GOSHEN COUNTY SCHOOL DISTRICT NO.1



2026 - 2027

Staff Handbook & Directory

GOSHEN COUNTY SCHOOL DISTRICT NO. 1
GOSHEN COUNTY, WYOMING

2026-2027

INTRODUCTION

The Staff Handbook is written to be a source of information for school employees. Pay schedules, annual calendar, key policies, and other information is contained in this handbook*. We have also included a staff directory with home addresses and phone numbers. Staff members have been given the opportunity to opt out of this listing.*

For more information regarding district policies, refer to the district website, or visit with a principal or Central Office administrator.

The school district does not intend for this handbook to be the only guidebook for the district, nor is it the intent for anyone to interpret the contents to be contractual in nature. *It is prepared as accurately as possible as information that may be useful for a variety of purposes and people.*

The Board of Trustees and the staff at Central Administration look forward to working with all Goshen County School Employees in providing a rich and meaningful school experience for our students.

Thank you,

Ryan R. Kramer

Ryan Kramer
District Superintendent

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Goshen County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act, may be referred to:

> ***Central Administration, Holly Lara, Title IX Coordinator & Director of Human Resources, 626 West 25th Avenue, Torrington, Wyoming, 532-2171, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 West 25th Street, Suite E200, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307)777-6218, or the Office for Civil Rights, Region VIII, Denver Enforcement Office, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or (303) 844-5695 or TDD (303) 844-3417***

Any employee who has a complaint regarding compliance of Title IX, or the Act mentioned above, the grievance procedure adopted by the Goshen County School District No. 1 Board of Education, shall be used to resolve the complaint. See District Policy 4300/5100 (Non-Discrimination and Anti-Harassment)

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE.

ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE SCHOOL DISTRICT RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY SUPPORT EMPLOYEE.

PROFESSIONAL CREDO

The professional staff and trustees have as their mutual goal establishing, maintaining, and consistently improving a flexible, trusting work environment which treats all individuals as responsible adults and expects them to behave in a like manner. The objective of such a work environment is to serve our students by educating them to the greatest extent possible for each individual student.

The professional staff and trustees will strive to work for the benefit of young people in our District.

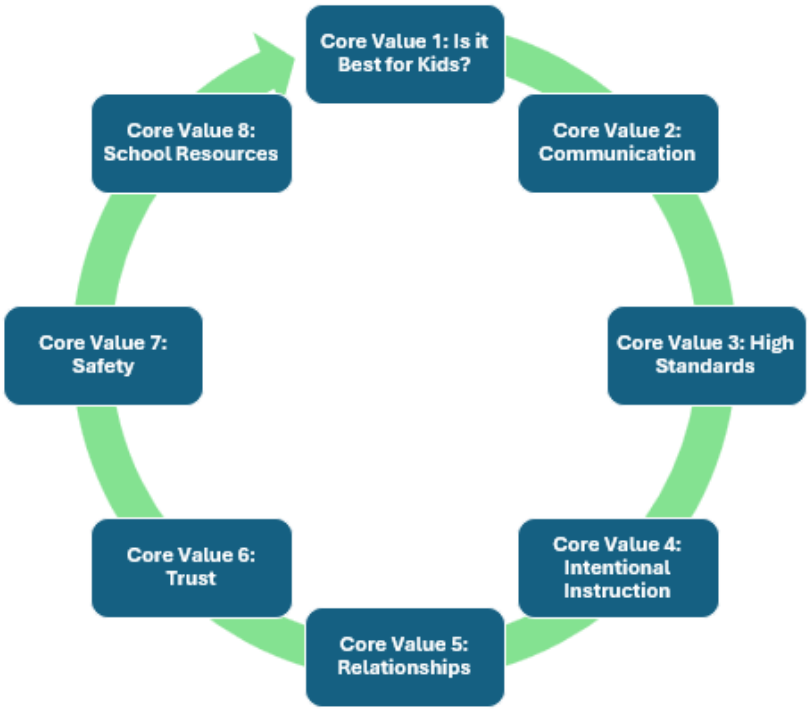
Recognizing that professional employees are hired to do a job, all professional employees will provide the time and effort needed to complete their jobs which may include time outside the regular workday.

The professional staff and trustees commit to a continuing process that encourages innovation, experimentation, and generation of new ideas, supported by open and meaningful communications.

GCSD#1 VISION AND MISSION STATEMENT & CORE VALUES

Adopted: October 2024

	VISION: *We guide each student to discover their unique path, providing them with the tools to take ownership of their future and embrace success through their individual progression of self-discovery, supportive relationships, and personalized learning.*	Initiated Fall 2024
	MISSION: *To become a leading district, we will partner with families and the community to provide an engaging and challenging education that empowers all students to thrive as productive citizens, leaders, and innovative thinkers.*	Revise and restructure Summer of 2029 In place Summer 2030



VISION

We guide each student to discover their unique path, providing them with the tools to take ownership of their future and embrace success through their individual progression of self-discovery, supportive relationships, and personalized learning.

*"**individual progression of self-discovery**" refers to each student's personalized journey to understand their strengths, passions, and potential, empowering them to take charge of their learning and future success.*

**Personalized:* *Every learner is different. By providing personalized approaches to meet challenging outcomes, we increase the chances of success for every student.*

1) **K-12 Student**
   - **Purpose:** Measure students' self-awareness and decision-making.

2) **9-12 Academic and Career Pathway Selection**
   - **Purpose:** Track the number of students selecting career pathways.

3) **K-12 Student Achievement Data**
   - **Purpose:** Monitor academic performance to assess whether teaching strategies are effective.

4) **K-12 Engagement**
   - **Purpose:** Measure student engagement in relationship skills

5) **K-12 Teacher and Staff**
   - **Purpose:** Assess staff perceptions of student progress in self-management and motivation to learn

6) **Seniors Graduation and Post-Graduation Outcomes**
   - **Purpose:** Evaluate long-term success in guiding students to take ownership of their future.

7) **K-12 Behavioral and Social-Emotional Data**
   - **Purpose:** Understand the impact of supportive relationships on student well-being.

8) **Parent and Community Feedback**
   - **Purpose:** Collect perspectives on the effectiveness of the district's vision from those outside the school system.

MISSION STATEMENT

To become a leading district, we will partner with families and the community to provide an engaging and challenging education that empowers all students to thrive as productive citizens, leaders, and innovative thinkers.

1) **Engaging and Challenging Education**
   - **Purpose:** To evaluate how well the district is providing an education that engages and challenges all students.
2) **Empowering Students as Productive Citizens, Leaders, and Innovative Thinkers**
   - **Purpose**: To measure the effectiveness of the district's efforts in empowering students to become responsible citizens, leaders, and creative problem-solvers.

CORE VALUES

Core Value 1: Is it Best for Kids?

Core Value 2: Communication

- Open
- Honest
- Concise
- Collective voice

Core Value 3: High Standards

- Perform at high levels
- Challenging
- Inspiring all students

Core Value 4: Intentional Instruction

- Meet the needs and interests of all students
- Quality instruction
- Supportive practices

Core Value 5: Relationships

- Positive connections
- Honoring opinions
- Diversity
- Treating others with dignity

Core Value 6: Trust

- Collective commitment
- Integrity

Core Value 7: Safety

- Healthy school environment
- Schools are a physically and emotionally safe place

Core Value 8: School Resources

- Effective and efficient
- Sustainability

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 and 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 website, 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

Visit **www.ptsbwyoming.com** 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.

Professional Teaching Standards Board
Emerson Building #128
2001 Capitol Avenue
Cheyenne, WY 82002
1-307-777-7291

A list of PTSB-approved workshops is available on the PTSB website at **www.ptsbwyoming.com**. You can also look for professional development workshops through your school district or take college courses for renewal credits.

Wyoming Professional Teaching Standards Board

WY Renewal Requirements

Standard Teaching Certificate:

* Five (5) professional development credits every 5 years

With a Coaching Endorsement:

* Include current 1st Aid/CPR certification

Coaching Permit Renewal:

* Two (2) professional development credits every 5 years
* Current 1st Aid/CPR certification

Substitute Permit:

* Two (2) professional development credits every 5 years

Check the PTSB website for current renewal requirements.

Keep your certificate in a safe place!

DISTRICT STAFF DRESS CODE

It is important that all employees dress appropriately and professionally for the position they hold in the district. At the request of the Board of Trustees, expectations for professional dress for district employees are outlined below. The same guidelines apply to all substitutes.

Administrators: While school is in session, semi-formal dress is required. This includes a collared shirt and tie or a school shirt for men, and comparable professional clothing for the ladies such as dress slacks, skirts and dresses. More casual clothing can be worn when school is not in session.

Building Staff: This includes all staff members that have instructional assignments and/or work with students or the public (teachers, paraprofessionals, secretaries, administrative assistants, office clerks, library staff, etc). In most cases, dress will be considered as "business casual."

NOTE FOR THE 4-DAY SCHOOL WEEK
Blue jeans may only be worn on Fridays. Thursday is not the 'new' Friday.

Blue jeans will not be worn on the last day of a work week if other than a Friday. Blue jeans may be worn on an out of classroom activity that has a strong potential to soil or damage clothing (these types of activities are very limited).

Non-Instructional & Maintenance Staff: Wear clean clothing that is appropriate for the job description

Travel Outside of the District: Dress appropriately to represent the school district in your capacity.

Coaches/Sponsors and Students: For coaches/sponsors, work-out clothing or blue jeans are not appropriate dress while sponsoring activities at home or on the road. Students will be asked to wear clothing that is appropriate to represent the school district.

If you plan to be absent from work, please set up an automatic reply (out of office) on your email .

You can find this in your email account settings.

GCSD#1 BOARD OF TRUSTEES

October 2026

	Term Expires
Ms. Lena Moeller - Chairman	December 2028
Ms. Sarah Chaires – Vice Chairman	December 2026
Mr. Wade Phipps - Clerk	December 2026
Mr. Dylan Hager – Treasurer	December 2026
Mr. Chris Alexander	December 2026
Mr. Tony Goulart	December 2028
Ms. Kate Steinbock	December 2028
Ms. Val Sharp	December 2028
Ms. Kelly Strampe	December 2028

GCSD#1

2026 - 2027 GOSHEN COUNTY SCHOOL DISTRICT NO. 1 (Certified Staff Info)

August 2026

Su	M	Tu	W	Th	F	Sa
						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	
11-15	WY State Fair
TBD	New Teachers
10-14	Cert Staff WD/PD (M-Th 7:30-4:15) 8.25 (Fri 14 - 7:30 – 3:30) 7.0
17	First Day of School
21&28	No students/ no staff

September 2026

Su	M	Tu	W	Th	F	Sa
		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			

September			
4	No students/ no staff	7	Labor Day - closed
11	*Full school day*		
18	Student Intervention/Enrichment Friday (4.5)		
18-19	State Golf/Regional Tennis		
25	No students/ no staff		
24-26	State Tennis		

October 2026

Su	M	Tu	W	Th	F	Sa
				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

October	
2 & 9	No students/ no staff
16	Student Intervention/Enrichment Friday (4.5)
22	End 1st Quarter
23	No students/ no staff
24	State Cross Country
30	No students/ no staff
30-31	Regional Volleyball

November 2026

Su	M	Tu	W	Th	F	Sa
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					

November			
5-7	State Volleyball	6-7	Football Semifinals
6 & 13	No students/ no staff	6-14	All State Music
13-14	State Football		
20	Student Intervention/Enrichment Friday (4.5)		
25-27	Thanksgiving Break		

December 2026

Su	M	Tu	W	Th	F	Sa
		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		

December	
4	Student Intervention/Enrichment Friday (4.5)
11	No students/ no staff
17	End Semester 1
18	Certified Staff Contract Day – no students (4.5)
Dec 21 – Jan 1	Christmas Break - closed

January 2027

Su	M	Tu	W	Th	F	Sa
					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	
1	New Year's Day - closed
4	Return to School
8	PD Day – Certified Staff (7:45-12:45) (5.0)
15	No students/ no staff
22	Student Intervention/Enrichment Friday (4.5)
29	No students/ no staff

February 2027

Su	M	Tu	W	Th	F	Sa
	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						

February	
5	No students/ no staff
12	No students/ no staff
19	Student Intervention/Enrichment Friday (4.5)
25-27	State Wrestling
25-27	1A/ 2A Regional Basketball

March 2027

Su	M	Tu	W	Th	F	Sa
	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			

March			
4-6	1A/ 2A State Basketball & 3A Regional Basketball		
5&12	No students/ no staff		
11-13	3A State Basketball		
15-17	State FBLA	18	End 3rd Quarter
19	Student Intervention/Enrichment Friday (4.5)		
26-29	Easter Break - closed		

April 2027

Su	M	Tu	W	Th	F	Sa
				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	

April	
2	*Full school day*
7-10	State FFA Conference
9&16	No students/ no staff
23	Student Intervention/Enrichment Friday (4.5)
28-29	State Art Symposium
30	No students/ no staff

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
G	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

May			
7	Student Intervention/Enrichment Friday (4.5)		
12	PRS Graduation 5:00 @EWC	14	No students/no staff
13-15	Regional Track/Soccer/Softball		
16	Graduations: SE 1:00/ THS 2:30/ LFL 4:00		
20	Last Day Students – Dismiss 1:30 /cert staff stays(8.25)		
21	No staff/students	20-22	State Track/Soccer/Softball
24-25	Full Staff PD/Grading Days (8.25 hours each)		

150 student days/ 168 teacher days

GCSD#1 Board Approval: 3/11/2025
2 Year Alt Calendar Approved by Wy State Board of Education: 4/24/2025

2026 - 2027 GOSHEN COUNTY SCHOOL DISTRICT NO. 1 (Certified Staff Info)

CALCULATION OF HOURS

150 student days Mon – Thurs (time TBD @ bldg. level) = **8.25** hours X 150 days =	1237.50 hours
4 August full WD/PD days (Mon – Thurs/ Aug 10-13) X 8.25 hrs =	+ 33.00
1 August - partial WD/PD day (Friday Aug 14) X 7.0 hrs=	+ 7.0
4 Parent Teacher EQ days X 3.25 hrs =	+ 13.00
2 Full Grading/PD days (May 24 & 25) X 8.25 hrs =	+ 16.50
	1307.00 hours

STUDENT FRIDAYS:

Student Fri	Sept 18	7:45-12:15	4.5 hrs
Student Fri	Oct 16	7:45-12:15	4.5 hrs
Student Fri	Nov 20	7:45-12:15	4.5 hrs
Student Fri	Dec 4	7:45-12:15	4.5 hrs
Student Fri	Jan 22	7:45-12:15	4.5 hrs
Student Fri	Feb 19	7:45-12:15	4.5 hrs
Student Fri	Mar 19	7:45-12:15	4.5 hrs
Student Fri	April 23	7:45-12:15	4.5 hrs
Student Fri	May 7	7:45-12:15	4.5 hrs

9 student Fridays = 40.50 hrs

1307.00 + 40.50 + 9.50
= 1357.00

1357 contract hours fulfilled

(equivalent of previous 2022-2023 185-day contract prior to alternative calendar implemented 2023-24; continued 2025-26)

STAFF FRIDAYS:

Certified Staff Contract Day	Dec 18	7:45-12:15	4.5 hrs
Professional Development Day	Jan 8	7:45-12:45	5.0 hrs

2 partial staff PD/WD = 9.5 hrs

2026-2027 certified staff contract days = 168 days

150 student days/ 168 teacher days

GCSD#1 Board Approval: 3/11/2025
2 Year Alt Calendar Approved by Wy State Board of Education: 4/24/2025

2026-2027 SCHOOL YEAR

New Teacher Orientation	August 4, 2026
District Staff Inservice	August 10
Teacher Prof. Development & Work Days	August 10-14 (Mon-Thurs 7:45 – 4:30/ Fri 7:45 – 2:45)
First Student/Teacher Day (full day)	August 17
Labor Day – No School	September 7
End of Quarter 1	October 22
Thanksgiving Vacation – no school	November 25-27
End of Semester	December 17
Certified Staff Contract Day	December 18 (7:45 – 12:15)
Christmas Vacation – no school	December 21 – January 1, 2027
Return to School	January 4, 2027
Professional Development Day	January 8 (7:45 – 12:45/ 5 hrs)
End of Quarter 3	March 18
Easter Vacation – no school students or staff	March 26-29
Graduation (SE 1:00/ THS 2:30/ LFL 4:00)	May 16
Last Day of School for Students (dismiss 1:30)	May 20 (cert staff full day 7:30 – 4:15)
Grading /Professional Development – Certified Staff	May 24-25 (7:30 – 4:15)
Memorial Day – no staff	May 31

Intervention/Extension/ Fridays (7:45 – 12:15):

September 18
October 16
November 20
December 4
January 22
February 19
March 19
April 23
May 7

No Student/No Staff Fridays:

August 21, 28
September 4, 25
October 2, 9, 23, 30
November 6, 13
December 11
January 15, 29
February 5, 12, 26
March 5, 12, 26
April 9, 16, 30
May 14, 21

Full School Day Fridays:

September 11
April 2

Parent Teacher Conf Times:

4 conferences at 3.25 hours each

GRADING TIMELINE

1. Grades will be due 3 working days after the end of the quarter. If necessary, a building principal can work with staff and make other arrangements. A change in timeline will be reported to the Central Office.
2. Verification lists will be distributed on the 4th working day after the end of the quarter.
3. Grades will be mailed to parents and guardians within a two-week period after the end of the quarter

PARENT TEACHER CONFERENCES

Conferences will be held each semester. Buildings are to notify the Central Office of scheduled dates and times.

Dates are on the district website calendars.

CENTRAL ADMINISTRATION OFFICE 626 West 25th Avenue, Torrington WY 82240		Office 532-2171 Fax 532-7085 Central Office Hours: Mon- Thurs 7:00 am – 5:00 p.m. Fridays 7:00 am - noon
Superintendent		Ryan Kramer
Director of Curriculum & Instruction, Data Mgmt		Kevin Derby
Business Manager		Marcy Cates
Assistant Business Manager		Ramona Moody
Director of Human Resources & Public Relations		Holly Lara
Human Resources Generalist/Payroll & Benefits		Nashell Roth
Technology Director		Mike Harberts
Central Administration Support		
Administrative Assistant to Superintendent		Loreen Fritzler
Accounts Payable Specialist		Trish Colby
Data Specialist		Dustin Ludwig
District Maintenance Supervisor		Jeff Logsdon
District Maintenance		TBD
District Maintenance		Dale Mundt Jr.
District Groundskeeper		Pete Polkowske
Technology Support/ Help Desk		Anna Hytrek
Technology Systems Administrator		Ian Cottrell
Technology Support/ Field Technician		Pete Cawiezel
District School Resource Officers: Stephen Easton - TMS Jeff Ryall - THS Alex Irons – SE/LaGrange		
OFFICE OF SPECIAL SERVICES **626 West 25th Avenue, Torrington WY 82240**		**Office 532-2171** **Fax 532-5192**
Special Services Director		Trina Nichol
Secretary		Cindy Lemmon
TRANSPORTATION DEPARTMENT **810 West 25th Avenue, Torrington, WY 82240**		**Office 532-2542** **Fax 532-3997**
Transportation Supervisor		Todd Werner
Secretary		Dana Mackey
Office Clerk		Karlee Moon
LINCOLN ELEMENTARY **1402 East P Street, Torrington, WY 82240**		**Office 532-4003** **Fax 532-2669**
Principal		Lana Swingholm
Academic & Behavior Specialist		Shirley Peterson
Secretary		Lori Grandy
Office Clerk		Karla Schlagel
TRAIL ELEMENTARY **1601 East M Street, Torrington, WY 82240**		**Office 532-5429** **Fax 532-3451**
Principal		Tyler Floerchinger
Academic & Behavior Specialist		Shelley Harper
Secretary		Dawn Gilchriest
Office Clerk		Rachel Martin

TORRINGTON MIDDLE SCHOOL **2742 West E Street, Torrington, WY 82240**		**Office 532-7014** **Fax 532-8402**
Principal		Logan Barker
Assistant Principal/ Activity Director		Jim English
Secretary		Darcy Lawrence
Secretary		Ashley Nighswonger
TORRINGTON HIGH SCHOOL **2400 West C Street, Torrington, WY 82240**		**Office 532-7101** **Fax 532-2696**
Principal		Alan VanTilburg
Dean of Students/ Activity Director		Gabe Bartlett
Secretary to Principal		Jessica Carlson
Secretary to AD/Guidance		Brandie Hatley
Attendance Clerk		Samantha Hattan
PLATTE RIVER SCHOOL **3100 West C Street, Suite A, Torrington, WY 82240**		**Office 532-1009**
Principal		Lindsay Maxey
Secretary		Sherri Hill
LINGLE FT. LARAMIE SCHOOLS **PO Box 379/ 3rd Street, Lingle, WY 82223**		**Elementary Office 837-2254** **Fax 837-2057** **MS/HS Office 837-2296** **Fax 837-3025**
Principal K-12		Cory Gilchriest
Activity Director		Emily Cottrell
Academic & Behavior Specialist		Jesh Arnusch
Secretary – Elementary		Chrissy Hergert
Secretary – Secondary		Janelle Scott
SOUTHEAST SCHOOLS **PO Box 160/Lacy Street, Yoder, WY 82244**		**Elementary Office 532-3679** **Jr Sr High Office 532-7176** **Fax 532-5771**
Principal K-12		Tim Williams
Dean of Students/Activity Director		Clayton McSpadden
Secretary		Heidi Kruchowski
Secretary		Renee Stoddard
LAGRANGE ELEMENTARY **P.O. Box 188, LaGrange, WY 82221**		**Office 834-2311** **Fax 834-2312**
Principal		Matt Daily
Secretary		Rebecca Kauffman

INFORMATION FOR ALL DISTRICT STAFF

NEW EMPLOYEE & SUBSTITUTE HIRING: BACKGROUND CHECKS & ONBOARDING REQUIREMENTS

Background Check Requirement
All newly hired employees must successfully complete a criminal background check, including fingerprinting through the Wyoming Department of Criminal Investigation, before their first day of work. The district cannot permit any new employee to begin work until official clearance has been received. Processing times typically range from 3–6 weeks.

Employees who have a recent background check on file with the district—including those previously cleared as substitutes or those who completed a background check through the Professional Teaching Standards Board (PTSB) for a substitute permit, coaching permit, or teacher certification—may begin work upon hire after all onboarding requirements have been completed.

Substitute Employees
All substitutes must have a current application on file with the district.

Classified substitutes are required to pay a $39.00 background check fee (money order or cashier's check only; personal checks are not accepted). This fee is submitted with the fingerprint cards and will be reimbursed after the substitute has worked 40 hours within the district.

Substitutes who have completed a background check through the PTSB for a substitute permit, coaching permit, or teacher certification—or who hold current Wyoming licensure in professions such as nursing or social work—may begin work upon hire after completing all onboarding requirements.

Onboarding Requirements
Completion of all onboarding requirements, including submission of all mandatory payroll and employment documents, is required before an employee may begin work. Human Resources will issue an employee identification number once all required documentation has been received and verified.

CLASSIFIED STAFF PRE-EMPLOYMENT PHYSICAL ASSESSMENT

GCSD requires the successful completion of a pre-employment physical assessment. Individuals selected for permanent employment as a bus driver, cook, custodian, maintenance, mechanic, special education paraprofessional, or substitute bus driver will be required to demonstrate their physical capability to perform the job. The district will pay the cost of the screening, which is tied to the job description and based on industry standards of performance.

An individual who is recommended for hire will be contacted by Human Resources to schedule a screening at North Platte Physical Therapy after the district receives a clear background check. Upon successful completion of the physical skill ability screening, the employee may begin work.

REQUIREMENTS FOR PARAPROFESSIONALS

Any paraprofessional who is being considered for employment (including substitute) must meet highly qualified requirements. Individuals who do not have 48+ transcript hours must complete the ParaPro Assessment at the Central Office. Those who do not meet the minimum cut score of 462 set by the State of Wyoming cannot be hired. Per 2025 Salary Relations:

- **ParaPro Assessment:** The candidate will pay for their ParaPro assessment. The district will reimburse the cost of one test on the candidate's first paycheck.
- **Substitute Paraprofessionals:** These same guidelines apply to substitute paraprofessional applicants, except substitutes must pay for both the background check and the ParaPro assessment upfront. Subs will be reimbursed for both costs after completing 40 hours of work in any substitute capacity.

PAYROLL PROCEDURES/PAY DAY SCHEDULES
DISTRICT POLICY 4141.11

All full-time, part-time, and substitute employees working for the school district will be paid on the 25th day of the month in one paycheck. This includes support staff and certified staff salary schedules, and work beyond the contract days. All extra-duty salaries will be paid on the 25th of the month at the conclusion of that activity.

If the 25th falls on a non-workday, Saturday, Sunday, or holiday, the pay date will be the last working day before the 25th.

All timesheets and any other related payroll forms must be submitted to the building administrator at the end of the payroll period as specified in the staff handbook. The building administrator will then approve and submit all payroll items to the business office per the specified pay period ending due dates posted in the staff handbook. Additional compensation forms (ex. work beyond) submitted after the specified date will be processed with the following month's payroll.

PAY PERIODS FOR THE 2026-2027 SCHOOL YEAR

PAYROLL PERIOD	START	END	PAY DATE	WEEKS IN PAY PERIOD
1	5/31/2026	7/4/2026	7/24/2026	5
2	7/5/2026	8/1/2026	8/25/2026	4
3	8/2/2026	8/29/2026	9/24/2026	4
4	8/30/2026	9/26/2026	10/22/2026	4
5	9/27/2026	10/24/2026	11/24/2026	4
6	10/25/2026	11/28/2026	12/18/2026	5
7	11/29/2026	12/26/2026	1/25/2027	4
8	12/27/2026	1/23/2027	2/25/2027	4
9	1/24/2027	2/27/2027	3/25/2027	5
10	2/28/2027	3/27/2027	4/23/2027	4
11	3/28/2027	4/24/2027	5/25/2027	4
12	4/25/2027	5/29/2027	6/25/2027	5

Classified employees and substitutes must approve and submit their timesheets electronically on a weekly basis through Frontline.

STAFF CELL PHONES

All district employees are expected to have a personal cell phone available for the purpose of two-factor authentication for computer sign-on, staff communication, and potential security application implementation.

GCSD#1 Certified Staff Salary Schedule
2026-2027

		B. A.	B. A. + 15	B. A. + 30	B.A. + 45	M.A	M.A. + 15	M. A. + 30	M. A. + 45	M. A. + 60	DOC
STEP		1	2	3	4	6	7	8	9	10	11
1	A	60,000	62,000	64,000	66,000	69,000	71,000	73,000	75,000	77,000	79,000
2	B	60,750	62,750	64,750	66,750	69,750	71,750	73,750	75,750	77,750	79,750
3	C	61,500	63,500	65,500	67,500	70,500	72,500	74,500	76,500	78,500	80,500
4	D	62,250	64,250	66,250	68,250	71,250	73,250	75,250	77,250	79,250	81,250
5	E	63,000	65,000	67,000	69,000	72,000	74,000	76,000	78,000	80,000	82,000
6	F	63,750	65,750	67,750	69,750	72,750	74,750	76,750	78,750	80,750	82,750
7	G	64,500	66,500	68,500	70,500	73,500	75,500	77,500	79,500	81,500	83,500
8	H	65,250	67,250	69,250	71,250	74,250	76,250	78,250	80,250	82,250	84,250
9	I	66,000	68,000	70,000	72,000	75,000	77,000	79,000	81,000	83,000	85,000
10	J	66,750	68,750	70,750	72,750	75,750	77,750	79,750	81,750	83,750	85,750
11	K	67,500	69,500	71,500	73,500	76,500	78,500	80,500	82,500	84,500	86,500
12	L	68,250	70,250	72,250	74,250	77,250	79,250	81,250	83,250	85,250	87,250
13	M		71,000	73,000	75,000	78,000	80,000	82,000	84,000	86,000	88,000
14	N		71,750	73,750	75,750	78,750	80,750	82,750	84,750	86,750	88,750
15	O			74,500	76,500	79,500	81,500	83,500	85,500	87,500	89,500
16	P			75,250	77,250	80,250	82,250	84,250	86,250	88,250	90,250
17	Q			76,000	78,000	81,000	83,000	85,000	87,000	89,000	91,000
18	R			76,750	78,750	81,750	83,750	85,750	87,750	89,750	91,750
19	S				79,500	82,500	84,500	86,500	88,500	90,500	92,500
20	T				80,250	83,250	85,250	87,250	89,250	91,250	93,250

Application for annual horizontal movement due by February 28th each year

Board Approved: April 14, 2026

All compensation shall be at rates established by the Board; members of the teaching staff and other certified employees shall be paid in keeping with the steps of salary schedules approved by the Board. The Board shall review the schedules annually, and voluntarily meet with representatives of the staff to discuss matters of salary and benefits

- The Board of Trustees shall make every reasonable effort to maintain the schedules, but reserves the right to make any changes which in its judgment may be necessary from time to time
- Refer to Policy 4112.10 - Professional Staff Contracts and Compensation Plans, and Policy 4141.10 - Professional Staff Salary Schedules

GCSD#1 SUPPORT STAFF SALARY SCHEDULE
2026-2027

STEP	Level 51	Level 52	Level 53	Level 54	Level 55	Level 56	Level 57	Level 58	Level 59	Level 60	Level 61	Level 62	Level 63	Level 64	Level 65	Level 66	Level 67
1/SUB	18.65	19.03	19.42	19.82	20.24	20.67	21.11	21.58	22.06	22.55	23.06	23.59	24.14	24.71	25.30	25.91	26.54
2	18.90	19.28	19.67	20.07	20.49	20.92	21.36	21.83	22.31	22.80	23.31	23.84	24.39	24.96	25.55	26.16	26.79
3	19.15	19.53	19.92	20.32	20.74	21.17	21.61	22.08	22.56	23.05	23.56	24.09	24.64	25.21	25.80	26.41	27.04
4	19.40	19.78	20.17	20.57	20.99	21.42	21.86	22.33	22.81	23.30	23.81	24.34	24.89	25.46	26.05	26.66	27.29
5	19.65	20.03	20.42	20.82	21.24	21.67	22.11	22.58	23.06	23.55	24.06	24.59	25.14	25.71	26.30	26.91	27.54
6	19.90	20.28	20.67	21.07	21.49	21.92	22.36	22.83	23.31	23.80	24.31	24.84	25.39	25.96	26.55	27.16	27.79
7	20.15	20.53	20.92	21.32	21.74	22.17	22.61	23.08	23.56	24.05	24.56	25.09	25.64	26.21	26.80	27.41	28.04
8	20.40	20.78	21.17	21.57	21.99	22.42	22.86	23.33	23.81	24.30	24.81	25.34	25.89	26.46	27.05	27.66	28.29
9	20.65	21.03	21.42	21.82	22.24	22.67	23.11	23.58	24.06	24.55	25.06	25.59	26.14	26.71	27.30	27.91	28.54
10	20.90	21.28	21.67	22.07	22.49	22.92	23.36	23.83	24.31	24.80	25.31	25.84	26.39	26.96	27.55	28.16	28.79
11	21.15	21.53	21.92	22.32	22.74	23.17	23.61	24.08	24.56	25.05	25.56	26.09	26.64	27.21	27.80	28.41	29.04
12	21.40	21.78	22.17	22.57	22.99	23.42	23.86	24.33	24.81	25.30	25.81	26.34	26.89	27.46	28.05	28.66	29.29
13	21.65	22.03	22.42	22.82	23.24	23.67	24.11	24.58	25.06	25.55	26.06	26.59	27.14	27.71	28.30	28.91	29.54
14	21.90	22.28	22.67	23.07	23.49	23.92	24.36	24.83	25.31	25.80	26.31	26.84	27.39	27.96	28.55	29.16	29.79
15	22.15	22.53	22.92	23.32	23.74	24.17	24.61	25.08	25.56	26.05	26.56	27.09	27.64	28.21	28.80	29.41	30.04
16	22.40	22.78	23.17	23.57	23.99	24.42	24.86	25.33	25.81	26.30	26.81	27.34	27.89	28.46	29.05	29.66	30.29
17	22.65	23.03	23.42	23.82	24.24	24.67	25.11	25.58	26.06	26.55	27.06	27.59	28.14	28.71	29.30	29.91	30.54
18	22.90	23.28	23.67	24.07	24.49	24.92	25.36	25.83	26.31	26.80	27.31	27.84	28.39	28.96	29.55	30.16	30.79
19	23.15	23.53	23.92	24.32	24.74	25.17	25.61	26.08	26.56	27.05	27.56	28.09	28.64	29.21	29.80	30.41	31.04
20	23.40	23.78	24.17	24.57	24.99	25.42	25.86	26.33	26.81	27.30	27.81	28.34	28.89	29.46	30.05	30.66	31.29

STEP	Level 68	Level 69	Level 70	Level 71	Level 72	Level 73	Level 74	Level 75
1/SUB	27.19	27.87	28.57	29.29	30.04	30.81	31.62	32.45
2	27.44	28.12	28.82	29.54	30.29	31.06	31.87	32.70
3	27.69	28.37	29.07	29.79	30.54	31.31	32.12	32.95
4	27.94	28.62	29.32	30.04	30.79	31.56	32.37	33.20
5	28.19	28.87	29.57	30.29	31.04	31.81	32.62	33.45
6	28.44	29.12	29.82	30.54	31.29	32.06	32.87	33.70
7	28.69	29.37	30.07	30.79	31.54	32.31	33.12	33.95
8	28.94	29.62	30.32	31.04	31.79	32.56	33.37	34.20
9	29.19	29.87	30.57	31.29	32.04	32.81	33.62	34.45
10	29.44	30.12	30.82	31.54	32.29	33.06	33.87	34.70
11	29.69	30.37	31.07	31.79	32.54	33.31	34.12	34.95
12	29.94	30.62	31.32	32.04	32.79	33.56	34.37	35.20
13	30.19	30.87	31.57	32.29	33.04	33.81	34.62	35.45
14	30.44	31.12	31.82	32.54	33.29	34.06	34.87	35.70
15	30.69	31.37	32.07	32.79	33.54	34.31	35.12	35.95
16	30.94	31.62	32.32	33.04	33.79	34.56	35.37	36.20
17	31.19	31.87	32.57	33.29	34.04	34.81	35.62	36.45
18	31.44	32.12	32.82	33.54	34.29	35.06	35.87	36.70
19	31.69	32.37	33.07	33.79	34.54	35.31	36.12	36.95
20	31.94	32.62	33.32	34.04	34.79	35.56	36.37	37.20

	CLASSIFIED STAFF JOB CATEGORY
Level 51	None
Level 52	Cooks, Accompanist, Clerks (Office, Library, Nurse,Copy), Receptionist, Paras (Regular, OSS)
Level 53	Special Ed Paras, Head Cook
Level 54	Library Media Asst., Accompanist Level 2
Level 55	Custodians, Transportation Maintenance
Level 56	None
Level 57	Secretary of Transportation
Level 58	Secretary to Principal, Activity/Guidance Secretary, Special Services Secretary
Level 59	Technology Support - Help Desk
Level 60	Technology Support - Field Technician
Level 61	Elementary Head Custodians, COTA, Speech Language Asst, PTA
Level 62	Payroll Specialist, Accounts Payable Specialist, Secondary Head Custodians w/Activity Duties
Level 63	None
Level 64	None
Level 65	None
Level 66	None
Level 67	Bus Driver, Accounting Specialist
Level 68	None
Level 69	Mechanic, Maintenance Personnel, Secretary to the Superintendent/Board of Trustees
Level 70	Groundskeeper
Level 71	Head Mechanic, Maintenance Specialist
Level 72	None
Level 73	None
Level 74	Data Information Specialist, Systems Administrator
Level 75	None

The Board of Trustees reserves the right to alter this salary schedule at any time and this scale should not be construed to be apart of the employee's agreement. It is to be used as a guide only to determine wages.

Board Approved: April 14, 2026

Administrator/Supervisor Salary Information 2026-2027		
Position	**Contract Days**	**Base Salary**
Dean of Students	183	$ 78,816
Elementary /MS-JH /High School Assistant Principal	183	$ 89,301
Elementary School Principal	183	$ 98,520
K-12 Principal / Alternative Principal	193	$ 103,534
Middle School Principal	193	$ 103,534
9-12 High School Principal	203	$ 108,547
Transportation Supervisor/Maintenance Supervisor/ Food Service Director/ HR Generalist	257	$ 72,660
Technology Director/Assistant Business Manager/ Human Resources Director	257	$ 80,055
Curriculum Director/Business Manager	257	$ 116,569
Special Education Director	257	$ 128,602

Premium per Year of Experience (max = 20 yrs)	$ 750
Education Premium	
MA+15	$ 350
MA+30	$ 700
MA+45	$ 1,050
MA+60	$ 1,400
EDS	$ 1,750
EDD/PhD	$ 3,400

Position	**Supervision Pay**
9-12 High School Principal	$ 3,600
6-12 Secondary School Principal	$ 3,600
K-12 Principal	$ 3,600
Middle School Principal	$ 3,600
High School/Junior High Assistant Principal	$ 3,100
Dean of Students	$ 3,100

Supervision duties includes: extracurricular activities and events

Board Approved: April 14, 2026

2026-2027 EXTRA DUTY SCHEDULE

Coaches or sponsors of extracurricular activities shall be compensated as set forth in this schedule. The following index shall be used to determine compensation for supplemental duties. The index ratios shall be applied to the current base teacher salary schedule (BA/1) for 2026-2027. The staffing formula for coaches and participants ratio is 1:12 and is based on a 3-year average taken at the end of the season.

ASSIGNMENTS BASED ON EXPERIENCE **Years of Experience**	**0** **Exp**	**1 & 2** **Years**	**3 & 4** **Years**	**5 & 6** **Years**	**7 Years+**
	Current Base = $60,000				
Activity Directors:					
TMS, LFL MS/HS, SE Jr & Sr High	14.00%	14.75%	15.50%	16.25%	17.00%
THS	16.00%	16.75%	17.50%	18.25%	19.00%
Group I					
Head HS Football Coach					
Head HS Basketball Coach					
Head HS Wrestling Coach	12.00%	13.25%	14.50%	15.75%	17.00%
Head HS Forensics					
Group II					
Head HS Soccer Coach					
Head HS Track Coach	10.00%	11.25%	12.50%	13.75%	15.00%
Head HS Volleyball Coach					
Head HS Softball Coach					
Head FFA Sponsor					
Group III					
Assistant HS Football Coach					
Assistant HS Basketball Coach					
Assistant HS Wrestling Coach					
Drama (Fall Play & Spring Musical):					
HS Play Director	8.00%	9.00%	10.00%	10.50%	11.50%
HS Vocal Director					
HS Play Set Tech.					
Assistant HS Forensics					
Student Council HS: to qualify for this schedule sponsors must: 1) be an active part of the school government and school services activities; 2) membership and participation in Wyoming State Student council activities; and 3) active for the entire year					
Group IV					
Head HS Cross Country Coach					
Head HS Tennis Coach					
Head HS Golf Coach (fall & spring)	7.50%	8.50%	9.50%	10.0%	11.0%
Assistant HS Soccer Coach					
Assistant HS Track Coach					
Assistant HS Softball Coach					
Assistant HS Volleyball Coach					
Group V					
Assistant HS Cross Country Coach					
Assistant HS Tennis Coach					
Assistant HS Golf Coach					
MS/JH Head Football	6.00%	6.50%	7.00%	7.50%	8.00%
MS/JH Head Basketball					
MS/JH Head Wrestling					
MS/JH Head Volleyball					
MS/JH Head Track					
MS/JH Head Soccer					
FBLA Sponsor					
FCCLA Sponsor					
Cheerleading Sponsor (must cheer at all home events)					
Head Special Olympics Coach					

	0 Exp	1 & 2 Years	3 & 4 Years	5 & 6 Years	7 Years+
Group VI **MS/JH Assistant Football** **MS/JH Assistant Volleyball** **MS/JH Assistant Track** **MS/JH Assistant Wrestling** **MS/JH Assistant Basketball** **MS/JH Assistant Soccer** **Assistant FFA Advisor** **Assistant Special Olympics Coach**	3.50%	4.00%	4.50%	5.00%	5.50%
Group VII **HS Vocal & Instrumental Music**: **Instrumental & Vocal Music** (3 performances) **Special Music Ensembles** (practice after school hours, average 2 hours per week, 5 school-approved performances) **Pep Band** (12 performances at girls & boys basketball, and boys wrestling, and at all home football games) **MS/JH Musical:** **Drama Director** **Musical Vocal Director** **Set Tech Director**	1.50%	2.00%	2.50%	3.00%	3.5%
Group VIII **MS/JH Vocal & Instrumental Music** (3 performances per year) **HS Assistant Set Tech Director**	1.00%	1.50%	2.00%	2.50%	n/a

NON-EXPERIENCE BASED ASSIGNMENTS:	***Current $60,000 base***
District Librarian	3.0%
HS Yearbook **Class Sponsor – Junior** (one for every 50 students at each grade) **Alternative School Class Sponsor** **Student Publications – HS**	2.0%
Elementary Vocal/ Instrumental Music (3 performances per year) **MS/JH Student Council** **UPDATED 2026:** **STAFF-BASED LEADERSHIP ALLOCATION:** 26 positions districtwide, allocated based on certified staff per building **Class Sponsor – Sophomore** (one for every 50 students at each grade) **NHS Sponsor**	1% 1%
Class Sponsor – Freshman (one for every 50 students at each grade) **Class Sponsor – Senior** (one for every 50 students at each grade)	0.50%

EXPLANATION OF EXTRA DUTY SALARY SCHEDULE:

1. This extra duty schedule is not part of the salary schedule.
2. It is recognized that extra duty allowances are made for assignments which require teacher supervision beyond the normal teaching duty schedule, and therefore, the major portion of time involved for the sponsored activities shall occur outside the daily schedule. If time allowance during school is allowed, the extra duty pay may be adjusted accordingly.
3. Crowd supervision, clock operators, scorers, volleyball line judges, football chain gangs, and ticket takers will be subject to administrative scheduling.
4. Assignment of extra duties shall not be part of the teacher's contract where extra pay is involved. These assigned duties will be covered by a separate agreement.
5. Middle School shall be defined as grades 6, 7 and 8 at Torrington Middle School and Lingle Fort Laramie Middle School. Junior High is defined as grades 7 and 8 at Southeast Schools
6. If any break in coaching years, proof of past credit experience must be presented by the coach.

7. No more than four (4) extra duties will be assigned to any teacher.
8. Coaching experience in Goshen County applies to a specific sport. Experience cannot be transferred from one sport to another.
9. Credit will be given for all years of coaching a specific sport whether coach moves from one level to another, from boys to girls or girls to boys, or moves from assistant coach to head coach or head coach to assistant coach in that specific sport.
10. All attendance areas are to comply with the above.
11. All newly assigned extra duties will be paid at the completion of the activity
12. An extra-duty coach/sponsor will be allocated one (1) day of PTO (paid time off) for every fifteen (15) days of a season, to be utilized for an absence during the timeframe of that activity, including Monday through Saturdays. These PTO days will not accumulate or be transferred to another extra duty assignment. Pay will be reduced for coaches/sponsors whose absences exceed their PTO days. This does not include any absences incurred for district professional development. (April 2022 Salary Relations)

As an extra-duty assignment, employees of Goshen County School District No.1 do not acquire tenure or continuing contract status in any extra-duty assignments. The Superintendent and/or Board of Trustees retains the sole and exclusive right to terminate this assignment at any time without the requirement of stating a reason or holding a hearing regarding the decision to terminate the assignment. In the event of a termination prior to the completion of the assignment, extra-duty compensation as set forth above shall be prorated based upon the proportionate part of the assignment that has been completed.

Torrington



LINGLE FT. LARAMIE DOGGERS



PLATTE RIVER SCHOOL RATTLERS





DISTRICT GUIDELINES FOR TIME & ATTENDANCE

frontline education

Employee Responsibilities

- All employees shall be responsible for their own time in the system and for ensuring that the time recorded is accurate. Should corrections be needed, contact your building supervisor as soon as possible.
- If a classified employee is working for the school district, he/she must be clocked in.
- Employees should never work before they have clocked into Time & Attendance or after they have clocked out. The FLSA requires the district to pay overtime to all non-exempt employees who work over 40 hours per week.
- Only the employee will be responsible for clocking in and out for himself/herself. No employee will clock in or out for any other employee.
- Regardless of the situation, any classified employee working with the School District shall clock "in" at the beginning of their workday and clock "out" at the end of the work day or when leaving the work area due to personal reasons. *There are no exceptions.*
- Employees who are attending to personal business must clock out for the period of time they are away from their duties.

Time & Attendance Editing

- No employee will be allowed to edit his/her own time. A supervisor or designated building time-editor is the only person who is allowed to edit an employee's time.

Overtime

- Unless it is an emergency situation any overtime must be **pre-approved** by your supervisor and the superintendent or designee in writing. The "Preapproval for Extra Hours" form must be submitted in advance
- Overtime begins when an employee works more than 40 hours in a week.
- **All efforts should be made during the work week to avoid overtime hours**.

Breaks

- All employees must be clocked out of Time & Attendance for a minimum 20-minute lunch break.
- Breaks are not always possible and thus are not guaranteed for employees of GCSD#1. When breaks occur, they must conform to the following guidelines:
    - Breaks less than 20 minutes are allowed if approved by your supervisor and do not require clocking out and back in.
    - Grouping breaks together to create an extended lunch or early departure is not permitted.

End of Pay Period

- Employees are responsible for reviewing and verifying that time is entered correctly in order to receive a paycheck at the end of each pay period. Verification is completed weekly for electronic submission of timesheets to supervisors for approval.

TIME SHEETS

1. All hourly classified employees and all substitutes (certified and classified) must clock in and out electronically. All timekeeping is done through the Time Management system. Time sheets must be verified and submitted weekly by the employee or substitute.

2. Time sheets will be approved electronically by the supervisor or building administrator each week. Time sheets must be approved electronically by both parties in order to be paid.

Violations of Guidelines

Violations of the general guidelines for utilization of the time system are grounds for disciplinary action including, but not limited to, leave without pay and/or dismissal

ABSENCE MANAGEMENT & SUB SYSTEM INFORMATION

GCSD#1 utilizes the Absence Management automated system. It is a web-based software application for both classified and certified employees. The system can be accessed by phone, smartphones, and through the internet.

All certified and classified employees are to report and schedule absences through Absence Management. This system features the ability to view current leave balances and is the tracking system for all employee leave days. The system will secure an appropriate substitute when one is needed.

The system works anytime and offers the convenience of being able to enter an absence as soon as that absence is known. Employees can call GCSD Absence Management at 1-800-942-3767, or access the website at https://app.frontlineeducation.com/select/. A link to this site is also provided on the GSCD website "staff" section, along with the Quick Start guide. Each building has a secretary who functions as an Absence Management Administrator in order to assist staff and substitutes.

To download the mobile app, search Frontline Education on your smartphone app store (i.e. Google Play or Apple App Store). After downloading the app, you will be asked for a 4-digit code provided by the district. **The code for Goshen County School District is: 7354**

The app has the same features at the internet site, including a dashboard showing your current leave balances, leave used to date, and timesheets. Timesheets can also be verified and submitted via the app, as well as scheduling an absence.

Administrators can also use the functionality of the app to approve absence requests, see a daily report including absences in their buildings and unfilled jobs, and also approve timesheets submitted by employees.
Enter the specific dates and times of your absence, leave special instructions, and attach documents for the substitute if needed. Absence Management will call on the appropriate substitutes to fill absences.

Employees have the ability to create their own preferred sub list, and to prearrange subs. If an absence is entered for a leave category requiring preapproval (i.e. PTO or vacation), the supervisor will receive an email in order to approve the request.

Transportation and Food Service employees will enter their absences, with supervisors arranging the subs. All substitutes (classified and certified) are required to log in and out of the Time Management timekeeping system.

STAFF SAFETY TRAINING & SUBSTITUTE SAFETY TRAINING

PUBLIC SCHOOL WORKS Goshen County School District #1

GCSD #1 is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the Public School WORKS online staff training system and can be completed at the convenience of the employees.

All district staff members and all substitutes are required to view and complete training modules such as bloodborne pathogens, suicide prevention, discrimination, sexual harassment, student privacy, and social media. Training modules are determined by the State of Wyoming, IDEA, or OSHA, and will correlate with your job. Completions will be emailed to your supervisor, and you will also receive reminder emails of approaching deadlines.

The Public School Works online library contains other optional courses that you may access should you desire more training or information. If you need assistance, please contact Loreen at Central Administration, or call PSW on their toll-free number at 1-866-724-6650.

FLEXIBLE SPENDING ACCOUNT ELECTIONS

GCSD#1 offers a Flexible Spending Account (FSA) for all employees. A reminder will be sent out to all district employees each October asking for their annual enrollment and election amount in the plan. Once an election is made, it will be divided by the total number of payroll payments you will receive each year from the district. These deductions come out of your paycheck prior to any federal income tax deduction, FICA deduction or Medicare deduction.

Qualifying expenses include all out of pocket medical for you and your family, and any dependent care or elder care expenses. There is a maximum annual election for dependent care, and a maximum annual election for out-of-pocket medical per current IRS regulations. It is the employee's responsibility to file for repayment of these elections based upon all applicable rules.

ADDITIONAL RETIREMENT ELECTIONS

GCSD#1 has a 403(b) plan established. If you would like to have pre-tax deductions taken from your paycheck each month and deposited with your retirement account representative, the district payroll office can facilitate this upon the receipt of the appropriate withdrawal paperwork. Qualifying deductions will be deducted from your check pre-federal income tax only.

You may also set up a deferred compensation 457 plan through the Wyoming Retirement System, using pre-tax or post-tax contributions. All employees qualify for these benefits. Contact the payroll office for more information.

LOST PAYCHECKS

If a paycheck is lost in the mail, a replacement check will be issued after the first day of the following month. GCSD#1 encourages all employees to utilize direct deposit as a solution to this potential problem.

EMPLOYEE SALARY REQUESTS FROM A THIRD PARTY

Wyoming's Public Records Act requires that public school records be open for inspections by any person at reasonable times. On advice of our legal counsel, Goshen County School District No. 1 will comply with requests to disclose both the names and salaries of its employees upon proper request. The following procedures will be used when a request is received:

1. We will require that the individual making the request put it in writing (form is at Central)
2. We will notify the individual employee(s) that the request(s) was made
3. Requests will be responded to in a timely manner
4. Individuals making the request will be charged a copy fee and an hourly rate if the request requires substantial time to comply with the request

Request for Salary Information

I, _____, am requesting salary information on Goshen County School District No. 1 employee ___ _____.

This employee shall be notified that you are inquiring about his/her salary.

_____ _____

(Date) (Signature)

If you have any questions in regard to any of the above items, please call the HR/Payroll Office at 532-2171

STAFF AS STUDENT ACTIVITY CHAPERONES

Any employee who does not have an extra-duty assignment as an activity sponsor and wishes to serve as a student chaperone for an event will be required to use PTO or vacation unless the district requires his/her attendance.

SNOW DAYS

If state or county-maintained highways and roads are open, employees are responsible for being at work. PTO or a vacation day must be taken if public roads are open and the employee chooses not to travel.

EMERGENCY CLOSINGS – DISTRICT POLICY 3611.12
* includes information for remote education days/events*

When school is canceled due to inclement weather, the decision will rest primarily with the transportation supervisor, the superintendent, and the administrator responsible for the attendance area.

Principals or designee also have authority to evacuate schools for reasons of disaster, threats, or "Acts of God".

When school is dismissed, all activities, practices, performances, and games will be canceled for that day with the only exception being regional and state culminating events. The decision will then be made by the transportation supervisor, the administrator in charge of the culminating activity, and the superintendent. All factors considered, the basic consideration will be the safety of the students traveling.

In the case of a remote education learning day being called, the superintendent, transportation supervisor, principals, and athletics directors will review current road conditions and upcoming weather impacts to determine if extracurricular high school activity or athletic events including practices can be safely held. The decision will be made two hours prior to the start time for home events, or two hours prior to the departure time for away events requiring travel. The Wyoming Department of Transportation road conditions map must show road conditions are clear for travel (cannot say "no unnecessary travel").

Events or practices on a remote education day will not be mandatory for students, parents may excuse their student if desired, and coaches/sponsors will have the ability to determine if practices will be held.

Communication on school closings, delayed start time, or early dismissal will be announced via Goshen County School District website, Goshen County School District automated messaging system, and local and regional radio and television stations. Morning announcements will begin as soon as possible, preferably by 6:00 a.m. for late starts and cancellations. Early dismissal notifications will occur immediately once decisions are made to release early.

JURY DUTY

District employees served with an official court summons to appear as a witness or juror in a case not related to their personal legal actions will be granted the necessary time for appearance without loss of pay or paid time off (PTO). Fees paid by the court system (not to include travel allowances) for service as

a witness or juror shall be reimbursed to the district by the individual. Employees are to submit a copy of the court voucher/warrant indicating payment for service to the payroll office.

COACHING & VOLUNTEER COACHING INFORMATION

Certification

All district coaching positions require appropriate Wyoming certification. Failure to maintain current coaching endorsements is an accreditation issue. Current coaching requirements include coursework including Care and Prevention, Principals of Coaching, Theory of Sport, current first aid and CPR, and other applicable coursework. Information regarding how to add a coaching endorsement is available at the Central Office, or through the Professional Teaching Standards Board website at www.wyomingptsb.com

Coaching staff working under a transitional coaching permit are required by the district to provide documentation annually that the required coursework is being completed in order to obtain full licensure through PTSB. Courses to complete a transitional permit are available at the WCA summer clinic or through NFHS.

Volunteer Coaches

Volunteers who wish to assist a team must provide a copy of a current Wyoming coaching permit related to the specific sport to the Central Office and maintain a current first aid/CPR card. Volunteer coaches are allowed only at the discretion of the building administrator and activity director.

STUDENT ACTIVITIES AND ATHLETICS DURING HOLIDAYS
DISTRICT POLICY 5131.70 – INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

1. Athletic activity and school activity policies for Goshen County School District No. 1:

    A. There will be no athletic contests or school activities scheduled during the four major school holidays of the year. These holidays are Labor Day, Thanksgiving, Christmas, and Easter.
        i. Each holiday will begin at midnight on the day following dismissal for the holiday and will end at 8:00 a.m. on the day on which school reconvenes except Labor Day (below).
            1. If there are no school days after the last weekend of competition, the break will start at midnight on Saturday.
        ii. The Labor Day holiday will begin at midnight of the Saturday preceding Labor Day and end at 6:00 p.m. on Labor Day.
        iii. Easter ends at 4:00 p.m. on the Monday following Easter (optional practices may be held.
        iv. If an exception is to be made to the policy, they must have prior approval by the Board of Trustees.

    B. There will be no athletic or activity practices, open gyms, or school activities held on Sundays, Labor Day, Thanksgiving Break, Good Friday, or New Year's Day.
    There will be a five (5) day moratorium on all athletic or activity practices, open gyms, and school activities during the Christmas break including two days prior to Christmas Day, Christmas Day, and two days following Christmas Day. This will include any days that fall on a weekend.

i. The superintendent, in conjunction with the school activity director, may request consensus from school board members to allow practice on a Sunday if a culminating event will be taking place on a Monday.
ii. The building principal and superintendent may approve team-building activities scheduled on a Sunday, provided details and all arrangements for the activity are submitted in writing to the principal in advance.

DISTRICT ACTIVITIES ADVISORY COUNCIL
DISTRICT POLICY 6145.00

Goshen County School District No. 1 student activities are learning experiences and are an integral part of the total District curriculum. Student activities include athletics, clubs, and organizations providing opportunities for students to explore areas of interest and skill, as well as opportunities to learn teamwork, sportsmanship, discipline, leadership, pride and fairness.

DISTRICT ACTIVITIES ADVISORY COUNCIL (DAAC):

This Activities Advisory Council shall be convened and chaired by the Superintendent or designee. It shall be comprised of secondary principals, activity directors, Business Manager, and one GCEA representative.

In general, council members will have responsibilities to maintain communication with those they represent and will advise the Superintendent and the Board regarding student activities/athletic issues brought to the council by student activity and athletic committees including but not limited to the following:

1. Review changes or recommendations to extra-duty assignments/salaries:
    a. The activity group or sponsor will request a review of the current extra duty compensation in writing to the DAAC Committee using the District Activity Extra Duty Compensation Review Request form (Exhibit 1)
    b. The district will accept requests for review of activity compensation every two years involving staff input and interviews by EMS beginning 2016-2017. If approved, compensation adjustment would be effective the following school year.
    c. The DAAC Committee will make a determination if the request(s) should be submitted to EMS for analysis for possible recalculation of placement on the compensation schedule.
    d. EMS will report back to the DAAC Committee with its recommendations and any proposed changes by the DAAC Committee will be presented to the Salary Relations Committee.
2. Consider need and/or implementation of new program(s) and extra duty positions
3. Review whether existing student activity/ athletic programs should be deleted
4. Review of all newly developed or revised student activity/athletic programs
5. Provide the Board of Trustees with recommendations regarding student activity/athletic programs
6. Plan for long-term development and review of student activity/ athletic programs on a yearly basis

The District Activities Advisory Council shall be responsible for monitoring adherence to the following guidelines:

1. Consistency of student activity/ athletic programs with the mission and student performance standards of the district
2. Encouragement of creativity, innovation, and site-specific initiatives at individual schools as they address District student activity/ athletic programs

3. Compliance with District guidelines in the selecting of materials to support the student activity/ athletic programs

The District Activities Advisory Council will write its own operational rules.

STUDENT ACTIVITY/ ATHLETIC COMMITTEES:

Student activity/ athletic committees shall consist of professional educators who are knowledgeable of the student activity/ athletic programs to be developed, revised, or deleted**,** and who represent schools and grade levels which will be involved in implementing the student activity/ athletic programs.

Student activity/ athletic committees prior to presentation of their proposals to DAAC, will include:

a. Establishing a timeline for the accomplishment of their tasks
b. Conducting research utilizing recent theory and research
c. Gathering input from stakeholders
d. Preparing a written plan for the full implementation of the program

TIME-LINE OF PROCEDURES FOR DEVELOPMENT, REVISION, OR DELETION OF STUDENT ACTIVITIES/ ATHLETICS:

September - October

A student activity/ athletic idea and/or activity issue is presented to the building principal or Activity Director. The student Activities/Athletic Committee, principal or activity director will share this proposal with the District Activities Advisory Council.

January

The student activity/ athletic committee will submit a written report and also present their information at the January meeting to the District Activities Advisory Council. The report is to include all the above items (a-d)

The Student Activities Advisory Council will review the report by the last Monday in January, and if approved will make a written recommendation to the Superintendent.

Monetary items including additions, revisions, and/or deletions to any program or to any extra duties will be submitted to the Superintendent or designee for presentation at annual negotiations and will follow standard negotiation procedures. Non-monetary items will be submitted to the Board of Trustees by the Superintendent.

May

The Board of Trustees will have final approval of all recommendations from the District Activities Advisory Council.

GENERAL GUIDELINES:

The building principal/ activity director/ designee will guide the implementation of all Board approved programs. Any requested changes in newly approved programs are submitted to the District Activities Advisory Council for their consideration. New programs will be reviewed and evaluated by the District Activities Advisory Council after one year of implementation at which time any program changes will be taken into consideration

VOLUNTEERS IN SCHOOLS

All volunteers are required to complete the School Volunteer information form (District Policy 1215.00) annually prior to volunteering in schools (including field trips) or acting as a volunteer coach. Screening is completed by the Superintendent, with a copy of the form returned to the school. Please have this form completed in advance of the activity to allow time for processing.

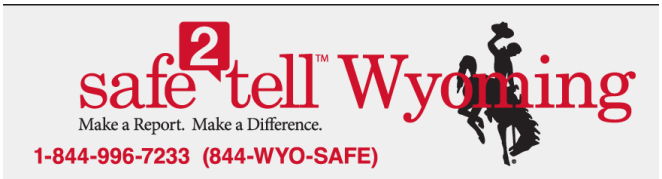
INDIVIDUALS IN CRISIS

The district recognizes that suicide and suicide-related behaviors/ mental health challenges pervade all of us worldwide. Students or co-workers identified as displaying suicide-related behaviors are in need of immediate help that will allow them to be more successful, not only in an academic environment, but within their communities.

If you know someone who might be exhibiting the behaviors listed below, please report this to school personnel or contact Safe2Tell (1-844-WYO-SAFE) or www.safe2tellwy.org

All teachers at GCSD #1 are required to be trained in identifying individuals who may be in crisis.

- Threatening to hurt oneself or hurting oneself
- Talking or writing about death
- Agitated, anxious, hopeless
- Anger, withdrawal, unable to sleep
- Mood changes
- Chronic Illness
- Alcohol or drug abuse



PARENTAL LEAVE
DISTRICT POLICY 4325

Immediately following the birth or adoption of a child, and when the equivalent of five (5) days of paid time off (PTO) or when applicable to the employee's classification, converted to the appropriate number of hours, has been used, an employee will be provided an additional fifteen (15) days of paid leave. Unused PTO can be used for extended parental leave.

Employees who work fewer than 12 months may not access parental leave during the summer break. Employees who utilize parental leave will not be allowed to perform extra-duty assignments during this time and are responsible for coordinating coverage with their activity director and the superintendent. All parental leave is also considered FMLA leave and will run concurrently (not in addition to) with the 12 weeks of family medical leave that employees may take pursuant to the Family Medical Leave Act (FMLA). Staff desiring to use parental leave should notify the superintendent in writing of their request and also request usage of FMLA.

MEDICAL LEAVE BANK
DISTRICT POLICY 4330.00

District employees who are provided with leave benefits may choose to participate in the medical leave bank. All eligible employees (permanent employee, regardless of hours assigned) will be included in the medical leave bank program unless they elect to opt out. Only employees choosing to participate in the medical leave bank program will be eligible to draw days from the bank.

For the purposes of this policy immediate family is defined as spouse, cohabitant partner, and child. Child means a biological, adopted, or foster child, a stepchild, or a legal ward.

Eligibility to draw medical leave days from the bank will be based on the following stipulations:

1. Enrollment into the Medical Leave Bank:
    a. New employees have thirty (30) days from their date of hire to opt out of contributing the equivalent of one (1) paid time off (PTO) day into the medical leave bank to be drawn on by the employee experiencing a catastrophic illness of a personal nature or the catastrophic illness of an immediate family member.
    b. A PTO day for a part-time employee will be equivalent to the employee's average daily hours worked.
    c. The district, on behalf of each eligible employee, will deduct the equivalent of one PTO day within the time frame provided above unless the employee executes a Medical Leave Bank Opt-Out form (Exhibit 2).
    d. Employees who have accrued the maximum number of PTO allowed (75 days) may opt out of donating excess days (Exhibit 2).

2. Bank days may not be drawn until the employee has used all leave available to the employee.

3. Bank days may not be used for maternity purposes unless the absence is due to medical treatment for complication of the mother.

4. Employees receiving benefits from the Wyoming Workers Compensation Board may not access the medical leave bank.

5. After returning to work, an employee may request additional days from the medical leave bank for follow-up medical appointments associated with the prior illness. The request will be considered by the Director of Human Resources upon receipt of written verification from a medical professional.

When the number of available days in the medical leave bank falls below one hundred and fifty (150) days, Human Resources shall provide notice that an additional contribution of one (1) PTO day is requested from participating employees. An extension will be provided to an employee not having PTO available at the time a call for days is made. The extended day will be deducted from the employee's leave days once earned.

In the event a member chooses not to contribute, that person must provide written notice to Human Resources through completion of the Medical Leave Bank Opt-Out Form (Exhibit 2) that they wish to be excluded from the medical leave bank. An employee's decision not to contribute must be made in writing within thirty (30) days of date of hire for new employees, or within ten (10) days of a call for additional days (whichever is applicable).

The following are the numbers of days of medical leave bank access that will be allowed to employees per each year of continuous employment with the district:

- Employees in their 1st year of employment – 5 days maximum
    - must have worked and be in attendance for a minimum of 5 days in district
- Employees in their 2nd year of employment – 40 days maximum/ cumulative
- Employees in their 3rd year of employment – 60 days maximum/ cumulative
- Employees with four or more years of employment – 80 days maximum/ cumulative

Employees may be eligible for a cumulative total of eighty (80) days maximum from the medical leave bank during their employment with GCSD#1, including any breaks in service.

Open Enrollment

Open enrollment will be made available August 1–August 31 for current employees who previously opted out. Contact Human Resources to enroll.

Application for Medical Leave Bank Days and Appeals

An employee who has exhausted all available leave and wishes to request medical leave bank days must do so in writing to Human Resources using the Application for Medical Leave Bank Days Form (Exhibit 1). The application must state the reason(s) for the request, the nature of the illness or injury necessitating the request, the number of days requested from the bank, and written verification from a medical professional.

The criteria used to determine the need for leave shall follow sections 825.113 to 825.121 of FMLA regulations about serious health conditions and shall not apply to routine medical examinations, such as a physical, or to common medical conditions, unless complications develop.

In the consecutive school year, an employee who has used seven (7) days of paid time off (PTO), or the equivalent number of hours based on their job classification, as a result of the specific health condition that required medical leave bank days in the previous year, may submit a written request to access the medical leave bank for leave originating from the same health condition. The request must be submitted to Human Resources using the Application for Medical Leave Bank Days Form (Exhibit 1).

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

FAMILY AND MEDICAL LEAVE
DISTRICT POLICY 4152/ 4252

Employees who have worked for the district for at least twelve months and who have worked at least 1,250 hours during the twelve-month period immediately preceding commencement of leave are eligible for Family and Medical Leave. Employees meeting these criteria are eligible for unpaid leave, or paid leave if it has been earned, for a period of up to twelve work weeks (sixty workdays) during any twelve-month period.

For the purposes of this policy, “the twelve-month period” is defined as the period of time immediately preceding the leave. FMLA is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.

2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness, as provided by federal rules.

If spouses are employed by the district, they may together take only 12 weeks for FMLA leaves when the reason for the leave is Item 1 (birth or first year care) or Item 2 (adoption or foster placement) as listed above, or to care for a parent with a serious health condition. For example, if a husband takes 6 weeks of FMLA to care for his mother, then the wife can only take 6 weeks to care for her father.
If spouses are employed by the district, they may take a combined total of 26 weeks for Item 6 (covered service member) as listed above. An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Definitions (please see district website for complete list of definitions)

a. Eligible Employee. An employee who has been an employee of the district for at least 12 months and has worked at least 1250 hours during the 12 months immediately prior to the date the leave begins.
b. Child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child must be under 18 years old, or 18 or older and incapable of self-care because of a mental or physical disability.
c. Parent. A parent is the employee's biological parent or someone who stood in loco parentis (in place of a parent) to an employee when the employee was a child.
d. Serious Health Condition. A serious health condition is:
    1) an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider; and/or
    2) any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; and/or
    3) a condition requiring continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

    Note: Serious health condition does not include minor illnesses that last only a few days and surgical procedures that typically do not involve hospitalization and require only a brief recovery period.
e. Covered Active Duty:
    1) In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign county; and
    2) In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10

Where the need for leave is foreseeable based on birth, adoption, or foster care placement of a child, the employee must provide the district with at least 30 days' notice before the leave begins, unless it is not

possible because the birth, adoption, or foster care placement affords less notice, in which case the employee must provide notice as practical. Leave resulting from the birth, adoption, or placement of a child must be taken within twelve months of the birth, adoption, or placement. Leave for foster care placement requires a formal agreement between a State agency and the foster family regarding care of a child.

When leave is foreseeable based on planned medical treatment of a family member or for the employee's own treatment, the employee is required to give 30 days' notice, where possible, or notice as is practical, and the employee is required, subject to the approval of the health care provider, to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the district.

Intermittent leave or leave on a reduced leave schedule may not be taken by an employee whose leave results from the birth, adoption, or placement of a child, unless medically necessary. When leave is taken to care for a sick family member, or as a result of an employee's serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

REPORTING ACCIDENTS OR INJURIES

All accidents or injuries involving district staff or students must be reported immediately to the Business Office on the School Risk Retention Program "Incident/ Injury Report" form. This form is available at each building from the school nurse.

If you have any questions about reporting procedures, please contact the Business Office.

WYOMING WORKER'S COMPENSATION ACT

IN THE EVENT OF A WORK-RELATED INJURY:

1. If you are employed in one of the categories below and are injured on the job, submit the completed SRRP Incident/Injury report form to Human Resources **within 72 hours** of the incident. You must verify and sign the "Wyoming Report of Injury" form as completed by HR **within 5 days** of the incident. All forms and assistance are available through Human Resources.

2. Employees of the district who are currently covered under the Wyoming Worker's Compensation Act are:
    a. Teachers with potentially hazardous situations (i.e. chemistry, vocational classes, etc.)
    b. Special education teachers and special education paraprofessionals working with special education students
    c. Cooks
    d. Nurses
    e. Bus drivers, transportation maintenance workers, and mechanics
    f. Custodians and district maintenance workers

3. The Worker's Compensation Division makes all determinations regarding medical claims and lost wages.

The filing of an injury report is not a claim for lost wages or any other workers' compensation benefit. You must apply for benefits. For more detailed information, contact Human Resources or Wyoming Worker's Compensation at 307-777-7441.

REQUESTS FOR TRAVELING OUTSIDE THE DISTRICT & PER DIEM

Travel Request Process

The district has eliminated paper-based travel requests and now uses the **Flow Forms online system** to submit, approve, and track travel and professional development requests. The process begins with the employee submitting an online request. The form routes the request for electronic approvals and coordinates the necessary arrangements with Central Office and Transportation, as applicable. These arrangements may include hotel accommodations, travel, conference registration, per diem, and district vehicle requests.

Flow Forms provides instructions and next steps through email notifications and confirmations. Employees are responsible for monitoring these communications and completing any required follow-up actions. The Flow Forms link is available on the district website under Staff Resources:
Professional Development Proposal – Flow Forms

Travel Request Submission Deadlines

Travel requests must be submitted within the following time frames:

- **Out-of-state conferences:** Submit requests at least 3–4 months before the conference date.
- **In-state conferences:** Submit requests no less than one month before the conference date.

Per Diem

GCSD#1 provides a per diem for eligible expenses incurred while traveling outside the district when travel exceeds one day in duration. Meal reimbursement is based on the location of the conference or other approved travel destination. Hotel accommodations will be prepaid by the district. A district credit card will be available for eligible travel expenses, such as airport parking and transportation to and from hotels and airports.

Post-Travel Requirements

Upon returning from the conference, employees must complete the following steps:

1. Return the district travel credit card to Central Office.
2. Submit all credit card receipts to Central Office.
3. Update the per diem information in Flow Forms, as applicable (i.e. conference provided meals).
4. Complete the conference evaluation form electronically through Flow Forms. The system will send an email reminder after the conference.
5. Submit any eligible expenses requiring reimbursement (mileage, baggage check fees)

Reimbursement checks are issued weekly on Tuesdays.

Professional Development on Non-Contract Days

Certified staff members who attend required district-sponsored professional development requiring travel or attendance on non-contract days will be paid $250 per day, as applicable. Employees must complete a Work Beyond form and submit it to their administrator for approval when this provision applies.

DEPARTURE TIME FROM GOSHEN COUNTY FOR OUT OF DISTRICT PROFESSIONAL DEVELOPMENT

If the start time of a conference or professional development event and the distance to travel is such that staff would be required to leave Goshen County prior to 5:00 a.m., employees may leave the night before with completed Travel Requests/Per Diem forms and hotel arrangements made in advance.

If travel includes a mountain pass during the winter, departure time is to be scheduled to be over the mountain pass before sundown. Employees are not to travel over a mountain pass if the state snowplows are not working or other hazardous travel conditions are noted on state highway department websites. The Wyoming Department of Transportation Road Conditions map must show road conditions are clear for travel (cannot say "no unnecessary travel").

GOSHEN COUNTY SCHOOL DISTRICT IN-DISTRICT MILEAGE CHART

Staff members using personal vehicles for district business must obtain approval from with their supervisor. All preapproved mileage reimbursements must be turned in monthly on the district Mileage Reimbursement form.

	Lincoln	Trail	TMS	THS	Southeast Schools	LFL Schools	Central Office Tech & OSS	LaGrange
Lincoln	0	0	0	0	15	11	0	37
Trail	0	0	0	0	15	11	0	37
TMS	0	0	0	0	14	9	0	35.5
THS	0	0	0	0	14	9	0	35.5
SE Schools	15	15	14	14	0	22	14	25
LFL School	11	11	9.5	9.5	22	0	9	41.5
Central Office Tech & OSS	0	0	0	0	14	9	0	35.5
LaGrange	37	37	35.5	35.5	25	41.5	35.5	0

This chart indicates one-way travel between sites.

STUDENT FIELD TRIPS & ACTIVITY TRAVEL
DISTRICT POLICY 5147.00

The following guidelines are set to implement the planning of field trips as part of and directly related to classroom learning activities:

1. Definition of a field trip: Any extended classroom activity requiring district transportation that is well-planned and properly timed. Each field trip must have significant educational value for the student or must be part of a school curriculum and must be limited to a reasonable traveling distance with approved drivers being available.

2. Definition of reasonable traveling distance:
   a) K-2 field trips should not take any time beyond the time students are at school from 8:00 a.m. to 3:30 p.m. and are not to exceed 150 miles one way.
   b) 3-12 field trips should not be longer than 10 hours and are not to exceed 250 miles one way.
3. The building principal and superintendent approve all field trips within the following guidelines:
   a) All arrangements for field trips must be submitted on activity field trip request forms and have the approval of the school principal.
   b) Field trips will be approved if drivers and buses are available. Priority will be given to the earliest request submitted to the Transportation Office.
   c) Private transportation will be avoided.
4. All field trips must be within district and/or building budgetary allotments. Transportation costs for approved field trips will be paid for by the district. Students may be asked to pay all or part of the expenses of field trips, provided participation in the trip is not a mandatory part of the instructional program.
5. Each child who goes on a field trip must submit prior signed parental permission (Ex 2), or documented parent/guardian contact and administrator or designee approval, to the sponsor of the field trip prior to the field trip. Students in grades 9-12 will be able to opt-out of a field trip rather than opt in.
6. Enough supervision must be provided so that student needs and safety is ensured and discipline on the trips is effective. Volunteers are required to submit District Policy 1215 (School Volunteers) information form and be cleared by the Superintendent prior to the trip.
7. If the student is in out of school or in school suspension, the student would not attend the field trip.
8. Failure to allow a student to attend a field trip denies access to a Free Appropriate Public Education (FAPE). The expectation is that all students will attend all field trips. If there is a question regarding the safety and security of the student, a meeting will be scheduled with the parent/guardian, building administrator, and teacher to create a plan for possible alternative access to the field trip. In situations where there is not consensus, the final determination will be made by the building principal in conjunction with the superintendent.
9. Field trips that exceed the above mileage or time guidelines may be approved if the trip is educationally significant and aligns with district goals and approval is granted by the Superintendent in consultation with the building principal.

Please note – the current electronic form to request approval of a field trip is available on the district website by going to resources/staff/forms. Complete, print and submit it to your principal for approval.

EXHIBIT 1 Code: 5147

FIELD TRIP REQUEST FORM
(to be completed for all trips requiring bus transportation)

Teacher(s) Requesting: _____ Date: _____

Class(es) Participating: _____

Trip Destination: _____

Location: _____

Date of Trip: _____

Time & Mileage Definitions:
Grades K-2 8:00 am – 3:30 pm & Not to exceed 150 miles one way
Grades 3- 12 No more than 10 hours & Not to exceed 250 miles one way

Trip Departure Time: _____ ☐ am ☐ pm
Trip Return Time: _____ ☐ am ☐ pm

Does this trip require Board approval? ☐Yes ☐ No

Reasons for Trip: List curriculum standards and benchmarks that will be addressed. *(Examples: 5-LS1-1 support an argument, 5-LS2-1 develop a model, 4-ESS1-1 identify evidence…)*

Registration costs or other expenses related to the trip, including cost of driver, substitute teacher, substitute paraprofessional, etc.

Principal's Approval: _____ Date: _____

Superintendent's Approval _____ Date: _____

Request Denied: _____

Reason for denial: _____

Written parent permission must be obtained for each student in grades K-8 participating on each trip. Use Exhibit 2.

The approving administrator will submit an electronic transportation request. If the trip requires students to be gone during the lunch period, the building administrator will inform the kitchen staff in writing, with a copy to the school secretary.

Revised: September 28, 1999
July 15, 2003
April 14, 2015
October 31, 2016
January 14, 2020

Goshen County School District No. 1, Goshen County, Wyoming

BUS RIDER RULES AND SUPERVISION GUIDELINES

The unique nature of activity trips and field trips mandates special rules and procedures. Adjustments benefit the programs involved as well as the riders, student sponsors and drivers. These guidelines and rules clarify the

relationship between the bus driver whose primary responsibility during the trip is safe transport of students, coaches and sponsors whose primary responsibility is student management.

Supervision - The ultimate decision regarding bus conduct, cleanliness, stops, etc. rests with the bus driver. Whenever there is an extra-curricular activity or field trip, there should be one or more coaches or sponsors who ride the bus. The driver and the coach/sponsor in charge of the trip should discuss the trip itinerary, where planned stops will be and review the approximate schedule so that both understand it before the bus leaves the school. The Transportation Supervisor shall be informed of the route the bus will travel to get to the event.

Discipline - To ensure safety guidelines are met, the driver has the final authority for discipline. However, the coach/sponsor most familiar with the students/athletes should be the person who takes first responsibility for monitoring behavior of the athletes on his/her team or the students in his/her class. This coach/sponsor should, immediately upon boarding the bus, identify him or herself to the driver.

Head Count & Roster - A roster shall be provided to the driver before leaving for the trip. Coaches/sponsors should do a head count prior to leaving for the return trip and account for all students before the bus leaves and update the roster for the driver. The coach/sponsor is responsible for giving the driver the information that all riders are on the bus and ready to begin the rest of the trip.

Separate Student Seating & Seating of Teachers/Coaches/Sponsors - On any school sponsored trip consisting of boys and girls, students should ride with one gender in the front and the other in the back of the bus. This is particularly important when the primary coach/sponsor for a specific team is not on the bus, i.e. when the boys team and the girls team from the early games are returning before the others, and one of their coaches/sponsors is staying behind.

When there is only one teacher/sponsor/coach accompanying students, that individual should be seated near the back of the bus so all students are visible. In instances where there is more than one teacher/sponsor/coach accompanying students, one individual should ride in the middle of the bus, and one in the back of the bus.

Loading and Storage - Never block the aisle of the bus for any reason and at any time. Students may not place or store equipment or clothing in the aisle, by the emergency exits, or on the back ledge and compartment. Students cannot sit or lie down in these areas. This is one of the most important safety concerns that drivers and coaches/sponsors should share.

Coaches/sponsors and drivers should make sure that all equipment carried inside the bus is safely stowed within the compartment formed by the bus seats. Objects stored in overhead racks should be secure so there is no risk of injury to the riders. The bus driver must approve storage arrangements before the bus moves. Emergency exits must remain unblocked at all times.

Movement on the Bus - Riders must remain seated facing forward with their feet out of the aisle and within the compartment formed by the seats. On long trips it is understood that there may be a need for coaches/sponsors to move about the bus to talk with various individuals. Coaches/sponsors may call individuals forward to talk with them. In such cases it is important to move and be seated safely as quickly as possible. Standing up for any length of time on the bus while it is in motion is dangerous and drivers cannot allow it.

Noise - Noise can be a serious and dangerous distraction to the driver. While individuals have different tolerance levels for noise, a steady background level of conversation between students is not a problem. Sudden loud conversations across widely separated areas of the bus, or squeals and shouts distract the driver's attention from driving and cannot be allowed.

Music - The driver may, at a coach's/sponsor's request, turn on the radio. Students frequently bring personal music devices and are encouraged to use these with headphones. In no case should students play "boom boxes" on the bus.

Locker Room - A school bus is not to be utilized as a dressing room. Riders or participants need to find an appropriate dressing room upon arrival at the school event.

Cleats/Spikes - Athletes are not allowed to wear, put on, or remove shoes with spikes or cleats on the bus. Athletes who damage buses with their spikes/cleats will be charged a damage fee.

Food and Drinks - Consumption of food and drinks is generally not allowed on buses. The only time that students will be allowed to eat on the bus is when that arrangement is made in advance. The driver and coach/sponsor should discuss when the group will eat and plan clean up procedures in advance. A primary reason for this strict rule is the difficulty with cleaning up pop spills, sunflower seeds or ice cream spills. No student should be allowed to bring glass containers on the bus.

Clean Up - Drivers will have cleaning materials and towels for cleaning up spills on the bus. Coaches/sponsors should designate students to clean up duty on the bus. The coach/sponsor and driver should inspect the bus for problems prior to the driver returning the bus to the garage at the end of a trip.

Reading Lights and Electronic Devices - Reading lights and flashlights are permissible. No TVs are allowed on the bus. Portable electronic devices are allowed i.e. iPads, portable DVDs, laptops.

Team or Group Members - All individuals riding a GCSD bus should know and understand that their coach or sponsor is primarily responsible for maintaining discipline on the trip; the driver has the final authority for discipline.

THE DRIVER HAS AUTHORITY ON THE BUS AND THE FINAL WORD ON ANY DECISION.

2026 - 2027 CERTIFIED STAFF INFORMATION

WORK BEYOND CONTRACT DAYS – PAYROLL INFORMATION CERTIFIED EMPLOYEES

With prior written approval, a teacher may be able to work during non-contracted days and/or beyond contract days/hours at a rate of $30.00 per hour to a maximum of $225 per day (7.5 hours). Included work is as follows:

- Curriculum (grade level, vertical/horizontal teamwork)
- Assessment
- Lunch supervision of students during your duty-free lunch
- Coverage during a planning period
- After School detention
- District-required professional development

Certified staff traveling on non-contract days for district-sponsored professional development that requires travel/attendance on non-contractual days will be paid at the rate of $250 per day.

District administrators working outside their annual contract will be compensated at the rate of $262.50 per day for travel. Hours for any work beyond the teacher contract days, assigned co-curricular days, and or extra duty days must be turned in on the "Work Beyond Teacher Contract" report form.

All "Work Beyond Contract" forms must be accompanied by a sign-in sheet with the employee's signature on it. An employee signature MUST accompany the payment sheet in order to be processed and paid. Once the form is completed, the building administrator or supervisor must approve and sign the sheet prior to submitting it to the Payroll Office. "Work Beyond Contract" forms are due monthly by the end of the established payroll due dates. Forms received after the end of a payroll period will be paid in the payroll period in which it is received.

Forms are available on the district website on the Resources/ Staff / Forms page.

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
DISTRICT POLICY 4112.10

All compensation shall be at rates established by the board. All certified employees shall be paid in keeping with the salary schedules approved by the board. The board shall review the schedules annually and voluntarily meet with recognized representatives of the staff to discuss matters of salary and benefits and other topics which are mutually agreed upon.

The superintendent shall have the prerogative to place new administrators on the administrators' schedule, within guidelines set by the board. The superintendent shall be paid as determined by the board.

Individual Contracts

The Wyoming Teacher Employment Law defines the status of teacher contracts, the procedures for reviewing or terminating teacher contracts, the rights and responsibilities of teachers and the board in the area of contracts, and procedures for suspension, dismissal, or termination of a teacher.

All terms and conditions of contracts with certified staff members shall conform with the requirements of the statutes. Pursuant to Wyoming Statute 21-7-107, all certified staff are required to notify the superintendent of an intent to resign their position for the upcoming school year by giving written notice on or before May 15.

If any of these employees breach their contract by tendering resignation after May 15, or by failing to complete and provide services for the entire school year under contract, employees shall not be deemed eligible to receive any severance benefits for the employee's breach of contract. The GCSD Board of Trustees may waive this penalty due to a medical disability incurred by the employee based upon provided documentation.

CERTIFIED STAFF ASSIGNMENTS AND VOLUNTARY TRANSFERS
DISTRICT POLICY 4115.00

Certified staff who desire a change in assignment shall file a written statement with the Superintendent. Such statement shall include the grade and/or subject the certified staff member desires to be assigned. Individual names will be kept confidential upon request to the Superintendent until any potential opening(s) are discussed with the individual.

ADMINISTRATIVE REGULATION

1. The superintendent shall post a list of all current vacancies (including new positions) in all school buildings and via the online job application system. Current district staff will be notified weekly by email of current job postings.

2. All internal transfer requests will be assessed by the building administrator with the available opening based on the following criteria
    a) Administrative recommendations
    b) Teacher's competency
    c) Teacher's educational qualifications and experience
    d) Responsibilities of the position
    e) Academic qualifications shall receive priority over extra-duty assignments
3. If determined by the building administrator that it is in the best interest of the school district to not grant the transfer request, the teacher will be personally informed regarding the administrator's decision.

INVOLUNTARY ADMINISTRATIVE TRANSFERS
DISTRICT POLICY 4115.10

An involuntary transfer is initiated by the Superintendent or designee.

ADMINISTRATIVE REGULATION

Involuntary transfers may be initiated as a district effort to best meet the educational needs of the district.

A. If there is the need for a specific endorsement within the district, the procedure to be followed in a transfer of this type is as follows:
    1. The certified staff member's administrator and receiving school's administrator will discuss the pending transfer with all qualified certified staff members. The reason(s) for the possible transfer(s) will be provided in writing with a copy to the superintendent. Under normal circumstances, every effort will be made to notify the teacher prior to April 15.
    2. If there are no volunteers from among transfer candidates, the certified staff member's administrator and receiving school's administrator will determine the best qualified candidate based on the following criteria, in no particular order:
        a. Administrative recommendations
        b. Teacher's competency
        c. Teacher's educational qualifications and experience
        d. Responsibilities of the position
        e. Academic qualifications shall receive priority over extra-duty assignments
        f. Willingness to accept the transfer
    3. The certified staff member may elect to have a representative from an educational organization participate in a conference with the administrator(s).
    4. If not mutually agreeable, the certified staff member may appeal the decision in writing within five (5) business days. The final decision rests with the superintendent or designee.
    5. The certified staff member will be provided with written transfer criteria and the final assignment for the school year.
B. If there is a reduction in force or elimination of a position within the district, refer to District Policy 4119.13 (Reduction in Force – Certified Professional Staff)

RESIGNATION OF PROFESSIONAL STAFF MEMBERS
DISTRICT POLICY 4119.00

The Board feels that all contracts with teachers and administrators are equally binding upon the district and the teacher or administrator, and the obligation of the contract should be respected and performed

by both parties. Equally, early notification of intent to resign is beneficial to the district in order to recruit highly qualified candidates.

Incentive:
It is beneficial to the district if teachers and administrators notify the district prior to February 1 of intent to resign or retire. This allows the district sufficient time to plan for replacement staffing, advertising the position, and actively recruiting for the position.
If the notice to resign is received prior to February 1, the incentive to be paid with the certified staff members' final paycheck will be $1,000.00.

TEACHER RESIGNATIONS

Any teacher who resigns from a teaching position in this system and then returns will be considered as a new teacher (initial contract) to the system and will be placed on the schedule where his/her experience would qualify them. Those granted a leave of absence will be considered as active members of the staff and will not be subject to this clause if they sign a contract for returning employment.

PROFESSIONAL STAFF SALARY SCHEDULES – HORIZONTAL MOVES
DISTRICT POLICY 4141.10

The salary schedules shall provide for normal movements based upon experience and approved earned credit subject to modification or changes by the Board of Trustees. The Board of Trustees shall make reasonable effort to maintain the district's salary schedules.

PERSONNEL - Professional Staff Salary Schedules

Any increase in salary based upon the salary schedule currently in effect shall be contingent upon the following considerations:

1. A certified employee's intent to earn additional education hours for advancement on the salary schedule shall be made in writing no later than March 1 preceding the contract year in which the advancement is to be effective. This intent shall be made by the certified employee on the form prescribed by the district and action thereon acknowledged by the Superintendent of Schools or his/her designee.
2. Prior approval of additional education hours is required for any advancement on the salary schedule**.** Advancement on the salary schedule shall be applied for in writing and approved (or rejected) by the Superintendent or his/her designee prior to course enrollment. Failure of professional staff to secure this formal approval shall cause the education hours to be disallowed for salary advancement during the ensuing year.
3. Hours to be recognized for horizontal movement on the salary schedule must be certified by an official transcript filed with the Superintendent's Office on or before September 15. In the event the Superintendent's Office is not advised an error in placement has been made, the appropriate adjustment shall be made at the time of discovery.
4. Certified employees shall be limited to an advancement of a maximum of one vertical and one horizontal step per contract year with the exception of completion of an advanced degree.
5. Hours earned in addition to the degree must be earned after the degree is granted. Hours must be earned before September 15 for salary consideration.

6. All hours earned prior to the actual granting of a degree shall not count towards advancement beyond that degree column level on the salary schedule.

GUIDELINES FOR HORIZONTAL MOVES

Teachers who wish to request horizontal movement on the salary schedule must apply by March 1 to be considered for the following school year. Applications received after March 1 will not be considered. Final approval for horizontal placement will be granted after official transcripts showing final grades are received by September 15.

Credit Requirements

- Applicable credits must be earned after the conferral of the teacher's bachelor's or master's degree.
- All credits used for horizontal movement must receive prior approval from the Superintendent.
- Only official graduate-level transcript hours from an accredited college or university are accepted.
- Professional development or community education credits do not qualify.
- Official transcripts must be submitted to the Superintendent no later than September 15 to qualify for movement.

Approval Process

Teachers must obtain prior approval for all credits using the "Request for Approval of Credit Hours" form (available on the district website).

- All hours and credits must be earned after the degree is granted.
- Come from an accredited institution.

Any horizontal movement on the salary schedule is included as part of the district's annual salary and benefits proposal which is submitted to the Board of Trustees for approval.

CERTIFIED & PROFESSIONAL STAFF FRINGE BENEFITS
DISTRICT POLICY 4140.00

This policy is for district certified and professional staff and does not pertain to any individual who works on a temporary employment basis.

Insurance:

1) A group health insurance plan may be provided through payroll deduction as determined annually by the Board of Trustees**.**
2) Employees are also eligible for group term life insurance as determined annually by the Board of Trustees.

Fringe Benefits

1) The school district pays state retirement as determined annually by the Board of Trustees.
2) Eligible employees may participate in the Goshen County School District No. 1 403(b) and 457 plans.

Severance Benefits

After five (5) years of continuous employment and provided the employee provides written notice of intent to resign on or before May 15th of the year of resignation, the employee will be deemed to have earned and be eligible for payment of severance benefits as follows:

- 5 – 9 years of employment: 20% of daily rate for unused paid time off (PTO) up to 75 days
- 10+ years of employment: 30% of daily rate for unused paid time off (PTO) up to 75 days

Worker's Compensation

An employee who is injured in the line of duty shall receive such compensation and expenses as approved by Wyoming Worker's Compensation through the Department of Workforce Services if the State of Wyoming lists a specific job as a hazardous occupation.

CERTIFIED & PROFESSIONAL STAFF LEAVES AND ABSENCES
DISTRICT POLICY 4150.00

PAID TIME OFF

1. Certified staff will accrue eleven (11) days per school year of paid time off (PTO) to be used during the school year ending June 30. Employees whose paid time off (PTO) exceeds seventy-five (75) accumulated leave days will reset to 75 days on June 30. For those employees participating in the medical leave bank, excess accrued PTO will be donated to the medical leave bank as set forth in District Policy 4330 (Medical Leave Bank).

   Administrators and professional staff will accrue paid time off (PTO) as indicated by their terms of employment to be used during the year ending June 30. Employees whose paid time off (PTO) exceeds seventy-five (75) accumulated leave days will reset to 75 days on June 30. For those employees participating in the medical leave bank, excess accrued PTO will be donated to the medical leave bank as set forth in District Policy 4330 (Medical Leave Bank).

   a) A maximum of 5 (five) PTO days may be used consecutively
   b) Leave without pay (LWOP) for any leave in excess of 5 consecutive days requires prior written approval by the superintendent
   c) PTO may be utilized in excess of 5 consecutive days with medical documentation to the superintendent
   d) PTO may be utilized in excess of 5 consecutive days for bereavement with appropriate documentation to the superintendent

2. Employees are expected to utilize professional ethics regarding leave requests. Scheduled time off must be requested three (3) calendar days in advance and entered in the district absence management system.

3. Leave without pay (LWOP) beyond a certified or professional staff member's available PTO may be requested in full-day increments for approval by the building administrator. LWOP will be deducted proportionately from their salary.

4. Exceptions may be granted by the superintendent in accordance with District Policy 4151.00 (Superintendent Approved Leave)

PROFESSIONAL DEVELOPMENT LEAVE

The building administrator may authorize professional development leave for attendance at meetings or activities related to the employee's job function(s).

ASSOCIATION ACTIVITIES

The professional teachers organization recognized by the Goshen County School District No. 1 will be allowed leave for GCEA business in accordance with district professional development leave policy. The number of days utilized will be determined at the start of each school year by the superintendent and association leadership.

COURT SUMMONS

1. Certified or professional staff served with a request or official court summons to appear as a witness or juror in a case not related to their personal legal actions may be granted the necessary time for appearance without loss of PTO. Fees paid by the court system (not to include travel allowances) for service as a witness or juror shall be reimbursed to the district by the individual.
2. An official court summons received by an employee for a personal violation of law or court appearance for self-initiated legal action will be required to use PTO.

OTHER

Goshen County School District No. 1 employees may be granted activity leave when participation is requested by a building principal or district administration.

WYOMING TEACHER RECERTIFICATION & PROFESSIONAL STAFF LICENSURE

All certified teaching personnel and administrators in Goshen County School District No.1 must be certified by the Wyoming Professional Teaching Standards Board. Failure of any certified staff or administrator to maintain current certification or to obtain the appropriate endorsements will result in the dismissal of staff, and the district losing full accreditation status in addition to substantial financial penalties.

All certified staff are responsible for maintenance and renewal of certificates PRIOR to the expiration date. PTSB does not notify teachers that a certificate is about to expire. Certified staff may log into the PTSB website after setting up an account and check the status of their certificate including expiration date and credits on file for renewal. Failure to submit a renewal prior to the expiration date may result in having to meet additional course standards. All district coaches must always have a current first aid/CPR card.

A minimum of five (5) credit hours must be earned within the five (5) year validity of the certificate. Credits may be earned either by taking courses for transcript credit, and/or attending district staff professional development that has been approved for recertification credit. Fifteen hours of in-service will result in one (1) recertification credit.

To allow staff with certificates, sub permits, or coaching permits to submit professional development hours, the district will provide access to a reporting form to all staff annually in May. Those who return the form will have their in-district PD hours calculated and submitted to PTSB annually. To ensure access for substitutes and permit holders, the form will also be available on the district website under Resources/Staff/Forms. **Be sure to return this form annually to ensure that recertification hours are on file prior to your recertification date**.

Professional staff members with licensure by the State of Wyoming are also responsible for meeting renewal requirements and maintaining a current license on file. If you have questions about certification, please call Loreen Fritzler at 532-2171, or you may call the Professional Teaching Standards Board (www.wyomingptsb.com) in Cheyenne at 307-777-7291.

NATIONAL BOARD CERTIFICATION

The National Board for Professional Teaching Standards is an independent, nonprofit, nonpartisan, and non-governmental organization dedicated to the belief that the single most important way to improve education in the United States is to recognize and reward accomplished teachers. National Board Certification is a process designed to award teachers distinction for meeting rigorous standards for performance that have been recognized as benchmarks for truly accomplished teaching. It is also a process that provides teachers with a highly beneficial professional growth experience.

Teachers applying for the five-year certificate demonstrate knowledge and skills through a series of performance-based assessments, including submissions of their students' work, videotapes of teaching sessions with students, and rigorous analyses of their classroom teaching and how well their students are learning. Candidates need a minimum of three years of teaching experience (with a valid state teaching license) to qualify, and there is an application process and fee. For more information, access the website at http://www.nbpts.org or call Wyoming's Professional Teaching Standards Board and the Wyoming Department of Education.

District teachers earning National Board Certification will receive a $2,000.00 district stipend for the first year. Options available after the first year are:

a. apply graduate credits earned as a component of completing the NTBS program towards horizontal movement on the salary schedule, OR
b. receive the $2,000.00 district stipend for the remaining term of the certificate

The State Legislature currently provides an additional incentive of $4,000.00. Goshen County School District No. 1 encourages teachers to take advantage of this professional growth opportunity.

The district does not assume costs for lodging, meals, registrations and transportation; those costs are assumed by the individual applying for this certification. A total of two professional days will be allowed to complete national board certification training.

Graduate courses taken in conjunction with NBTC require preapproval by the Superintendent. If you are interested in pursuing the NBTC program and have questions, please contact Superintendent Kramer at 532-2171.

MASTER'S DEGREE INCENTIVE

The 2009 salary relations agreement approved by the Board of Trustees included implementing a master's degree incentive program for certified staff who earn their first master's degree after October 15, 2009.

There will be two annual payments of $3,500.00 each, following the first full year of teaching in the district with a master's degree in place. This incentive will continue to be contingent upon the state funding model which provides additional funding for master's level teachers.

If you plan to pursue a master's program, please set up a time to meet with the superintendent to review your plan, and to ensure that the program is offered by an NCA accredited institution. All graduate level coursework requires preapproval by the Superintendent.

DOCTORATE DEGREE INCENTIVE

The 2012 salary relations agreement approved by the Board of Trustees included implementing a doctorate degree incentive program beginning October 15, 2012. The two annual payments of $3,500.00 each will be paid following the first full year of teaching in the district with a doctorate degree in place. This incentive will also be contingent upon the state funding model which provides additional funding for doctorate level educators.

STUDENT TEACHERS AND INTERNSHIPS
DISTRICT POLICY 2500.00

All student teaching and internship placements must be approved by the Superintendent. Student teachers who wish to be placed in a district building are to contact the Superintendent's Office at 532-2171 for information on placement guidelines. University student placement advisors are to be referred to the Superintendent's Office prior to any school or staff member agreeing to place a student teacher or intern.

2026 - 2027 CLASSIFIED STAFF INFORMATION

CLASSIFIED STAFF ADVANCEMENT

Staff hired before the month of December of the calendar year will receive the regular step increase the following July if approved by the board of trustees as part of the annual salary and benefits proposal. Staff hired during or after the month of December of any calendar year will remain on their given step until July of the second calendar year following employment.

METHOD OF PAYMENT AND OVERTIME

All classified staff who work less than 12 months per year will have wages annualized from September to August if employment commenced at the start of school year. If hired after the start of the school year, wages will be paid over the remaining months in the current school year, with the exception if hired after January 31st (see #1 below).

1. New classified staff working less than 12 months, and hired between February 1 and May 31, will have the option to:

    a) receive compensation in a manner consistent with annualized pay for the remaining term, or
    b) receive payment as earned, according to the monthly pay period schedule.

    Employees selecting option (b) above will have three months of insurance premiums deducted from the June paycheck.

2. Principals will have schedules for 10-month classified staff set annually by September 1st

3. Employees who take leave without pay day will have their day docked each month according to the pay period schedule.
2. Any work done that does not relate to the employees' regular position will be paid monthly according to the pay period schedule (sports help, intervention Fridays, professional development etc.)
3. Overtime will be paid monthly according to the pay period schedule.
4. If at the end of the school year the total actual hours worked is over or under the number of hours annualized, the employee will be docked/paid accordingly on the June paycheck.

Electronic time sheets will be maintained by each employee and approved electronically by the building administrator. It is expected that additional hours over a 40-hour work week will not be required, except in rare instances. If time is allowed by the administrator, hours must have prior approval by the Superintendent or designee.

CLASSIFIED STAFF – MAKE UP TIME ON 2-HOUR LATE START DAYS

Classified staff who wish to make up two-hours due to a late start weather event will be provided with the opportunity to complete online trainings through Canvas per 2025 Salary Relations. The following requirements will apply starting in the 2025-26 school year in coordination with your building administrator:

- Training must be completed outside of regular work hours, and the total number of payable hours, including training, may not exceed 40 hours in a work week.
- Training must be completed within the week of the late start event.
- Make-up hours are to be recorded and submitted on the classified staff building professional development form, signed by your administrator, and submitted to payroll the same week.

CLASSIFIED STAFF FRINGE BENEFITS - DISTRICT POLICY 4230.00

This policy is for district classified staff and does not pertain to any individual who works on a temporary employment basis.

Insurance

1. A group health insurance plan may be provided through payroll deduction as determined annually by the board of trustees.
2. Employees are also eligible for group term life insurance as determined annually by the Board of Trustees.

Fringe Benefits

1) The school district pays state retirement on all classified positions regardless of weekly hours as determined annually by the board of trustees.
2) Employees may, if eligible, participate in the Goshen County School District No. 1 403(b) and 457 plans.

Severance Benefits

After five (5) years of continuous employment the employee will be deemed to have earned and be eligible for payment of severance as follows:

- 5 – 9 years of employment: 20% of daily rate for unused paid time off (PTO) converted to the number of days per the terms of employment up to 75 days
- 10+ years of employment: 30% of daily rate for unused paid time off (PTO) converted to the number of days per the terms of employment up to 75 days

Worker's Compensation

An employee who is injured in the line of duty shall receive such compensation and expenses as approved by Wyoming Worker's Compensation through the Department of Workforce Services if the State of Wyoming lists a specific job as a hazardous occupation

CLASSIFIED STAFF LEAVES & ABSENCES
DISTRICT POLICY 4240.00

PAID TIME OFF

1. Classified staff will accrue the hourly equivalent of eleven (11) days per year of paid time off (PTO). Employees whose paid time off (PTO) exceeds seventy-five (75) accumulated leave days will reset to 75 days on June 30. For those employees participating in the medical leave bank, excess accrued PTO will be donated to the medical leave bank as set forth in District Policy 4330 (Medical Leave Bank).

   First Year of Employment: Employees will be allocated the hourly equivalent of six (6) days at the start of the school year. If hired prior to or during the school year, PTO will be allocated based on their start date. The remaining PTO will be accrued in the first week of January.

   Second Year of Employment: Employees will be allocated PTO equal to the hourly equivalent of eleven (11) days at the beginning of the school year. If applicable to their employment status, PTO will be allocated at the start of the fiscal year.

   a) A maximum of 5 (five) PTO days may be used consecutively.
   b) Leave without pay (LWOP) for any leave in excess of 5 consecutive days requires prior written approval by the superintendent
   c) PTO may be utilized in excess of 5 consecutive days with medical documentation to the superintendent
   d) PTO may be utilized in excess of 5 consecutive days for bereavement with appropriate documentation to the superintendent

2. Employees are expected to utilize professional ethics regarding leave requests. Scheduled time off must be requested three (3) calendar days in advance and entered in the district absence management system.

3. Leave without pay (LWOP) beyond a classified staff member's available PTO may be requested for approval by the supervising administrator.

4. Exceptions may be granted by the superintendent in accordance with District Policy 4151 (Superintendent Approved Leave).

PROFESSIONAL DEVELOPMENT

The supervising administrator may authorize professional development for attendance at meetings or activities related to the employee's job function(s).

ASSOCIATION ACTIVITIES

The professional teachers organization recognized by the Goshen County School District No. 1 will be allowed leave for GCEA business in accordance with district professional development leave policy. The number of days utilized between classified and certified association members will be determined at the start of each school year by the superintendent and association leadership.

COURT SUMMONS

1. Classified staff who are served with a request or official court summons to appear as a witness or juror in a case not related to their personal legal actions may be granted the necessary time for appearance without loss of PTO. Fees paid by the court system (not to include travel allowances) for service as a witness or juror shall be reimbursed to the district by the individual.

2. An official court summons received by an employee for a personal violation of law or court appearance for self-initiated legal action will be required to use PTO.

OTHER

Goshen County School District No. 1 employees may be granted activity leave when participation is requested by a building principal or district administration.

CLASSIFIED STAFF SALARY INCENTIVE FOR PROFESSIONAL DEVELOPMENT DISTRICT POLICY 4210.18

Any increase in salary of $0.40 per hour based upon classified staff professional development hours earned shall be contingent upon the following considerations:

1. The district will recognize professional development hours earned by classified staff in the form of a salary incentive. Only hours earned after employment will be considered.
2. Professional development hours earned must be related to the classified staff members' current position within the district.
3. Any professional development or conference provided within the district, and/or paid for by the district does not qualify unless the employee has paid the course tuition, registration fee, or associated costs.
4. Employees may take a personal or vacation day to attend professional development or a conference and, with prior approval, count those hours or credits toward salary advancement
5. Prior to registering for a course, conference or professional development event, the preapproval form Exhibit 1 (Classified Staff Hourly Incentive PD Approval Form) must be submitted to the Superintendent with supporting documentation attached. Failure of classified staff to obtain pre-approval by the Superintendent will result in disqualification of those hours toward the incentive.
6. Hours required to qualify for the annual incentive are as follows:
    a. Professional Development or Conference Hours = 75 seat hours (equivalent of 5 semester hours)
    b. Transcript Hours = 5 semester credits on official transcript from accredited college
7. A classified employee's annual intent to apply for the professional development pay incentive shall be made in writing no later than May 15 preceding the fiscal/school year in which the incentive is to be paid. The classified employee will submit Exhibit 2 (Annual Application Form) to the Superintendent to indicate their intent to apply for the incentive, including all required documentation (official transcript, certificate of completion including total hours, instructor signed course agenda, or other documentation as approved).

8. Classified employees shall be limited to a maximum of one incentive earned per year, with nine incentives (corresponding with certified salary schedule) earned while in the employment of the district.

TRAVEL TIME FOR CLASSIFIED STAFF

According to the US Department of Labor guidelines, travel time for classified employees will be compensated as follows:

1. Employees will be compensated for actual time attending conferences, seminars, trainings, etc.
2. Employees will be compensated for actual travel time incurred when traveling by car. If traveling by plane during regular work hours Monday – Sunday, that time is included within the work day
3. Travel time is defined by the DOL as not only hours worked on regular working days during normal working hours, but also during the corresponding hours on nonworking days. If an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is work time on Saturday and Sunday as well as on the other days.
4. A standard one-hour lunch break will be deducted unless information (conference agenda) is provided to the Human Resources office.
5. Travel time and conference attendance times will be edited into Frontline upon approval of the Human Resources office.

One Day Conferences/Meetings/Seminars:

If the trip is one day, all time including travel is paid (travelling by car). Example: staff member leaves his/her place of work or transportation at 6:30 am to be in Cheyenne for a conference that begins at 8:30. The conference has a lunch break from 11:00 – 12:00, and continues until 4:00 p.m. The employee then travels back and arrives at his/her place of work or transportation at 5:30 p.m. The total paid time for this day is 10 hours (11 hours total less one hour for lunch)

Overnight Conference Travel within the Work Week:

If the trip is overnight with travel time (by car) incurred Monday through Friday, your regular work hours are paid with a lunch hour per day deducted, in addition to any travel outside of the normal work hours. Example: staff member works a regular day in Torrington (7:45 -3:15 with lunch), then leaves after work to travel to a conference that begins in Sheridan the next morning. At this point the employee is paid for his/her regularly scheduled day that they worked, plus the travel time in a car to get to Sheridan that night. This day's total time paid is 11.5 hours (7.5 hours worked, plus 4 hours travel).

- The conference the next day is from 8:30 to 3:30 with an hour lunch. The employee then drives to transportation or their place of work and arrives at 8:00 p.m. Total time paid for this day is 10.5 hours (11.5 hours less lunch)
- If this same conference was to extend into the weekend, and all travel is by car, the employee would be paid for the conference time on Saturday or Sunday plus all travel time to and from his/her place of work or transportation.

Overnight Conference Travel Beyond the Work Regular Week:

If the trip is a combination of travel within the regular work week and extends into the weekend, with a combination of travel by car and air, refer to the following example: Staff member leaves Thursday by air for a conference after working a regular day. They attend the conference Friday and Saturday, and travel home on Sunday by air.

- On Thursday, the classified staff member worked his/her regular 8-hour day and then drove 3 hours to get to the Denver airport. The time to travel by air to reach their destination that evening is unpaid travel time. This day would be paid as a 11-hour day.

- The conference hours on Friday were from 8:00 to 6:00 p.m. with an hour lunch break. This is a total of 9 hours paid for Friday.
- On Saturday the conference went from 8:00 to 4:00 with an hour lunch break. Employee will be paid for 7 hours.
- On Sunday the employee traveled home by air. Employee will be compensated for travel time incurred during normal work hours (while in air or car) and actual travel time while in a car. Assuming that air travel occurred from 8:00 to 2:00, with a 3-hour drive from Denver to Torrington, the employee will be compensated for 8 hours that day.

As a variation, if this conference also had a Sunday morning session from 8:00 – 11:00, and the employee then traveled home following that, the compensation for Sunday would be 3 hours of conference time, air travel from 11:00 – 5:00 (for example), and 3 hours of travel time by car from Denver to Torrington. Please note that travel times listed between destinations are approximate for example purposes. Actual travel times will vary. Any questions are to be addressed to the Human Resources office.

CLASSIFIED STAFF AND UNEMPLOYMENT INSURANCE SUMMER MONTH ELIGIBILITY

School employees are not eligible for unemployment during the summer months per the Wyoming Department of Employment. If staff members will be working again in the fall, the summer is considered "between terms" and therefore not qualified. As long as there is a reasonable assurance that the staff member will be reemployed in a similar position at the beginning of the next school year, then wages from the preceding year cannot be used to qualify that individual for unemployment benefits.

VACATION -- ALL 12-MONTH CLASSIFIED EMPLOYEES

District 12-month employees will receive the following amount of vacation time according to the number of completed years of employment:

- 1-5 years employment = 10 days of vacation earned
- After 5 completed years of employment = 15 days of vacation earned

Vacation time is earned during the period July 1 - June 30 of any fiscal year and must be taken within the current fiscal year or will be forfeited. Vacation time for new employees hired after July 1 will be pro-rated accordingly.

When employment ends and the employee has not used all earned vacation, the employee will be paid for all earned and unused vacation days at the employee's current daily rate of pay. This pay will be included in the employee's final paycheck.

For custodians, building security supervision and maintenance during weekends and holidays will be attended to by the head custodian, or a designee, in charge of the building. If a custodian must work on a set holiday, that day may only be made up with the prior approval of the Superintendent or designee. Working on a set holiday also requires approval of the Superintendent or designee.

2026-2027 DISTRICT-WIDE CLOSING DATES FOR 12-MONTH EMPLOYEES

The holiday closure dates for all district buildings, including Central Administration and Transportation, are as follows:

2026	July 3	4th of July	**2027**	January 1	New Years Day
	July 30	County Fair		March 26-29	Easter/Spring Break
	September 7	Labor Day		May 31	Memorial Day
	November 26	Thanksgiving			
	November 27				
	December 23-31	Christmas Break			

Total of 13 days that each building will be closed for the July 2026 – June 2027 school year.

TRANSPORTATION - MECHANICS

Mechanics will be allowed a $240.00 annual tool allotment to be paid with the July 25 paycheck annually.

TRANSPORTATION BUS ROUTE DRIVERS & BUS AIDES

PAYMENT

1. Drivers and bus aides will be guaranteed 2.0 hours per route.
2. All substitute salaries will be paid through payroll. Bus driver substitutes will receive a 2.0 hour minimum. The salaries received for all regular route substitute driving will be paid from time sheets submitted by the driver via Time Management.
3. All drivers must have a biennial physical (one every 2 years). The physician shall use the U.S. Department of Transportation, Bureau of Motor Carrier Safety Regulations for Drivers. Upon receipt of physical, the school district will reimburse the driver for the cost of the DOT physical examination up to $150.00. This reimbursement will be annually if medically necessary.
4. New bus drivers will receive a $500.00 incentive after 90 days of regular employment to assist with training and CDL costs incurred.

ACTIVITY DRIVING (OTHER THAN ROUTE DRIVING)

1. Drivers will be paid their regular bus driver rate for activity driving.
2. Waiting time will be included and paid as driving time. Sleeping time is not waiting time and will not be paid.
3. A twenty-four-hour period shall be defined as that period of time commencing at 12:01 a.m. and ending at 12:00 midnight.
4. Any activity trip continuing into the next twenty-four-hour period will not be considered as a separate activity trip and the additional hours driven beyond midnight shall be paid at their regular rate of pay.
5. In the event two or more separate, related or unrelated activity trips are driven during any twenty-four-hour period, the hours driven for such trips will be totaled. In this instance, waiting time will not be paid when driver returns to home base between trips.
6. Meals expenses will be reimbursed by the district up to $40.00 if an overnight trip. Itemized receipts are required. Maximum allowance for tip/gratuity is 20%

7. If teachers must be used as activity drivers, they are to be paid according to the activity pay scale, if outside the school day schedule, and for dual wheeled vehicles only. The activity driving salary will be for driving time ONLY.

HIRING OF PARAPROFESSIONALS

To comply with the requirements set forth by the Wyoming Department of Education, Goshen County School District No. 1 will continue with a system of screenings for highly qualified paraprofessionals. This screening process was originally implemented to ensure that paraprofessionals in the district are all highly qualified individuals.

At the time of initial application, any applicant that provides transcripts with 48 or more credit hours from an institution accredited by the Higher Learning Commission will be considered highly qualified and a potential candidate for paraprofessional substitute and/or full-time positions.

Any paraprofessional hired by the district must demonstrate his/her qualifications. This can be done by providing transcripts showing a minimum of 48 semester college credits earned, or passing the Praxis ParaPro Assessment on-line exam, measuring knowledge in reading, mathematics, and writing, as well as the ability to apply those skills and knowledge to assist in classroom instruction.

Any paraprofessional who is being considered for employment must demonstrate the requirements as above PRIOR to beginning work. Paraprofessionals who do not have 48+ transcript hours must complete the ParaPro Assessment at the Central Office. Per 2025 Salary Relations:

- **Background Check:** Once recommended for hire, the candidate must complete a background check. The district will cover the cost of this background check. After the HR Office receives the background check report from DCI, the candidate will be notified to proceed with taking the ParaPro assessment.
- **ParaPro Assessment:** The candidate will pay for their ParaPro assessment. The district will reimburse the full cost on the candidate's first paycheck.
- **Substitute Paraprofessionals:** These same guidelines apply to substitute paraprofessional applicants, except substitutes must pay for both the background check and the ParaPro assessment upfront. They will be reimbursed for both costs after completing 40 hours of work in any substitute capacity.

Those who do not meet the minimum cut score of 462 set by the State of Wyoming cannot be hired. All paraprofessionals currently on staff have provided evidence and are highly qualified. Any questions regarding these screenings may be addressed to Human Resources.

EVALUATION OF SUPPORT STAFF
DISTRICT POLICY 4210.15

The development of a strong, confident support staff is essential to the smooth functioning of a school system. The Board expects all employees to make continuous effort to improve their work and expects

their supervisors to assist them through supervision and the evaluation process. The Board delegates to the Superintendent the responsibility for developing evaluation procedures for all support staff.

All new staff will be evaluated after a 90-day period. All support staff employees will be evaluated prior to April 30 annually.
Educational support staff of Goshen County School District No. 1 are employees at will. This means educational support staff serve at the discretion of Goshen County School District No. 1, and Goshen County School District No. 1 may terminate employment of educational support personnel at any time with or without cause. Educational support personnel staff may terminate employment with Goshen County School District No. 1 at any time.

There is no promise of any kind by Goshen County School District No. 1 contained in the policies, practices, and benefits established by Goshen County School District No. 1 which is to be interpreted as, or intended to be, a contract of employment, as they are expressly not a contract. Goshen County School District No. 1 remains free to change wages, policies, practices, and all other working conditions without the employees' agreement.

The provisions of this policy do not relieve Goshen County School District No. 1 of its duty to abide by local, state, and federal law, and to respect the due process rights of employees.

SUPPORT STAFF ORIENTATION
DISTRICT POLICY 4210.12

All new support staff employees working in Goshen County School District No. 1 will receive an orientation by their immediate supervisor, building principal, or designee. Orientation for new employees working in the Central Administration office will be the responsibility of their immediate supervisor.

The orientation will explain job duties, introduce the employee to fellow employees and cover all aspects of the position. All pertinent information concerning the position, including building handbooks and regulations, district staff handbook, manuals, safety regulations, etc. will be furnished.

Newly hired support staff employees will be given personnel forms complete with salary and employment information to complete at the district office. An explanation of the district's insurance and retirement program will be presented.

After approximately two weeks, a conference will be held with the new employee, the immediate supervisor and the appropriate administrator will answer any questions. Orientation will be considered complete when all items are checked off as completed on the appropriate orientation checklist, and the signed form is received at the central administration office.

PURCHASING PROCEDURES

IMPREST FUNDS – UPDATED SEPTEMBER 2026

Imprest funds are not a substitute for the voucher system or payroll system established by the district. The imprest fund is to be used only as a petty cash fund for schools. Acceptable uses of the imprest fund are:

1. Postage
2. Sam's Club purchase for concessions
3. School lunch account refunds

Officials' and sports help payments for all grade bands and sports originate at Central weekly on Tuesday mornings. Documentation is required to be to Central by end of day Monday for the next day's processing.

Payment for all other purposes will be submitted to Central through the normal purchasing process. Schools are encouraged to plan and be aware of the timing of the monthly bill listing approved via the Board each month.

All exceptions must be approved by the Business Manager or Assistant Business Manager. The administrator of the imprest fund will be responsible for a monthly reconciliation of the imprest fund.

PURCHASING AUTHORIZATION
DISTRICT POLICY 3420.00

The purchase of supplies, materials and equipment is an integral part of education in the school system. Purchasing procedures are developed to meet the requirements of the State of Wyoming and generally accepted business practices. Getting the most educational value from the dollars available is the goal of the procedures.
All purchases by the district must indicate the approval of the principal and superintendent or designee. Purchases are to be made on authorized purchase orders provided by Central Administration.

The following standard financial levels will be used for approval of all building and/or district purchases:

1. Items up to $1,500.00 individually will require the approval of the building administrator.
2. Items from $1,501.00 through $4,999.00 individually will require the approval of the Business Manager.
3. Items exceeding $5,000.00 through $9,999.00 individually will require the approval of the Superintendent.
4. Items exceeding $10,000.00 individually will require the approval of the Board of Trustees.

LOCAL PURCHASE VOUCHERS

1. **Uses:**
    a. Purchases in and around Goshen County
    b. Items that must be prepaid, subscriptions, dues, memberships
    c. Travel expenses incurred on student activities (football, speech, etc.)
2. **Procedures:**
    a. Initiated at building level and must have Principal's authorization
    b. The numbered white copy of the voucher must be returned to the Business Office along with attached invoice/ receipt:
        1. Signature by claimant is mandatory
        2. Proper account code must be assigned to each invoice/receipt/ticket
        3. Description of material purchased must be provided on invoice/receipt/ticket

► **Limit the number of purchase order vouchers used with same vendor** ◄

Distribution of purchase voucher:

- Return white numbered voucher copy to the Business Office
- Leave yellow copy with claimant

Billing period is from the first day of the month to the last day of the month.

Vouchers with invoices attached must be submitted to the Business Office
NO LATER than the first Monday of each month.

PURCHASE ORDERS

Procedures for Purchasing Material Out-of-Town:

1. Purchase orders should be initiated in the department, by instructors, or other designated personnel
2. Approval by Principal is required
3. Approval by Superintendent or designee is required
4. Goldenrod copy is kept at Attendance Center
5. Receiving green copy sent to Business Office upon completion of order. Must be done on a daily basis
6. Orders placed without an approved purchase order number will not be considered a GCSD#1 purchase.

Partial receipt of orders:

1. Send copy of receiving green documents to the Business Office indicating dates of receipt of partial shipments
2. Send original receiving green document to Business Office at completion of order

Preview Orders:
1. Must be submitted on purchase orders.
2. Indicate items returning or keeping on receiving green document.

Emergency Orders: Building administrator must call the Business Office for instructions.

Orders Requesting Delivery Dates: Indicate date of delivery on purchase order.

Canceling Orders:
1. Receiving green documents must be sent to the Business Office indicating cancellation
2. Schools must cancel order with company. Indicate on receiving document the method of cancellation (writing, phone, date, etc.)

Online Orders: See District Policy 3420. Ordering online is strongly discouraged and ONLY allowed as outlined in policy. An exception is for orders entered on a purchase order to Amazon.com. The Business Office has an Amazon business account for district use that is invoiced and also tax exempt.

Employee Reimbursement
1. Employee reimbursement is strongly discouraged
2. Reimbursement must be preapproved by building administrator
3. Taxes will not be reimbursed

INVENTORY CONTROL

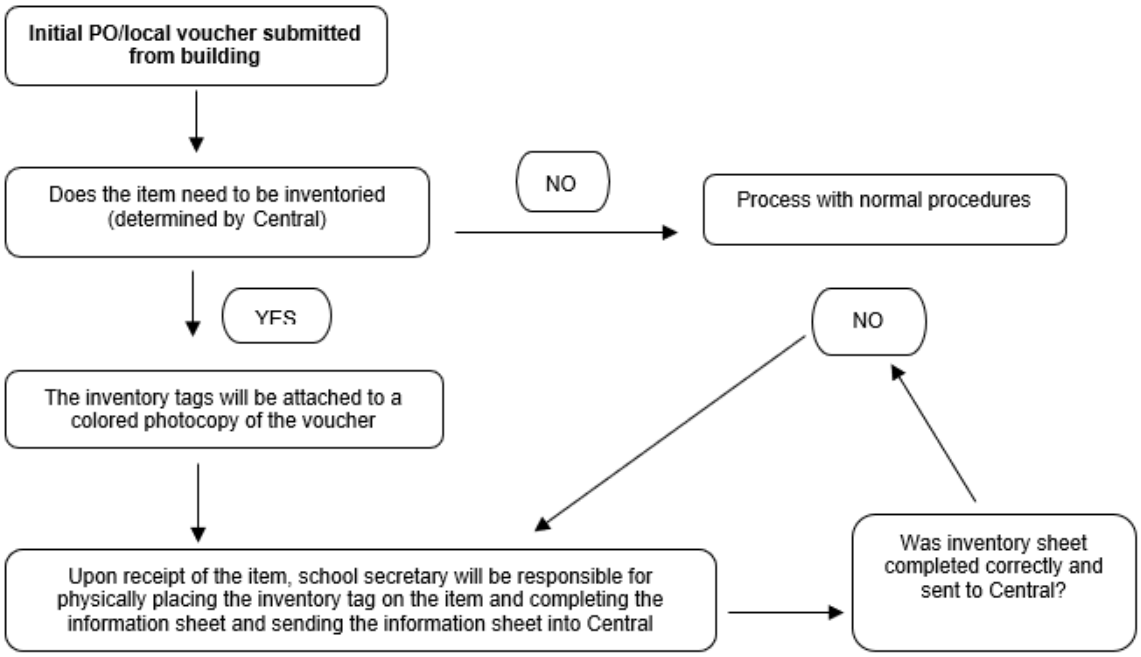
Purchases
Items costing greater than $10,000 will be tracked for inventory purposes and treated as a fixed asset that must be depreciated.

Items will be identified by the Business Office for inventory and for those items qualifying as an inventoriable item an inventory tag will be issued by the Business Office. The tags will be attached to a colored photocopy of the voucher. The school secretary will be responsible for physically placing the inventory tag on the item and completing the information sheet. Then the completed information sheet will be required to be returned to the Business Office.

Disposal
When preparing to dispose of an inventory item, an inventory disposal sheet will need to be completed and the inventory tag will need to be removed from the item and stapled to the inventory disposal/transfer sheet. The inventory disposal sheet will then need to be sent to the Business Office.

Transfers
When preparing to transfer an inventory item, an inventory transfer sheet will need to be completed listing the required information. The inventory transfer sheet will then need to be sent to the Business Office.

Inventory Process Flow Chart



FIXED ASSET TAGGING PROCEDURES

Building Level:

When an item over $10,000 has been purchased, a blue photocopy of the voucher will come back to the building when it has been processed in the accounts payable system. Attached to this blue photocopy will be an asset tag which needs to be adhered to the asset. Also on the blue copy will be a stamped area which needs to be completed after adhering the tag. The stamp will include information needed to update the inventory system i.e.: serial number, detailed description, date received, who attached the tad, etc. We request a secretary or other office staff be responsible for attaching all tags and returning the inventory information sheet back to the Business Office.

Other items that will be tagged but usually do not exceed the $10,000 threshold:

- *Laptops*
- *LCD Projectors*
- *Large Printers*
- *All Power Tools*
- *Specialty Electronic Items (excluding hearing testing)*
- *High Theft Items*
- *PT/OT Specialty Equipment*
- *Shredders, Photocopiers, Laminators*

If any of these items are received and the blue photocopy of a purchase order has not come back to you, please contact the Business Office.

Disposal of Tagged Assets (Sold, Stolen, Junked):

A district disposal form must be completed and returned to the Business Office with all information asked for. This will ensure items will be removed when they are disposed. When disposing of an item please

remove the tag if possible and return to the Business Office. Please note on the disposal form if the tag could not be removed. Please refer to district policy concerning the requirements for asset disposals.

Disposal of Assets without Tags (Sold, Stolen, Junked):
Complete the same disposal form but note there was not tag on the asset. Please be very descriptive of the location, description, serial number, and manufacturer of the item. A tag could have been removed or not adhered properly and the asset is in the inventory system. Please refer to district policy concerning the requirements for asset disposals.

Moving Assets:
If an asset is moved from its "home" location a transfer sheet must be completed identifying the asset by tag, its old location, and the new location by building and room number.

Physical Count:
A physical count is required yearly by state statute. A list will be provided at the end of each school year by building and room. This needs to be distributed to each person responsible for that area of the building. Each staff member responsible for an area will be required to take a physical inventory of their area/s. The list provided will need to be signed by that individual as to its accuracy. If there are discrepancies in the list to what is in your area/s please note, sign and notify your building supervisor immediately so the asset can be found and/or reported as stolen property. The building supervisor will be responsible for returning all signed inventory sheets back to the Business Office no later than the week following the end of school. Disposal and transfer forms are available on the district website.

DISTRICT POLICIES

All current and complete district policies, administrative regulations, and forms are available on the district website. Official current policy will take precedence over those contained in this handbook as revisions may be made periodically throughout the year. The following policies and administrative regulations may be condensed and are intended for general information only.

Always refer to the district website at www. goshen1.org to access the most current version of all district policies, administrative regulations, exhibits, and related information which will supersede any printed in this document.

NON-DISCRIMINATION AND ANTI-HARASSMENT
DISTRICT POLICY 4300/5100

**** THIS POLICY APPLIES TO ALL DISTRICT STAFF AND STUDENTS****

Coordinators of Non-Discrimination and Anti-Harassment
The superintendent has designated a coordinator of non-discrimination and anti-harassment. The identity and contact information for this staff member is listed below. The coordinator is responsible for monitoring and ensuring compliance with non-discrimination and anti-harassment laws. The coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Title	Contact Information	Forms of Harassment Addressed by the Coordinator
Section 504 Coordinator	Special Education Director Central Administration Office	Disability
Title IX Coordinator	Director of Human Resources & Public Relations GCSD#1 Central Administration Office 626 West 25th Ave, Torrington, WY 82240 (307) 532-2171	Sex
Title VI Coordinator		Race/ National Origin
Non-Discrimination/ Anti-Harassment Coordinator		All other forms of harassment

Non-discrimination/Anti-harassment Procedures

The district is committed to providing a safe environment in which students can learn. The school shall maintain a nondiscriminatory environment protecting students from discrimination and harassment. The district encourages students, parents, and staff to work together to prevent acts of discrimination and harassment of any kind.

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has a continuing effect on campus. This policy may be applied regardless of the physical location in which the behavior occurred, whenever the behavior may cause substantial interference with school operations or pose an unreasonable threat to a safe and peaceful learning environment. The district prohibits discrimination and harassment through a computer, computer system, or computer network.

Harassment and discrimination may take many forms, including verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific party, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the school.

The goal of these policies and procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The district's response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education ("FAPE"). The district will ensure that its policy and procedures against discrimination and harassment are widely distributed and easily understood by students, parents of students, and employees. The district will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of

the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the district's website.

Anyone who believes that a student or staff member has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or appropriate coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member's supervisor or appropriate coordinator based on the form of harassment or discrimination. For listing, see table on page 1 of this administrative regulation, or page 3 of this policy exhibit.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

BULLYING, HARASSMENT AND INTIMIDATION
DISTRICT POLICY 4360/5158

**** THIS POLICY APPLIES TO ALL DISTRICT STAFF AND STUDENTS****

Goshen County School District No. 1 supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior aimed at students, employees, or any member of the school community, including but not limited to volunteers and vendors. Bullying, harassment, or intimidation of any individual on school grounds or at school events is prohibited.

Section I. Student Bullying, Harassment, and Intimidation

Student bullying, harassment, or intimidation means any repeated intentional gesture or any repeated intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

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

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications.

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

Students shall conduct themselves according to the rules and policies of the school district and shall conduct themselves in a respectful manner toward staff and other students. Students who engage in bullying, harassment or intimidation shall be subject to:

1. Appropriate remedial actions

2. Disciplinary action up to and including suspension or expulsion

Section II. Employee Workplace Bullying

Goshen County School District No. 1 promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior. This policy shall apply to all school district employees regardless of status.

The school district defines workplace bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical, electronic or otherwise. The conduct may take place on school property or in the course of employment.

The school district considers the following non-exclusive list of behaviors which may constitute bullying of employees:

- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail or other communications
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do his or her work (e.g. overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Excessive monitoring or micro-managing
- Being held to a different standard than the rest of an employee's work group

Any employee found in violation of this policy may be subject to discipline, up to and including immediate termination.

The school district's good faith participation in the interactive process mandated by the Americans with Disabilities Act and the school district's implementation of its evaluation procedures shall not be deemed violations of this policy. Additionally, nothing in this policy shall be interpreted as limiting an employee's First Amendment rights to freedom of speech and expression.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

STUDENT SUICIDE PREVENTION
DISTRICT POLICY 5153.00

The Board of Trustees recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students who experience serious depression are unable to benefit fully from

the educational program of the school. Moreover, such students pose a danger both to self and possibly to others.

Students identified as self-destructive need appropriate help as quickly as possible. The primary efforts of school personnel working with a depressed or suicidal student are support, parental contact, and referral. To that end, student confidentiality may be waived in life-threatening situations.

GCSD #1 is aware and recognizes that there may be children/adolescents who may experience extreme depression leading to multi-problem suicidal behavior, including, but not limited to non-suicidal self-injurious behavior. These challenges may pose a risk to self or others and may impede student learning. The primary effort of GCSD personal is to provide student support, parental contact, and referral to the proper professionals as quickly as possible. Student confidentiality may be waived in life-threatening situations.

All district employees (both certified and classified) that come into contact with a suicidal youth are responsible for carrying out steps 1 and 2 of this protocol. Any staff member who suspects a youth may be suicidal is to report that information immediately to that school's counseling staff, or if unavailable, the building principal or school nurse. Ensure that there is always adult supervision of the student.

1. Under no circumstance should a suicidal student be left alone.
2. If a suicide concern is expressed about a student without the student being present, staff will contact a counseling staff member, or if unavailable, the building principal or school nurse. counseling staff will contact the student and follow the process below.

The Board of Trustees directs the administration to:

- Develop guidelines or procedures to effectively intervene in life-threatening situations; and
- Enlist the support, awareness, and involvement of all district staff in the identification of suicidal signals and utilize existing school staff for program implementation.
- Wyoming state statute requires each teacher and school administrator within the district to receive at least eight (8) hours of suicide prevention education every four (4) years.

STUDENTS THREATS OF VIOLENCE
DISTRICT POLICY 5131.25 – ADMIN REG & EXHIBITS

Student threats of violence, written or verbal, will not be tolerated at school or at any school-sponsored event or function whether the event or function is on school property or not. It is the responsibility of students and employees of Goshen County School District No. 1 to report all threats of violence which come to their attention.

All student threats of violence will be taken seriously and will be investigated to identify credible threats of violence and potential acts of violence, and to address those threats and the person making the threats.

All students and employees of Goshen County School District No. 1 are expected to cooperate fully with any inquiry into student threats of violence. Disciplinary measures from the inquiry of threats of violence will follow all state and federal laws, including Section 504 and IDEA (Individuals with Disabilities Education Act).

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

CHILD FIND – SPECIAL EDUCATION
DISTRICT POLICY 5119.10

A. Goshen County School District No.1 shall implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within its jurisdiction who have disabilities and need early intervention under Part C or special education under Part B.
B. Goshen County School District No.1 shall identify all children with disabilities, regardless of the severity of their disabilities, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the State;
3. Suspected of having a disability even though they advance from grade to grade;
4. Home schooled;
5. Attending a private (religious or secular) school located within the boundaries of Goshen County School District No.1;
6. Attending a charter or virtual school;
7. Below the age of compulsory school attendance;
8. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
9. Dropped out or disenrolled from public or private school

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

TOBACCO AND SMOKING
DISTRICT POLICY 1700.00

Goshen County School District No. 1 recognizes the major negative effects of the use of tobacco in any form including, but not limited to, cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems/vapes, heated tobacco products, pipes, hookahs, etc. on personal health and the subsequent health care costs.

Students

The possession and/or use of tobacco in any form including, but not limited to, cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems/vapes, heated tobacco products, pipes, hookahs, etc. by students are prohibited on all school district property and in vehicles owned, leased, and/or operated by the district.

The possession and/or use of tobacco in any form by students is ~~also~~ prohibited in private vehicles while on any school district property.

Students will be held accountable to District Policy 5131.03 (Controlled Substance Possession/ Use/ Sale/Distribution at School or School Related Activities) and District Policy 5131.21 (Student

Discipline). As per District Policy 5131.21, students will be required to enroll in an administrator-approved cessation program upon first offense.

Staff

The use of tobacco in any form including, but not limited to, cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems/vapes, heated tobacco products, pipes, hookahs, etc. by any Goshen County School District No. 1 employee is prohibited on school district property and in vehicles owned, leased, and/or operated by the district.

Patrons, Visitors and Volunteers

Use of tobacco in any form including, but not limited to cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems/vapes, heated tobacco products, pipes, hookahs, etc. shall be prohibited on school district property including all school buildings, near building entrances, in athletic facilities, stadiums and their respective sideline areas, etc., and in vehicles owned, leased and/or operated by the district.

DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOLS
DISTRICT POLICY 4111.20/ 4211.20

The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal statutes, in the workplace. The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, as that term is defined in state and federal statutes, in the workplace.

ADMINISTRATIVE REGULATION

As a condition of employment in the district, each employee will abide by the terms, requirements and prohibitions set forth in this policy. Employees who violate the prohibitions of this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs, or may be suspended or terminated from employment with the district, notwithstanding the remaining provisions of this policy relating to conviction for drug statute violation occurring in the workplace. (Employees may also refer themselves to drug counseling programs, drug rehabilitation programs, or employee assistance programs)

Each employee shall notify the district of his or her criminal drug statute conviction for violation occurring in the workplace no later than five days after the conviction.

Within thirty (30) days of receiving a notice of a conviction for a drug statute violation occurring in the workplace, the district will either (1) take appropriate action against the employee, up to and including dismissal, or (2) require the employee, at employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency or other appropriate agency, and if employee fails to fully comply with such program, the district will take appropriate action against the employee, up to and including dismissal.

"Workplace" is defined as the site for the performance of work done, including: a school building or other school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during school-related events, including any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district

NOTICE TO EMPLOYEES OF THE DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOLS

You are hereby notified that it is a violation of the policy of this district for any employee to unlawfully manufacture, distribute, dispense, possess or use, on or in the workplace, any controlled substance as that term is defined in state or federal statutes.

Workplace is defined as the site for the performance of work done, including: a school building or other school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during school-related events, including any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

You are further notified that as a condition of your continued employment, you will comply with the policy of the school district and will notify your supervisor of any criminal drug statute conviction for a violation occurring within the workplace no later than five (5) days after such conviction. Any employee who violates the policy may be referred to drug counseling programs, drug rehabilitation programs or employee assistance programs, or may be suspended or terminated from employment with the district. Any employee who fails to fully comply with such program may have his employment suspended or terminated as decided by the Board.

SEXUAL HARASSMENT-EMPLOYEE
DISTRICT POLICY 4119.50/ 4219.20

Goshen County School District No. 1 (hereinafter referred to as "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.[i] This policy shall apply to all students, employees, and volunteers of District.

Prohibition of Sexual Discrimination/Harassment. District prohibits any discrimination on the basis of sex in its education programs or any activity that it operates, including in employment, and it is required by Title IX not to discriminate in such a manner.

Title IX Coordinator. District's Title IX Coordinator is designated and authorized to oversee compliance with all aspects of the district's sexual discrimination/harassment policy. Inquiries about the application of Title IX to the district may be referred to: 1) the Title IX Coordinator, who may be reached at the GCSD Central Administration Office, 626 West 25th Avenue, Torrington, WY 82240, (307) 532-2171; or 2) the Assistant Secretary, Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.[ii]

The contact information for the Title IX Coordinator is available on the district's website, which may be found at: goshen1.org.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

SEX OFFENDERS ON SCHOOL PROPERTY
DISTRICT POLICY 1260.00

The District prohibits adult sex offenders registered in any state, city or territory from access to school properties. The only exception to this prohibition would occur following a request for a meeting initiated by school personnel on behalf of a student. These meetings would be held outside school hours at the Central Administration Office.

PROHIBITED ASSISTANCE TO SEX OFFENDER
DISTRICT POLICY 4303.00

No school employee, agent of the District or person or entity during the course of contracting with the District, shall assist any school employee, contractor, or agent, in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or entity knows, or has probable cause to believe, that such a school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

SPEAKING LANGUAGES OTHER THAN ENGLISH
DISTRICT POLICY 4119.52/ 4219.30/ 5156.20

English is the language of instruction in the district. This does not preclude the speaking, writing or other use of other languages. The need for clarification or communication for those parents and students whose knowledge of English is limited may dictate the use of the home language when resources are available. Families that speak languages other than English will be offered the option of receiving school-to-home written communications in a language other than English.

ADMINISTRATIVE REGULATION

The district values the variety of cultures, languages and ethnic backgrounds represented in Goshen County School District No. 1. A student may converse in a language other than English at school or school activities. However, in order to obtain the greatest benefit from the education being offered in the classroom, the student should make his or her best effort to communicate in English whenever possible.

School personnel may request a student speak in English when the student is able, or when deemed necessary an interpreter may be used to enhance communication between the student and school personnel. No student will be disciplined simply for speaking in a language other than English.

Parents or guardians will be asked to complete a home language survey when registering their student for school for the first time. The home language survey may be requested each year if deemed necessary by school or district administration. Middle and high school students may be asked to complete the home language survey rather than asking parents to complete the form. There will be no disciplinary action taken if a family or student chooses not to complete the home language survey.

Where a language other than English was the first language learned by the student, or where a language other than English is the primary language used in the home as determined through the home language survey, the district will test the student's English language proficiency. Additional services may be

provided for students who have limited English language proficiency as indicated by the results of the English language proficiency test.

When needed for registration, classroom-related incidents, parent/teacher conferences, and/or other incidents as deemed appropriate by school personnel, the district will make a reasonable effort to provide a translator in order to enhance communication between the school and the family.

Families that speak languages other than English will be offered the option of receiving school-to-home written communications in a language other than English. Families will be notified at the beginning of each school year of their options concerning school-to-home communications. Questions concerning the use of a language other than English may be directed to a student's principal, or the Superintendent of Schools or designee.

STAFF COMPLAINTS AND GRIEVANCES
DISTRICT POLICY 4305.00

A grievance is an allegation by an employee or employee group that there has been a violation, a misinterpretation, or inequitable application of any provision of district policy, rule, regulation or procedure. The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act. Channels will be established for personnel to present grievances which shall permit their resolution at the lowest possible level.

Definitions

A. A grievance is an allegation by an employee or employee group that there has been a violation, a misinterpretation, or inequitable application of any provision of district policy, rule, regulation or procedure. The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act. Channels will be established for personnel to present grievances which shall permit their resolution at the lowest possible level.
B. An "aggrieved person" is the person making the claim.
C. A "party of interest" is any person or persons making the claim or any person or persons who might be required to take action, or against whom action might be taken in order to resolve the problem.
D. The term "days" means calendar days.
E. "Board" means the Board of Trustees of Goshen County School District No. 1.

The purpose of this statement of grievance procedure policy is to secure expedient and equitable solutions to problems which may from time to time arise affecting working conditions of employees.

Time Limits

A. It is important that grievances be processed as rapidly as possible and every effort should be made to expedite grievance procedures.

B. If an employee does not file a grievance in writing with the administrator or other supervisor within 30 calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
C. In cases with extenuating circumstances, an extension of these time limits may be allowed if mutually agreed upon by both parties in writing.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY
DISTRICT POLICY 4338.00

1. PURPOSE

1.1. Use of District 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.

1.3. Use of personal (non-District owned) computers, devices and technology (including cell phones) for District business is discouraged. Employees are encouraged to use District computers, devices and technology for District business. If that is not possible, staff may request supervisor, secretaries or other staff with access to school-owned technology to send the required communication in order that it can be preserved on District-owned equipment. Staff who determine it necessary to use their personal cell phones are also encouraged to use apps or other software which enables the message to be sent to the recipient as well as a school administrator, server, or other device which can retain the communication in the school records. Employees who use their personal devices or technology for District business (including, but not limited to, communicating with co-workers, students, parents or others regarding District business) consent to a search of their personal computer, devices or technology by District administrators for messages, information or data related to District business except where the communication was also delivered to a school administrator, server, or other device where it can be reviewed by District administration.

2. 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 monito 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. 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.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

EMPLOYEE USE OF SOCIAL MEDIA SITES INCLUDING PERSONAL SITES
DISTRICT POLICY 4350.00

Due to the unique nature of social media sites, such as Facebook and Twitter, and the district's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

A. KEEP PERSONAL AND PROFESSIONAL ACCOUNTS SEPARATE

Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their district email address for personal social media activities. Use of district email for this purpose is prohibited and will be considered a violation of district policy that may result in disciplinary action.

B. CONTACT WITH STUDENTS

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. All staff shall maintain a professional relationship with all students, both inside and outside of the classroom. Informal and/or social involvement with students is therefore prohibited. This includes:

1. Listing current students as "friends" or "followers" on social media sites where such designations are made;
2. Staff members engaging in email or other electronic communications to students other than through the district's email and telephone system, except for permissible practices set forth in this policy;
3. Coaches electronically contacting an individual team member or members without including those other members of the team for whom the same communication is applicable**;**
4. Giving private cell phone or unlisted home phone numbers to students without prior approval of the district, or where the phone number is provided pursuant to one of the acceptable practices set forth in this policy;
5. Inappropriate contact of any kind, including via electronic media.

Nothing in this policy prohibits district staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular, or extra-curricular purposes where the professional relationship is maintained with the student.

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or other electronic methods could result in the imposition of disciplinary action up to and including termination.

C. RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY

If an employee wishes to use Facebook, Twitter, or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements, etc. for a school-sponsored club or a school-based activity or an official school-based organization, the employee shall comply with the following procedures and rules:

1. Notify the district

Employees that have or would like to start a social media page should contact their superintendent or designee. All district pages must have an appointed employee who is identified as being responsible for content. The superintendent or designee will outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. The superintendent or designee should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The superintendent reserves the right to shut down or discontinue the site if he/she believes it is in the best overall interest of the students.

2. Have a Plan

District staff will consider their messages, audiences, and goals, as well as strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

3. Protect the District Voice

Posts on district-affiliated social media sites protect the district's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with district policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

To see this policy in full, along with all related documents, please go to GCSD#1 District Policies

STUDENT DATA SECURITY
DISTRICT POLICY 4340.00

Student data in education refers to any information that educators, schools, districts, and state agencies collect on individual students, including data such as personal information (e.g., a student's age, gender, race, place of residence), enrollment information (e.g., the school a student attends, or any other confidential information). Goshen County School District No.1 (GCSD#1) shall implement the following guidelines in regards to the collection, use and protection of student data.

Data Collection

1. Student social security numbers (SSN) will not be collected or used as an identifier.
2. When providing student data electronically, the district will ensure that an encrypted connection is used.
3. The Technology Director shall ensure connections from the district student information system (SIS) is encrypted using secure sockets layer (*SSL*) security.
4. Online access to confidential data shall be done using a secure web connection.

Accessing Student Data Passwords

1. Goshen County staff members shall not share their passwords with anyone including peers and supervisors.
2. District networks systems will require that staff member passwords are changed regularly.
3. The district student information system (SIS) shall have a lockout for consecutive failed logins.

Exiting Staff Electronic Accounts

The Technology Director shall ensure accounts for exiting employees are disabled within three (3) school days to ensure sensitive data is no longer accessible.

Physical Security

1. Student data shall be stored in a secure area only
2. If a staff member's computer is in a public area, that staff member must ensure his/her computer screen is locked if unattended.
3. Sensitive data will be destroyed through a secure means only
4. The Technology Director shall ensure computer hard drives are erased or properly destroyed as staff exit the district, or as devices are retired.
5. Only authorized personnel shall have access to restricted district server rooms.

Logical Security

1. The Technology Director shall ensure a district firewall or comparable security appliance is deployed for the protection of the districts electronic network.

2. The Technology Director shall immediately inform the Superintendent of GCSD#1 of any security or firewall breach, in addition to informing Wyoming Department of Enterprise and Technology Services help desk.
3. All district Wi-Fi access connections shall be password protected.

Malicious Data Breach

1. If a GCSD#1 staff member has his/her laptop or computer stolen, the theft is to be reported to the Technology Director as soon as possible.
2. District staff members shall report any breach of his/her computer via a malicious email.

Backup and Disaster Recovery

The Technology Director shall ensure an offsite data solution for the backup and recovery of mission critical district systems.