultaneously to the parties that:
 - i. Identifies the allegations that potentially constitute sexual harassment;
 - ii. Describes the procedural steps taken from receipt of the complaint through the determination;
 - iii. Includes findings of fact supporting the determination;
 - iv. Includes conclusions regarding application of this policy to the facts;
 - v. Includes a statement of, and a rationale for, the result as to each allegation, including
 - 1. a determination of responsibility;
 - 2. any disciplinary sanctions;
 - 3. whether remedies to restore or preserve equal access to District’s education program or activity will be provided to the complainant.
 - vi. Sets forth the procedures and basis for the parties to appeal.

D. Appeal

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

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

2. How to Appeal. Within ten (10) school days from the date of the written determination, any party who wishes to file an appeal must provide written notice of appeal to the Title IX Coordinator, who may be reached at the District Administration Building, address 311 E. 8th St., P.O. Box 489, Pine Bluffs, WY, 82082 or by phone (307) 245-4050.
 - a. The written notice of appeal shall indicate whether the appeal is from a determination of responsibility or dismissal of a complaint and include the bases as set forth above upon which the party is relying for the appeal.
3. District Action on Notice of Appeal. Upon receipt of a written notice of appeal, the Title IX Coordinator will notify the other party in writing that an appeal has been filed. The decision-maker on the appeal will not be the same person as the decision-maker(s) that reached the determination of responsibility or dismissal, the investigators, or the Title IX Coordinator.
4. Parties' Rights. Within ten (10) school days from notification of the other party that an appeal was filed, each party may submit a written statement in support of, or challenging, the outcome.
5. Determination of Appeal. Within ten (10) school days of receipt of the parties' written submissions, the decision-maker will issue a written decision describing the result of the appeal and the rationale for the result.

E. Remedies/Sanctions

1. After a determination of responsibility has been made against a respondent, the Title IX Coordinator shall coordinate implementation of remedial action for the complainant and disciplinary action against the student respondent, under the guidance of the District's policies and procedures. The Superintendent shall be responsible for imposing of disciplinary sanctions against an employee respondent.

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

III. INFORMAL RESOLUTION

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

IV. RETALIATION

- A. **Retaliation Prohibited.** Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX and this policy, or because the individual has made a report or

complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

- B. **Confidentiality.** The District is required to keep as confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by law, or to carry out the purposes of this policy, including the conduct of any investigation.
- C. **Complaints of Retaliation.** Complaints alleging retaliation may be filed using the procedures set out in this policy.

V. FALSE ACCUSATIONS OR STATEMENTS

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

VI. REPORTS/COMPLAINTS TO LAW ENFORCEMENT AUTHORITIES

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

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

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

VII. TRAINING

Training of Title IX personnel (Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process) will include training on the definition of Sexual Harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process, including appeals and informal resolution processes, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

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

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

VIII. RECORDS

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

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



DRUG-FREE AND TOBACCO-FREE SCHOOLS

The school district is committed to providing a drug and alcohol-free learning environment and work place. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school corporation. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the work place, on school premises or as part of any school-sponsored activities is strictly prohibited. These standards of conduct are equally applicable to students and employees. Any employee who is convicted of a drug statute violation arising out of conduct occurring in the work place must notify the central administration of such conviction not later than five (5) days after the conviction. Compliance with these standards of conduct is mandatory.

Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on employees who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, reprimand, short or long-term suspension with or without pay, termination of employment, and referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.

It is recognized that the use of tobacco represents a health and safety hazard which can have serious consequences for the user and the non-user and the health and safety of the people in the district. In concern for health and safety and in order to protect students, employees, visitors and guests of the district from an environment that may be harmful to them, and because of its possible harm to personal well-being, the smoking or use of other tobacco products by any person in any indoor facility maintained by the school district, on school grounds, or in all vehicles owned, leased or operated by the district is prohibited. Signs will be posted throughout the district's facilities that the use of tobacco and tobacco products on school premises is prohibited.

District employees and students enrolled in district schools will not be permitted to use tobacco or tobacco products while participating in any school-sponsored activity.

PROFESSIONAL ETHICS

All employees of Laramie County School District No. 2 will at all times:

1. Uphold the honor and dignity of their profession in all actions and relations with pupils, colleagues, school board members, and the public.
2. Obey local, state, and national laws; hold to high moral standards and remain loyal to their country and to the cause of democracy and liberty.
3. Accept the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills that characterize school administration as a profession.
4. Strive to provide the best possible educational experiences and opportunities to all persons in the district.
5. Seek to preserve and enhance the prestige and status of the profession.
6. Render professional services to their best ability and carry out in good faith all policies and regulations duly adopted by the local and state authorities.
7. Honor the public trust of the position above any economic or social reward.
8. Never permit considerations of private gain or personal economic interest to affect the discharge of professional duties.
9. Recognize that the public schools are the public's business and seek to keep the public fully and honestly informed about its schools.

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY

1.0 PURPOSE

1.1 Use of computers and network resources by employees of the District is permitted and encouraged where such use supports the goals and objectives of the District. Communications and computer technology at the District are provided and maintained for instructional, educational and administrative purposes.

1.2 Personal use of communications and computer technology at the District is strictly prohibited during the employee's student contact hours. Personal use is allowable when it does not conflict with the employee's responsibilities and conforms to other District policies, including computer use and student data security policies.

2.0 ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES

2.1 Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.

2.2 Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not exclusively private. It should be understood that through routine maintenance the Technology Department may inadvertently see information. The Technology Department is obligated to maintain confidentiality regarding information about students, employees, or District business that they come in contact with except as directed by the Superintendent or his/her designee. When the administration believes an employee may have engaged in misconduct or as a result of routine monitoring to assure compliance with this policy and the accompanying exhibit, the administration has the right to review computer usage and/or information accessed or stored.

2.3 To ensure proper use, the Technology Department under the direction of the Superintendent/designee may monitor the District's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.

2.4 School District employees have no expectation of privacy in electronic communications they send or receive on the District's computers or network system, or as to sites and information accessed utilizing District computers or the networking system. The District has the right to monitor or review any communications sent or received, as well as information regarding sites and/or information accessed.

3.0 ACCEPTABLE USE

3.1 It is a general policy that online communication is to be used in a responsible, efficient, ethical, and legal manner in support of education, school business and/or research and within

the educational program and goals of the District. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.

3.2 Site administrators, department heads or supervisors may set more restrictive guidelines for employees in their areas of responsibility.

3.3 While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The District does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

3.4 Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the site administrator or supervisor immediately. Report any instances where the Acceptable Use Policy or security may be violated. Report inappropriate Internet Web sites to the Technology Department so that access to the sites can be blocked in the future.

4.0 PROPER USE AND CARE

4.1 Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation. Users will be individually assessed to determine their technical capabilities, and will be properly trained and supported by the Technology Department, as systems are issued for their use.

4.2 Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are misconfigured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.

4.3 Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of district equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.

4.4 Users should not attempt repairs without authorization or support from designated District or school site personnel. Volunteers, parents, family members, or friends are not authorized to attempt repairs on District equipment.

4.5 Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage.

4.6 Users shall not install or modify applications without approval and support of the District Technology Department or designated technology teachers and support staff at school sites. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by technology or instructional staff. File-sharing software cannot be installed or used on District computers for the purpose of illegally sharing copyrighted materials such as music, images and software. This type of software is often used to "pirate", or illegally copy, music across the Internet. These Napster-like software packages are distributed under many different names including Gnutella, WinMX, Kazaa, LimeWire, Morpheus, and others. The use of this type of software is illegal when used to share copyrighted material. The most common use is the illegal "swapping" of music encoded in the MP3 format and is a violation of U.S. copyright laws.

4.7 Users shall not download or install copyrighted software without proper licensing. Non-licensed software will be deleted.

4.8 Copyrighted material shall be posted online only in accordance with applicable copyright laws.

4.9 In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District's network without prior approval and support of the Technology Department. Attaching personally owned technology equipment to District hardware or to the District network is not allowed. Any equipment found to be in violation of this policy will be immediately disconnected.

5.0 PERSONAL RESPONSIBILITY

5.1 All technology equipment is District property.

5.2 Employees shall not access, post, submit, publish, or display harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.

5.3 Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

5.4 Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee. In addition, District electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-District sponsored events, activities or organizations.

5.5 The District maintains a public Internet site. Any information to be posted on the public Web site must be approved through administrators (or their designee) and the District's Technology Department. Principals must approve all postings on school Web pages. Restrictions apply to

links to other sites that may not be appropriate and to personal information or pictures of students without parental consent.

5.6 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, modify, or forge other users' mail.

5.7 Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the District or using district equipment or resources without permission. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.

5.8 Users shall report any security problems or misuse of the services to the Superintendent or designee.

5.9 The Technology Department will take an active role in backing up data on the servers. However, statistics show that backups usually don't restore correctly. Therefore, ultimately each staff member is responsible for backing up their own data in at least two different locations to ensure that their data is not lost (i.e., on computer locally, on server, and/or external storage device, etc.). The Technology Department will take an active role in monitoring the disk space on all servers. Users who are taking up a greater than average amount of disk space will be notified and educated in storage management.

6.0 SECURITY AND PASSWORDS

6.1 To maintain security, users are issued unique User ID's and passwords to enable their access. Do not use other people's passwords. Do not tell others your password including staff of the Technology Department. If it is known that you have shared your password with anyone else you will be required to change it. Do not write down a password where others can see it, and change passwords regularly as recommended by the Technology Department.

7.0 PENALTIES FOR VIOLATIONS

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

8.0 EMPLOYEE ACKNOWLEDGEMENT

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

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Pay Schedule

The normal payroll date for all employees will be the 16th day of the month. When the 16th falls on a weekend or a holiday, the payroll date will be the last working day preceding the 16th.

Salary Deductions

All employees shall be subjected to such deductions from salary as are required by law, including federal withholding tax and social security. They shall also be subject to such other deductions as may be agreed upon between the individual or groups of teachers and the Board of Trustees.

Salary Schedule Placement

All teachers hired by the District shall receive credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher in any Wyoming school district or as a teacher in the regional development preschool system. Out of state teachers shall be given up to five years of experience if that experience is in an accredited school as defined by the Wyoming Department of Education. Those with more experience start on the sixth step of experience unless more is recommended by the Superintendent and approved by the Board. Lapses in teaching of longer than three years may result in reduction of years of experience.

Advancement on the Salary Schedule

Staff members will usually be advanced on the salary schedule one step per each year of service. However, it is within the prerogative of the Board, upon recommendation by the building principal through the superintendent, to hold a teacher or teachers at the same salary. Only graduate level courses, or those approved by the Superintendent, that are taken after the coursework required for teacher certification will be allowed for horizontal movement on the salary schedule. Courses must directly relate to teaching responsibility or must be in the area(s) of endorsement for them to be considered for movement. Exceptions to this must be approved by the Superintendent prior to enrolling in the class in order to receive credit towards advancement on the salary schedule. Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before April 15 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the responsibility of the teacher or certified employee to ensure that the above is accomplished and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

Tuition Reimbursement

Certified staff members may apply for tuition reimbursement according to the following criteria:

1. Course work must be taken at the request of the building principal or district.
2. Reimbursements shall be made upon transcript verification of the credits earned and a proof of payment receipt for all payments made.
3. All courses subject to reimbursement must be approved in writing by the Superintendent prior to enrollment.

Acceptance of Employment

In accepting employment with Laramie County School District No. 2, the teacher agrees to accept these policies, along with such reasonable rules and regulations as may be outlined by the Board of Trustees and the administration, and along with such duties as may be assigned by the building principal. The teacher has the right to appeal to the superintendent, and ultimately to the Board, if such rules, regulations, or assignments are considered to be excessive or unfair.

Appointments

Certified employees who have initial contract status shall be issued a yearly contract covering specifications of their employment. Certified employees who have continuing contract status shall be employed on a continuing basis from year to year and shall be issued a yearly contract covering specification of their employment. No contract or agreement shall be binding until it is approved by the Board of Trustees and signed by the Chairman and Clerk of the Board and by the individual employee.

Reports

Certified employees shall file with the superintendent or principal such grades and other reports as shall be required by law, by the rules of the Board of Trustees, or requested through authority granted by the superintendent or principal. Final payment of salary due shall not be made until all reports and grades are complete.

Coaching Assignments

For each junior high sports activity approved by the governing board, and each high school sports activity approved by the governing board and sanctioned by the Wyoming High School Activities Association, a certified head coach will be designated.

Professional Staff Extra Duty

The Board of Trustees shall annually determine the salary allowance to be provided for extra-duty assignments.

Stipends

Stipends may be provided, upon approval by the Superintendent, when extra professional duties are needed. These duties must be performed or include preparation beyond the contracted days.

Bonuses

Bonuses may be provided upon approval by the Superintendent and the Board of Trustees.

SUPPORT STAFF COMPENSATION

The Board of Trustees adopts annual salary ranges for each support staff position including part-time and substitute workers based on the recommendation of the superintendent. The schedules and/or salary ranges shall be reviewed annually and modified as deemed appropriate by the Board of Trustees.

Pay Day

The normal payday for all employees will be the 16th of the month. If the 16th falls on a weekend or a holiday, payday will be the last working day preceding the 16th.

Salary Deductions

Salaries of support personnel shall be subject to those deductions required by law, including retirement, social security, and withholding taxes. All enrollment forms, exemptions, certificates, or other necessary reports must be filed before salary payments will be made.

Salary Schedule Placement

Support staff hired by the district shall receive credit in accordance with the district's salary schedule for all prior years of service in the same position in Wyoming. The maximum experience that shall be allowed a support staff member coming into the district from out of state shall be five (5) years.

Overtime for Classified Employees

Overtime at the rate of time and one-half will be earned by any classified employee required to work more than forty (40) hours during the work week. Administrators or the superintendent may require compensatory time to be given in lieu of payment, which must be taken within the month of the accrued overtime. Any overtime or compensation which needs to be carried over into the following month must be approved by the superintendent or the business manager.

Each classified employee is responsible for properly documenting the time that he/she arrives at or leaves work. The employee must properly record the time on his/her time sheet each time he/she arrives or leaves work, including lunch. It is the employee's responsibility to keep track of his/her hours, and to seek prior approval of the building administrator if the employee feels he/she must work overtime to adequately perform his/her duties. All overtime must have prior approval of the building administrator.

Classified employees whose attendance is required at meetings beyond their work hours will be paid at the regular rate for the time required unless it exceeds the forty (40) hours during the work week.

Classified employees who work in more than one position and whose hours for those positions combined total more than forty (40) hours will be paid overtime based on a weighted ratio of hours for each of the positions worked. Any leave time used by the employee will not be counted as hours worked and will not be calculated for overtime.

STAFF LEAVES AND ABSENCES

Laramie County School District #2 allows for a number of different leaves of absence as either a matter of policy or at the discretion of management. A leave of absence of more than 10 workdays may be with or without pay, depending upon the reason for the absence, and are granted only with approval of the Superintendent. All catastrophic leave does not need to be approved by the Superintendent, but must be approved by the Catastrophic Leave Bank Committee. If there are any questions regarding leaves of absence, the employee should contact his or her supervisor or the Superintendent.

Throughout this policy time is referred to as days. For procedural purposes, days will be converted to hours as necessary.

Paid Leave

Paid leave will be granted on the basis of 12 days per contract year, with no deduction of pay.

1. Paid leave may be taken for any reason that the employee desires, including illness, medical appointments, bereavement, personal business and professional development, with the approval of their administrator. (No leave time is deducted for approved professional development.)
2. In the event of the death of an immediate family member (spouse, child, sibling, parent, parent-in-law, grandparent, or grandchild), 3 days bereavement leave will be paid. Any additional days will be deducted from earned leave and/or vacation.
3. For other than emergency situations, paid leave will be granted subject to the following guidelines:
 1. Request: The employee must give notice for such leave to his/her immediate supervisor as far in advance as possible.
 2. Vacation Periods: Paid leave will not be granted immediately prior to, or after, a vacation period unless approved by the building administrator.
4. Employees shall have the option of accumulating unused paid leave up to 90 days. Any days accumulated above the maximum of 90 days will be automatically reimbursed annually after the end of the school year. Certified teachers will be reimbursed at 40% of the daily rate for BA, Step 1, of the salary schedule. All other staff will be reimbursed at 40% of Salary Step 1 for their position.
5. Upon separation of employment with the district, unused paid leave will be reimbursed in the same manner as paragraph 4 above. Paid leave days will be prorated for the current school year for employees who terminate employment before the end of the school year. Employees who fail to give a two-week notice (or resign on or after May 15th for contracted employees), will forfeit any paid leave days that have accumulated.
6. Employees working less than 40 hours per week will be allowed days and accumulations proportionate to the number of days worked per week.
7. Absence in excess of accumulated days shall result in appropriate deduction from the employee's salary unless the Board approves otherwise.

Resignation and Retirement guidelines can be found in Policy GCQC

Vacations and Holidays for 260-Day Employees

Ten days of paid vacation are granted to all 260-day employees who have completed one year of continuous service. After 5 years of continuous service, the employee is granted 15 days of paid vacation each year. Vacation time must be taken at a time mutually agreed upon by the employee and his/her supervisor. Up to 30 days of unused vacation time may be carried over to the next year. Vacation time accumulated over 30 days must be taken by December 31st of each year or it will be lost. Upon termination of employment, the district will buy back no more than 30 days of unused vacation time.

In addition, the following paid holidays are granted to 260-day employees:

- New Year's Eve Day and New Year's Day
- Good Friday and the Monday following Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve Day and Christmas Day

In the event a designated holiday falls on Tuesday or Thursday, the Superintendent has the discretion to declare the Monday or Friday as holidays, with offices closed and employees dismissed for that day. Any holiday occurring on a weekend shall be taken the following Monday. By mutual agreement between the employee and supervisor, another working day may be substituted for Monday. Only 260-day employees shall be expected to work during the time school is dismissed for the Christmas holidays.

Inclement Weather/Roads

When a staff member is absent due to inclement weather/roads and school is still able to be in session, the following procedures will be used in recording the absence:

1. The staff member will first use his/her paid leave days.
2. If the staff member has exhausted his/her paid leave days, the building administrator will dock the cost of a day's wages from the staff member's salary.
3. If special circumstances exist, the Superintendent may waive these requirements.

Professional Leave

Should the district request an employee attend a conference, meeting, in service training or project, the district will pay the cost of a substitute teacher, registration fees, lodging, meals and transportation (if school vehicles are not available). Receipts for lodging (at single room rates), meals and registration must be submitted by the employee. Leave for approved professional development or meetings will not be deducted from paid leave days.

Civic Duty Leave

Leave with pay may be granted under certain circumstances to employees for the performance of certain civic responsibilities. If the need for the leave exists because of circumstances beyond the employee's control, the leave will be granted with pay. In all other circumstances, it is within the supervisor's discretion as to whether such leave will be with or without pay. Such civic duty leaves might include:

- **Jury Duty:** Employees are excused from work while serving on jury duty. Employees are required to be at work when their presence is not required in court. The employee will sign over to the district any amount received as a juror, and the district will continue to pay employee's regular salary and benefits.
- **Testimony in Court:** Employees will be granted paid civic leave when required by subpoena to testify in court for other than personal reasons and when required to testify for reasons beyond the employee's control. As in jury duty, the employee is expected to be at work when his/her presence is not required in court. The employee will sign over to the district any amount received to testify and the district will continue to pay employee's regular salary and benefits.
- **Fire/Ambulance Squad:** Employees are excused from work while serving as volunteers for the fire or ambulance squad as long as the building administrator determines it does not create any problems for the district.

Military Leave

Employees will be granted military leave without pay for the performance of duty on a voluntary or involuntary basis in a uniformed service. This service may be voluntary or involuntary and might include: active duty, active duty for training, or initial active duty for training, full time National Guard duty, etc.

Employees of the National Guard or Reserve Forces of the different military components will be granted 15 paid days military leave per year for active duty training subject to the provisions of this policy. The employee shall be paid the difference between his/her regular salary and the military pay, if any, for this leave. Leave for active duty training in the National Guard or Reserve Forces shall be requested through the employee's immediate supervisor. The request shall be accompanied by a copy of the employee's official orders as well as a letter from the commanding officer stating that this training is required for this individual and that such training cannot be obtained at any other time when school is not in session. Without such documentation, it shall be the responsibility of the Board to approve or disapprove such a leave request.

It is the policy of the district to support employees who contribute to the national defense as members of the uniformed services. The district will comply with state and federal law as to the requirements for military leaves as well as reinstatement. Employee's supervisors are encouraged to confer with human resources about the respective benefits associated with military leave.

Educational Leave

Personnel may apply for a professional leave of absence from their position for a period of not more than one school year for the purpose of working toward a degree to improve job skills that will benefit the district and the employee. Such a request, if approved by the Board of Trustees, shall not jeopardize the employee's right to return to his/her former position on the salary schedule,

accumulated paid leave, or other benefits as a result of such approved leave. However, no salary or benefits shall be paid for the period of the leave. The employee shall fulfill the entire leave of absence that was originally requested before returning to employment. In order for a certified employee who has been granted a leave to return to the former position, he/she must sign a contract for the ensuing school year by April 1st. Personnel may remain members of the district group insurance policies while on educational leave as long as they pay their own premiums.

Maternity leave

Maternity leave may be granted through the Catastrophic Leave Bank.

Catastrophic Leave Bank

Please refer to GCCA/GDCA.

Any leave in excess of that outlined under these guidelines or under catastrophic leave shall be deducted from the employee's salary at a ratio of the number of days lost to the number of contract days of the employee.

Any contracted employee who has utilized more than the granted paid leave days for a contract year, will meet with his/her administrator/supervisor to discuss the effect of the absences on classroom instruction and job performance. The administrator/supervisor will determine if an action plan needs to be developed to address any concerns.

STAFF TRAVEL

In order for the authorized personnel of Laramie County School District 2 to carry out their assignments in fulfilling the district's mission, the policy of the Board of Education is to support and to provide reimbursement for essential travel expenses. Every effort should be made to arrange schedules in such a way so as to minimize the amount of travel.

Compensation shall be made for authorized travel by automobile at a per-mile rate adjusted, to correspond to the rate approved by the U.S General Services Administration (GSA) as referenced on the [gsa.gov](https://www.gsa.gov) website.

Travel Within the District

Employees who are assigned to only one attendance center are responsible for providing their own transportation to and from school. (For tax purposes, travel to and from home is considered commuting.) This trip is equivalent to going to work and returning home after work each day and is not reimbursable.

Employees who are required to travel round trip in a day to more than one attendance center will be provided a school vehicle, if one is available. If a school vehicle is not available, employees who use their personal vehicle for required travel within the district will be reimbursed for their mileage to and from their “home” school to another attendance center. The superintendent and building principal (or current supervisor) will assign the home school for employees in their building. If an employee who is assigned to more than one attendance center elects to return directly to his/her place of residence at the end of the work day, no reimbursement for that trip may be claimed.

Special Education personnel, Technology Specialists, and Administrators traveling as a part of their assignment will be handled out of the district office on an individual basis. Home visits by employees to student’s residence will be paid actual mileage if the employee returns back to the school where they started or from school to student’s residence if elected not to return to the school.

Employees who use their personal vehicle to serve attendance centers in multiple locations but not on a regular basis will be reimbursed for mileage from the attendance center where they start their day until they reach the attendance center where they end their day.

Mileage may not be claimed for district in-services. If transportation is desired, the staff member should contact his/her principal or supervisor.

Mileage will be calculated per the established rate on page one of this guideline based on the following:

Albin – Burns	29 miles
Albin – Carpenter	39 miles
Albin – Pine Bluffs	19 miles
Burns – Carpenter	11 miles
Burns – Pine Bluffs	18 miles
Carpenter – Pine Bluffs	24 miles

Any employee transporting students needs to have on file at the district office a copy of their driver's license. Any employee will not be allowed to drive students or a district owned vehicle if one of the following occurred:

- A combination of 3 or more moving violations/convictions and/or vehicle accidents, regardless of fault, within a 36 month period.
- Any of the following in the past 3 years:
 - driving while intoxicated or under the influence of alcohol or drugs (DUI/DWI)
 - refusing substance test
 - hit and run
 - failure to report an accident/leaving the scene of an accident
 - attempting to elude an officer of the law
 - felony, assault, manslaughter or homicide arising out of the operation of a motor vehicle
 - driving with a suspended or revoked license
 - reckless driving
 - speed contests, drag or highway racing
 - possession of an opened alcoholic beverage container
 - major speeding conviction (20 mph or more over the posted speed limit where specified on the MVR)
 - current driver's license suspended, revoked or surrendered

Travel Outside the District

Employees who are required to travel outside the district will be provided a school vehicle, if one is available. The district requires employees to use a district vehicle when available. An employee who chooses to use their personal vehicle will be reimbursed at the reduced rate approved by the GSA. Travel outside the district must have prior approval and a professional leave form submitted.

It is the traveler's responsibility to make all arrangements (registration, travel, lodging, business meetings etc.) needed to attend the workshop/conference. Reimbursement for meals will be allowed based on the GSA authorized amount for meals. Itemized receipts must be submitted for reimbursement. Reimbursement exceeding the above costs due to special circumstances requires the approval of the Superintendent or Business Services Director. Gratuity may be added up to 18% of the total bill. Alcoholic beverages will not be reimbursed by the district under any circumstances.

If flying out of Cheyenne, the traveler must provide documentation for the cost differential over flying out of Denver. Up to \$50 extra will be paid by the district. Any cost over \$50 must be paid by the employee.

All receipts need to be turned in to the building secretary with the proper coding, attached to the travel voucher, upon returning from the workshop or conference within one week. Proper receipts are required for the employee or vendors to be reimbursed for expenses.

Parental Rights

The Board of Trustees of Laramie County School District Number 2, (the School District) recognizes the right of parents to make decisions regarding the care and control of their children. This policy strives to outline the rights of parents related to notification and records of their students, including those rights described in W.S. 21-3-135. Parents and guardians will be notified annually of their right to file a complaint if they believe their rights as described in this policy have been violated. The procedures for filing a complaint related to the rights in this policy are described under policy BEE-R, Rules of Practice Governing Hearings and Contested Cases Before the Board of Trustees or KB-R, Complaint Procedure.

I. Definitions

As used in this policy the following terms shall have the aforementioned definitions.

“Actual knowledge” means notice of a change (as defined in this policy) to any school employee. An employee shall be deemed to have actual knowledge if: a) a person reports a purported change in a student’s health or well-being to a school employee, and the purported change is verified by a school employee with authority to investigate or determine whether the change has occurred; or b) an employee directly observes the purported change, and a reasonably observant person would notice the purported change.

“As soon as practicable”: Except in cases of suspected child abuse or neglect, “as soon as practicable” shall mean as soon as reasonably capable of being accomplished given the normal constraints involved with such an action and without undue delay. Unless otherwise specified by this policy, “as soon as practicable” shall mean not more than forty-eight hours or not more than two business days after the purported change is verified or observed by a School District employee, whichever is greater. For any change in a student’s health or welfare where a School District employee reasonably believes the change is the result of suspected abuse or neglect of the student which will result in a report to law enforcement or DFS, the phrase “as soon as practicable” shall mean after the School District reports the suspected abuse to law enforcement or DFS as required by Wyoming Statute 14-3-205, and after either law enforcement or DFS authorizes the School District to notify the parents.

“Change”: “Change” in a student’s educational, physical, mental, or emotional health or well-being is any change that meets one or more of the following criteria:

1. It poses a risk or threat to the student’s safety, health, or welfare, or to the safety, health, or welfare of others.
2. It is a mental health or medical condition that necessitates intervention or treatment at school or follow-up with a community mental health worker, therapist or medical provider.
3. It requires a modification of the student’s educational program, services, or supports, or the provision of additional or specialized services or supports, such as special education, counseling, health care, or social work.
4. It affects the student’s access, eligibility, participation, or performance in the School District’s education program, or academic, extracurricular, or co-curricular activities, or in assessments or evaluations.
5. It involves a disciplinary action, sanction, or consequence for the student, such as detention, suspension (in-school and out-of-school), expulsion, or referral to law enforcement.
6. It results from a complaint, allegation, or investigation involving the student, such as bullying, harassment, discrimination, or violation of rights.

“Day”: “Day” shall mean one business day.

“Gender Identity” shall mean an individual’s personal sense of their own gender.

“Health Screening Tool” shall mean any diagnostic assessment that detects pre-clinical mental or physiological illness or disease.

“Instruction”: “Instruction” means the action, practice or profession of teaching and includes planned teaching addressing gender identity or sexual orientation. The following shall not be included in “instruction”:

1. Responding to a question from a student during class regarding sexual orientation or gender identity as it relates to any topic of instruction; or
2. Referring to the sexual orientation or gender identity of any public figure, historic person or group, or fictional character where the referral provides necessary context in relation to a topic of instruction.
3. Student-generated schoolwork.
4. Student-to-student speech.
5. Classroom references to a person’s family.
6. Library books.
7. Extra-curricular, co-curricular or student clubs.
8. Dual enrollment courses taken at or from a college.

“Parent”: “Parent” includes parents, legal guardians, and legal custodians of students who are under eighteen (18) years old and who have not been emancipated.

“Sexual Orientation”: refers to an individual’s enduring pattern of emotional, romantic, and/or sexual attraction to others.

“Well-Being Questionnaire”: Means an instrument used to assess an individual’s overall well-being across various domains of life. It typically consists of a series of questions designed to measure different aspects of well-being, such as physical health, mental health, social relationships, emotional well-being, and life satisfaction. These questionnaires may use a variety of questions to gather information about an individual’s experiences, feelings, and perceptions related to their well-being. Well-being questionnaires do not include informal building-created processes or “quick checks” used to assess classroom or school climate.

II. Parental Notification of Changes in Student’s Health or Well-Being

Any employee who has actual knowledge of a change in a student’s educational, physical, mental or emotional health or well-being shall report the change to the school principal or his or her designee. The principal or designee shall determine who will notify the parent of the student. The School District shall notify a student’s parent or guardian as soon as practicable if a school district employee has actual notice of a change in the student’s educational, physical, mental or emotional health or well-being. The Building Administrator shall document the notification.

Nothing in this policy shall be construed to delay, modify or alter the obligation to report suspected abuse or neglect of a child to the Department of Family Services (DFS) or law enforcement pursuant to Wyoming Statute 14-3-205. If a School District employee reasonably believes the change is the result of suspected abuse or neglect of the student which will result in a report to law enforcement or DFS, the phrase “as soon as practicable” shall mean after the School District reports the suspected abuse to law enforcement or DFS as required by Wyoming Statute 14-3-205, and after either law enforcement or DFS authorizes the School District to notify the parents.

The Superintendent may adopt administrative regulations, procedures and criteria which further clarify or define whether a reported change constitutes a change in a student's health under this policy.

Notification may be made via phone, personal/face-to-face conversation, School District messaging system, text, or email or other methods approved by the Superintendent or principal.

The School District shall not adopt or implement any formal or informal rules, policies, practices or procedures that prohibit School District personnel from notifying a student's parent about the student's educational, physical, mental or emotional health or well-being or a change in the student's related services as authorized under Wyoming law.

When any parent asks a School District employee about the health or well-being of the parent's child, School District employees shall not misrepresent or provide false information about the parent's child.

School personnel shall encourage students to discuss issues that may arise related to their well-being with their parent or guardian. As appropriate, school personnel may facilitate discussions of such issues with parents. The School District shall not adopt nor implement any formal or informal rule, policies, practices or procedures which direct, encourage, or have the effect of encouraging, a student to withhold from a parent information about the student's educational, physical, mental, or emotional health or well-being.

III. Parental Notification and Consent to Instruction

The School District strives to make parents aware of the curriculum and content of their student's education. In order to ensure transparency and allow parents to make informed decisions regarding their student's exposure to instruction related to sexual orientation and gender identity, School District staff will obtain written or electronic parental consent not less than one (1) day prior to any training, courses, or classes that address sexual orientation or gender identity.

Parents will receive an overview of the content covered in the training or course, including objectives, materials, and planned discussions related to sexual orientation or gender identity. The overview will emphasize the educational purpose of the topic. Parents who wish to withdraw their consent for their student to participate in an instructional class must notify staff in writing not less than one-day prior to the start of the anticipated instruction. Schools will provide alternative educational activities for students whose parents do not consent to the instruction of the subjects described in this section IV.

IV. Notification of Routine Health Care Services

Prior to each school year, the School District shall provide parents with notice of each routine health care service provided by the School District. Parents shall be given the ability to withhold consent or decline any or all specific services. Consenting to a service does not waive the parent's right to access the education or health care records of the student, nor does it waive a parent's right to be notified of a change in the student's educational, physical, mental, or emotional health or well-being. First aid and summoning of emergency responders in case of sudden need will still be given to those students whose parents have exercised their right to withhold consent for routine healthcare services under this policy.

V. Student Well-Being Questionnaires and Health Screening Tools

Prior to administering any well-being questionnaire or health screening tool to students, the School District shall make available a copy of the questionnaire or information on the health screening tool and obtain written or verbal consent from the parent. Health screening tools that do not require parental permission include those health assessments required by federal law including audiology, vision, scoliosis and body mass index tests. If a parent does not want their child to participate in these required assessments, the parent must specifically notify their child's school in writing prior to the health screening.

VI. Student Records

The School District shall not prohibit parents from accessing any of their student's records created, maintained or used by the school district. Parents shall be provided access to their student's education, behavior, health and other records according to Policy JRA and JRA-R. Records shall be provided to parents within a reasonable time.



PERSONAL APPEARANCE/DRESS CODE

Appropriate dress and hygiene are important in supporting our professional reputation and promoting a positive District image, both internally and externally. Therefore, employees are expected to be well-groomed and dressed in a professional manner, appropriate to their position.

Any staff members who do not meet the personal appearance requirements may be asked to correct their appearance. Staff who do not adhere to these rules will be subject to disciplinary action.

This Policy is not intended to interfere with any employee's disability, religious beliefs, or other legally protected characteristics. If for any reason a staff member requires an accommodation, he or she should speak with his or her Administrator or call the District Office.

Some helpful guidelines are as follows:



Annual Required Training

Laramie 2 staff are required to complete a specific set of training on an annual basis. The following courses will be made available to all applicable staff and are to be completed on a yearly basis. The training will be made available through district approved online platform(s). The platform will be made available on July 15th of each school year and staff will need to have them completed by September 1 of that year. Staff that are hired on or after the September 1 due date will be given a reasonable amount of time, as directed by their supervisor, to complete the required training.

Training Focus	Requirement for ALL Staff
Bloodborne Pathogens	OSHA's Bloodborne Pathogens Standard (<u>29 CFR 1910.1030</u>)
Seclusion and Restraint	Wyoming Statute 21-3-110 xxxi
Homeless Students	LCSD2 Policy JLG and 42 U.S.C. 11432(g)(6)(A)(ix)
Suicide Prevention: 2 hours per year	Jason Flatt Act; Wyoming Statute 21-3-100 xxxii
Confidentiality	JRA & EHAA
Title IX	All Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (34 CFR 106.30). In addition, <i>institutions should provide some training to employees they have deemed responsible to receive and report potential Title IX violations.</i>
Security Awareness Training (SAT)	Ongoing throughout the year

In addition:

Staff Group	Training Focus	Requirement
Any staff member who serves breakfast and/or lunch <i>(including all classroom teachers who host)</i>	Civil Rights: Child Nutrition	FNS 113-1
Maintenance	Asbestos Awareness	52 FR 41846; 60 FR 34465; and 65 FR 69216
Volunteer Coaches	LCSD2 Policy KJOC	

The Superintendent may require additional training to all (or specific employee groups) throughout the year as necessary.



**LARAMIE COUNTY
SCHOOL DISTRICT 2**
Students First

Staff Handbook

Effective 8/12/2024

Staff Handbook Acknowledgement

THIS HANDBOOK IS NOT A CONTRACT,
EITHER EXPRESS OR IMPLIED

I acknowledge that I have received the District's Handbook for all staff. I have read and understand the terms and conditions contained in the Handbook. I understand that I may ask questions regarding clarification of the contents.

Print Name

Date

Signature