

# **FORT WASHAKIE SCHOOL STAFF HANDBOOK 2023-2024**



Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.



**RESOLUTION  
OF THE  
WIND RIVER INTER-TRIBAL COUNCIL**



**RESOLUTION NO. 2023-11730  
NABC RESOLUTION NO. NABC-2023-1630**

**A RESOLUTION RESCINDING THE COVID-WIND RIVER RESERVATION PUBLIC HEALTH ORDER (STAY AT HOME) RESOLUTION # 2020-11357.**

**WHEREAS**, The Eastern Shoshone Tribe (“EST”) and the Northern Arapaho Tribe (“NAT”) are sovereign, federally recognized Indian Tribes with inherent sovereign authority and the right to exercise self-determination and self-governance through their individual and independent elected governments, the Eastern Shoshone Business Council (“ESBC”) and the Northern Arapaho Business Council (“NABC”); and

**WHEREAS**, the ESBC and the NABC are authorized by a vote of their respective Tribal citizens to conduct the day-to-day governmental operations and set the policy and procedure of the their respective Tribe;

**WHEREAS**, the Wind River Inter-Tribal Council (“WRITC”) was created April 17, 2017, by the NABC and the ESBC through the approval of the Wind River Inter-Tribal Accord and further defined through the June 25, 2019, approval of the Wind River Memorandum of Understanding for the Management and Oversight of Shared Tribal Programs and Resources; and

**WHEREAS**, the ESBC and the NABC have been functioning as the WRITC for the purpose of working collaboratively to manage shared assets and programs on the Wind River Indian Reservation; and

**WHEREAS**, the WRITC is composed of the ESBC and the NABC, and any action taken by the WRITC requires a majority vote of each Tribe’s Business Council; and

**WHEREAS**, on April 1, 2020, the WRITC issued WRITC Resolution2020-11357 enacting the Wind River Indian Reservation COVID-19 Public Health Order, which adopted recommendations of the medical advisors for the Wind River Indian Reservation on ways to limit the spread of the COVID-19 virus within the reservation boundaries; and

**WHEREAS**, numerous amendments had been issued since the initial resolution in an attempt to keep tribal members and the public living on the Wind River Indian Reservation safe; and

**WHEREAS** on May 11, 2023, the Department of Health and Human Services declared the federal Public Health Emergency for COVID-19, declared under Section 319 of the Public Health Service Act to expire.

**NOW, THEREFORE, BE IT RESOLVED**, the Wind River Inter-Tribal Council hereby rescinds WRITC Resolution 2020-11357 and all other eleven (11) amendments and resolutions enacted after the initial resolution; and

**BE IT FINALLY RESOLVED**, as the Chairmen of the Eastern Shoshone Business Council (ESBC) and the Chairman of the Northern Arapaho Business Council (NABC) are delegated the authority and responsibility to sign all documents necessary to initiate this action.

**CERTIFICATION**

The undersigned, as the Chairman of the Eastern Shoshone Business Council hereby certifies that the Eastern Shoshone Business Council, consists of six (6) members, of whom four (4) members of the Eastern Shoshone Business Council constituting a quorum, were present at a meeting duly called, noticed, convened, and held this seventh (7th) day of June, 2023; that the foregoing resolution was adopted by an affirmative vote of four (4) members of the Eastern Shoshone Business Council, and that the said resolution has not been rescinded or amended in any way.

Done at Fort Washakie, Wyoming this 7th day of June, 2023.



John St. Clair, Chairman  
Eastern Shoshone Business Council

Attest:

  
Carolyn Shoyo, WRIC Executive Secretary

The undersigned, as the Chairman of the Northern Arapaho Business Council hereby certifies that the Northern Arapaho Business Council, consists of six (6) members, of whom four (4) members of the Northern Arapaho Business Council, constituting a quorum, were present at a meeting duly called, noticed, convened, and held this seventh (7th) day of June, 2023; that the foregoing resolution was adopted by an affirmative vote of four (4) members of the Northern Arapaho Business Councils, and that the said resolution has not been rescinded or amended in any way.

Done at Fort Washakie, Wyoming this 7th day of June, 2023.



Lloyd Goggles, Chairman  
Northern Arapaho Business Council

Attest:

  
Nora Willow, NABC Executive Assistant

## ***FCSD #21***

### ***Staff Handbook***

#### ***2023-2024 School Year***

### ***District Direction***

Our direction is to provide rigorous and relevant instruction to educate our students to excel and succeed in any environment while sustaining the knowledge, value, and history of our culture.

### ***District Purpose:***

- Our purpose is to enable each student to reach his or her potential.
- Gain the knowledge and skills to successfully compete globally.
- Maintain culture and traditions.
- Be responsible and respectful.
- Be actively engaged in learning throughout life.
- Develop healthy and positive habits and relationships.
- Be independent and critical thinkers.
- Be prepared and productive.
- Access and use information appropriately.
- Learn in a safe and healthy environment.

**FCSD# 21 will be following Tribal/County/State and CDC guidelines as they pertain to the COVID-19 pandemic. We expect these guidelines to change over time and will do our best to keep students/parents/guardians/staff advised as necessary. Watch for updates on our website, Facebook and communication sent to homes.**

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## ***Salary & Benefit Information***

### ***Professional Development***

#### ***2023-2024 SALARY SCHEDULES 2023-2024 PAY PERIOD SCHEDULE***

### ***Ordering Procedures***

### ***Counseling Psychological BIT & 504 Referral***

### ***Recognition Awards Academic Calendar Organizational Chart***

### ***Technology***

### ***Staff Directory***

### ***Afterschool Program***

### ***Instructional Staff Information***

# **SECTION 1**

## **SALARY**

### **&**

## **BENEFIT**

# **INFORMATION**

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*This is a recap of School District Policy. A copy of the entire policy is available on the District website. All information in this handbook are subject to Policy & Statute changes*

<b>1.</b>	<b>PAYDAY</b>
<ul style="list-style-type: none"> <li>Payroll is run bi-weekly. Checks are generally disbursed on Thursday. The 2023-2024 pay period and pay day schedule is found in Section 3. All employees are required to use the time clock for clocking in and out for any hours worked on hourly jobs that are not on a contract. Timecards will be distributed every Monday morning and are to be approved by your supervisor and turned into the administration office no <b>later than 4:00 P.M. on Mondays.</b></li> <li><b>REMEMBER – IF THE WORK YOU ARE PERFORMING IS NOT ON A CONTRACT, AND IS PAID BY THE HOUR, USE THE TIME CLOCK – TEACHERS INCLUDED.</b></li> <li>Any employee who works overtime is required to <u>obtain approval in advance</u>. Overtime that is worked without authorization from a school administrator or their designee, except in the case of an emergency, may result in the employee's reprimand or dismissal.</li> <li>Final paychecks will not be released until all necessary paperwork and checkout procedures are completed. Final paper checks will be released on the regular bi-weekly schedule.</li> <li>If you feel there is a shortage in hours or pay on your paycheck please contact the payroll department in the Administration in a courteous manner and it will be researched for you and make corrections, if needed. On the flip side of this, if you are overpaid and do not notify the payroll department of the error, when the error is discovered the overpayment <b>will be deducted from your paycheck without notice.</b></li> </ul>	

<b>2.</b>	<b>SALARY SCHEDULES</b>
Salary schedules for the 2023-2024 school year are in Section 3 of this handbook.	

<b>3.</b>	<b>HORIZONTAL ADVANCEMENT</b>
<p>To be eligible for horizontal advancement on the salary schedule in the Fall of a given year, a teacher/aide must submit an <u>Advancement Request in writing</u> to the Superintendent <u>by the preceding April 15</u>. Horizontal advancement will NOT BE MADE AFTER September 1<sup>st</sup> of any school year. It is the teacher/aide's responsibility to submit all forms, official transcripts and obtain the required approval and to meet all the deadlines necessary to qualify. Remember, the Superintendent must approve in writing all courses taken for the purpose of horizontal advancement on the salary schedule. Anyone who plans to take such a course must submit a written request and have approval before registering for the class in order to be sure the credit taken will apply. <u>It is recommended that teacher/aide submit an entire program outlining classes to be taken and have those all pre approved.</u></p>	

<b>4.</b>	<b>SALARY ADVANCEMENT</b>
<p>It is the employee's responsibility to read and understand School District Policy GCB. Questions tend to arise about credit purchased in conjunction with a workshop or conference. Whenever a staff member attends a workshop, conference or any other staff development activity where credit is offered, it will not apply toward a salary lane change if the district pays any portion of</p>	

the registration fees, travel, per diem, or related expenses. However, if the credit is accepted as part of an approved advanced degree, it will apply for horizontal movement on the salary schedule when the degree is earned.

## **5. INSURANCE**

The District currently provides the following insurance for all employees working 30 hours or more per week.

1. **MEDICAL WEBT** (Wyoming Employees Benefit Trust) Administered by BlueCross/BlueShield. Call 800-210-6642, or online at [www.yourwyoblue.com](http://www.yourwyoblue.com)
2. **VISION** (Vision Service Plan of Wyoming) Call 800-877-7195 or online at [www.vsp.com](http://www.vsp.com) for your benefit limits and a listing of participating physicians.
3. **DENTAL** (Delta Dental) Call 800-735-3379) or on line at [www.deltadentalwy.org](http://www.deltadentalwy.org) for questions and a list of participating physicians.
4. **LIFE INSURANCE** - \$20,000/Employee, \$5,000/Spouse and \$2,500/Children. **See business office for paperwork.**

## **6. LEAVE (accessible on school website)**

All leave is required for ALL absences. Leave will be requested thru Weblink. A leave request should be submitted at least five (5) days in advance. The leave request must be checked by you upon the Superintendent's approval/disapproval. Exceptions may be made for emergencies. **Leave will be deducted as you have indicated on your leave request.**

### **A. Bereavement Leave**

1. For the death of an immediate family member, an employee may have up to five (5) days leave. Immediate family is defined as Mother, Father, Legal Guardian, Spouse, Significant Other (involving a long-term relationship of at least six months), Sibling, Child, Grandmother, Grandfather and Grandchild.
2. For the death of a member of the extended family, an employee may have three (3) days of leave. Extended family is defined as Uncle, Aunt, Nephew, Niece and the following in-laws: Mother, Father, Brother, Sister, Son, Daughter, Uncle and Aunt.
3. Staff have up to two (2) days per year to be used for bereavement for friends or persons not otherwise covered by this policy.
4. Staff who are called upon by a family to conduct ceremonial aspects of a funeral service (e.g., prayer, cedar, sing at drum) will be granted bereavement leave determined by the Superintendent.
5. Out of state - Determined case-by-case basis.

**NOTE – The Superintendent may extend bereavement leave on a case-by-case basis when circumstances warrant.**

### **B. Regular Leave – Leave will be earned as follows:**

1. Nine (9) month, less than 205 days, employees shall receive ten (10) days of leave per year.
2. Ten (10) month, 205-230 days, employees shall receive eleven (11) days of leave per year.
3. Twelve (12) month (260 days) employees shall receive fourteen (14) days of leave



per year.

4. One half of the leave allocation will be created at the beginning of the school year after the first day of work. Employees will be allowed to use this leave allocation prior to fully accruing it. The remaining days of leave will be available on January 2<sup>nd</sup>.
5. In the event of termination by the employee or by the employer, earned leave will be calculated and any leave used in excess of the amount earned will be reimbursed to the District. The leave request must indicate whether leave is for personal reasons or illness.
6. Personal leave must be requested at least three (3) days in advance and the School District reserves the right to limit the number of leaves on any one day.
7. Exceptions may be made for emergencies. Leave will be deducted as indicated on WEBLINK.
8. Unused leave may be accumulated, up to sixty (60) days, as leave. After an employee has accumulated sixty (60) days of leave, the Board will buy additional earned leave at the end of the employee's employment year or the end of the fiscal year, whichever is first, at the rate equal to the employee's then current daily rate.
9. At termination of employment, the Board will buy accumulated leave back at the rate outlined above.
10. Regular leave constitutes what is generally called sick leave and personal leave.
11. Staff members may be allowed to donate up to ten (10) days of their leave per year to staff members who run out of leave and are faced with salary deductions. Donated leave may not be accumulated beyond the actual days of absences.
12. Personal leave for certified staff members will be limited to a maximum of 10% of the teaching staff unless there are unusual circumstances and authorized by the Superintendent.
13. Personal leave may not be used the day before or the day after a scheduled holiday vacation except in cases of an emergency. The Superintendent shall be the sole authority as to whether or not a situation constitutes an emergency. Staff will provide the Superintendent with sufficient documentation to justify the presumed emergency for him/her to make the decision. Staff who take a day before or after a scheduled holiday without authorization will have one day of pay deducted from their salary or each occasion.

#### **C. Professional Leave**

1. Professional leave will be limited to the discretion of the Superintendent and typically not to exceed three (3) days. Out of state leave requires prior approval of the Board of Trustees only after approval by the Superintendent.

#### **D. Workers Comp Leave**

1. In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving Workers' Compensation benefits, the employee will be entitled to receive leave only in the amount equivalent to the difference between the Workers' Compensation benefit received and the regular salary the employee would have received had he/she elected to take leave. In the event the district pays an employee for leave which subsequently is determined by Workers'



Compensation to be compensable by Workers' Compensation, the employee will be given the option of either repaying the District for any income in excess of their standard wage or, alternatively, having the District withhold future leave payments until the overpayment is made up.

**E. Vacation Leave (needs to be requested via WEBLINK)**

Twelve (12) month employees receive vacation leave. Employees are granted ten (10) days after twelve (12) months of continuous employment and ten (10) days annually thereafter. After five (5) years of employment an employee will be granted five (5) days of additional vacation. After twenty (20) years of employment in the District, the employee will be granted three (3) days of additional vacation days. Vacation leave should be taken annually. Your supervisor and the Superintendent must approve request for vacation leave in advance. Unused Vacation pay will be reimbursed at the employee's daily rate of pay.

**F. Jury Duty**

1. Jury duty leave shall be given as needed and be granted as professional leave prior arrangements must be made with the Superintendent.

**G. Leave Without Pay**

1. Leave without pay may not be taken if an employee still has leave on the books. They must first use their regular leave. Leave without pay may only be taken if an employee is out of regular leave or as a disciplinary measure. Unless there are extenuating circumstances which are acknowledged by the Superintendent, staff may not use more than ten (10) days of leave without pay in any given school year.
2. If an employee has no leave, but makes arrangements in advance, she/he may be granted leave – without pay. Leave without pay is discretionary with the Superintendent or his/her designee and no employee may take leave without pay unless the employee has received prior authorization. Violation of this policy will result in serious disciplinary action and/or the loss of employment.
3. The Board of Trustees, acting on a written application, may at their discretion grant leaves without pay for an extended period of time. Such leave may be granted for the balance of an academic year. The maximum time of leave to be granted at one time will be one full academic year. To extend a one-year leave a second application must be presented to the Board no later than April 1, proceeding the new academic year.
4. Requests for leave must be on the basis of one or more of the following:
  - a) Sick leave
  - b) Maternity
  - c) Personal, including bereavement
  - d) Educational
  - e) Legal
  - f) Short term transfer of spouse
5. An employee on leave shall not receive pay, fringe benefits and/or other benefits while on such leave, unless otherwise prescribed by law. Upon reinstatement

following such leave, the employee shall be entitled to resume receiving all benefits normally granted other employees in similar assignments.

6. Time spent on leave will neither be credited to the employee nor be considered an interruption that would terminate or limit any such benefits.

**H. No Call, No Show Provision**

If an employee fails to show up for work for two (2) consecutive days and does not call in to notify the district of their absence, this will constitute job abandonment and will result in immediate termination of employment. There may be extenuating circumstances such as being incapacitated due to an accident.

Those situations will be given individual consideration. If an employee fails to show up for work for 3 non-consecutive days in one year and does not call in to notify the school of their absence, this too will be considered job abandonment and will result in immediate termination of their employment with the school district.

**I. Walking Off the Job**

1. Walking off the job will constitute job abandonment and will result in immediate termination of employment.

**J. Limited Expectation for Approval for Late Start or Early Release Due to Conflicting Outside Job Commitments**

1. Unless an adjusted work schedule is a clear benefit to the School District and that alternate schedule is approved by the Board of Trustees, every employee is expected to begin and end his/her regular shift according to the specific schedule for that employee classification. Employees shall not report to work early or remain late to make up for time missed because of some other outside job commitment that affects the regular workday. Employees shall not be permitted to leave the workplace early in order to begin employment outside the district. Staff who deliberately arrive late or leave early without permission will be subject to discipline.
2. Employees shall not be allowed to use personal leave or unpaid leave to compensate for late arrivals or early departures related to outside employment. Exceptions may be considered on a case by case basis.
3. In the event of termination or dismissal of an employee, or should the employee resign prior to the expiration of the employee's contract, all accrued vacation will be forfeited unless the District otherwise makes an agreement with the employee for payment of the accrued vacation.

**K. Any employee who is terminated or dismissed from employment, or otherwise resigns without giving at least two (2) weeks' notice, will forfeit any accrued vacation unless the district otherwise enters into an agreement with the employee to pay the employee for the accrued vacation.**

<b>7.</b>	<b><i>Equal Opportunity Employer</i></b>
We are an equal opportunity employer and do not discriminate because of age, sex, race, religion, marital status, creed, color, nationality or handicapped conditions in hiring or in the amount of compensation or leave.	

<b>8.</b>	<b><i>Staff Complaints and Grievances</i></b>
For complaints and grievances, the staff shall follow the chain of command. The only exception will be in a situation such as: sexual harassment when the next in command is the alleged perpetrator. In this case, the staff member can skip that person and go to the next in the chain of command (see organizational chart). Complaints and grievances should be settled as far down the chain of command as possible.	
<b>No phone calls to Board of Trustee members.</b>	

<b>9.</b>	<b><i>Sexual Harassment</i></b>
Sexual harassment will not be tolerated in this District. Sexual harassment is defined as follow: unwelcome sexual advances, request for sexual favors, sexual motivated physical contact or other verbal or physical conduct or communication of sexual nature.	

<b>10.</b>	<b><i>Drug Free Workplace</i></b>
The abuse of a controlled substance, which shall include the manufacture, distribution, dispensing, possession, or use while in the workplace, which shall include the school grounds and buildings, school vehicles, and while traveling for school purposes, is prohibited. The penalty for abuse of a controlled substance in the workplace shall be immediate suspension and dismissal. Each employee of this District as a condition of employment must notify the employer within five days of any conviction involving a controlled substance in the workplace. It is further a condition of employment that employees aware of a fellow employee's drug use on the job must notify the employer of the same.	

<b>11.</b>	<b><i>Board of Education</i></b>
District School Board meetings are scheduled for the third Wednesday of each month and begin at 6:00 pm in the Administration Building, unless otherwise published and posted.	
<b>Chairperson: Carla Mann</b> <b>Vice Chair: Tex LeClair</b> <b>Treasurer: Wayland Large</b> <b>Clerk: Bonnie Washakie</b> <b>Member: Kay Ferris</b>	

<b>12.</b>	<b><i>Board/Staff Communication</i></b>
The Board of Trustees desires to maintain an open, honest channel of communication between itself and the staff. The basic line of communication, however, <b>WILL BE</b> through the Superintendent. It is important to remember that Board members are only Board members when they meet as a School Board.	

<b>13.</b>	<b><i>Wyoming Ethics and Disclosure Act (W.S.9-12.104) Nepotism</i></b>
<ul style="list-style-type: none"> <li>• No School Board Member shall advocate or cause the employment, appointment, promotion, transfer or advancement of a family member to an office or position of a School District. A School Board member shall not supervise or manage a family member who is an employee of the School District.</li> <li>• A School Board member, acting in his official capacity as a Board Member, shall not participate in matters relating to the employment or discipline of a family member.</li> </ul>	

<b>14.</b>	<b><i>Dress Code</i></b>
<ul style="list-style-type: none"> <li>• Staff members are expected to dress and act in a professional manner. Obviously, what is professional in one area may not be in another. In the shop or the science lab, professional and safe attire will be different than in the normal classroom. The activities that are going to be engaged in also play a part as what is the most responsible dress.</li> <li>• As in the past, we continue to promote Casual Friday. However, this should more appropriately be considered Support Your School Day. This is the day to wear school colors and clothing with school or school district emblems emblazoned on the clothing. Again, recognize the importance of setting the example for students and help to promote the image and behavior we want students to acquire. If we take pride in the way we dress and present ourselves, it will add to the positive atmosphere in our school. <b>HATS ARE NOT APPROPRIATE FOR STUDENTS OR STAFF</b> (unless a school activity or reward day is identified as "hat day.")</li> </ul>	

<b>15.</b>	<b><i>Confidentiality</i></b>
<ul style="list-style-type: none"> <li>• Confidentiality in the School District goes farther than the guidelines offered by the Federal Government. Within the District, we have lists of students who receive Special Education services or health services. There are also faculty telephone number lists within this handbook, etc. These lists and their information must be treated as confidential material. They should never be left in the open or the information discussed in public settings. Questions about students should be addressed to the appropriate staff members or supervisor only. As the old saying goes, what happens here stays here! If someone from the community approaches you asking about a student, teacher, etc. or an incident that happened within the District you are not to violate employee/student confidentiality, just say you cannot discuss it with them.</li> <li>• The question often comes up about how to discuss student performance or behavior in a manner that does not break confidentiality. It is perfectly appropriate for teachers and staff to discuss these items. The intent of such conversations must focus on current performance or behavior and how to affect any necessary change. It is not appropriate to have a gripe session about such topics. Care should be given as to where such conversations take place. They should never take place in hallways or non-private areas where they can be overheard, especially by other students or parents.</li> <li>• Student issues that are shared with other staff members and not the parents or student themselves are highly questionable. It is the expectation of the Board of Trustees and the Administration, that teachers involve parents in attempts to improve student behavior or performance. The most appropriate way to discuss a student's behavior or performance with the student or his/her parent is individually, not in front of their peers or your peers.</li> </ul>	

- Student notes, papers, or work is considered to be private and cannot be identified as belonging to a particular student without parent permission. We can and do have notes passed among students that require action. Posting or reading aloud the note is not an appropriate response. Tell students that you don't want notes passed in school and that they should be prepared for any notes you intercept to be read to their parents or given to school officials. The practice of allowing students to check each other's work has been raised as questionable with regards to confidentiality. This has been common practice in school for years. Some parents took exception to the practice as it allowed other students to know the scores received on work. Current legal interpretation indicates that the practice can continue. However, this practice is not encouraged, and you should be aware that this practice might come under further legal scrutiny.

**16.      *Transportation, Staff use of School Vehicles***

In order to drive a school vehicle, **YOU MUST BE ON THE APPROVED DRIVER'S LIST** on file in the District's Office. The District suburbans and school cars are for staff use. Whenever possible, staff members should use a school vehicle for transportation to professional development sessions. If a district vehicle is not available, the district will reimburse staff member's mileage for the use of their own vehicle if they have prior approval. **A copy of your driver's license must be on file in the central office in order to drive district vehicles. This must be done each school year.**

- **UNDER NO CIRCUMSTANCES** should you transport students in your private vehicle.
- When using a school vehicle, you **MUST** fill out the appropriate trip ticket or log that includes beginning mileage, ending mileage, purpose, and the name of occupants and you must identify students or adults or both. If you fail to fill out the appropriate paperwork completely, the privilege of using a District vehicle may be terminated.
- **WHY?** The state has placed many restrictions on the use of school vehicles and reimbursement for mileage. When trip tickets or logs are not filled out appropriately, it can and has cost the District money.
- When requesting for the use of the school vehicle the request must be turned in two (2) weeks prior to the date needed for in-state travel and must be turned in six weeks in advance for out of state travel. **All vehicle requests must be approved by the Superintendent and will be handled in the District Administration office.**
- We will attempt to make sure the vehicle is clean when you get it and expect you to clean up after yourselves when using the District vehicles. Remember there is **NO SMOKING** in District vehicles.

**17.      *Student Field Trips and Extra Curricular Activities***

Coaches, teachers and aides **MUST** ride on the bus with students when attending extracurricular activities. A Suburban will not be sent along as an extra vehicle under the guise of "it is for emergency use". Transportation of students that require more space than the Suburban will be required to use a bus. **NO EXCEPTIONS!** Coaches, plan ahead and submit a request in writing along with your sports schedule and other appropriate paperwork. **PLEASE DO NOT** come in and say you need a suburban because you have a chance to do this or that in one of our neighboring school districts when it is not on the schedule.

<b>18.</b>	<b><i>Recommendation for Students(s) to Attend Conferences</i></b>
<p><b>Under no circumstances is staff to recommend students to attend conferences, leadership training, etc. without FIRST obtaining permission from the Principal and the Superintendent.</b> In other words, get the permission first before presenting it to students. We do not want staff going back to students and saying I tried to do this for you but the Principal and Superintendent said “no”. Under no circumstances are students to be recommended to attend these training sessions that are sponsored by private enterprise even under the guise of being a non-profit educational organization.</p>	

<b>19.</b>	<b><i>Staff Work Guidelines</i></b>
<p>District Policy GCL (Certified)</p> <p><u>Working Hours</u></p> <p>In general, the Board expects its certified staff, including both teachers and administrators to, at a minimum, be on duty at least fifteen minutes prior to the start of the scheduled day and remain fifteen minutes after the buses depart. An exception can be made on Fridays when instructional staff may leave immediately following the departure of the last regular route bus. Teachers will arrive at their posts sufficiently in advance of students and will remain after the school day to meet with individual students, parents, and faculty committees, and to carry out other professional responsibilities.</p> <p>Administrators and supervisory personnel are expected to observe a daily schedule consistent with the hours that the central office is open, extending this by the time required to discharge the responsibilities of their positions. Schedules during the summer may be adjusted as deemed appropriate by the superintendent of schools. (The board will be notified of any adjusted schedules.)</p> <p>District Policy GDK (Classified)</p> <p>Appropriate administrators shall establish work schedules for the classified staff in keeping with the standard workday and workweek, and in conformance with the reduced time schedules for various classifications of employees as approved by the Superintendent. The schedules shall be prepared in keeping with the needs of the school district.</p> <p>Staff Work Guidelines</p> <ol style="list-style-type: none"> <li>Normal start of the scheduled day is 8:00 A.M., for teachers (this means at a minimum, teachers should be at work by 7:45 A.M.) and 7:30 A.M. to 3:30 P.M. for Paras unless otherwise arranged by administration or supervisor.</li> <li>Any deviation from the normal workday must have immediate supervisor’s approval with a leave slip.</li> <li>The District does not subscribe to flexible work schedules unless prior approval is given by the Administration.</li> <li>Breaks are not required by law.</li> <li>Classroom teachers &amp; aides are expected to eat lunch with their students and provide the supervision of their class in the lunchroom.</li> <li>Classified staff members who leave the campus during work hours must punch out on the time clock and need to sign in/out at the school office and <b><u>SUBMIT a leave request via WEBLINK.</u></b></li> </ol>	

- g) Certified staff members who leave the campus during work hours must sign in/out at the school office and **SUBMIT a leave request via WEBLINK.**
- h) Supervisors who leave the campus during work hours must notify the District office and **SUBMIT a leave request via WEBLINK.**
- i) The only exception to “item f/g/h” is in the event that you are sent off campus on school business by your immediate supervisor or an emergency. If it is an emergency, you still need to notify your supervisor and then SUBMIT a leave request upon your return.
- j) School Office personnel will be placed on a starting and finishing rotation time to insure there is coverage in the school office at all time, (e.g. 7:30 A.M. to 3:30 P.M., 8:00 A.M. to 4:00 P.M. and 9:30 A.M. to 5:30 P.M.).
- k) Personal work such as surfing the net, sewing, schoolwork for classes that you may be taking, beading or other recreational activities are not allowed during normal work hours. *Staff may use computers for personal work only after normal working hours.*
- l) This is a smoke free campus and there will be no smoking on campus during work hours for all personnel, other than one designated area.
- m) There is no smoking in school owned vehicles.
- n) Personal Cell phones are to be muted during school/work hours and used for emergencies and designated times only, i.e. lunch or planning.



## **CERTIFIED STAFF CONTRACTS AND COMPENSATION**

The board recognizes that competitive compensation plans which include adequate base salary, salary incentives, and employee benefits, are necessary to attract and hold highly qualified and able men and women to provide an effective educational program.

The board will review all compensation plans annually and adopt that which is in keeping with current fiscal conditions.

Every teacher in the district shall be issued an individual contract or notice of continuing employment for each school year. All teachers shall be offered a new contract by April 15 or notified of non-renewal or recommendation of termination by that date.

Note: Pursuant of Wyoming statute, initial contract teachers and continuing contract teachers are required to notify the Superintendent of an intent to resign their position by giving written notice on or before May 15 of any year of their desire not be employed by the school district for the following year. If a continuing contract teacher, or an initial contract teacher after acceptance of a contract, breaches the contract by tendering resignation after June 15 of any given year, or by failing to complete and provide services for the entire school year under contract, then the teacher shall pay District one-twelfth (1/12) of the teacher's annual salary and shall forfeit any sick/personal day reimbursement as liquidated damages for the teacher's break of contract. In addition, any insurance premium paid by the district after June 30 shall be reimbursed to the district. (Note) The board has the right to waive this under extenuating circumstances such as family emergencies.

THE ENTIRE GCB POLICY CAN BE FOUND ON THE WEBSITE.

**PERSONNEL**  
**Policy GCB-R2**  
**SALARIES AND SALARY SCHEDULES**

Staff salaries shall be determined by a salary schedule adopted by the Board. The Board may elect not to have a salary schedule for administrative staff or specialized personnel at its discretion, in which event the Board shall directly negotiate and contract with such individuals as pertains to their salary. To the extent the Board had developed salary schedules applicable to employees of Fremont County School District No. 21, the policy concerning placement and movement on the salary schedule shall be as follows and shall be determined by the HR Clerk who may consult with the Assistant Superintendent for Finance and then the Superintendent as needed:

**I. Vertical Placement:**

**A. Starting Placement**

For all teachers new to the District who have previous teaching experience, vertical placement shall be based upon prior years of service. All teaching experience obtained as a teacher in another Wyoming school district shall be counted. Teaching experience out-of-state shall be counted as one year for each two years of experience up to a maximum of five steps (ten or more years of experience.) Administrative, military, or other non-school work experience shall not apply.

Starting vertical placement on the salary schedule shall be temporary until final verification of all previous experience is received.

For staff other than teachers who are new to the District, credit shall be given for previous work experience in the specific work area for which they are employed, provided the experience has been with another school district within the State of Wyoming. Experience which is directly related to the job but outside of education may be counted as one year for each two years of experience at the recommendation of the superintendent and approval by the board subject to the limitation of four steps noted below.

Starting vertical placement on the salary schedule for non-teaching staff shall be temporary until final verification of all previous experience is received and in no case shall it exceed four (4) years of previous experience. Staff with four (4) or more years of previous work experience shall come in at Step 5 on the salary schedule.

**B. Yearly Advancement**

After starting vertical placement on the salary schedule is established, staff may advance no more than one (1) vertical step on the salary schedule until the maximum level is reached.

### **C. Non-teaching Staff Advancement**

If any non-teaching staff member applies for and is selected for a position where placement is on a different, higher pay, salary schedule, placement will be determined by identifying the hourly rate which is next higher than the current salary rate and adding two steps. (e.g. if the current hourly rate was \$16.10 and the closest next higher rate on the new schedule was \$16.20 and the rate two steps higher was \$17.00, the employee would begin the new assignment at the \$17.00 step.)

## **II. Horizontal Placement**

### **A. Starting Placement**

For teachers and aides new to the District, horizontal placement on the salary schedule shall be based upon a Bachelor's or Master's degree or credits earned towards these degrees, in an approved teacher preparation program from an accredited institution.

Additional credits earned beyond the non-teaching degree which were taken as required by the State Department of Education to qualify the candidate for his/her first teaching certificate shall not be counted for horizontal placement beyond the Bachelor or Master's degree (for example, student teaching).

Horizontal placement for new teachers shall be temporary until official transcripts and a teacher certificate is received and evaluated by the Superintendent or his/her designee. (Whenever a special determination is made, a copy will be placed in the employee's file for future reference.)

Horizontal placement for new aides shall be temporary until official transcripts are received and evaluated by the Superintendent. Horizontal placement for all other staff that is permitted horizontal advancement shall be temporary until satisfactory evidence and/or documentation of completion of requirements necessary for horizontal advancement is provided to the Superintendent.

### **B. Horizontal Advancement**

After starting placement on the salary schedule is determined, teachers or aides may advance horizontally only by successfully completing additional number of semester hours of college credit required for advancement and which meet the following criteria:

1. All courses must be taken from an accredited institution and may be correspondence, extension or on-campus.
2. All credits earned must be expressed in semester hours. Quarter hours count 2/3 of a semester hour. State Department or other workshop in-service units shall not be accepted as college credit for placement or advancement horizontally.
3. Course credit fees and tuition costs are borne by the individual.
4. Courses taken must be earned AFTER the date of conferred degree.
5. For MA15 and MA30, courses must be graduate level.
6. Workshops, conferences and/or coaching clinics will not count UNLESS

pre-approved by the Superintendent and credit purchased by the individual.

7. Repeated courses will not be counted.
8. Graduate degrees require a bona fide, filed graduate program submitted to the Superintendent prior to the beginning of course work (an email or letter will be submitted to the Superintendent who, after approval, will notify the employee and place a copy of the letter/email signed by the superintendent in the employee's file).
9. Graduate degrees must be earned from an accredited institution with a program of study recognized by the Wyoming Professional Teaching Standards Board and Fremont County School District #21.

### **III. Horizontal Advancement Process.**

Upon completion of an approved course, the teacher/aide must submit an official transcript verifying the satisfactory completion of the course to the Superintendent on or before September 1 to qualify for horizontal advancement that school year.

To be eligible for horizontal advancement on the salary schedule in the fall of a given year, a teacher/aide must submit an advancement request in writing to the Superintendent by the preceding April 15<sup>th</sup>.

Horizontal advancement will not be made after September 1<sup>st</sup> of any school year. It is the Teacher's/aide's responsibility to submit all forms, transcripts, and to obtain the required approval and to meet all the deadlines necessary to qualify.

### **IV. Special Increments.**

The Board reserves the right to advance a teacher more rapidly than the salary schedule indicates as a reward for outstanding achievement. Likewise, the Board reserves the right to freeze staff on the salary schedule at any time determined necessary by the Board or to amend or repeal the salary schedule. The Board may also allow some staff to advance and not others when necessary to position staff at the appropriate place on the salary schedule.

**FREMONT COUNTY SCHOOL DISTRICT #21**  
**Notice of Eligibility to Participate in the 403(b) Plan**

The Fremont County School District #21 (the "District") maintains a 403(b) plan for eligible employees of the District. The plan allows eligible employees to make pre-tax salary reduction contributions into investments selected by each employee from a list of authorized investment vendors available under the plan. These contributions grow tax deferred until withdrawn by you from the plan.

All common law employees of the District, except student teachers and student workers, are immediately eligible to participate by making salary reduction contributions on a pre-tax basis under the plan.

For administrative reasons, any eligible employee wishing to participate in the plan must contribute at least \$200.00 per calendar year.

Approved Investment Providers include AXA Equitable, Metropolitan Life, The Variable Annuity Life Insurance Company (VALIC), Security Benefit, Horace Mann and New York Life.

For more information on the plan, investment options and procedures on how you can enroll, contact the Business Manager at extension 1100 or the Human Resources person at extension 1000.

## **STAFF ETHICS**

### **I. GENERAL OBLIGATIONS**

The board expects members of the staff to be familiar with the Code of Ethics that applies to their profession and to adhere to it in their relationships with students, parents, co-workers and officials.

Employees of the district will not engage in or have a financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities in the school district.

School staff who might profit directly from any transaction that the school district may have with a business, service, contractor or realtor will disclose that information to the district and will remove themselves from any discussion or voting that takes place concerning the transaction.

Employees shall not engage in any type of work where the source of information concerning customer, client, or employer originates from information available to them through school sources.

Employees shall not sell books, instructional supplies, musical instruments, equipment, or other school supplies for personal gain when their position on the staff is used to influence the sale of goods or services to students or parents.

No staff member shall engage in any type of private business during school time or on school property.

There shall be no conflict of interest in the supervision or evaluation of employees. At no time may any administrator be responsible for the supervision or evaluation of an employee directly related to him (parent, spouse, child, brother or sister of employee).

Employees shall safeguard public school supplies, materials & equipment and shall use such in a conservative but efficient manner.

Failure to abide by this policy, the Code of Ethics of the staff member's profession, and the ethics, as they pertain in GBEA-E1, GBEA-E2, will result in a warning, probation, dismissal, or censure.

### **II. STAFF RELATIONSHIPS**

Staff members in the public schools have obligations with respect to professional practice. These obligations are shared employer-employee responsibilities based upon mutual

respect and good faith.

Therefore, a Fort Washakie Staff Member shall:

1. Cooperate with other staff members in the development and implementation of the total program.
2. Understand and cooperate with proper channels of authority and procedure.
3. Apply for or accept employment only on the basis of competence.
4. Cooperate in the development of school policies and assume professional obligation in this respect.
5. Abide by all terms of his/her contract.
6. Accept the professional responsibility of maintaining a high level of service.
7. Respect the professional reputation of others.
8. Encourage and assist others to uphold the standards of professional practice herein stated.
9. Recognize the professional aspects of democratic procedure in relationships with other members of the profession.

### **III. PUPIL RELATIONSHIPS**

The primary obligation of the public schools is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American.

Therefore, the Fort Washakie Staff Member shall:

1. Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics.
2. Recognize the difference among students and seek to meet their individual needs.



3. Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, creative, and spiritual endowments.
4. Aid students to develop an understanding and appreciation, not only of the opportunities and benefits of American democracy, but also of their obligations to it.
5. Respect the right of students to have confidential information about themselves withheld except when such release is made to authorized individuals or agencies or as required by law.

#### **IV. COMMUNITY RELATIONSHIPS**

The public schools occupy a position of public trust involving not only the individual's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner.

Therefore, a Fort Washakie Staff Member shall:

1. Recognize the public schools belong to the people of the community, encourage lay participation in shaping the purposes of the school, and strive to keep the public informed of the education program which is being provided.
2. Respect the community in which employed and be loyal to the school system, community, state and nation.
3. Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.
4. Adhere to a reasonable pattern of behavior accepted by the community for professional person.

# SECTION 2

# PROFESSIONAL DEVELOPMENT

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.

## FREMONT COUNTY SCHOOL DISTRICT #21

<b>1.</b>	<b><i>Professional Development</i></b>
<p>The District is committed to providing quality professional development opportunities for our staff members. To assure we are meeting the need of our staff the District has developed the following procedures:</p>	
<p>a) <b>IN-STATE conference</b> – two weeks prior for approval. Complete the appropriate conference request form. Attached is a copy of the off-campus workshop/conference request form. (This form is in Page 2 of this section). Complete and submit a leave request via WEBLINK and an Off Campus workshop request, an incomplete request form will be returned, complete and submit your Off Campus form which is located with the other online forms.</p>	
<p>b) <b>OUT OF STATE conference</b> – Six weeks prior for approval. <b>All out of state travel requires Board approval.</b> Complete the appropriate conference request form. Attached is a copy of the off-campus workshop/conference request form. (This form is in Page 2 of this section). The Board meetings are scheduled the third Wednesday of each month. Requests for out of state travel must be received in the Administration Office during the <b>1<sup>st</sup> week of the month prior to out of state travel</b> to be placed on the Board agenda.</p>	
<p>c) The business office will make all conference travel and registration arrangements. Please make sure to submit all the necessary materials.</p>	
<b>2.</b>	<b><i>School Personnel, School District Representatives, and Professional Leave Expense Guidelines</i></b>
<p>The following is a clarification of allowable expenses for all school personnel as it relates to professional leave, conference, workshop expenses or other related school business trips.</p>	
<p>Professional leave for school personnel will follow current school policy and its limitations.</p>	
<p>a) All travel arrangements will be made by the business office including travel, registration, and lodging.</p>	
<p>b) The district will pay reasonable out of pocket necessary expenses. All claims for reimbursement for out of pocket expenses must be turned in on the appropriate reimbursement form accompanied with the appropriate receipt. Expenses without a receipt will not be reimbursed. All expenses</p>	

must be approved by the Superintendent.

- c) Only under unusual circumstances would the rental of a car be allowed and then only with **pre-approval of the Superintendent**.
- d) If staff attends a workshop or conference and earns college credit, no expenses will be paid except of the cost of the registration at the workshop or conference if it does not include the cost of the college credit.
- e) Any exception to these guidelines must have the prior approval of the Superintendent.

# OFF-CAMPUS WORKSHOP/CONFERENCE REQUEST FORM

This form must be received by the Central Administration office at least two (2) weeks before an IN-STATE event and four (4) weeks before an OUT OF STATE. **Please attach an agenda & all relevant information you may have concerning the event.**

## THE CENTRAL OFFICE WILL NOT PROCESS INCOMPLETE FORMS.

1. Staff member: \_\_\_\_\_
2. Name of workshop/conference: \_\_\_\_\_
3. Reason for attending: \_\_\_\_\_
4. Date and location of event: \_\_\_\_\_
5. Name of Supervisor requesting your attendance at the workshop: \_\_\_\_\_
6. Date and time requested for release from school duties: \_\_\_\_\_
7. Travel arrangements needed:
  - A. SCHOOL VEHICLE REQUIRED: YES or NO  
If so, will you be transporting additional staff members? YES or NO  
List names of staff members: \_\_\_\_\_
  - B. FLIGHT RESERVATIONS: YES or NO  
Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_  
(NOTE: please indicate whether you prefer an early or late flight out)  
Birthdate: \_\_\_\_\_ Cell # \_\_\_\_\_
  - C. HOTEL RESERVATIONS: YES or NO  
Hotel name & phone number: \_\_\_\_\_  
Date checking in: \_\_\_\_\_ Date checking out: \_\_\_\_\_
  - D. REGISTRATION REQUIRED: YES or NO  
If so, please attach ALL the appropriate registration materials.
  - E. OTHER NOTES REGARDING TRAVEL ARRANGEMENTS: \_\_\_\_\_
8. Substitute needed: YES or NO
  9. POLICY DKC-R2 - SECTION D- 1. All OUT OF STATE CONFERENCES must be approved in advance by the Board of Trustees for Board members and employees. At least 30 days prior to planned travel is recommended.
  10. POLICY DKC-R2 - SECTION D - 10. CAR RENTAL will not be authorized unless pre-approved by the Board or Their designee or in the case of emergency.
  11. I further understand that if the district allows me to utilize professional development for this event and covers any of the associated costs that, I MAY NOT, utilize this event for advancement on the district's salary schedule. \_\_\_\_\_(initials)

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE & DATE

\_\_\_\_\_  
PRINCIPAL'S/SUPERVISOR'S SIGNATURE & DATE

Principal's/Supervisor's recommendation: \_\_\_\_\_

Central Office recommendations:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE & DATE

Distribution: Original (Central Office), Yellow (Employee)

Office use only:  
HOTEL CONFIRMATION #:

FLIGHT CONFIRMATION #:

Travel Voucher #:

# VIRTUAL/ON-CAMPUS WORKSHOP/CONFERENCE REQUEST FORM

This form must be received by the Central Administration office at least ONE (1) week before the event.

**Please attach an agenda & and all relevant information you may have concerning the event.**

## THE CENTRAL OFFICE WILL NOT PROCESS INCOMPLETE FORMS

1. Staff member: \_\_\_\_\_  
Any additional staff members attending? YES or NO  
List name of staff members: \_\_\_\_\_
2. Name of workshop/conference: \_\_\_\_\_
3. Reason for attending: \_\_\_\_\_
4. Date and time of event: \_\_\_\_\_
5. Name of Supervisor requesting your attendance at the workshop: \_\_\_\_\_
6. Date and time requested for release from school duties: \_\_\_\_\_
7. Registration arrangements needed:

A. REGISTRATION REQUIRED: YES or NO  
If so, please attach ALL the appropriate registration materials.

B. ON-CAMPUS PRESENTER: YES or NO

C. VIRTUAL: YES or NO

### TYPE OF PRESENTATION:

WEBINAR: YES or NO  
ZOOM: YES or NO  
OTHER: \_\_\_\_\_

D. OTHER NOTES REGARDING REGISTRATION ARRANGEMENTS: \_\_\_\_\_

8. Substitute needed: YES or NO

9. I further understand that if the district allows me to utilize professional development for this event and/or covers any of the associated costs that, **I MAY NOT**, utilize this event for advancement on the district's salary schedule. \_\_\_\_\_(initials)

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE & DATE

\_\_\_\_\_  
PRINCIPAL'S/SUPERVISOR'S SIGNATURE & DATE

Principal's/Supervisor's recommendation: \_\_\_\_\_

Central office recommendations: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL'S/SUPERVISOR'S SIGNATURE & DATE

NOTES REGARDING CONFERENCE: \_\_\_\_\_

# **SECTION 3**

## **SALARY SCHEDULES**

### **&**

## **PAY PERIOD SCHEDULE**

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.



# FREMONT COUNTY SCHOOL DISTRICT 21

## 2023-2024

### PAY PERIOD SCHEDULE

July 2023 – June 2024

	Pay Period From:	To:	Pay Dates:
1	June 26	July 09	<b>July 13, 2023</b>
2	July 10	July 23	<b>July 27, 2023</b>
3	July 24	August 06	<b>August 10, 2023</b>
4	August 07	August 20	<b>August 24, 2023</b>
5	August 21	September 03	<b>September 07, 2023</b>
6	September 04	September 17	<b>September 21, 2023</b>
7	September 18	October 01	<b>October 05, 2023</b>
8	October 02	October 15	<b>October 19, 2023</b>
9	October 16	October 29	<b>November 02, 2023</b>
10	October 30	November 12	<b>November 16, 2023</b>
11	November 13	November 26	<b>November 30, 2023</b>
12	November 27	December 10	<b>December 14, 2023</b>
13	December 11	December 24	<b>December 28, 2023</b>
14	December 25	January 07	<b>January 11, 2024</b>
15	January 08	January 21	<b>January 25, 2024</b>
16	January 22	February 04	<b>February 08, 2024</b>
17	February 05	February 18	<b>February 22, 2024</b>
18	February 19	March 03	<b>March 07, 2024</b>
19	March 04	March 17	<b>March 21, 2024</b>
20	March 18	March 31	<b>April 04, 2024</b>
21	April 01	April 14	<b>April 18, 2024</b>
22	April 15	April 28	<b>May 02, 2024</b>
23	April 29	May 12	<b>May 16, 2024</b>
24	May 13	May 26	<b>May 30, 2024</b>
25	May 27	June 09	<b>June 13, 2024</b>
26	June 10	June 23	<b>June 27, 2024</b>

# FREMONT COUNTY SCHOOL DISTRICT #21

2023-24

## ADMINISTRATIVE SALARY SCHEDULE


STEP	\$975	\$975	\$975	\$995	\$995
	Principal	Assistant Principal	Special Ed Director	Business Manager	Assistant Superintendent Finance
1	\$93,200	\$87,000	\$93,200	\$84,210	\$101,955
2	\$94,175	\$87,975	\$94,175	\$85,205	\$102,950
3	\$95,150	\$88,950	\$95,150	\$86,200	\$103,945
4	\$96,125	\$89,925	\$96,125	\$87,195	\$104,940
5	\$97,100	\$90,900	\$97,100	\$88,190	\$105,935
6	\$98,075	\$91,875	\$98,075	\$89,185	\$106,930
7	\$99,050	\$92,850	\$99,050	\$90,180	\$107,925
8	\$100,025	\$93,825	\$100,025	\$91,175	\$108,920
9	\$101,000	\$94,800	\$101,000	\$92,170	\$109,915
10	\$101,975	\$95,775	\$101,975	\$93,165	\$110,910
11	\$102,950	\$96,750	\$102,950	\$94,160	\$111,905
12	\$103,925	\$97,725	\$103,925	\$95,155	\$112,900
13	\$104,900	\$98,700	\$104,900	\$96,150	\$113,895
14	\$105,875	\$99,675	\$105,875	\$97,145	\$114,890
15	\$106,850	\$100,650	\$106,850	\$98,140	\$115,885
16	\$107,825	\$101,625	\$107,825	\$99,135	\$116,880
17	\$108,800	\$102,600	\$108,800	\$100,130	\$117,875
18	\$109,775	\$103,575	\$109,775	\$101,125	\$118,870
19	\$110,750	\$104,550	\$110,750	\$102,120	\$119,865
20	\$111,725	\$105,525	\$111,725	\$103,115	\$120,860
21	\$112,700	\$106,500	\$112,700	\$104,110	\$121,855
	210 days	210 days	210 days	261 days	261 days

For every year after step 21, there will be an amount added equal to the amount of the increment.

# FREMONT COUNTY SCHOOL DISTRICT #21


## AIDES SALARY SCHEDULE

2023-24

INCREMENTS	STEP	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	STEM	SPEECH LANGUAGE PATH AIDE - CERTIFIED
			+15	+30	+45	+60	+75		
	0.25								
0.40	1	\$ 19.70	\$ 19.95	\$ 20.20	\$ 20.45	\$ 20.70	\$ 20.95	\$ 23.90	\$ 29.40
	2	\$ 20.10	\$ 20.35	\$ 20.60	\$ 20.85	\$ 21.10	\$ 21.35	\$ 24.30	\$ 29.80
	3	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75	\$ 24.70	\$ 30.20
	4	\$ 20.90	\$ 21.15	\$ 21.40	\$ 21.65	\$ 21.90	\$ 22.15	\$ 25.10	\$ 30.60
	5	\$ 21.30	\$ 21.55	\$ 21.80	\$ 22.05	\$ 22.30	\$ 22.55	\$ 25.50	\$ 31.00
	6	\$ 21.70	\$ 21.95	\$ 22.20	\$ 22.45	\$ 22.70	\$ 22.95	\$ 25.90	\$ 31.40
	7	\$ 22.10	\$ 22.35	\$ 22.60	\$ 22.85	\$ 23.10	\$ 23.35	\$ 26.30	\$ 31.80
	8	\$ 22.50	\$ 22.75	\$ 23.00	\$ 23.25	\$ 23.50	\$ 23.75	\$ 26.70	\$ 32.20
	9	\$ 22.90	\$ 23.15	\$ 23.40	\$ 23.65	\$ 23.90	\$ 24.15	\$ 27.10	\$ 32.60
	10	\$ 23.30	\$ 23.55	\$ 23.80	\$ 24.05	\$ 24.30	\$ 24.55	\$ 27.50	\$ 33.00
	11	\$ 23.70	\$ 23.95	\$ 24.20	\$ 24.45	\$ 24.70	\$ 24.95	\$ 27.90	\$ 33.40
	12	\$ 24.10	\$ 24.35	\$ 24.60	\$ 24.85	\$ 25.10	\$ 25.35	\$ 28.30	\$ 33.80
	13	\$ 24.50	\$ 24.75	\$ 25.00	\$ 25.25	\$ 25.50	\$ 25.75	\$ 28.70	\$ 34.20
	14	\$ 24.90	\$ 25.15	\$ 25.40	\$ 25.65	\$ 25.90	\$ 26.15	\$ 29.10	\$ 34.60
	15	\$ 25.30	\$ 25.55	\$ 25.80	\$ 26.05	\$ 26.30	\$ 26.55	\$ 29.50	\$ 35.00
	16	\$ 25.70	\$ 25.95	\$ 26.20	\$ 26.45	\$ 26.70	\$ 26.95	\$ 29.90	\$ 35.40
	17	\$ 26.10	\$ 26.35	\$ 26.60	\$ 26.85	\$ 27.10	\$ 27.35	\$ 30.30	\$ 35.80
	18	\$ 26.50	\$ 26.75	\$ 27.00	\$ 27.25	\$ 27.50	\$ 27.75	\$ 30.70	\$ 36.20
	19	\$ 26.90	\$ 27.15	\$ 27.40	\$ 27.65	\$ 27.90	\$ 28.15	\$ 31.10	\$ 36.60
	20	\$ 27.30	\$ 27.55	\$ 27.80	\$ 28.05	\$ 28.30	\$ 28.55	\$ 31.50	\$ 37.00
	21	\$ 27.70	\$ 27.95	\$ 28.20	\$ 28.45	\$ 28.70	\$ 28.95	\$ 31.90	\$ 37.40

For every year after step 21, there will be an amount added equal to the amount of the increment.

**FREMONT COUNTY SCHOOL DISTRICT #21**  
**Custodian/Bus Driver/Kitchen Salary Schedule**  
**2023-24**


INCREMENTS	YEAR	DRIVER RATE	CUSTODIAL RATE	KITCHEN STAFF
0.40	1	\$ 21.50	\$ 20.50	\$ 20.25
	2	\$ 21.90	\$ 20.90	\$ 20.65
	3	\$ 22.30	\$ 21.30	\$ 21.05
	4	\$ 22.70	\$ 21.70	\$ 21.45
	5	\$ 23.10	\$ 22.10	\$ 21.85
	6	\$ 23.50	\$ 22.50	\$ 22.25
	7	\$ 23.90	\$ 22.90	\$ 22.65
	8	\$ 24.30	\$ 23.30	\$ 23.05
	9	\$ 24.70	\$ 23.70	\$ 23.45
	10	\$ 25.10	\$ 24.10	\$ 23.85
	11	\$ 25.50	\$ 24.50	\$ 24.25
	12	\$ 25.90	\$ 24.90	\$ 24.65
	13	\$ 26.30	\$ 25.30	\$ 25.05
	14	\$ 26.70	\$ 25.70	\$ 25.45
	15	\$ 27.10	\$ 26.10	\$ 25.85
	16	\$ 27.50	\$ 26.50	\$ 26.25
	17	\$ 27.90	\$ 26.90	\$ 26.65
	18	\$ 28.30	\$ 27.30	\$ 27.05
	19	\$ 28.70	\$ 27.70	\$ 27.45
	20	\$ 29.10	\$ 28.10	\$ 27.85
	21	\$ 29.50	\$ 28.50	\$ 28.25

For every year after step 21, there will be an amount added equal to the amount of the increment.

**FREMONT COUNTY SCHOOL DISTRICT #21**  
**2023-2024**

STEP	\$ 975	\$ 850	\$ 850
	RN	Curriculum Coordinator	Technology Director
1	\$74,793	\$ 84,210	\$ 84,210
2	\$75,768	\$ 85,060	\$ 85,060
3	\$76,743	\$ 85,910	\$ 85,910
4	\$77,718	\$ 86,760	\$ 86,760
5	\$78,693	\$ 87,610	\$ 87,610
6	\$79,668	\$ 88,460	\$ 88,460
7	\$80,643	\$ 89,310	\$ 89,310
8	\$81,618	\$ 90,160	\$ 90,160
9	\$82,593	\$ 91,010	\$ 91,010
10	\$83,568	\$ 91,860	\$ 91,860
11	\$84,543	\$ 92,710	\$ 92,710
12	\$85,518	\$ 93,560	\$ 93,560
13	\$86,493	\$ 94,410	\$ 94,410
14	\$87,468	\$ 95,260	\$ 95,260
15	\$88,443	\$ 96,110	\$ 96,110
16	\$89,418	\$ 96,960	\$ 96,960
17	\$90,393	\$ 97,810	\$ 97,810
18	\$91,368	\$ 98,660	\$ 98,660
19	\$92,343	\$ 99,510	\$ 99,510
20	\$93,318	\$ 100,360	\$ 100,360
21	\$94,293	\$ 101,210	\$ 101,210
	210 days	210 days	261 days

For every year after step 21, there will be an amount added equal to the amount of the verticle increment.

FREMONT COUNTY SCHOOL DISTRICT #21				
OFFICE SUPPORT STAFF SALARY SCHEDULE				
2023-24				
INCREMENTS	YEAR	OFFICE 1	OFFICE 2	OFFICE 3
0.40	1	\$ 21.10	\$ 23.70	\$ 25.20
	2	\$ 21.50	\$ 24.10	\$ 25.60
	3	\$ 21.90	\$ 24.50	\$ 26.00
	4	\$ 22.30	\$ 24.90	\$ 26.40
	5	\$ 22.70	\$ 25.30	\$ 26.80
	6	\$ 23.10	\$ 25.70	\$ 27.20
	7	\$ 23.50	\$ 26.10	\$ 27.60
	8	\$ 23.90	\$ 26.50	\$ 28.00
	9	\$ 24.30	\$ 26.90	\$ 28.40
	10	\$ 24.70	\$ 27.30	\$ 28.80
	11	\$ 25.10	\$ 27.70	\$ 29.20
	12	\$ 25.50	\$ 28.10	\$ 29.60
	13	\$ 25.90	\$ 28.50	\$ 30.00
	14	\$ 26.30	\$ 28.90	\$ 30.40
	15	\$ 26.70	\$ 29.30	\$ 30.80
	16	\$ 27.10	\$ 29.70	\$ 31.20
	17	\$ 27.50	\$ 30.10	\$ 31.60
	18	\$ 27.90	\$ 30.50	\$ 32.00
	19	\$ 28.30	\$ 30.90	\$ 32.40
	20	\$ 28.70	\$ 31.30	\$ 32.80
	21	\$ 29.10	\$ 31.70	\$ 33.20
For every year after step 21, there will be an amount added equal to the amount of the increment.				



**FREMONT COUNTY SCHOOL  
DISTRICT #21  
2023-24**

STEP	\$0.55	\$0.55	\$750.00
	Shoshone Language Teacher	Indigenous Resource Specialist	Indian Educational Coordinator
1	\$ 27.30	\$ 27.30	\$ 70,403
2	\$ 27.85	\$ 27.85	\$ 71,153
3	\$ 28.40	\$ 28.40	\$ 71,903
4	\$ 28.95	\$ 28.95	\$ 72,653
5	\$ 29.50	\$ 29.50	\$ 73,403
6	\$ 30.05	\$ 30.05	\$ 74,153
7	\$ 30.60	\$ 30.60	\$ 74,903
8	\$ 31.15	\$ 31.15	\$ 75,653
9	\$ 31.70	\$ 31.70	\$ 76,403
10	\$ 32.25	\$ 32.25	\$ 77,153
11	\$ 32.80	\$ 32.80	\$ 77,903
12	\$ 33.35	\$ 33.35	\$ 78,653
13	\$ 33.90	\$ 33.90	\$ 79,403
14	\$ 34.45	\$ 34.45	\$ 80,153
15	\$ 35.00	\$ 35.00	\$ 80,903
16	\$ 35.55	\$ 35.55	\$ 81,653
17	\$ 36.10	\$ 36.10	\$ 82,403
18	\$ 36.65	\$ 36.65	\$ 83,153
19	\$ 37.20	\$ 37.20	\$ 83,903
20	\$ 37.75	\$ 37.75	\$ 84,653
21	\$ 38.30	\$ 38.30	\$ 85,403
	Teacher Calendar	210 days	210 days
For every year after step 21, there will be an amount added equal to the amount of the verticle increment			



<b>FREMONT COUNTY SCHOOL DISTRICT #21 2023-2024 SUPERVISOR SALARY SCHEDULE</b>			
STEP	Transportation/B uilding/Grounds	Food Service Director	Activities Director
	\$500	\$500	\$600
1	\$63,105	\$49,376	\$77,595
2	\$63,605	\$49,876	\$78,195
3	\$64,105	\$50,376	\$78,795
4	\$64,605	\$50,876	\$79,395
5	\$65,105	\$51,376	\$79,995
6	\$65,605	\$51,876	\$80,595
7	\$66,105	\$52,376	\$81,195
8	\$66,605	\$52,876	\$81,795
9	\$67,105	\$53,376	\$82,395
10	\$67,605	\$53,876	\$82,995
11	\$68,105	\$54,376	\$83,595
12	\$68,605	\$54,876	\$84,195
13	\$69,105	\$55,376	\$84,795
14	\$69,605	\$55,876	\$85,395
15	\$70,105	\$56,376	\$85,995
16	\$70,605	\$56,876	\$86,595
17	\$71,105	\$57,376	\$87,195
18	\$71,605	\$57,876	\$87,795
19	\$72,105	\$58,376	\$88,395
20	\$72,605	\$58,876	\$88,995
21	\$73,105	\$59,376	\$89,595
	260 days	220 days	195 days
For every year after step 21, there will be an amount added equal to the amount of the increment. An extra \$2000 will be added to the base of the following positions with the acquisition of a Master's degree: Athletic Director			
<i>Revised/Accepted: 10/11/2023 Board Meeting</i>			

**FREMONT COUNTY SCHOOL DISTRICT #21**  
**TEACHER SALARY SCHEDULE**  
**2023-2024**

STEP	BA	BA15	BA30	MA	MA15	MA30	MA45
1	\$ 59,850	\$ 60,850	\$ 61,850	\$ 63,850	\$ 64,850	\$ 65,850	\$ 66,850
2	\$ 60,625	\$ 61,625	\$ 62,625	\$ 64,625	\$ 65,625	\$ 66,625	\$ 67,625
3	\$ 61,400	\$ 62,400	\$ 63,400	\$ 65,400	\$ 66,400	\$ 67,400	\$ 68,400
4	\$ 62,175	\$ 63,175	\$ 64,175	\$ 66,175	\$ 67,175	\$ 68,175	\$ 69,175
5	\$ 62,950	\$ 63,950	\$ 64,950	\$ 66,950	\$ 67,950	\$ 68,950	\$ 69,950
6	\$ 63,725	\$ 64,725	\$ 65,725	\$ 67,725	\$ 68,725	\$ 69,725	\$ 70,725
7	\$ 64,500	\$ 65,500	\$ 66,500	\$ 68,500	\$ 69,500	\$ 70,500	\$ 71,500
8	\$ 65,275	\$ 66,275	\$ 67,275	\$ 69,275	\$ 70,275	\$ 71,275	\$ 72,275
9		\$ 67,050	\$ 68,050	\$ 70,050	\$ 71,050	\$ 72,050	\$ 73,050
10		\$ 67,825	\$ 68,825	\$ 70,825	\$ 71,825	\$ 72,825	\$ 73,825
11		\$ 68,600	\$ 69,600	\$ 71,600	\$ 72,600	\$ 73,600	\$ 74,600
12			\$ 70,375	\$ 72,375	\$ 73,375	\$ 74,375	\$ 75,375
13			\$ 71,150	\$ 73,150	\$ 74,150	\$ 75,150	\$ 76,150
14			\$ 71,925	\$ 73,925	\$ 74,925	\$ 75,925	\$ 76,925
15				\$ 74,700	\$ 75,700	\$ 76,700	\$ 77,700
16				\$ 75,475	\$ 76,475	\$ 77,475	\$ 78,475
17				\$ 76,250	\$ 77,250	\$ 78,250	\$ 79,250
18				\$ 77,025	\$ 78,025	\$ 79,025	\$ 80,025
19				\$ 77,800	\$ 78,800	\$ 79,800	\$ 80,800
20				\$ 78,575	\$ 79,575	\$ 80,575	\$ 81,575
21					\$ 80,350	\$ 81,350	\$ 82,350
22					\$ 81,125	\$ 82,125	\$ 83,125
23					\$ 81,900	\$ 82,900	\$ 83,900
24						\$ 83,675	\$ 84,675
25						\$ 84,450	\$ 85,450
26							\$ 86,225
27							\$ 87,000
28							\$ 87,775

For every year after step 28, there will be an amount added equal to the amount of the increment.

# FREMONT COUNTY SCHOOL DISTRICT #21

## 2023-2024 SALARY SCHEDULE

### COACHING

The following pay schedule has been approved by the Board of Trustees, effective May 20, 2023. The Board of Trustees froze the coaching pay scale based on the 2022-2023 Base Teacher Salary of \$57,000.00

#### **High School Sports:**

**HEAD COACH:** Volleyball, Basketball, Football, Wrestling  
10.8% of 2022-23 District Base Teacher Salary: \$6,156.00

**ASSISTANT COACH:** Volleyball Basketball, Football, Wrestling  
9% of 2022-23 District Base Teacher Salary: \$5,130.00

**\*\*NOTE:** If a high school season is shortened, the salary will be prorated based on the number of actual weeks the program operated versus the total number of weeks the program was scheduled to operate.

#### **Combined Sports (all grades)**

**HEAD COACH:** Cross Country, Track  
10.8% of 2022-23 District Base Teacher Salary: \$6,156.00

**ASSISTANT COACH:** Cross Country, Track  
9% of 2022-23 District Base Teacher Salary: \$5,130.00

#### **Junior High and Youth Sports:**

**HEAD COACH:** Football, Volleyball, Basketball, Wrestling  
7.2% of 2022-23 District Base Teacher Salary: \$4,104.00

**ASSISTANT COACH:** Football, Volleyball, Basketball, Wrestling  
5.4% of 2022-23 District Base Teacher Salary: \$3,078.00

#### **Cheerleading Sponsor:**

5.4% of 2022-23 District Base Teacher Salary: \$3,078.00

#### **Uncertified Assistant Coaching Aides:**

\$14.25 Per Hour

**Incentive** – Coaches and certified assistants will receive a \$100.00 per year incentive for every consecutive year of experience up to a maximum of 10 years. For every year thereafter, they will receive an additional \$50.00. The accumulation of high school experience will be **limited to high school experience only**. For Junior High/Youth sports the accumulation of experience will be **both high school and junior high/youth combined**.

# Fremont County School District #21

## Extra Duty Compensation

### 2023-2024

The Board of Trustees of Fremont County School District #21, Fort Washakie, Wyoming recognizes that many employees must work beyond the basic contract period. The Board of Trustees also recognizes that employees should be compensated for work done beyond the basic contract period. The Board of Trustees also recognizes that employees should be compensated for extra duties done beyond the regular school day, workweek, or the work year. The following pay schedule has been approved by the Board of Trustees, effective May 20, 2023.

#### Certified Staff

- |   |                     |
|---|---------------------|
| A. Supervision of athletic or extra curricular events.  | \$14.50             |
| B. Staff Development activities, including special writing Project Curriculum revisions, standards revisions, accreditation, non supervisory after school and so forth.                     | \$21.50             |
| C. Supervisors Teaching assignments either after school or summer school including Homebound.   | BA Step 6 (\$40.48) |
| D. Supervisors of any of the above activities that is designated as such by the Superintendent shall earn an hourly rate of 15% over the hourly rate in C above as a responsibility factor. | \$46.55             |

#### Non-Certified Staff

- |  |                          |
|--|--------------------------|
| E. Non-Teacher Staff assigned to teaching duties not covered by coaching or any other contract (i.e. after school or summer activities). | Class 5 Step 6 (\$21.75) |
| F. Non-certified or Degreed staff supervisor of athletic or extra curricular events.   | \$14.50                  |
| G. Chaperoning Students on Travel, Before & After regular hours  | Minimum Wage             |

#### OTHER

(Must be approved by administration prior to working)

- |  |                           |
|--|---------------------------|
| *Prof Development Classified Weekends & Before/After Hours | \$17.50                   |
| *Prof Development Classified, Travel                       | \$15.00                   |
| Students over 16 years of age that are:                    |                           |
| 1. Teaching an After School Activity                       | \$12.50                   |
| 2. Helping with activity but not teaching                  | \$10.00                   |
| *Any Student/Mentor  | Minimum Wage              |
| Tutor/Homework Helpers                                     | \$15.00                   |
| Community Helpers  | \$16.50                   |
| *Elders working in the School                              | \$20.00                   |
| *Drums:  |                           |
| Hand Drum  | \$50/person               |
| Drum Group   | \$150/group               |
| *Cultural Consultation                                     | \$30.50/hour or \$250/day |
| **Sub Teacher Pay by the Hour                              | Class 1 Step 1 (\$18.75)  |
| (Includes sub bus drivers, sub custodians, sub cooks)      |                           |

\*Adopted: 9/15/21 Board meeting

\*\* Revised: 10/11/2023 Board meeting

## Certified Staff - Extra Responsibility 2023-2024 Compensation

Note that these stipends are for certified personnel – classified positions are compensated as per their hourly rate of pay.

<b>Position / Duty</b>	<b>% of base (\$57,000)</b>	<b>Compensation 2023-2024</b>
Yearbook Advisor	1.5	\$855.00
Spelling Bee Sponsor	0.9	\$513.00
Science Fair Coordinator	0.9	\$513.00
Other Academic Competitions	0.9	\$513.00
Speech/Debate Sponsor	1.5	\$855.00
Student Council Sponsor	1.5	\$855.00
Indian Club Sponsor	1.5	\$855.00
7 <sup>th</sup> Grade Class Sponsors	0.9	\$513.00
8 <sup>th</sup> Grade Class Sponsors	2.0	\$1,140.00
Special Olympic Sponsor	2.0	\$1,140.00
Ski Club Sponsor	Per Trip	\$365.00 As approved by Supt.
Co-sponsors can be approved by Superintendent, as needed.		

*Approved at the 05/19/21 Board Meeting*

**ARP-ESSER SEA Reserve Accelerated Learning Grants**  
**(Duration of grant only)**

*High School/Middle School*

<b><i>Position / Duty</i></b>	<b><i>Compensation (duration of grant only)</i></b>
<i>Program Director (HS) @ 5 hours per week</i>	<i>\$36 per hr (max 120 hrs) = \$4320</i>
<i>Overtime for Certified Staff (teachers – HS)</i>	<i>\$36 per hr (max 200 hrs) = \$7200</i>
<i>Elders</i>	<i>\$600 day (max of 10 days) - \$6000</i>
<i>Substitutes</i>	<i>\$174 day (max 94 days) = 16356</i>
<i>Sagebrush Community Elders</i>	<i>\$600 day/\$75 per hour (max 14 days) = \$8400</i>

*Approved at the 08/01/2023 Board meeting*

# **SECTION 4**

# **ORDERING**

# **PROCEDURES**

# **&**

# **WORKROOM**

# **REQUESTS**

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.

# ORDERING PROCEDURES

## **1. Ordering Procedures: To be followed in order**

PLEASE submit requisitions two (2) weeks in advance. There have been changes to completing a requisition. Fill out requisition online (WEBLINK), where all the information is right at your fingertips or a hardcopy, complete the requisition with mailing address, email address and telephone number of vendor (see sample requisition attached).

- a) **DAY 1** – Online-go to Weblink and complete the requisition process. Hardcopy - Legibly complete a requisition, **with date required**. Submit all copies of the requisition to your building supervisor for approval.
- b) **DAY 2 & 3 – Supervisor:**
  - 1) If the requisition is approved, send to the Business Manager for approval.
  - 2) If the requisition is denied, return to employee.
- c) **DAY 4 – Business Manager**
  - 1) If requisition is approved, send to Superintendent for processing.
  - 2) If requisition is denied, return to supervisor. Supervisor will return to the employee.
- d) **DAY 5 – Superintendent:**
  - 1) Final Approval, proceeds to Accounts Payable.
- e) **Day 6-10** – Accounts Payable will return the hardcopy/blue copy to the employee with the Purchase Order number noted for reference and date processed. Also, check your emails for copies of the actual Purchase Orders and any updates regarding your requisitions.
- f) **ABSOLUTELY NO TELEPHONE OR INTERNET ORDERS PERMITTED.** No telephone or internet orders are allowed. If this is a rush order, please note on the requisition and provide the phone and fax number.
- g) **NO FREE PREVIEWS.** District Policy states “NOT TO REQUEST OR ACCEPT PREVIEWS of any items from any vendor without the Superintendent’s permission”. If this is done and you are billed the District will not pay for the item; all orders need to go through the proper process.

**NOTE:** Please remember that your Supervisor and the Superintendent have busy schedules and they are not always in their office(s) or on campus to approve your requisition. **Please plan accordingly!** Accounts Payable still needs 5 days to process the requisition once it is received at the Central Office.



## **2. Receiving**

The District can ONLY BE RESPONSIBLE for paying for items that we have ordered. Please make sure these procedures are followed at all times.

- a) Only the Workroom Clerk must verify all items received by the District and put the proper paperwork in order. Without the paperwork vendors do not get paid and that does not make them very happy.
- b) All items must be checked in only by the Workroom Clerk prior to release to staff members.
- c) If you order without a purchase order, you will be responsible for paying for the item(s).

**If you have any questions, please call**  
**Gladys Tidzump, Accounts Payable—extension: 3400**  
**Kimberly Craig, Business Manager—extension: 1100**

Supplier's Name ABC COMPANY

## For Supplies, Materials, or Services

Purchase Order Number

Supplier's Name ABC COMPANY

Address 0123 West East Street

OKay, NH 01234

Phone (012) 344-6789 / Fax # (012) 012-3456

Budget Number

Budget Number

Budget Number

Purchase Order Number

[illegible]

Justification of this Purchase:

i.e. - Pp-K; Admin; Kindergarten 9/02/2016

Signature of Requisitioner:

Kay Pingree

Approved by: **Building Principal**

Action by: Superintendent

Totals

Plus 20% Shipping

ORDER TOTAL

**THE BUSINESS OFFICE MUST BE GIVEN AT LEAST FIVE (5) BUSINESS DAYS TO PROCESS REQUISITION.**

# **WORKROOM RULES**

Approved copy, laminating and supply requests must be *signed* by building principals before requests are filled.

Blank workroom request forms are in the elementary school's front office next to the wire basket marked for the workroom. There are also forms in the workroom.

All approved requests are to be placed in the wire basket in the front office designated for the workroom. High school requests can be put in the mailbox labeled Workroom/Michelle Blossom.

Plan ahead and allow up to 72 hours for all requests to be completed.

**Supply Requests** - You will be notified via email once the supply request has been filled. If it is a specialty item, a requisition must be completed by the requesting party and signed by the building principal.

**Laminating Requests** - Place items to be laminated in the wire basket at the front office, if the item is too large it can be taken to the workroom.

**Packages** - When packages arrive, I will notify you via email to pick it up in the workroom. Packages are put on the counter in the workroom with the name of the addressee written on it.

**Posters** - Please submit all documents via email in digital formats such as PDF, PNG, or JPEG. These formats are the most compatible with the school's computer software. Submit request, copy and/or laminating and the size of poster you would like printed. Allow up to 72 hours to print.

**AccuCuts**- These can be used anytime. Please put them back where they belong and clean up after yourself.

For questions, you can reach Michelle Blossom, Warehouse/Workroom & Library Media Clerk at ext. 2100, email [mblossom@fortwashakieschool.com](mailto:mblossom@fortwashakieschool.com) or stop by room M12.

# **SECTION 5**

## **COUNSELING**

### **PSYCHOLOGICAL**

#### **BIT & 504 REFERRAL**

##### **McKINNEY - VENTO**

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695

**FREMONT COUNTY SCHOOL DISTRICT #21**  
**BUILDING INTERVENTION TEAM (BIT) REFERRAL PROCESS**

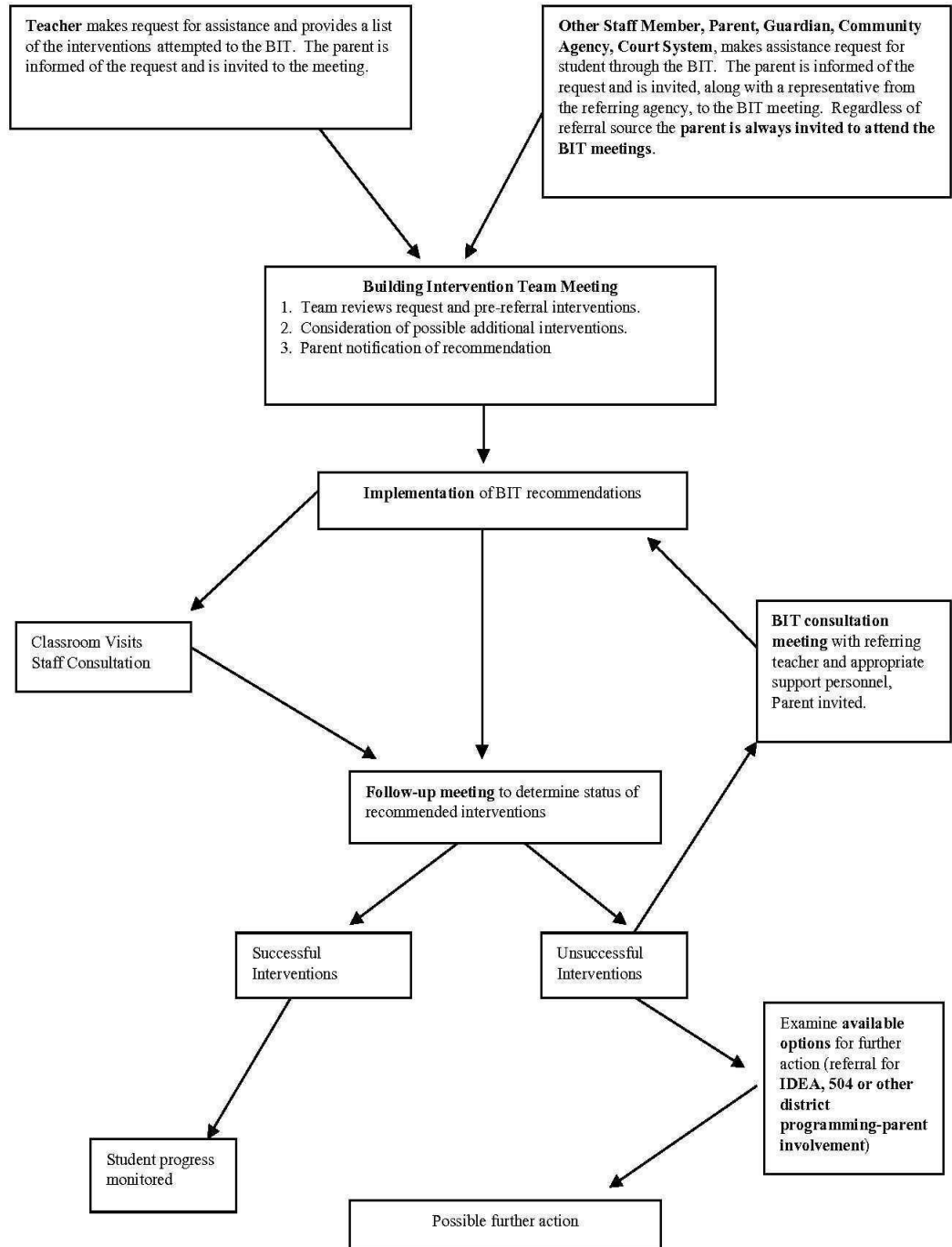
Sometimes classroom teachers need assistance for students who present particularly unique problems. The **Building Intervention Team (BIT)** is a school-based team of professionals who provide support, when requested to classroom teachers who are working with students who have academic difficulties. The BIT is composed of at least two certified teachers, at least one of which is the student's classroom teacher, and the BIT Chairperson. The BIT provides immediate assistance to teachers who are dealing with academic and/or behavioral problems of students. The BIT referral process is not exclusive to teaching staff. Any employee of Fremont County School District #21, parent/guardian, community agency or court system representative can request assistance through the BIT by initiating a referral.

Although "teacher" is used as the referring source in the following synopsis anyone, (i.e., parent/guardian, community agency etc.), referring a student for BIT assistance will follow the same procedure. In the case of a referral from outside the school the BIT Chairperson will assist the referring individual/agency with completing the necessary forms. The following is a synopsis of the BIT referral process:

- a) Teacher requests and completes a BIT referral packet.
- b) Teacher contacts parent/guardian and notifies them in writing that a referral has been made to BIT. Teacher documents the notification. Maintain a copy of the initial contact letter and notes of any meetings or telephone conversations.
- c) Teacher gives completed referral packet, including contact documentation, to BIT Chairperson.
- d) Chairperson routes the Hearing/Vision Screening form and BIT Cumulative File Review forms to the appropriate individuals.
- e) When the required screening and academic information is gathered and complete, the first BIT meeting convenes.
- f) During the initial meeting the BIT reviews the information and develops interventions. These interventions are implemented for a period of four (4) to six (6) weeks.
- g) After four to six weeks the BIT meets a second time and reviews the progress of the recommended interventions. At this time a decision is made to recommend further interventions, close the case if interventions have been successful, or refer student for a multidisciplinary evaluation if a disability is suspected.
- h) If a multidisciplinary evaluation is requested the BIT Chairperson notifies the Special Education Director. Referrals for Special Education Multidisciplinary Evaluation originate from the Building Intervention Team (BIT).

# FREMONT COUNTY SCHOOL DISTRICT #21

## BIT FLOWCHART



Students that have been tested for Special Education and do not meet the qualifications for Special Education need to be referred back to the BIT.

**FREMONT COUNTY SCHOOL DISTRICT 21  
COUNSELING SERVICES**

Counseling services are available for students at Fort Washakie School. Students can talk to counselors regarding:

- 1) Personal problems
- 2) Social issues
- 3) Academics
- 4) Plans for the future

Counselors can assist students in finding solutions for their problems, meeting challenges and understanding who they are.

***1. Referral Procedures:***

- a) Counseling is available to identified students when it is deemed that short-term counseling support or interventions is warranted because the child's behavior, and/or attitude are adversely impacting student academic performance.
- b) Anyone can make a referral. This includes teachers, support staff, parents and administrators.
- c) If the referring agent has reason to believe that a student needs to receive counseling services, they must make a written referral using the designated referral form.
- d) At the time the referral is made the counselor will make the determination to take any of the following steps:
  1. Obtain additional information from teachers, parents, etc.
  2. Conduct a staffing on the student
  3. Meet with the student
  4. Consult with other professionals.
- e) A decision will then be made regarding the action to be taken. Some possibilities include:
  1. Consultation with teacher/referring agent.
  2. Initiate short-term counseling with the referred student.
  3. Refer the student to an outside counseling agency, such as, Indian Health Service or Fremont Counseling.
- f) The referring agent will be notified that the referral has been received and that some form of action has taken place. In terms of confidentiality issues, specifics will usually not be addressed.
- g) At times counseling may not be effective with the referred student. When this occurs the referring agent and parent will be notified and alternatives will be discussed.

COUNSELING REFERRAL FORM		
To:		
From:		
Date:		
Regarding:		
I am referring the above named student for the reason(s) checked below:		
Self-concept	Grades	Friends
Fighting	Inattentiveness	Absences
Hyperactivity	Classwork	Homework
Family concerns	Withdrawn	Unhappy
Bullying	Anxiousness	Depressed
Always tired	Worried	Shyness
Other concerns:		
Comments:		
Best time for me to meet about this student:		
Best time to meet with the student:		



## **FREMONT COUNTY SCHOOL DISTRICT #21**

### **SECTION 504 IDENTIFICATION AND REFERRAL PROCEDURES**

Any student who is not eligible for special education services yet has a physical or mental disability which substantially limits one or more major life activities may be identified as a student eligible for 504 referral.

Any student who needs or is believed to need specific accommodations or services not available through an existing program may be referred/by a parent, teacher, school nurse, or other school personnel for identification and evaluation of the student's individual educational needs.

Every identified student will be referred to the school's Section 504 Team. The team will be composed of persons knowledgeable about the student, the student's school history, the meaning of evaluation data and placement accommodation options.

The 504 Team will consider the referral and based upon a review of the student's existing records; including medical, educational, and behavioral records, make a decision as to whether an evaluation and recommendation for accommodation options under this procedure are appropriate.

Parents or guardians will be provided a copy of their rights under Section 504:

- 1) When eligibility is determined.
- 2) When a plan is developed.
- 3) Before there is significant change in the plan

# McKinney - Vento

## Intake/Referral Form

Date: \_\_\_\_\_

Person Making Referral: \_\_\_\_\_ Position: \_\_\_\_\_

School/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### STUDENT INFORMATION:

I have identified a student who may be experiencing homelessness (lacking a fixed, regular and adequate nighttime residence) and would like to make a referral to the District Liaison.

Student Name: \_\_\_\_\_

School in Which Student was Last Enrolled: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Parent(s)/Guardian(s) Phone #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Reason For Referral:	Support Services Needed:
<ul style="list-style-type: none"><li>• Transitional/Temporary Housing need</li><li>• Unaccompanied Youth (not in the physical custody of a parent or guardian and lacking a fixed, adequate, and regular nighttime residence).</li><li>• Academic/Behavior Concerns</li><li>• Social/Emotional Issues</li><li>• Recent Trauma</li><li>• Other</li></ul>	<ul style="list-style-type: none"><li>• Enrollment Assistance</li><li>• Tutoring or Instructional Support</li><li>• Transportation</li><li>• School Supplies</li><li>• Clothing</li><li>• Housing Assistance</li><li>• BIT/Special Education Referral</li><li>• Counseling</li><li>• Other: _____</li></ul>

### PARENT/GUARDIAN CONSENT FOR RELEASE OF INFORMATION:

- I was notified about the McKinney-Vento rights and services my child may be eligible for in school.
- I give permission for \_\_\_\_\_ to share my living situation to the District Liaison in order to learn more about what supports and services my child may be eligible for while our housing is in transition.
- No information about my child's health, medical needs, mental health or domestic violence will be shared unless I sign a separate release of information.

Parent/Guardian Signature: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Phone # where I can be Reached: \_\_\_\_\_ Date: \_\_\_\_\_

# **SECTION 6**

## **RECOGNITION AWARDS**

### **ACADEMIC CALENDAR**

#### **ORGANIZATIONAL CHART**

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695

## FREMONT COUNTY SCHOOL DISTRICT #21

### Academic Recognition Awards

SPECIAL AWARDS			
<b>K - 1<sup>st</sup> Award</b>	<b>Nancy Zupence</b>	<b>4<sup>th</sup> – 6<sup>th</sup> Award</b>	<b>Gwen Roberts</b>
<b>2<sup>nd</sup> – 3<sup>rd</sup> Award</b>	<b>Marilyn Holt</b>	<b>7<sup>th</sup> – 8<sup>th</sup> Award</b>	<b>Betty Winbourne</b>
<p>These awards are for top academic student in the three areas. Also, considered for this award is demonstrating respect, having good attendance, setting positive goals, good social skills and self- discipline.</p> <p>When students tie in academic grade point averages, the area teachers are asked to place a vote to select a top student.</p>			

JOHNSON O'MALLEY (J.O.M.) AWARD
<p>The JOM Parent of the Year award is presented to one parent each year who:</p> <ul style="list-style-type: none"><li>a) Participates in as many school sponsored activities as possible with their child/children's.</li><li>b) Becomes involved in and supports their child/children's academic program.</li><li>c) Promotes a positive relationship between the school and community.</li></ul>

RUPERT WEEKS AWARD
Presented to the student who demonstrates the most pride in their culture.

TOP ACADEMIC STUDENT (MIDDLE SCHOOL)		
Math	Shoshone Language	Social Studies (current events)
Science	Language Arts	Consumer Science
Reading	Computers	Art
All Honor Roll students, Kindergarten through 12th Grade will receive certificates of honor. End of the year Honor Rolls receive plaques/trophies.		

<b>FORT WASHAKIE ATHLETE OF THE YEAR</b>
--

This award is received by one boy and one girl who has lettered in all sports offered, or manages for a sport, and demonstrates a positive attitude. This award is offered for student-athletes in grades 8-12.
---

<b>SUNSHINE AWARD</b>
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The Special Education Department presents this award for students PK-12. This award will be given to students who have shown measurable growth in emotional, social, academic, and physical areas or have exceeded benchmark goals. The Special Education Director or department representative presents this award.
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<b>SPELLING BEE AWARD</b>
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All participants in the spelling bee competitions will receive a certificate at the end of the BEE.
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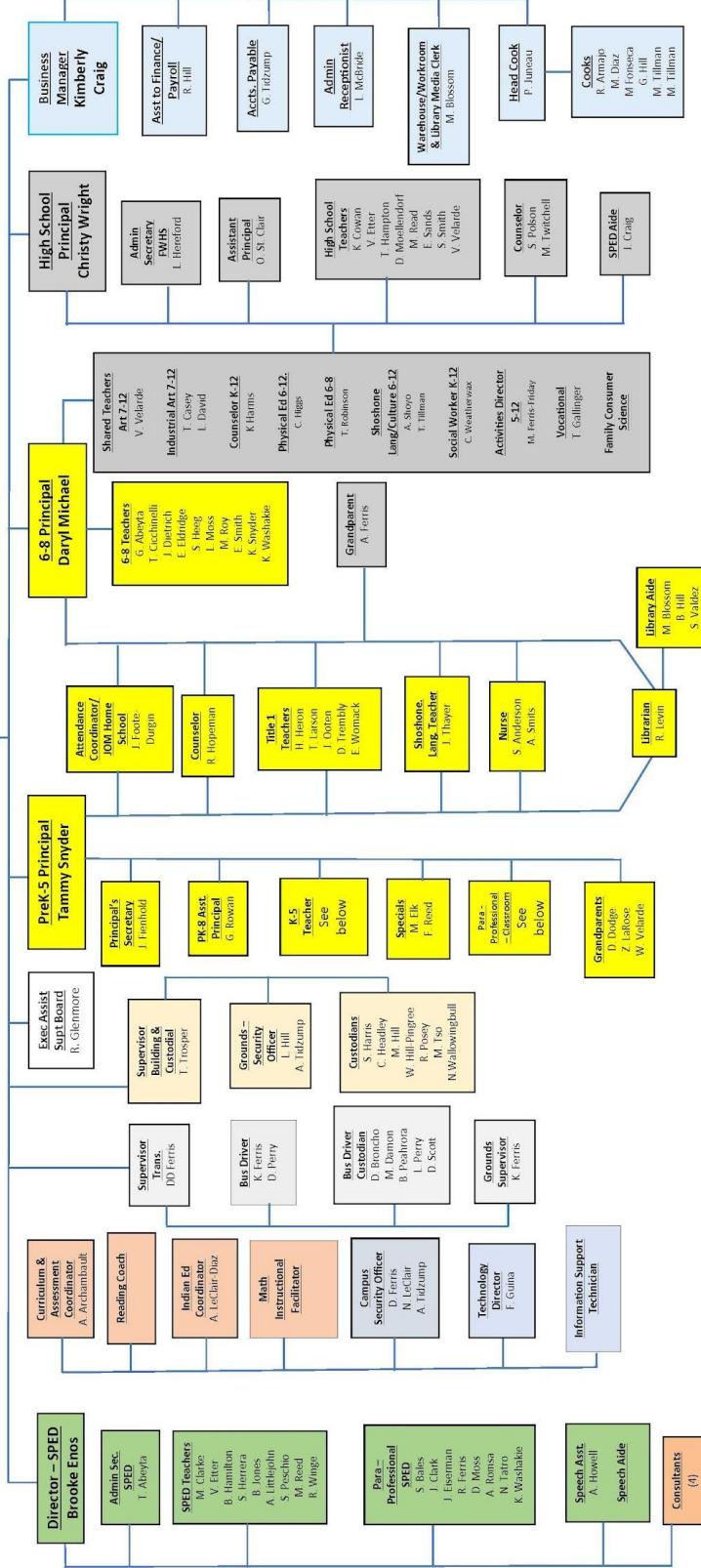
2023							2024						
July							January						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	
9	10	11	12	13	14	15	7	8	9	10	11	12	13
16	17	18	19	20	21	22	14	15	16	17	18	19	20
23	24	25	26	27	28	29	21	22	23	24	25	26	27
30	31						28	29	30	31			
August							February						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
T-15 New T-18 S-12 days							T-22 days S-21 days						
September							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
T-20 days S-20 days							T-16 days S-15 days						
October							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
T-22 days S-20 days							T-22 days S-21 days						
November							May						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
T-19 days S-19 days							T-18 days S-17 days						
December							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31							30						
T-11 days S-11 days							T-11 days S-11 days						
175 Student days							175 Student days						
185 Returning teacher days							185 Returning teacher days						
188 New staff days							188 New staff days						
1140 Middle School & High School student instructional hours							1140 Middle School & High School student instructional hours						

# FREMONT COUNTY SCHOOL DISTRICT #21 Table of Organization 2023-2024

## Parents/Community

### School Board\*

Superintendent, Debra Smith



## K-5 Teachers

J. Bestul, M. Oberly-Blackburn, C. Blain, E. Booth, R. Brockie, R. Crooked Arm, D. Harr, K. Jones, J. Judkins, R. Layton, J. LeClair, L. Lock, A. McNair, S. Mittelstadt, S. Nicholas, K. Noonan, T. Phillips, J. Platt, W. Sutt, J. Walker

## FCSD #21 Board of Trustees 2023-2024 School Year

\*C. Mann, T. LeClair, W. Large, B. Washakie, & K. Ferris

## PREK-8 Para-Professionals

A. Apodaca, M. Aragon, T. Armajo, T. Baldez, V. Debolt, M. Dunlap, D. Ferris, B. Lapointe, K. Myers, C. Owen, J. Sage, I. St. Clair, S. Stephenson, A. Velarde, S. Walter

# SECTION 7

# TECHNOLOGY

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695



# TECHNOLOGY DEPARTMENT

## COMPUTER STATIONS

Staff members have a designated computer station, to help deliver appropriate, high-quality instruction to every student. This includes using the computer for e-Mail, Internet browsing, organization, and other appropriate uses for classroom integration of technology. Each staff member is responsible for the content on their system and will sign an "appropriate use" statement before using the district's computers.

All staff members are also responsible for the security of their network password. **This password shall not be shared** with other people, including classroom aides, substitute teachers, and especially students. A password list will be maintained by the technology department and any password changes must be made to this master list. A password will be assigned, but can be changed upon request. Please come up with a password that is STRONG, but reasonable so it doesn't need to be written down.

- Include numbers, symbols, upper and lowercase letters in passwords
- Password length should be at least 8 characters
  - Avoid passwords based on repetition, dictionary words, letter or number sequences, user names, or biographical information like names or dates, user names, or biographical information like names or dates.

## TECHNICAL ASSISTANCE

Technical assistance is offered in all areas of technology. No problem is too large or too small, and we encourage all staff not to hesitate to ask for assistance. Please follow the proper channel - **all technical assistance is to route through the Tech Request link** on the FWS Staff web page.

- **FILL OUT A REQUEST FOR TECHNICAL ASSISTANCE.** On the school webpage under Useful Links for Teachers, you will find the Tech Request form. Fill it out and click Submit. You will receive a copy via email and the request will be routed to the correct department.
- Your request will be prioritized. Remember that student needs come first.
- Before you make a request for help with equipment, please restart or reboot and see if that fixes the problem, and check cables as necessary.

You may call the technology department with questions or stop us in the hall, but unless these calls are followed up with a tech request don't expect further action.

## EMAIL

Every staff member will have an individual email address. This address is (username)@[fortwashakieschool.com](mailto:fortwashakieschool.com) This email address is to be used for school business only. For personal emails, subscriptions, etc... please use a different account, i.e.

yahoo, gmail, etc.... Please remember that school email is property of the school and should not be considered private. Don't email anything you wouldn't want the whole school to see.

A list serve for all staff members is made available through:  
[staff@fortwashakieschool.com](mailto:staff@fortwashakieschool.com). This service is to be used ONLY for school wide business and not personal things such as jokes, recipes, or advertisements.

Use:

[pk8@fortwashakieschool.com](mailto:pk8@fortwashakieschool.com) for PreK-8<sup>th</sup> teachers

[aides@fortwashakieschool.com](mailto:aides@fortwashakieschool.com) for Aides

[sped@fortwashakieschool.com](mailto:sped@fortwashakieschool.com) for Special Ed staff

[hs@fortwashakieschool.com](mailto:hs@fortwashakieschool.com) for high school staff.

### **Online Email Access**

You may check your email on any computer here at school or offsite by clicking on WebMail in the top right corner at [www.fortwashakieschool.com](http://www.fortwashakieschool.com) after which you enter your full email address and password, or go to outlook.com/fortwashakieschool.com or sign onto google, if that is how you access your email.

### **INSTANT MESSAGING**

Instant Messaging and/or use of chat rooms are NOT ALLOWED for staff or students. This includes Yahoo Messenger, MSN IM, or other means of online chat.

### **INTERNET**

Staff members can browse the Internet after signing the Internet Use Agreement; however there are guidelines to follow:

#### **Designated home page**

Your computer should have its homepage set to the Fort Washakie School home page at <http://www.fortwashakieschool.com>. From this homepage you will have a variety of options for checking your email or linking to a search engine.

#### **Content Filtering**

The Wyoming Department of Education provides our content filtering. If you find that legitimate sites are being blocked, please fill out the request on the blocked page and submit. As a staff member you can over-ride many blocked sites by entering your own username and password and the site will be allowed for 60 minutes. After 60 minutes the block will need to be over-ridden again. If the website needs to be permanently overridden, please submit a request.

#### **Spyware, Malware**

Please be careful while surfing the Internet. NEVER click OK when asked to change your homepage or download something. Read those pop-ups carefully!! Some are

VERY tricky. If you get a suspected virus or malware, report it immediately.

## **PRINTING**

Using a printer in the district is a PRIVILEGE and not a right. Any abuse or overuse of our printers will result in a loss of your printing capabilities. Please do not print multiple copies for instructional purposes on your classroom printer. Please plan ahead and just print one hard copy and then ask for copies at the workroom or print to the hallway copier assigned to your grade level.

Please use the appropriate printer for your classroom. Printers are plugged into specially configured ports in the wall outlets. If you must move your printer, please send in a tech request to get the new port configured BEFORE you move it.

COLOR PRINTING will continue to be limited. If you have some print jobs that need to be in color, you may print them to the color printer in the computer lab or in the front office. **Poster size** color prints can also be made in the workroom. Please email regular sized *finished* documents to be printed to via.pdf [lmcbride@fortwashakieschool.com](mailto:lmcbride@fortwashakieschool.com) and please plan ahead.

The technology department personnel will be the ONLY ones authorized to change toner in the printers. Please do not attempt to change the toner yourself. If you experience a print jam, please do not use force to dislodge it. If it doesn't come loose easily, contact the technology department. If you have any other printer malfunction, notify the technology department promptly.

## **EQUIPMENT CHECK OUT PROCEDURE**

We have laptops, digital cameras, iPads, and computer projectors available for district staff to check out. All laptops are designed for professional development and instructional purposes only. They may be checked out for the duration of professional development or for a related purpose.

**Please charge any and all rechargeable batteries promptly and regularly.** This entails plugging in the laptop to automatically charge its battery, and removing the rechargeable batteries in the digital cameras and charging them in the appropriate charger. Always ensure that the type of battery charger matches the type of battery, i.e. NiMH or NiCD. **DO NOT throw away rechargeable batteries.** DO NOT attempt to charge alkaline batteries in the Ni-MH chargers.

Any theft or damage to the equipment that is deemed negligent will be the responsibility of the person checking out the equipment.

## **Online Meetings and Collaboration Tools**

The district supports most if not all online meeting and collaboration tools. These

include, but are not limited to, ConferenceMe (from the WDE), WebEx, GoToMeeting, Skype and Join.Me. Many of our laptops have built in cameras and mics that should be sufficient for a small setting. If you require a whole classroom or large group participation, external cameras and mics may be necessary for optimal meeting quality. Please submit a tech request ahead of time to get the appropriate equipment configured and set up prior to the start of the scheduled meeting.

## **WIRELESS**

A public campus wide wireless network (FWS-Guest) is available to devices not owned by the district. This includes guest computers, personal cell phones and tablets. The password for FWS-Guest is **#1Eagles**

All district owned devices should be connecting to the school wireless SSIDs, either FWConnect or FWHS depending on the intended use of the device. The passwords for these networks can be obtained from the technology department.

## **Personal Internet Devices**

Students and staff are not to bring personal hotspots, nor are they allowed to use their phones as “hotspots” or internet providing equipment on campus. This allows traffic to circumvent the content filter and violates the federal FERPA law that protects minors from harmful content on the Internet. Any of these devices to be found on the network will be blacklisted and if the owner can be determined, disciplined accordingly.

## **STUDENT COMPUTERS**

Please instruct students in proper use and care of the computer. Please go over the Internet Use Agreement with your students in terms that they will understand. The computer does not substitute for direct instruction. Ensure that students have access to help while using the computer.

The supervising teacher is responsible for students on the computers in their room. Please regulate how your students access the Internet. We have filtering software in place, but it is not fool proof.

Students have their own computer account. For security purposes, please have them use this log on to track any problems. Classroom accounts are available, but any documents created by the students will not be saved correctly while logged on this way.

Please remove all tape and stickers from computers, keyboards, and cables every year. Scotch Magic type tape is recommended for marking computers or taping on labels. It is easily removed and can be written on.

**CLASSROOM SETUP**

Please allow plenty of room for your student usage of computers. The computer mouse needs adequate room to prevent user frustration. If the table arrangement in your room is inadequate please contact the Technology Department as soon as you can.

## **COMPUTER SECURITY**

Access to computer data, stored within all computer systems, may need to be carefully monitored for security purposes

Disposal of reports and/or other information after it is no longer being used or when the information has been removed to a central back-up system shall be done with the consent and knowledge and in accordance with any procedure established by the supervisor responsible for the school or department utilizing the information.

The Superintendent and/or designated members of the administrative staff shall have responsibility for determining who will have network and on-line (internet and e-mail) access to information and who will have access to information stored on the computers personally utilized by individual staff members.

To the extent passwords are issued to individual users, such passwords are not to be recorded in any location accessible to any other staff or students except such administrative staff as are responsible for issuing the passwords and/or their specific designee.

No individual user shall be permitted to utilize the computer for any illegal, inappropriate, or offensive purpose. Any employee who becomes aware that this policy is being violated shall immediately notify his/her supervisor of the violation.

Information other than general educational information intended to be available for all staff should be carefully secured by all staff members working with the information in order to avoid divulging confidential information to students or other staff except as may be appropriate and on a need-to-know basis. Access to and maintenance of data should be strictly limited. Accessing data for which there is no need to know is forbidden. Disclosure of information should not occur either by intent or inadvertence except as is necessary to carry out the staff member's assigned duties. All confidential and secure information should be safeguarded to the extent possible. If it is copied onto disks, the disks and/or other backup information should be secured in a locked location so that they cannot be accessed by persons who are not intended to have the information.

Computer-generated reports or displays are not to be released outside of the District except as provided for in District policies, regulations or procedures or by approval of the Superintendent and/or his designee. Printed reports with student information need to be shredded and not simply discarded in the trash.

All computers utilized within the school system shall be utilized solely for educational purposes unless specific consent is otherwise given by the Superintendent or his/her designee. No employee working within the school system shall have any expectation of privacy regarding the information stored on the computer utilized by the employee on school district property. In order for the employee to utilize the computer on school property for educational purposes, the employee must consent to allowing his/her supervisor, as well as other persons the supervisor and/or Superintendent may designate to access the information stored on the employee's computer and/or any other floppy disks or backup system.

# SECTION 8

## STAFF DIRECTORY

Fremont County School District # 21 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 IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695

# **SECTION 9**

# **AFTER SCHOOL PROGRAM**

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## Fort Washakie Eagle Soar Time 2023-2024

The after-school program will be run monthly throughout the school year. The dates will correspond to the scheduled monthly dates set forth by FCSD 21.

<b>Session I **</b>	September 5 - October 26, 2023 - 8 weeks
<b>Session II **</b>	October 30 - December 14, 2023 - 7 weeks
<b>Session III **</b>	January 3 – February 22, 2024 – 8 weeks
<b>Session IV **</b>	February 26 - May 2, 2024 - 9 weeks

### Operating Days

After School will operate Monday through Thursday and may include special events throughout the school year. Special dates and postings will be sent home with students through school letter or text to home.

### Times

**3:35 P.M. to 5:15 P.M.**

### How it Works

Prior to the start of each session, your student(s) will be sent home with a sign- up sheet for activities.

*The After School program requires students attend Homework Help before starting their activities. This is time set aside for students to do homework, read, receive tutoring and/or work directly with their classroom teacher as needed*

### Bus Schedules

The Fort Washakie School busses will run two times a day. Bus routes for Eagle Soar Time will be determined and posted prior to the start of each session. They are as follows:

**School Dismissal Bus**  
**Enrichment Bus**

**3:35 P.M.**  
**5:15 P.M.**

### How to Host an Activity or Teach an After School Class

Two weeks prior to the beginning of each session the after-school staff will request proposals from staff who wish to teach/host a class. If you are interested in teaching/hosting a class each person will be required to fill out all appropriate forms.

These forms can be picked up at the FWS front office. The deadlines for proposals will be announced and firmly followed.

### **Registration Requirements**

All parents/guardians of each student **MUST** fill out the After-School Emergency and Activity Registration Forms. Please fill out one permission slip per student.

All registered students will attend Homework Help with the exception of sports and/or special activities designed by Teachers and approved by the Administration.

Any student who is academically ineligible for sports or extra-curricular activities **must** attend Homework Help and/or special tutoring designated by school counselor and staff.

Students who are not registered for After-School Activities, and have failed to catch the School Dismissal Bus will not be the responsibility of the After-School Staff.

### **Homework Help**

This is a time for students to complete homework, get caught up on work, or enjoy the benefits of a learning center.

It is expected that during the regular school day, teaching staff will use the student planners to list work that needs to be done.

### **Computer Center/Library**

The computer lab and library will be available for student use during Homework Help. Please check with classroom teacher for arrangements to be made.

### **Enrichment**

From 3:35 P.M. to 5:15 P.M., students will attend enrichment activities. The number of activities is based upon how many proposals are received.

### **After-School Expectations**

All staff will follow the policies set forth by the school board, any questions please refer to the staff handbook.

Staff members are responsible for making sure students that stay for activities are in the appropriate class, and students that are going home are properly secured on the Enrichment bus (5:15 P.M.) prior to leaving the building.

All staff members will adhere to the schedule for Enrichment Activities. If you need to be excused, you must contact the Principal or After School Coordinator so arrangements for your scheduled activity can be rescheduled.

All After-School Staff members will give at least **two hours notification** if they will be late or absent. Failure to do so will result in a warning. If it happens a second time, that staff member will be released from their duties.

Submitting proposals are the responsibility of the course instructor. The instructor will also be responsible for turning in requisitions for supplies to the After-School Office. Please plan ahead.

Under no circumstances will students be released from your class without approval from the building principal or his staff. You are responsible for your students until the scheduled end time.

# **SECTION 10**

# **INSTRUCTIONAL STAFF INFORMATION**

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# **FREMONT COUNTY SCHOOL DISTRICT #21**

## **FORT WASHAKIE SCHOOL**

### **2023-2024 SCHOOL YEAR**

#### **Professionalism:**

All Fort Washakie School staff members are asked to maintain a positive, cooperative attitude in working with each other, students and parents. You are encouraged to:

- Share your concerns with those involved
- Dress *Professionally*
- Be willing to confront with kindness
- Be prepared with possible resolutions
- Actively seek ways to make Fort Washakie School a more satisfactory and productive place to work, learn and grow
- Make every effort to protect student and colleague information and confidentiality
- Decline to discuss a student or other staff member in public
- Refer parents or others asking questions about a student to the child's teacher or the principal
- Follow the chain of command

#### **School Day:**

- Teachers are required to be at school from 8:00 a.m. — 4:00 p.m. unless you have *specific* approval for different hours.
- Teachers leaving the school campus *before* 4:00 p.m. or any time during the school day are required to sign a check-out/in log at the school office and complete a Leave Slip. One exception is for the occasional need to leave between 3:35 p.m. and 4:00 p.m. which requires advance permission from the principal and signing out. Classroom teachers are expected to *be at the door waiting* for students when they arrive at 8:00 a.m.
- Fridays, teachers are allowed to leave once the buses have departed. However, it should be noted this is not a part of the contract. Contractually, Friday remains just like other days and teachers could be expected to stay until 4:00 p.m. (Friday leave, just like that of other days, is a total of 8 hours.)

#### **Lounge:**

The lounge is for all staff. General clean up in the lounge including the refrigerator is everyone's responsibility. Please make an effort to keep it a positive and professional place at all times. Students should not have access to the lounge.

#### **Telephones and Cell Phones:**

**All Cell Phones are to be turned OFF during school/work hours.** Teachers and students will not be called from the classroom for ***telephone calls*** except in the

case of an emergency. Messages will be taken and put in your mailboxes or will be delivered by the secretary. Messages of a general nature for students (i.e., after school instructions from mom) will be taken care of during the daily announcements at the end of the school day.

### **Faculty Meetings:**

Faculty meetings will be held as determined by Principals. All teachers are expected to attend unless excused beforehand. The schedule for the year will be presented early in the year. However, principals reserve the right to schedule additional faculty meetings as may be needed. Teachers are expected to check their e-mail frequently for principal messages (Please allow your Aides to check their e-mail daily also). Meetings begin on time, not 5 minutes later. You will be notified ahead of time if meeting will last longer than 5:00 p.m.

### **Communication:**

Teachers are **required** to provide the principal with a copy of any primary note/memo that is sent home with students. This includes social activities, field trip notices, etc. The purpose of this requirement is to enable the principal (and office staff) to answer parent questions and support the classroom teacher.

Teachers are expected to communicate regularly and frequently with parents via notes, letters, phone calls and conferences. ***Parents should hear from the school when things are going well, not just when there is a concern.*** Teachers should feel free to ask the principal to communicate with parents on a student's behalf at any time.

All teachers are encouraged to provide the office with articles and information that may/should be published in local newspapers. Each teacher should plan on at least two articles per year. Thus the newspaper may become a great means of keeping the community informed of school activities and to feature student accomplishments. Any article submitted to the newspaper needs to have the principal's approval.

### **Supervision of Students:**

General building and playground control is everybody's responsibility. All students ***should be taught*** to respect and follow directions given by any staff member who has authority to do so. The following is a general guideline of the supervision expectations:

- Consistently teach, monitor and enforce established rules. Be supportive of the expectation of safe, orderly and appropriate behavior. Teach the **SOAR** behaviors, explain, practice and reinforce.
- Help with minor injuries. If a serious injury is suspected, do not move the child. Send for help from the school nurse or the office.
- Children should use the restroom before or after recess breaks. Only in an emergency should a child reenter the building.

- If a child has a physician's note to stay indoors for health reasons, the child must be supervised. Students may be sent to the nurse's office or *At Risk Coordinator's* office and should have something to do (i.e., classroom work or reading).
- Children are to be supervised by the **classroom teacher or aide at all times** to and from classes.
- In the morning each teacher is to meet their class at the outside door. Students are to be escorted to an outside door at the end of the day.
- Each teacher in the Middle School is expected to be in the hall supervising student movement in the morning, between classes and after school.
- Teachers are not to leave their classroom unsupervised except in an emergency, and then a next door teacher should be alerted. Parents and other volunteers are not to be given supervision responsibility in the absence of the classroom teacher unless under extra ordinary circumstances and only as long as it takes for another district staff person to take over supervision.
- Teachers keeping students in the classroom during recess, lunch or before and after school are responsible for supervising those students at all times. If a teacher cannot be present, the student will not be in the room. Students having a written medical excuse for recess may be sent to the library with advance notification of library staff.
- Teachers having outside duty need to have their students ready to go out before the bell rings. No students should be dismissed for recess or at the end of the day until the bell rings unless the teacher plans to be with them.

### **After School Expectations**

All staff will follow the policies set forth by the school board.

Staff members are responsible for making sure students that stay for activities are in the appropriate class, and students that are going home are properly secured on the Enrichment bus (5:15) prior to leaving the building.

All staff members will adhere to the schedule for Enrichment Activities. If you need to be excused, you must contact the Principal or After School Coordinator so arrangements for your scheduled activity can be rescheduled.

All After-School Staff members will give at least two hours notification if they will be late or absent. Failure to do so will result in a warning. If it happens a second time, that staff member will be released from their after-school duties.

Submitting proposals are the responsibility of the course instructor. The instructor will also be responsible for turning in requisitions for supplies to the After-School Office. Please plan ahead.

Under no circumstances will students be released from your class without approval from the building principal or his/her staff. You are responsible for your students until the scheduled end time.

### **Duties:**

Staff will be scheduled for supervision duties as equitably as the schedule will allow. The principal will assign duties. Please arrive for your assigned duty promptly. If you will not be able to perform your duty at the assigned time (i.e., if you will be on leave for any reason), make sure you have made arrangements with a duty team member to cover your duty in your absence. Inform the Administrative office of the arrangements.

### **Selling on School Grounds:**

There is to be no selling at the school by either staff members or students without prior approval from the Superintendent. Under no circumstances are teachers or coaches allowed to sell items to students as a requirement for a sport or a class or for any other reason.

### **Lesson Plans:**

Weekly lesson plans are required to be completed by each Monday for the following week and available for review by principal, reading and math coaches. Lesson plans should be written in such a manner that a substitute teacher could easily implement them. A substitute folder will be required by all teaching staff before leave is taken. The substitute folder will be turned into the school secretary each time a substitute is called to cover a classroom.

### **Teachers/Certified Staff Absences:**

Inform the Principal's Administrative Assistant between 6:00 PM and 7:00 AM if you will be absent and need a substitute. You may also call the school after 7:00 AM at 332-2380. In the event that no one is available at the school, you may contact the Superintendent's office at 332-5983 after 7:30 a.m.

If you know you are going to be absent from work, please complete a Leave Slip and request a substitute; the principal's office will make the arrangements. ***Do not make substitute arrangements on your own.*** Teachers may request a specific substitute and the request will be honored if possible. It is mandatory that an ***Employee Leave Form be completed*** any time you are absent even if your absence is school related. Please complete the form at least five (5) days prior to any absence when it is planned and the absence is known in advance. For emergencies or illness, complete the form as soon as you return.

### **Aide Absences:**

Aides are to inform the Principal or Administrative Assistant of an absence from work in the same manner as the teacher. **DO NOT CALL YOUR TEACHER!!** See **Teachers/Certified Staff Absences**

### **Substitute Folders:**

Each teacher is required to prepare a substitute folder containing current and



updated information as follows:

- Class list and seating chart
- Weekly class schedule
- Special pull-out/in-class schedules and times for speech, resources, etc.
- Instructions for students with special health or behavior management needs
- List of student helpers
- Explanation for attendance, lunch count, and other daily procedures
- Duty schedule
- Classroom behavior expectations and consequences
- Emergency plans

Each teacher is required to provide the office with a set of classroom behavior expectations/consequences, a copy of their weekly classroom schedule, and an explanation of where lesson plans and substitute folders are located. Aides are required to provide the office with a copy of their schedule if it differs from that of the classroom teacher.

### **Attendance/Lunch Count:**

Attendance is to be taken twice daily, by 8:30 a.m. and 1:00 p.m. Class roll should be taken by the teacher, not the students. Teachers are required to keep accurate attendance records in the provided grade book and computer software (Infinite Campus). It is important that a correct attendance sheet is turned in to the office if the computers are down.

### **Student Absence:**

Parents/guardians are asked to call or send a note excusing a child's absence. Notes are to be sent to the Registrar's Office. If a parent/guardian contacts the teacher directly (in person or by phone) to excuse an absence, the teacher needs to let the Registrar's Office know so the absence may be recorded as excused.

### **Students Arriving Late:**

Students arriving late at school must report to the Principal's Office for a late pass. If a child comes to the classroom later than 9:00 a.m. and does not have a late pass, please have the student go to the Principal's Office to obtain a pass. If the attendance has already been sent to the Principal's Office, the attendance officer will make necessary changes.

### **Student Check-Out and Check-in During School Day:**

Parents/guardians are requested to sign a check-out/check-in log at the office when taking a child out of school or returning a child to school during the regular school hours. Office personnel will bring students or come to get them to avoid disruption of the classroom routine. Parents/guardians should not come to the classroom to get a child, please ask them to report to the office to check out their child.

### **Bus Passes:**

Students often ride a different bus to and from school. Bus passes will be given to teachers before dismissal and there will be a reminder on the 3:34 p.m. announcements. Notes from parents/guardians requesting a change in transportation should be sent to the office as soon as possible. Please encourage students to have bus passes turned in to the front office before 2:00 p.m.

### **School Visitation:**

#### ***ALL VISITORS WILL BE GIVEN A VISITOR PASS***

Attendance by friends and relatives of students are discouraged and requests for such visitation should be referred to the principal, in collaboration with the teacher, the principal will determine if such a visitation would be disruptive to the classroom and school routines.

Parents/guardians are encouraged to be involved in their children's education, and to visit the classrooms and school often. They are asked to make arrangements for younger siblings *not* to accompany them on these visitations and to make an appointment for a conference if they want to discuss their child's progress. Parents/guardians making visits during the school day are asked to check in at the office before going to the classroom. Please remind parents of the requirement when they make arrangements with you for a visitation.

### **Animals/Pets:**

Any stray animals on the playground are to be reported to the office, the animal control officer will then be called. Using family pets or animals for "Show-and-Tell" is discouraged unless the owner of the animal can produce written documentation of good health and proper immunization. Students need to get their teacher's permission and inform the principal when a pet or another animal is to be brought to school for "Show-and-Tell". Classroom pets are at the discretion of the principal as long as they do not pose a health or safety concern to students and/or staff. It should be noted many children have allergies that could be impacted by pets.

### **Fire Drills:**

Drills will be held monthly. The following evacuation procedure needs to be followed:

1. Close doors and windows
2. Turn out lights
3. Teacher needs to take attendance book or class roll
4. Teacher is last to exit in order to assure the room is clear
5. Running or talking is to be discouraged
6. Assemble in the designated area
7. Remain outside until notified that it is safe to re-enter the building
8. Teachers will take roll and send a student to check in with the principal or designee.

### **Administering Medicine to Students:** (District Policy JLCD)

Except in an emergency situation, no medication, internal or external, including medications and vitamins, should be dispensed by the nurse or school personnel unless requested in writing by the child's parents or his physician.

When a child must receive medication during school hours, the following policy should be followed:

1. Signed, written permission of the parents with written instructions to be on file in the school before any medication is dispensed. Signed, written instructions from either a physician or pharmacist must also be provided if the medication is a prescription medication. The instructions should include the name of the child, the quantity, frequency and duration of medication.
2. Except in an emergency situation, the school shall not furnish any medications under any circumstances.
3. If the drug is left in charge of the nurse or school personnel at the physician's request, the medication should be labeled with the child's name, name of medication, time of day medication is to be given, duration it is to be given, and the physician's name.
4. All medications, which are to be left in charge of the nurse or school official, must be kept in a safe place, out of the reach of children.
5. For school-sponsored trips, the following procedure will prevail:
  - a. Parent or guardian will complete a form indicating student's need for medication (name of medication, dosage, and condition requiring the medication).
  - b. Information form must be returned to sponsor prior to trip.
  - c. All medications must be in appropriately labeled containers.

Pursuant to W.S. §21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions within a school of the District if a written statement is submitted to the District containing:

- a. parental verification that the student is responsible for and capable of self-administering of medication required for a potentially life threatening condition;
- b. health care provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication;
- c. the written verification required by this policy shall be provided on the forms provided by the State Department of Education and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.

**Teachers** do not keep any medication in your classroom for students. All medicines need to be kept under the nurse's supervision.

### **Student Illness at School:**

If you have a child who is ill or needs to see the school nurse and you are unable

to take the student to the nurse's office, please call the office to let the nurse know a student is coming or send a note along with the student explaining the problem.

### **Child Abuse/Neglect:**

Any suspicion of child abuse or neglect should be reported to the principal immediately. School personnel are legally responsible to report any form of child abuse/neglect. District Policy JLF and procedures will be implemented immediately.

### **Controlled Substances/Weapons:**

Any staff member suspecting possession of a controlled substance, paraphernalia or weapon is required to report the suspicion to the principal or superintendent immediately. Do not take the responsibility of confiscating the item unless it is posing an immediate threat or danger. Searches of books, backpacks or desks will be conducted under the supervision of the building administrator. This includes a student's outer clothing, bag, purse, jacket, etc.

### **School Activities and Family Restrictions:**

Teachers with students whose parents do not wish for their children to be involved in school activities related to holidays because of religious beliefs need to provide the children the opportunity to "option out" of the activity. The *teacher* has the responsibility to provide alternative activities whenever possible. For example, if students are doing an art project involving jack-o-lanterns and/or black cats, an alternative activity could be a similar project with fall leaves.

### **Videos/Movies:**

Any video or movie for instructional or pleasure purposes shown to students must have a General Audience (G) rating. No movie or video should be shown without having been previewed by the teacher or staff. Movies with a Parental Guidance (PG or PG 13) rating are prohibited unless approval is obtained from the principal and the parent/guardian.

### **Field Trips:**

Field trips are encouraged as an important educational tool. However, all field trips must have a definite relationship learning standards. Complete a requisition for any field trip for the year with tentative dates and cost (i.e., if you go — may take lunch). These should be completed within the first two months of school. (Field trips may be postponed or denied if sufficient notice is not provided to the food service staff to obtain and supply student lunches.)

### **Cumulative Records:**

Cumulative files are on each student. Teachers are responsible for the recording of information in the files. Only authorized personnel have access to files. Personnel must sign the Access log placed in each file every time a file is reviewed. Administrative approval is required when placing materials and/or

documents in a student's file. If in doubt as to the appropriateness of an item, please consult the principal before placing the information in the file. The removal of files from the area is not allowed.

The files will be organized chronologically. Items not dated and duplicated documents will be removed. New documents should be placed at the front of the file and will become permanent at the end of the school year.

Many teachers do not want to review a student's file until after they have had an opportunity to get to know the child. However, there is often valuable information in the file that can be of assistance to the teacher in planning for student's learning experiences; especially, with the use of the Parent/Teacher Conference summary and the inclusion of the BIT pre-referral documents. Each classroom teacher is required to have reviewed their students' file by the end of October.

### **Homework:**

At Fort Washakie School, a primary consideration is that homework be done by the child with rare additional help from the parent and within the home situation considering that some homes may not have an adequate place for children to study effectively. The needs, interests and capabilities of students must be taken into account whenever possible. Homework, if assigned, will be part of the course work and may be considered an integral part of a program if:

- It provides practice in basic skills
- It provides opportunity for self-direction
- It provides training in good work habits
- It affords the opportunity to extend and enrich school experiences
- It helps students learn to budget time
- It brings students in self-reliance and self-direction
- It allows parents to see the work habits and program of the student

Teachers are requested to establish specific homework guidelines to be shared with students, parents and the principal. Every child should be encouraged to read each evening.

### **Report Cards/Mid-Term Reports/Parent-Teacher Conferences:**

Report cards are to be issued four times in a school year. They should be given to parents at Parent- Teacher Conferences or mailed home on the week following the end of the quarter.

In addition to report cards, mid-term reports to parents are also required. Formal Parent Teacher Conferences need to be documented on Summary of Parent-Teacher Conference forms. These forms are to become part of the student's cumulative file. This documentation can be of great assistance when documenting previous interventions with a student. The principal will review written mid-term reports and add personal notes of praise and encouragement upon request. The principal reserves the right to request a review sampling of

written mid-term reports, (and will also be available at conferences with parents upon request and availability)

### **Student Behavior Expectations/Discipline Procedures:**

Establishing school rules and behavior expectations should be a cooperative and collaborative effort of the school community. Students at Fort Washakie School are expected to behave in a safe, orderly and appropriate manner. Individual classroom teachers will establish and post classroom behavior expectations and consequences will be taught to students and communicated with parents. Fort Washakie School students are expected to come to school prepared to learn.

When a student chooses unacceptable behavior there are a number of consequences that may come into effect depending on the nature, severity and frequency of the chosen behavior. The following is not intended to be an inclusive list:

- Verbal reprimand
- Parent contact/conference
- Suspension of recess
- In school suspension/time out
- Removal of privileges
- After school detention

There are student behavior choices that the principal at Fort Washakie School considers to be major offenses to the expectations of safe, orderly and appropriate behavior choices which will result in immediate referral to the principal. These offenses are:

- Destruction of property (after teacher intervention)
- Intentional injury of others
- Stealing (after teacher intervention)
- Fighting
- Indecent exposure/gestures/profanity (after teacher intervention)
- Verbal abuse of students or adults (after teacher intervention)
- Harassment (sexual, racial or ethical)

Every teacher will keep a log and have contact with parents/guardians before referring a student to the office unless it is one of the following:

- Weapons (not rubber bands)
- Vandalism (major)
- Sexual harassment/serious threat
- Drugs

**FREMONT COUNTY SCHOOL DISTRICT #21**  
**Notification of Rights under FERPA**  
**for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5920



## FREMONT COUNTY SCHOOL DISTRICT #21

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (A protected information survey@) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student=s parent;
2. Mental or psychological problems of the student or student=s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of -*

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use -

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law,

The School District has developed and adopted policy/administrative regulation JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and

activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy  
Compliance Office U.S.  
Department of Education  
400 Maryland Avenue,  
SW Washington, DC  
20202-5920

Fremont County School District #21 will make available to the public directory information pertaining to students at Fremont County School District #21. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

**FMLA**

See Policy GCCAB