

Sheridan County School District #2

Board Meeting



Date: April 8, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
April 8, 2013
6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Acceptance of Donation to Sheridan High School (*Action*) – Dirlene Wheeler
 - B. Author Dana Wyatt– Mitch Craft
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes – March 4, 2013
 - B. Approval of Minutes – March 16, 2013
 - C. Approval of Bills for Payment
 - D. Acceptance of Out-of-State Tuition Requests
- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Bid Award Recommendation for H. A. Coffeen Elementary School (ES) Construction and Demolition (*Action*) – Julie Carroll
 - C. Bid Award Recommendation for Construction Materials Testing and Inspection Service Provider (CMTISP) for Henry A. Coffeen Elementary School (ES) (*Action*) – Julie Carroll
 - D. Bid Award Recommendation for SJHS Old Gym Renovation and Early Building Doors (*Action*) – Julie Carroll
 - E. Public hearing
 - 1. Disposition of the Beckton Facility (*Action*) – Julie Carroll
 - 2. Disposition of Outlot A to WYDOT (*Action*) – Julie Carroll
 - 3. Facility Plan being Submitted to the Wyoming School Facilities Commission (*Action*) – Julie Carroll
 - F. Approval of Policies (*Action*) – Cody Sinclair
- VII. New Business**
 - A. Acceptance of Donation to Sagebrush Elementary School (*Action*) – Scott Stults
 - B. Acceptance of Donation to Sheridan High School (*Action*) – Dirlene Wheeler
- VIII. Reports and Communication**
 - A. Board of Trustees
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff

IX. District Reports

A. Superintendent

X. Executive Session

A. Personnel Matters

B. Legal Matters

C. Real Estate Matters

XI. Adjournment



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 1, 2013

TO: Board of Trustees

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Acceptance of Donation to Sheridan High School** (*Action*)

For the past three years, Sheridan High School has sold shirts for their Annual Pink Bronc Day in an effort to fund raise for Sheridan County Memorial Hospital. The first Pink Bronc Day in 2010 raised \$1,635.40, the second in 2011 raised \$2,015.50, and the last in 2012 raised \$6,171.50 after an additional shirt fundraiser and half-time walk. Sheridan High School then entered a contest and won Optimum's Charity Champions contest.

Optimum's Charity Champions donated an additional \$1000 to the Sheridan Memorial Hospital Foundation and \$500 to Sheridan High School (SHS). The purpose of this donation to SHS is to help support the Interact Club.

Please accept this generous donation to Sheridan High School.

Sheridan County School District No. 2

Board of Trustees

Regular Monthly Meeting

March 4, 2013

Scott Hininger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, March 4, 2013, in the Board Room at the Central Administration Office. The meeting was started with Max Marquis playing the National Anthem on his saxophone. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Hollis Hackman
Erica O'Dell
Jim Perkins
Molly Steel

Administrators:

Craig Dougherty, Superintendent
Tom Sachse, Assistant Superintendent
Terry Burgess, Assistant Superintendent
Roxie Taft, Business Manager
Julie Carroll, Facilities Director
Coree Kelly, Technology Director

Absent:

Absent:

Scott Stults, Director of Elementary Education

II. Recognition

A. Fiddler on the Roof – Trustee Craft with Tyson Emborg

Trustee Craft explained that the Sheridan High School play, Fiddler on the Roof, just concluded. Three teachers were part of the cast. Trustee Craft asked Tyson Emborg, Sheridan High School social studies teacher, to talk about his acting experience from a teacher/actor standpoint.

Mr. Emborg explained that some of the best teaching occurs in the after-school programs. He found the acting to be more difficult than he had imagined. He said that it was challenging to imagine what the audience was seeing. From a teacher standpoint, he spoke of how much hard work the students expended to create the play. He explained that the students develop a different kind of intelligence in the acting experience. The students are

truly learning. Mr. Emborg went on to thank all the students and community members that participate in student and school growth in all areas, not just academics.

Trustee Craft said that Max Marquis was outstanding in the lead role of the play.

B. Meadowlark Exemplary PLC Audit – Craig Dougherty with Jason Hillman

Craig Dougherty, Superintendent, explained that Meadowlark Elementary school is an exemplary Professional Learning Community (PLC) school. Dr. Anthony Muhammad was hired to “audit” the schools in the district to the degree to which they exemplify the PLC concept. In order to reach the upper echelon, every staff member must be actively participating in the PLC process. Superintendent Dougherty explained that Meadowlark Elementary is focused on student learning. Teachers discuss learning in terms of student growth, not test results. Jason Hillman and his staff are working for 100 % proficiency in his students. Dr. Muhammad introduced Jason to a nationwide group at a recent conference, and recognition from an education leader of that degree of accomplishment is astounding. Superintendent Dougherty invited Mr. Hillman to say a few words about his PLC audit acclaim.

Mr. Hillman thanked the Board and the District for allowing his staff to attend conferences. He explained that the Board and the District have invested greatly in the PLC concept. The score from the audit has only been given to six other schools in the country, so it is an incredible honor. Mr. Hillman explained the expectation he set for himself and his staff is one of greatness. He again thanked the Board and the District for their trust and investment in Meadowlark and the PLC philosophy.

III. Approval of Agenda

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for February 4, 2013

B. Approval of Minutes for February 18, 2013

C. Approval of Bills for Payment

General Fund	1,120,132.02
Federal Fund	68,069.28
Capital Fund	15,407.44
Major Maintenance Fund	3,421.29
TOTAL:	\$1,207,030.03

TRUSTEE STEEL MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VI. Old Business

A. Capital Construction Update (*Information*) – Craig Dougherty

Craig Dougherty, District Superintendent, explained that the construction documents for Henry A. Coffeen are out for bid. The pre-bid meeting will take place on March 6th, and the bid opening is scheduled for March 13th at 2:00 pm. He said that Facilities Director Julie Carroll has worked tirelessly to have a quick and seamless approval process with the Wyoming School Facilities Commission.

Superintendent Dougherty explained that Assistant Superintendent Terry Burgess, Principal Wheeler, and the Sheridan High School student council have met with TSP Architects to assist in the development of the Schematic Design Documents for the safety renovation of Sheridan High School.

Superintendent Dougherty said that Dale Buckingham Architects has been working on Schematic Design Documents with Story Elementary School staff and Story community input. The renovation of Story Elementary School is also necessary for safety.

Trustee Jim Perkins asked if the plans for Sheridan High School and Story Elementary School were available for viewing. Superintendent Dougherty responded that the plans will be provided at the next Board meeting.

B. Approval of Policies (*Action*) – Cody Sinclair

Human Resources Coordinator Cody Sinclair stated that five policies are up for first reading, and they are recommended for approval individually.

Mr. Sinclair explained that Policy IJNDC – Employee Use of Social Media Sites, Including Personal Sites was tabled at the last board meeting for further feedback from staff. Several areas were edited and a reference to the code of ethics policy was added.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY IJNDC – EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

During discussion, Trustee Hackman thanked Mr. Sinclair for the addition of the reference to the code of ethics to the policy.

THE MOTION TO APPROVE POLICY IJNDC – EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLCC – Communicable/Infectious Disease had wording updates for consistency. Following the policy reviews, Mr. Sinclair was asked to make a reference to policy GCC-GDC at the end.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY JLCC – COMMUNICABLE/INFECTIOUS DISEASE ON FIRST READING, AS AMENDED. TRUSTEE HACKMAN SECONDED THE MOTION. THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLCC-A – Head Lice Infestation (Pediculosis Humanus Capitis) was updated to ensure consistency regarding removal/readmission to school.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE POLICY JLCC-A – HEAD LICE INFESTATION (PEDICULOSIS HUMANUS CAPITIS) ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION. THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that changes to Policy JRA-E3 – Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) included clarification in regard to privileged relationships, screenings, and guardians.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JRA-E3 – NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION. THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JRAC – Student Privacy Protection and Parental Right of Inspection to Certain Material was modified and updated. The terminology “analogous relationships” was stricken to read the same as JRA-E3.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE POLICY JRAC – STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee O'Dell asked if policy JRA-E3 reflected student rights passing to students when they turn eighteen as policy JRAC reads. Mr. Sinclair responded that he would confer with legal counsel.

THE MOTION TO APPROVE POLICY JRAC – STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL PASSED WITH A UNANIMOUS VOTE.

Policies – Second Reading

Mr. Sinclair recommended that policies JKF and JKF-E be approved separately from the other policies up for second reading.

Mr. Sinclair explained that ACE is a trademarked term, so its removal is recommended in both policy JKF and JKF-E.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JKF – PROGRAM FOR STUDENTS SUSPENDED OR EXPELLED AND POLICY JKF-E – CONSENT FORM ON SECOND READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION.

Following the motion, Trustee Schatz suggested that the instances of “a” before “program” be changed to “the.” Trustee Steel suggested the same change in policy JKF-E as well. Mr. Sinclair agreed that the change would be made.

THE MOTION TO APPROVE POLICY JKF –PROGRAM FOR STUDENTS SUSPENDED OR EXPELLED AND POLICY JKF-E – CONSENT FORM AS AMENDED PASSED WITH A UNANIMOUS VOTE.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JLC – STUDENT HEALTH SERVICES, POLICY JLCA – HIV/AIDS PROCEDURES/PROTOCOL, AND POLICY JLCB – IMMUNIZATION OF STUDENTS ON SECOND READING, AS PRESENTED. TRUSTEE O’DELL SECONDED THE MOTION. THE MOTION PASSED WITH A UNANIMOUS VOTE.

Trustee Jim Perkins thanked Mr. Sinclair for meeting with him to review policies before the Board meeting.

VII. New Business

A. Fort Mackenzie 1:1 Laptop Program (*Information*) – Tom Sachse with Mick Wiest

Assistant Superintendent Tom Sachse explained that following the North Central Association (NCA) visit, student use of technology has been a focus. Fort Mackenzie High School has been participating in a 1:1 laptop pilot. Assistant Superintendent Sachse introduced Fort Mackenzie principal Laurien Rahimi.

Ms. Rahimi introduced English teacher Mick Wiest. She explained that he is a talented and dedicated teacher.

Mr. Wiest began by encouraging everyone to attend the upcoming Fort Mackenzie drama production on March 14th and 15th at the Carriage House Theater.

Mr. Wiest explained that the 1:1 laptop pilot began with stimulus money three years ago. The laptops were accompanied by batteries, a charging cart, and mass software downloads.

The laptops have been very durable and the students have taken very good care of the devices. The staff received training, so that they could be well versed in the technology that is becoming increasingly necessary for student learning. Computer software and online resources have been utilized to improve communication between students, parents, and staff, but also to improve student engagement. The highly interactive nature of technology may be expected to improve the graduation rate.

Trustee Jim Perkins asked if the students were learning from the use of the computers or just getting better at finding answers. Mr. Wiest responded that the students have the opportunity to do their own research and process the information. The computer is just a tool to invite the students into higher thinking.

Trustee Hackman asked Assistant Superintendent Tom Sachse what the next step in the pilot process would be, now that the fourth year is almost complete. Dr. Sachse responded that the laptops were intended for a five year replacement cycle. The technology department is finding that the machines' battery life is starting to fail and the battery is equivalent to 1/3 of the cost of the machine, so it may be more cost effective to replace the machines. The District has applied for a school improvement grant with the assistance of Ryan Schasteen that is ideal for this purpose. The grant could be used to purchase new, stronger machines.

Mr. Wiest added that a tremendous savings is possible as the school is nearly paperless. The cost of the machines is not considerably more than the amount previously used to purchase textbooks.

B. Memorial Fund Scholarship Recommendations for 2013-14 (Action) – Roxie Taft

Business Manager Roxie Taft explained that several scholarships are offered each year to students. The scholarships are provided with a specific purpose and awarded at the Board's discretion. Five scholarship funding sources were noted for award approval. They include the Agnes Greisen Memorial Scholarship, the Fred Chez Memorial Scholarship, the Byron Chamberlain Memorial Scholarship, the Kathryn Skatula Memorial Scholarship, and EMIT Technologies Scholarship.

TRUSTEE STEEL MADE A MOTION TO APPROVE THE MEMORIAL FUND SCHOLARSHIP RECOMMENDATIONS FOR 2013-14, AS PRESENTED.

TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

During discussion, Trustee Jim Perkins asked if the District monitors the success of the scholarship recipients. Ms. Taft explained that Ed Fessler evaluates how the students' progress.

C. Update of Facility Plan being Submitted to the Wyoming School Facilities Commission (WSFC) (Information) – Julie Carroll

Facilities Director Julie Carroll explained that she is required to submit a plan to the Wyoming School Facilities Commission. This year, the plan is due on April 16th. The final

and official plan will be presented at the next board meeting. Ms. Carroll explained that facility components with poor scores are the areas focused on as her department builds its facility plan. Some issues within the plan include: the renovation of Sagebrush Elementary; requesting funds to build a new alternative junior and high school; permission to procure land for a sixth elementary school; possible non-renewal of the lease to Beckton School; and, the renovation request for the transportation and maintenance departments.

Trustee Jim Perkins asked Ms. Carroll why Sagebrush would be renovated, but not rebuilt. Ms. Carroll explained that the WSFC and the governor evaluate buildings for immediate need, and the most cost effective remedy for a facility's issues. Sagebrush is in decent condition but does need updating.

Trustee Hackman asked if the bus barn evaluation included the possibility to include natural gas use for buses. Ms. Carroll explained that the guidelines for ancillary facilities have not yet fully been established or explained. Until now, school conditions have been the focus of renovation or replacement.

Trustee Schatz asked Ms. Carroll if Beckton School is still a cost item and if many items would need to be removed if the lease is discontinued. Ms. Carroll responded that the facility is seldom used, and the cost to maintain the building is not offset by the usefulness. Any items belonging to the district would be removed.

VIII. Reports and Communications

A. Board of Trustees

Trustee Schatz thanked Fort Mackenzie/Wright Place principal Laurien Rahimi and English teacher Mick Wiest for showing a group of retired teachers around the building. All of the teachers were impressed and found the students to be very polite.

Trustee Steel congratulated Trustee Craft for the success of "Fiddler on the Roof." Trustee Craft appreciated the comment and explained that the students are incredibly talented. Trustee O'Dell commented that the play was educational as well.

B. PTO/Parents/Students/Organizations

Sheridan High School student Forrest DeBolt wished to recognize the Lady Broncs for their win against Gillette and their advancement to the state championship.

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

Superintendent Dougherty explained that progress towards achieving the board goals is being reported before the board retreat. The first board goal to be reviewed today was the Communicating High Expectations board goal. Superintendent Dougherty shared an

anecdotal story in regard to this board goal. He explained that the student council of another Wyoming school traded places with our student council for the day. The students of the other school were amazed by level of academia in our high school and recognized the exemplary learning environment. The Sheridan students were stunned by the degree of “chaos” in the other school. It is clear that the teachers at SHS have high expectations for their students, and the students are the product of that expectation.

Superintendent Dougherty reviewed the Excellent Staff and Resources board goal. He shared that Sheridan County School District #2 is at the top of the state in terms of teacher salaries. The focus of the District is on instruction and attention to detail. We recruit the best teachers and retain the best student teachers. We also monitor the financial reserves to maintain healthy spending.

Superintendent Dougherty commended the cast of “Fiddler on the Roof.” At the dress rehearsal, he saw a stunning level of performance from the student and staff actors. An incredible level of emotion was evident in the acting, and it was clear that the students had reached a new level of learning.

TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:15 PM. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:15 p.m. to cover personnel, legal, and real estate matters.

TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:20 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:20 p.m.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE LEAVE OF ABSENCE FOR THE CERTIFIED EMPLOYEE NAMED THEREIN, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE CREATION OF SPECIAL EDUCATION COMPLIANCE FACILITATOR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE BRIDGER MADE A MOTION TO ADJOURN THE MEETING AT 8:25 P.M. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
March 4, 2013**

ADMINISTRATIVE STAFF

Approvals:

Scott Cleland	Assistant Principal	Effective
Sheridan High School	210 days	7/1/13

Changes/Transfers:

Robert Winn	Teacher-Special Education Resource to	Effective
Sheridan Junior High	Teacher-Special Education Behavior	8/20/13
School to Woodland Park	1.0 FTE	
School		

Resignations:

Jeff Jones	Assistant Principal	Effective
Sheridan Junior High	205 days	6/14/13
School		

CERTIFIED STAFF

Early Retirement Incentive Plan:

Mary Beth Evers	Teacher-Kindergarten	Effective
Highland Park School	1.0 FTE	6/3/13
Kerin Kinzer	Teacher-Special Education	Effective
Sheridan Junior High	1.0 FTE	6/3/13
School		
Arthur Orr	Teacher-Science	Effective
Sheridan Junior High	1.0 FTE	6/3/13
School		

CLASSIFIED STAFF

Early Retirement Incentive Plan:

Joyce Forry Meadowlark School	Cook's Helper 2.0 hours/day	Effective 5/31/13
Mary Justice Sheridan Junior High School	Secretary-Guidance 8.0 hours/day	Effective 6/14/13
Richard Strout Maintenance Department	Maintenance-Carpenter 8.0 hours/day	Effective 11/4/13

EXTRA DUTY 2012-2013

Approvals:

<u>Name</u>	<u>Position</u>
Meagan Dow	Technology Integrator – Highland Park
Brad Gregorich	Technology Integrator – Henry A. Coffeen
Adam Metcalf	Soccer – Boys Assistant Coach – SHS
Melissa Mowry	Soccer – Girls Assistant Coach – SHS
Melissa Rasmussen	Technology Integrator – Henry A. Coffeen
Kevin Reece	Soccer – Boys Assistant Coach – SHS
Stephanie Stender	Soccer – Girls Assistant Coach – SHS
Mick Wiest	Writing Coordination – Fort Mackenzie

Resignations:

<u>Name</u>	<u>Position</u>
Joshua Marcy	Title I After School Tutoring – Holy Name School

Sheridan County School District No. 2
Board of Trustees
Board Retreat
March 16, 2013

Scott Hininger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The annual Board Retreat of the Board of Trustees of Sheridan County School District #2 was called to order at 8:36 a.m., Saturday, March 16, 2013, at The Ranch at Ucross. A quorum was present, including the following:

Trustees:

Scott Hininger, Chairman
Ann Perkins, Vice Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Hollis Hackman
Erica O'Dell
Jim Perkins
Molly Steel

Administrators:

Craig Dougherty, Superintendent
Terry Burgess, Assist. Superintendent
Tom Sachse, Assist. Superintendent
Scott Stults, Dir. of Elem. Instruction
Roxie Taft, Business Manager

Absent: None

II. Regular Session

During regular session the following items were discussed: graduation rate, Accountability Change and Education (ACE), evaluation programs, Professional Learning Communities (PLC) and accountability, technology integration, board goals, and board meeting schedule for 2013-2014.

TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 1:36 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Executive Session

The Board went into Executive Session at 1:36 p.m. to cover personnel, real estate matters, and legal matters.

TRUSTEE CRAFT MADE A MOTION TO RETURN TO REGULAR SESSION AT 2:54 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 2:54 p.m.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Adjournment

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 2:55 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
March 16, 2013

CERTIFIED STAFF

Approvals:

Nicole Reimers Sagebrush School	Teacher-Title I 0.5 FTE	Effective 3/7/13
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Changes/Transfers:

Jessica Anderson Highland Park, Wright Place, and Fort Mackenzie Schools to Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 8/20/13
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Jami Clifford Sheridan Junior High School to District Schools	Teacher-Special Education to Special Education Compliance Facilitator 1.0 FTE	Effective 8/20/13
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Timothy Daniels Sheridan High School	Teacher-Mathematics/Instructional Facilitator to Teacher Mathematics 1.0 FTE	Effective 8/20/13
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Andrew Johnson Sheridan Junior High School to Sagebrush School	Teacher-Special Education 1.0 FTE	Effective 8/20/13
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Jeffrey Martini Sheridan Junior High School to Sheridan High School	Teacher-Social Studies 1.0 FTE	Effective 8/20/13
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Ryan McChesney Sheridan Junior High and Sheridan High Schools to Sheridan Junior High School	Teacher-Vocational/Industrial Technology 1.0 FTE	Effective 8/20/13
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Kale Rager Sheridan Junior High and Elementary Schools to Sheridan Junior High School	Teacher-Physical Education to Teacher- Physical Education/Adaptive P.E. 1.0 FTE	Effective 8/20/13
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Laurien Rahimi Elementary School(s) to Highland Park School	Teacher-Special Education 1.0 FTE	Effective 8/20/13
Nancy Richter Woodland Park School	Teacher-Classic Kindergarten to Teacher 2 nd Grade 1.0 FTE	Effective 8/20/13
Judy Stahl Highland Park School to Sheridan Junior High School	Teacher-Title I 1.0 FTE	Effective 8/20/13
Carol Stewart Sheridan High School	Literacy Tutor/Instructional Facilitator 1.0 FTE to 0.8 FTE	Effective 8/20/13
Andrew Wallenkamp Highland Park School to Henry A. Coffeen School	Teacher-Special Education 1.0 FTE	Effective 8/20/13
Margaret Widener Highland Park School	Leave of Absence to Teacher-Kindergarten 1.0 FTE	Effective 8/20/13

Resignations:

Anne Enloe Woodland Park School	Teacher-Math Recovery 0.5 FTE	Effective 6/3/13
Devan Jones Henry A. Coffeen School	Teacher-Title I/Reading Recovery 1.0 FTE	Effective 6/3/13
Ethan W. Wood Henry A. Coffeen School	Teacher-Kindergarten 1.0 FTE	Effective 6/3/13

CLASSIFIED STAFF

Approvals:

Kevin Adams Sagebrush School	Head Custodian 8.0 hours/day	Effective 3/11/13
Jonathan Berg Woodland Park School	Head Custodian 8.0 hours/day	Effective TBD
Kathy Larson Highland Park School	Head Custodian 8.0 hours/day	Effective 5/21/13

Changes/Transfers:

Brenda Henderson Sheridan Junior High School	Paraprofessional-Media/Technology 6.5 hours/day to 8.0 hours/day	Effective 3/11/13
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Emily Swinyer Sheridan Junior High School	Paraprofessional-Media/Technology 6.5 hours/day to 8.0 hours/day	Effective 3/11/13
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Resignations:

Jacquelin Twite Sheridan Junior High School	Custodian 8.0 hours/day	Effective 3/13/13
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EXTRA DUTY 2012-2013**Changes:**

<u>Name</u>	<u>Position</u>
Levi Duca	Basketball – Boys Sophomore Coach (Home/Away) – SHS
Cody Sinclair	Basketball – Boys Sophomore Coach (Home) – SHS



Craig Dougherty, Superintendent

Administrative Offices
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Sheridan, WY82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 2, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

SUBJ: **Capital Construction Update** (*Information*)

Henry A. Coffeen Elementary School, Sheridan High School Entrance, and Story Elementary School

The floor plan documents for Henry A. Coffeen Elementary School, the Sheridan High School entrance, and Story Elementary School will be on display from 5:30 to 6:00 PM prior to the board meeting Monday night. The architects for each project will be present to answer your questions.

Story Elementary School

The documents for Story are 95% complete. Tentative dates have been established for the construction to begin. We have been working with the staff and principal on the possibility of moving students to a temporary facility starting April 27th in order to begin abatement and demolition required at the school. An agreement has been worked out with Grace Chapel (located near the school) to use their facility (Kendal Hoopes, district attorney, drew up the agreement). They have been great to work with on this endeavor. Their facility will nicely accommodate us until the school year is complete. Story parents have been informed of this move. This will allow us to ensure that school will be able to begin the 2013-14 school year in the newly renovated and updated facility.



Craig Dougherty, Superintendent

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Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 3, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Bid Award Recommendation for Henry A. Coffeen Elementary School (ES) Construction and Demolition** (*Action*)

Please see the attached bid tabulation sheet. I recommend that we award the new Henry A. Coffeen ES to Delta Construction for the base bid price of \$11,896,400 and the alternates that are deemed acceptable by the Wyoming School Facilities Department (WSFD) and the District. I will continue to work out the acceptable alternates with the WSFD. My recommendation is to award alternates 1-4. The entire bid including the alternates falls within the budgeted allotment by the State appropriation for Henry A. Coffeen ES and is coming from capital construction funds. Item 2 of the alternates is considered a District enhancement and will be paid from our district's capital construction account from sales of real estate. I would like you to take action on this recommended bid award.

Henry A. Coffeen ES Bid Tab

							X 1.05		
Bidder	Total Base Bid	Alt. 1	Alt.2	Alt. 3	Alt. 4	Alt. 5	Total	Base Cost per SF	WY Preference 5%
Delta Construction	11,896,400.00	48,507.00	63,495.00	109,891.00	52,500.00	-23,062.00	\$12,147,731.00	\$ 215.30	
O'Dell Construction	12,175,000.00	15,000.00	85,000.00	85,000.00	70,000.00	-25,500.00	\$12,404,500.00	\$ 220.34	
Ascent Construction	12,240,000.00	342,000.00	80,000.00	99,250.00	68,750.00	-26,227.00	\$12,803,773.00	\$ 221.51	13,443,961.65
Sampson Construction	12,473,000.00	37,000.00	67,000.00	158,000.00	67,000.00	-22,000.00	\$12,780,000.00	\$ 225.73	
KWN Construction	12,616,000.00	64,000.00	93,000.00	89,000.00	65,000.00	-21,000.00	\$12,906,000.00	\$ 228.32	
Wright Brothers	12,715,665.00	81,119.00	55,126.00	95,000.00	65,000.00	-27,900.00	\$12,984,010.00	\$ 230.12	
Sletten Construction	13,244,000.00	10,000.00	77,000.00	163,000.00	55,000.00	-32,500.00	\$13,516,500.00	\$ 239.68	

55256 SF

Alternates description

1. Concrete vs. Asphalt
2. District maintenance shop.
3. Rubberized surfacing for the playground in lieu of wood mulch
4. Add sod in lieu of seeding
5. Swing chain link assess gate / pivot gate.



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 2, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Bid Award Recommendation for Construction Materials Testing and Inspection Service Provider (CMTISP) for Henry A. Coffeen Elementary School (ES) (Action)**

Please see the attached bid tabulation sheet. We received four fee proposals. I recommend that we award the CMTISP to RoeTech, Inc. from Sheridan, WY. Their effort fee would be \$39,360.00 and hourly rates established at \$65.00-85.00/hour if further services would be required. This is funded through capital construction established with the Henry A. Coffeen ES project appropriation. I would like you to take action on this recommended bid award.

**Henry A. Coffeen Elementary School CMTISP
Bid Tabulation Sheet**

March 12, 2013 @ 10:00 AM

Provider	Effort Fee	Signed Certification Sheet	Hourly Rates Included
Ground Engineering 412 North Fenway Casper, WY 82601	\$75,000.00	No Form provided not filled out	
Dowl HKM PO Box 7010 Sheridan, WY 82801	\$41,190.00	Yes	\$65-70/hour
RoeTech, Inc. 2058 Dana Ave Sheridan, WY 82801	\$39,360.00	Yes	\$65-85/hour
Strata PO Box 80928 Billings, MT 59108	\$98,338.00	Only page 1 of 3	\$55-80/hour



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 3, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Bid Award Recommendation for SJHS Old Gym Renovation and Early Building Doors** (*Action*)

Please see the attached architect recommendation and bid tabulation sheet. We received three bids. All contractors are local to Sheridan. I recommend that we award the bid to O'Dell Construction for \$914,305.00 and request that they hold the alternate for 60 days after contract negotiation. At that time, I will be able to determine if enough funds will be available in the Major Maintenance account to proceed with the alternate. I would like you to take action on this recommended bid award.

MALONE BELTON ABEL P.C.

Architecture
Interior Design
Master Planning
Structural Engineering

340 West Dow Street
Sheridan, WY 82801
Fx: (307) 672-0543
Ph: (307) 674-4476

1267 North 15, Suite 123F
Laramie, WY 82072
Fx: (307) 721-0352
Ph: (307) 742-4810

April 2, 2013

Julie Carroll, Facilities Director
Office of the Superintendent
Sheridan County School District #2
201 N. Connor Street
Sheridan, WY 82801

Re: Bid Proposals
Sheridan Jr. High Gym Renovation & Door
Renovation of Early Building
620 Lewis Street, Sheridan, WY 82801
Project No. 1102-2

Dear Julie:

We have reviewed the enclosed Bid Proposal of O'Dell Construction, 1448 O'Dell Court, Sheridan, WY, with their apparent low base bid of \$914,305.00 + \$157,400.00 for add alternate #1. Included with their bid was the required Bid Bond, which appears to be in order.

Also enclosed is the Bid Proposal of the second low bidder, KWN Construction, 2675 Heartland Dr., Sheridan, WY, and the third low bidder, Delta Construction, Inc., P.O. Box 1323, Laramie, WY. Required Bid Bonds for each contractor were also included.

It is our opinion that O'Dell Construction's Bid Proposal is in order and that their base bid of \$914,305.00 or Bid with Add Alternate, \$1,071,705.00, is the low bid.

Our recommendation is that if the District wishes to proceed with this project, O'Dell Construction should legitimately be awarded the Contract. It is also our recommendation that Add Alternate #1, for replacing the glass block windows, is included in the awarded contract.

Sincerely,

Malone Belton Abel P.C.



Stephen Abel, AIA

SA:sk
Enclosure

Bid Tabulation Sheet

Sheridan Jr High Gym Renovation & Door Renovation of Early Building
620 Lewis St Sheridan, WY 82801
Project No. #1102-2

Bid Date & Time: April 2, 2013 - 1:00 P.M.

[illegible]



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 3, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Disposition of the Beckton Facility** (*Action*)

I would like to recommend that we terminate the lease agreement with the Forbes family on the Beckton Property. We have had a great relationship with the Forbes family during our years at Beckton School, but now realize that the maintenance costs for the school are excessive compared to the usage.



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 3, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Disposition of Outlot A to WYDOT** (*Action*)

Please see the attached drawing depicting Outlot A. WYDOT had requested that we establish Outlot A as we were replatting old Woodland Park Elementary School. They are now ready to acquire Outlot A. I recommend that we allow WYDOT to purchase Outlot A and remove it from our inventory.



Craig Dougherty, Superintendent

Office of the Superintendent
P.O. Box 919
201 N. Conner Street
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 3, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Facility Plan being submitted to the Wyoming School Facilities Commission**
(Action)

SCSD#2 is preparing to submit the annual District Facility Plan to the Wyoming School Facilities Commission on April 16th. The final document is fairly lengthy and is mostly completed through the Wyoming School Facilities Department's data base.

The summary points that were discussed at the March Board Meeting are as follows:

- Submit a component level funding request for a complete renovation of Sagebrush Elementary School (ES)
- Continue to request funds for building a new 6-12 alternative school in order to remove Ft. Mackenzie and the Wright Place schools from the Junior High campus
- Acquire secured funds for the sixth elementary school site as approved in legislative SF105
- Remove Beckton from the District inventory and revert back to owner
- Submit component level funding request for renovation of the Transportation Department facility including site improvements
- Submit component level funding request for renovation of the Maintenance Department facility including site improvements
- Continue data reporting for all of the district's school buildings and sites

I will present the document that will need to be submitted into the state database at the meeting on Monday. Please call me if you have any questions about this process. I will ask that you take action on the facility plan recommendation.



Craig Dougherty, Superintendent

P.O. Box 919
201 N Connor
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 1, 2013
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

JLCD	Administering Medication to Students
JLCD-E1	Authorization for Administration of Prescription Medication and Release of Liability
JLCD-E2	Authorization for Administration of Over the Counter Medication and Release of Liability
JLF	Reporting Child Abuse
JLF-P	Reporting Suspected Child Abuse (DELETE)
JLF-E	Report of Suspected Child Abuse/Neglect Form
JLIA	Supervision of Students

The following policies are being recommended for second reading:

IJNDC	Employee Use of Social Media Sites, Including Personal Sites (NEW)
JLCC	Communicable/Infectious Disease
JLCC-A	Head Lice Infestation (Pediculosis Humanus Capitis)
JRA-E3	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JRAC	Student Privacy Protection and Parental Right of Inspection to Certain Material

Policies - First Reading

ADMINISTERING MEDICATION TO STUDENTS

Definitions

a. "Asthma medication" means prescription or nonprescription inhaled asthma medication;

b. "Potentially life threatening conditions" includes, but is not limited to asthma, food allergies and insect bites;

c. "Medication required for potentially life threatening conditions" includes, but is not limited to asthma medication and prescription single dose epinephrine pens.

The following procedure must be followed for students to receive any type of medication during school hours:

1. A JLCD-E1 Sheridan County School District No. 2 Authorization for Administration of Prescription Medication form must be completed by a parent/legal guardian, and presented to appropriate school personnel (school nurse, school secretary, school principal, or his/her designee) prior to the dispensing of any medication. All medication must be presented to the school in its original container. School personnel may refuse to administer any prescription or other medication that is not in its original container.
2. A parent/legal guardian may authorize appropriate school personnel to administer over the counter medications by completing a JLCD-E2 Sheridan County School District No. 2 Authorization for Administration of Over the Counter Medication form.
3. Students taking medication prescribed by a licensed health care provider ~~physician~~ must present the medication in its original container, provided by the pharmacy, to the principal or his/her designee with the required form (JLCD-E1) signed by the parent/legal guardian. School personnel may seek a medical opinion or advice pertaining to situations in which they are asked to administer medications.
4. Except as otherwise allowed in this policy, students must take all medication (including over the counter medications) in the presence of designated school personnel.
5. Students not following the above guidelines will be subject to school disciplinary procedures.

ADMINISTERING MEDICATION TO STUDENTS (contd.)

6. School personnel reserve the right to review all requests for administration of medication during school hours.
7. All medication will be stored in a designated area that is to remain locked when not in use. Before the end of the school year, the parent/legal guardian should pick up any leftover personal medication from the school. Medications not retrieved within five (5) calendar days of a student withdrawing from that particular school or the end of the school year will be discarded in an appropriate manner.
8. Notwithstanding the foregoing, students are permitted to possess and self-administer within any school of the district medication required for potentially life threatening conditions if a written statement is submitted to the district containing applicable:
 - (i) Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of medication required for potentially life threatening conditions;
 - (ii) Health care provider identification of the prescribed or authorized medication required for potentially life threatening conditions and verification of the appropriateness of the student's possession and self-administration of the medication required for potentially life threatening conditions.

The written statement shall be specified prescribed by the department of education, with the assistance of the department of health, and shall require the signatures of the parent or guardian of the student and the student's licensed health care provider physician or licensed health care provider's physician's representative.

~~As used in this section:~~

~~(i) "Asthma medication" means prescription or nonprescription inhaled asthma medication;~~

~~(ii) "Potentially life threatening conditions" includes, but is not limited to asthma, food allergies and insect bites;~~

ADMINISTERING MEDICATION TO STUDENTS (contd.)

~~(iii) "Medication required for potentially life threatening conditions" includes, but is not limited to asthma medication and prescription single dose epinephrine pens.~~

It should be understood that it will be the pupil's responsibility to come to the office to get the medication and that the school is under no obligation to seek out the child should he/she forget.

W.S. 21-4-310

First Reading: ~~7/21/10~~
Second Reading: ~~8/16/10~~

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION
MEDICATION AND RELEASE OF LIABILITY

The undersigned hereby designate:

_____/_____/_____ and _____
 (Principal)/(Principal's Designee)/(Secretary)/(School Nurse)

and hereby authorize these personnel of Sheridan County School District No. 2, State of Wyoming, to administer the following medication to:

NAME OF CHILD: _____ DATE OF BIRTH: _____

SCHOOL: _____ GRADE: _____

NAME OF MEDICATION: _____

DOSE TO BE ADMINISTERED AT SCHOOL: _____

INSTRUCTION FOR ADMINISTRATION: Given according to the licensed health care provider's ~~physician's~~ directions on the original container.

NAME OF PRESCRIBING LICENSED HEALTH CARE PROVIDER
~~PHYSICIAN~~: _____

In consideration of District personnel administering such medicine, the undersigned hereby releases, indemnifies, and holds harmless said District and its personnel from all claims, demands and liabilities, direct and indirect, which may result or accrue by reason of the administration of such medicine, the failure to administer it, or the improper administration thereof.

I have read and understand this authorization, I hereby give my permission for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication.

 Date

 Parent or Legal Guardian

PARENT NOTE

PRESCRIPTION MEDICATION MUST BE BROUGHT TO SCHOOL IN ITS ORIGINAL CONTAINER, APPROPRIATELY LABELED BY THE PHARMACY OR LICENSED HEALTH CARE PROVIDER~~PHYSICIAN~~, STATING THE NAME OF THE MEDICATION AND THE DOSAGE.

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
AUTHORIZATION FOR ADMINISTRATION OF OVER THE COUNTER
MEDICATION AND RELEASE OF LIABILITY**

The undersigned—hereby designate:

_____/_____
(Principal) (Secretary) and _____
(School Nurse)

and hereby authorize these personnel of Sheridan County School District No. 2, State of Wyoming, to administer the following medication to:

NAME OF CHILD: _____

DATE OF BIRTH: _____

SCHOOL: _____

GRADE: _____

NAME OF MEDICATION (**Check/mark those authorized to be administered to the above student**):

- ____ Acetaminophen (generic Tylenol)
- ____ Ibuprofen (generic Motrin/Advil)
- ____ Antacid tablets (generic Tums)
- ____ Diphenhydramine (generic Benadryl)
- ____ Other over the counter medication
(provided by parent/guardian in original container with any necessary instructions)

INSTRUCTION FOR ADMINISTRATION: Given according to the manufacturer's directions on the original container and/or standardized dosing charts for pediatric age children.

In consideration of District personnel administering such medicine, the undersigned hereby releases, indemnifies, and holds harmless said District and its personnel from all claims, demands and liabilities, direct and indirect, which may result or accrue by reason of the administration of such medicine, the failure to administer it, or the improper administration thereof.

I have read and understand this authorization, I hereby give my permission for _____ to take the above over the counter medication at school.

Date Parent or Legal Guardian

REPORTING CHILD ABUSE

~~The Board recognizes that because of their sustained contact with school-age children, school employees are in an excellent position to identify abused or neglected children and refer them for treatment and protection.~~

~~Therefore, in accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal, or his/her designee, who shall report the case to the Department of Family Services.~~

~~School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.~~

~~It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.~~

~~Employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting therefrom, shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed.~~

~~The superintendent shall submit procedures necessary to accomplish the intent of this policy to the Board for approval.~~

~~W.S. 1977 14-3-205~~

(ORIGINAL WORDING FROM JLF-P):

As required by law, Any school employee who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child beingis subjected to abuse— or —conditions or circumstances that would reasonablymight result in abuse or neglect, (for example malnutrition, dangerous conditions, neglect) should shall immediately report the situation to the child protective agency (Department of Family Services) or local law enforcement agency or cause a report to be made. with documented evidence to the principal or assistant principal. The principal will then contact the Department of Family Services at once. A written report will then be sent by the principal or his/her designee to the superintendent or his/her designee. Any school employee who

REPORTING CHILD ABUSE (contd.)

is responsible for reporting child abuse or neglect as set forth above shall report the situation to his/her supervisor. The supervisor is then also responsible to make the report or cause the report to be made to the child protective agency (Department of Family Services) or local law enforcement agency. Nothing stated herein is intended to relieve an employee of his/her obligation to report on his/her own behalf unless a report has been made or will be made.

Wyoming law provides that persons making a good faith report of suspected child abuse or neglect are immune from any civil or criminal liability that might otherwise result by reason of the report.

A supervisor (principal, superintendent, etc.) making or causing a report to be made as set forth herein shall also prepare a written report (JLF-E Report of Suspected Child Abuse/Neglect Form) for the superintendent or his/her designee. The supervisor will confirm with the reporting employee when the report has been made as set forth herein. The report shall include the following:

~~-2. The written report will include:-~~

- a. Name, age and address of the child.
- b. Name and address of the child's parents, guardians, and/or persons with whom he/she is living.
- c. The nature of the child's injury or condition; information on condition leading to abuse - all with dates as appropriate.
- d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The written report shall not be made part of the child's record and no mention of the report shall be entered in the child's record.

~~-3. After the report is made to the Department of Family Services or the local law enforcement, District and school district employees staff members will shall~~ make themselves

REPORTING CHILD ABUSE (contd.)

available for further communications concerning the matter. ~~meetings with the department's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.~~

~~4.~~ As the case is being investigated the school ~~may~~will provide supportive aid and counseling services from school personnel for the child. An authorized District representative (i.e. guidance counselor, social worker, school nurse, principal or his/her designee) will be present at any meeting at school with the Department of Family Services personnel and the child.

~~5.~~ Unless otherwise directed to do so, school district employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school district employee to prove that the child has been abused or neglected. ~~Once a report of child abuse is given to the Department of Family Services or local law enforcement, the responsibility for investigation and follow-up lies with those agencies that department.~~ It is not the responsibility of the school staff to investigate the case.

~~Therefore,~~ the school staff will not:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment (this does not preclude taking action in an emergency situation).
- c. Convey messages between the agency and the parents or guardian.
- d. Take any other investigative action.

~~6. Authorized school and District personnel may make available to the Department of Family Services personnel assigned to investigate instance of child abuse the health or other records of a student for such investigative purposes, only upon presentation of an order entered by a Court of Competent Jurisdiction allowing access to the records.~~
The School District shall adhere to the guidelines set forth in board policy with respect to disclosing records concerning the child.

REPORTING CHILD ABUSE (contd.)

~~7.~~ No student may be removed from a school by the investigating agencies except upon a valid cCourt order ~~granting temporary protective custody~~ or when there is reasonable cause to believe there exists imminent harm to the child's health or safety if the child is not taken into protective custody.

W.S. 14-3-201 et seq.

See also:

JLF-E - Report of Suspected Child Abuse/Neglect Form

First Reading: ~~1/14/97~~

Second Reading: ~~8/26/97~~

REPORTING CHILD ABUSE

As required by law, any school employee who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall immediately report the situation to the child protective agency (Department of Family Services) or local law enforcement agency or cause a report to be made. Any school employee who is responsible for reporting child abuse or neglect as set forth above shall report the situation to his/her supervisor. The supervisor is then also responsible to make the report or cause the report to be made to the child protective agency (Department of Family Services) or local law enforcement agency. Nothing stated herein is intended to relieve an employee of his/her obligation to report on his/her own behalf unless a report has been made or will be made.

Wyoming law provides that persons making a good faith report of suspected child abuse or neglect are immune from any civil or criminal liability that might otherwise result by reason of the report.

A supervisor (principal, superintendent, etc.) making or causing a report to be made as set forth herein shall also prepare a written report (JLF-E Report of Suspected Child Abuse/Neglect Form) for the superintendent or his/her designee. The supervisor will confirm with the reporting employee when the report has been made as set forth herein. The report shall include the following:

- a. Name, age and address of the child.
- b. Name and address of the child's parents, guardians, and/or persons with whom he/she is living.
- c. The nature of the child's injury or condition; information on condition leading to abuse - all with dates as appropriate.
- d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The written report shall not be made part of the child's record and no mention of the report shall be entered in the child's record.

REPORTING CHILD ABUSE (contd.)

After a report is made to the Department of Family Services or the local law enforcement agency, school district employees shall make themselves available for further communications concerning the matter. As the case is being investigated the school may provide supportive aid and counseling services from school personnel for the child. An authorized District representative (i.e. guidance counselor, social worker, school nurse, principal or his/her designee) will be present at any meeting at school with the Department of Family Services personnel and the child.

Unless otherwise directed to do so, school district employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school district employee to prove that the child has been abused or neglected. Once a report of child abuse is given to the Department of Family Services or the local law enforcement agency, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, school district employees shall not:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment (this does not preclude taking action in an emergency situation).
- c. Convey messages between the agency and the parents or guardian.
- d. Take any other investigative action.

The School District shall adhere to the guidelines set forth in board policy with respect to disclosing records concerning the child.

No student may be removed from a school by an investigating agency except upon a valid court order or when there is reasonable cause to believe there exists imminent harm to the child's health or safety if the child is not taken into protective custody.

W.S. 14-3-201 et seq.

REPORTING CHILD ABUSE (contd.)

See also:

JLF-E - Report of Suspected Child Abuse/Neglect Form

First Reading:

Second Reading:

REPORTING SUSPECTED CHILD ABUSE

~~1. Any school employee who has reasonable cause to suspect that a child is subjected to abuse or conditions that might result in abuse (for example malnutrition, dangerous conditions, neglect) should immediately report the situation with documented evidence to the principal or assistant principal. The principal will then contact the Department of Family Services at once. A written report will then be sent by the Principal to the Superintendent.~~

~~2. The written report will include:~~

- ~~a. Name, age and address of the child.~~
- ~~b. Name and address of the child's parents, guardians, and/or persons with whom he is living.~~
- ~~c. The nature of the child's injury or condition; information on condition leading to abuse -- all with dates as appropriate.~~
- ~~d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.~~

~~The written report shall not be made part of the child's record and no mention of the report shall be entered in the child's record.~~

~~3. After the report is made to the Department of Family Services, District and school staff members will make themselves available for meetings with the department's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.~~

~~4. As the case is being investigated the school will provide supportive aid and counseling services from school personnel for the child. An authorized District representative (i.e. guidance counselor, social worker, school nurse) will be present at any meeting at school with the Department of Family Services personnel and the child.~~

~~5. Once a report of child abuse is given to the Department of Family Services, the responsibility for investigation and~~

~~REPORTING SUSPECTED CHILD ABUSE (contd.)~~

~~follow-up lies with that department. It is not the responsibility of the school staff to investigate the case.~~

~~Therefore, the school staff will not:~~

~~a. Make home visits for investigative purposes.~~

~~b. Take the child for medical treatment (this does not preclude taking action in an emergency situation).~~

~~c. Convey messages between the agency and the parents or guardian.~~

~~d. Take any other investigative action.~~

~~6. Authorized school and District personnel may make available to the Department of Family Services personnel assigned to investigate instance of child abuse the health or other records of a student for such investigative purposes, only upon presentation of an order entered by a Court of Competent Jurisdiction allowing access to the records.~~

~~7. No student may be removed from a school by the investigating agencies except upon a valid Court order granting temporary protective custody or when there is reasonable cause to believe there exists imminent harm to the child's health or safety if the child is not taken into protective custody.~~

~~First Reading: 1/14/97~~

~~Second Reading: 8/26/97~~

SHERIDAN COUNTY SCHOOL DISTRICT #2
Sheridan, Wyoming 82801REPORT OF SUSPECTED CHILD ABUSE/NEGLECT

Respond to each item as completely as you can. If you do not have any information on a question, please indicate by "unknown" or "none". This report must be filed immediately after a suspected case of child abuse or neglect has come to your attention. Give this report to your building principal. The principal will then contact the Department of ~~Social-Family~~ Services. The report will be sent to the Office of the Superintendent and a copy will be formally filed with ~~Sheridan County~~ Department of ~~Social-Family~~ Services.

CHECK TYPE OF REFERRAL

☐ Suspected Child Abuse☐ Suspected Child Neglect

DATE _____

FROM _____ POSITION/SCHOOL _____ PHONE _____

NAME OF CHILD _____ AGE & GRADE _____

ADDRESS OF CHILD
_____NAME OF
PARENT/GUARDIAN _____ADDRESS OF
PARENT/GUARDIAN _____

RELATIONSHIP OF GUARDIAN (IF ANY) _____

Briefly describe nature and extent of suspected abuse or neglect and circumstances leading to suspicion that child is abused or neglected. Attach a separate page if necessary. ~~...~~ i Indicate all dates as appropriate.

If there have been previous injury or conditions of neglect to this child or other children in this family, please describe and indicate dates if possible. Also, indicate any previous action taken in these situations. Attach a separate page if necessary.

Provide any other information available to you which may be of assistance~~ce~~ in establishing facts of this referral. It is not the responsibility of the school staff to investigate the case. Attach a separate page if necessary.

First Reading:
Second Reading:

SUPERVISION OF STUDENTS

| ~~Teachers~~ School personnel are responsible for the safety and welfare of all students assigned to them during the school day. Students are not to leave a classroom without the permission of the teacher or his/her adult designee and teachers are not to leave a class unattended except in an emergency.

No student activity is to be conducted under sponsorship of the school without proper faculty supervision at all times.

Any staff responsible for student supervision must not allow students to leave their area of supervision without permission.

The administration will make faculty assignments that will best provide for the full and proper supervision of students at all times, whether in the classroom or on activity trips.

| First Reading: 1/14/97
| Second Reading: 8/26/97

***Policies -
Second Reading***

EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

The following rules have been established to address social media site usage by all employees of the School District:

USE OF DISTRICT EMAIL

Staff members shall use their District email in accordance with the Sheridan County School District No. 2 Staff Electronic Use Policy~~will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.~~

CONTACT WITH STUDENTS

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. All staff shall maintain an appropriate ~~professional~~ relationship with all students, both inside and outside of the classroom. ~~InappropriateUnprofessional~~ interactions using social media with students is prohibited.

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

Failure to maintain an appropriate ~~professional~~ relationship with students, both inside and outside of a classroom setting, including inappropriate interaction via social networking websites of any nature, e-mailing, texting, or other electronic methods could result in the reporting of such conduct to the Professional Teaching Standards Board by District's administration and the imposition of disciplinary action up to and including termination of employment.

RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY

If an employee wishes to use social media sites to communicate

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

meetings, activities, games, responsibilities, announcements, etc. for class, a school-sponsored club or a school-based activity or an official school-based organization, the employee shall comply with the following procedures and rules:

Notify the District

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

Have a Plan

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

Protect the District Voice

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

The employee must also comply with the following rules:

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

- The employee must set up the club, etc. as a group list which will be "closed and moderated."
- The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.
- Members will not be established as "friends" but as members of the group list.
- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g., teacher, administrator, or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any site that their child has been invited to join. Parents are encouraged to report any communications they believe to be inappropriate by students or school personnel to District administration.
- Access to the site may only be permitted for educational purposes related to the class, club, activity, organization, or team.
- The employee responsible for the site will monitor it regularly.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages.

EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES (contd.)

- Postings made to the site must comply with all other District policies pertaining to District web sites, Internet usage, and technology.

POSTING TO SOCIAL MEDIA SITES

It is the goal and expectation of the School District that each teacher and/or other employee working with students maintain the level of control, trust, and respect with students and other employees that is necessary for effective teaching and supervision of students. Accordingly, School District employees should not use social media for private purposes in any manner that is in violation of School District policies, that could reasonably be anticipated to cause a disruption in the school or adversely affect the employee's ability to maintain an appropriate relationship with students and/or other employees, or that is otherwise unlawful or inappropriate.

CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees shall not post confidential or propriety information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by state or federal law.

Do Not Use District Name, Logos, or Images

Employees shall not use the District logos, images, iconography, etc. on personal social media sites; nor shall employees use the District name to promote a product, cause or political party, or political candidate; nor shall employees use personal images of

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

students, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

See also:

EDC-E – Sheridan County School District No. 2 Staff
Electronic Use Policy
GBC – Code of Ethics

First Reading: [3/4/13](#)
Second Reading:

COMMUNICABLE/INFECTIOUS DISEASES

The Board of Trustees endorses the rules and regulations issued by the Wyoming Department of Health ~~has issued rules and regulations~~ for reporting, management and control of certain communicable, contagious and infectious diseases and conditions, including sexually transmitted diseases (STD's) and Acquired Immune Deficiency Syndrome (AIDS).

The building administrator, ~~S~~superintendent and/or school nurse will consult as needed with local health department officials for specific measures in handling suspected cases of communicable disease. School officials ~~will~~shall cooperate with the local health department which has the discretion to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include the recommendation for closure of school or exclusion of infected or susceptible persons from school. Students or employees infected with a serious communicable disease ~~will~~may not be automatically excluded from school or work. Possible exclusion cases ~~will~~must be individually reviewed by the building administrator and school nurse and such other persons as may be appointed by the Superintendent.

REASONABLE RISK

If, in the judgment of the school building administrator, there is a reasonable risk of the student transmitting the disease to others, the building administrator may exclude the student from school for up to ten (10) days. ~~and may require that the student be examined by a physician designated by the District.~~ The building administrator may require a written statement of health from the District designated physician in order for the affected student to ~~re-enter~~return to school. If necessary, the Board of Trustees may exclude a student from school, in such circumstances, for a period of time exceeding ~~If the exclusion from school is to last for more than~~ ten (10) days. The Board of Trustees may require that the student be examined by a physician designated by the District and may require a written statement of health from the District designated physician in order for the student to return to school. ~~, that decision shall be made by the Board of Trustees.~~ In the case of an employee, the person ~~will~~shall be treated as any other employee with a health-related impairment under federal and state law.

CRITERIA

The superintendent or his/her designee shall establish ~~C~~criteria

COMMUNICABLE/INFECTIOUS DISEASES (contd.)

~~will be established~~ to determine whether a student or employee with a communicable, contagious, and/or infectious disease, including common childhood diseases, ~~will~~ shall be permitted to attend classes or work. All cases ~~will~~ must be reviewed on an individual basis, with consideration given for the infected person's health and safety, as well as for the health and safety of other students and employees.

If it is determined that the student ~~will~~ shall not be permitted to attend classes ~~and/or participate in school activities~~, arrangements ~~will~~ must be made to provide an alternative educational program.

Periodic medical re-evaluation may take place for students or employees who are temporarily excluded from school or work in order to provide possible re-entry.

In the case of any decision to exclude a student made by the building administrator, the decision may be appealed to the ~~S~~superintendent who shall review the matter and render a decision within three (3) working days.

APPEALS

Appeals from the decision rendered by the superintendent shall be heard by the Board of Trustees. Any decisions that are made by the Board of Trustees shall be final.

Records of a student or employee who has a communicable, contagious, and/or infectious disease, other than a common childhood disease, ~~will~~ shall be kept confidential; and the name of the individual ~~will~~ must not be revealed publicly. Information regarding the person and the disease or infectious condition ~~will~~ may be released to those school personnel needing to be aware of the condition for health and safety purposes.

~~AIDS is a reportable, sexually transmitted disease (STD). Therefore, the county health officer and/or the state health officer or AIDS Program Coordinator at the State must be notified.~~

W.S. 35-4-101 through 138 Communicable Diseases
 W.S. 21-4-305 Suspension or Expulsion
 W.S. 21-4-102 (a) (i)
 W.S. 21-4-307 (a) (ii)

COMMUNICABLE/INFECTIOUS DISEASES (contd.)

See also:

GCC/GDC - Staff Leaves and Absences
JLCA - Human Immunodeficiency Virus (HIV)/Acquired Immune
Deficiency Syndrome (AIDS) Procedure/Protocol

First Reading: 3/4/13
Second Reading:

HEAD LICE INFESTATION (PEDICULOSIS HUMANUS CAPITIS)

Head lice represents a common childhood nuisance condition.
~~Head lice do not carry disease and therefore are not considered a health concern but rather an annoyance.~~

The school nurse will inspect students with signs and symptoms of head lice infestation. The school will notify the parent(s) or guardian(s) of any student found to be infested with live head lice. The parent(s) or guardian(s) of students infested with head lice will ~~will be~~ required to report to the school, which will provide in order to receive oral and/or written instructions for the appropriate treatment to eliminate the lice, if necessary. ~~If, in the judgment of the school building administrator, there is a reasonable risk of the student transmitting the head lice to others, the building administrator may exclude the student from school for up to ten (10) days. The building administrator may require a written statement of health from the District designated physician in order for the affected student to return to school. If necessary, the Board of Trustees may, in such instances, exclude a student from school for a period of time exceeding ten (10) days. The Board of Trustees may also require a written statement of health from the District designated physician in order for the student to return to school.~~

~~Prior to readmission to school, the students must be accompanied by the parent(s) or guardian(s) for assessment by the school nurse to assure that adequate treatment has eliminated the lice.~~

~~If the student has had more than two separate but recent infestations, the student will may be required to be treated by a physician prior to readmission to school~~

~~Only one day will be allowed as an excused medical absence per infestation.~~

First Reading: 3/4/13
 Second Reading:

**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 following right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, ~~such as with lawyers, doctors, or ministers;~~
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, 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—dental~~ screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. 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

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)(contd.)**

- other distribution purposes; and
- c. Instructional material used as part of the education 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 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/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians 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 scheduled after the school year starts, parents/guardians 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/guardians 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:

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

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

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)(contd.)**

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

Statutory Reference: 20 U.S.C. §1232(h)(c)(2)

First Reading: 3/4/13
Second Reading:

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL**

The parents/guardians of a student enrolled in Sheridan County School District Number 2 shall have the right to inspect a survey created by a third party, upon written request, before the survey is administered or distributed by the school to the student. Upon receiving such written request from a parent/guardian prior to the administration of the survey, the school shall provide the parent/guardian requesting such survey information, a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent/guardian requesting the same prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behaviors;
5. critical appraisals of other individuals with whom respondent has close family relationships;
6. legally recognized privileged ~~or analogous~~ relationships, ~~such as those of lawyers, physicians, and ministers;~~
7. religious practices, affiliations or beliefs of the student or the student's parents; and
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, and upon the school district's determination to administer the survey, the school district shall, within a reasonable time, but at least 10 days before distributing that survey, give notice to parents/guardians of the students to whom the survey is directed.

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL (cont'd)**

This notice shall inform the parents/guardians of their right to inspect the survey. The notice shall further notify the parents/guardians that their child is not required to respond to those particular subjects listed above. If a parent/guardian desires that his/her child shall not take the survey, that parent/guardian must notify the school in writing of his/her request.

Any parent/guardian of a student of Sheridan County School District Number 2 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Ppincipal's office. Upon receiving such written request, the Ppincipal, or his/her designee shall respond to the written request by notifying the parent/guardian when he/she may inspect the requested material. The Ppincipal or his/her designee shall respond within a reasonable time, but not to exceed 20 school days, following the receipt of such written request, and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be open to inspection on the school property by the parent/guardian who requested such inspection during the normal business hours of the school.

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents/guardians of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents/guardians of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents/guardians who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such screening or examination, and such written notice shall specifically state that the parent/guardian does not want his/her child to be subject to the particular screening or

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL (cont'd)**

| examination. The school district may also perform physical examinations or screenings without notice to the parents/guardians in an emergency situation where a student has been injured in a manner which requires immediate attention.

The school shall not administer surveys that involve the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or for otherwise providing that information to others for that purpose.

| Each parent/guardian of a student at Sheridan County School District Number 2 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

THE SCHOOL DISTRICT MUST PROVIDE REASONABLE NOTICE OF THE ADOPTION OR CONTINUED USE OF THESE POLICIES DIRECTLY TO THE PARENTS OF STUDENTS ENROLLED IN THE SCHOOLS IN THIS SCHOOL DISTRICT. AT A MINIMUM, THE SCHOOL DISTRICT MUST PROVIDE SUCH NOTICE AT LEAST ANNUALLY AT THE BEGINNING OF THE SCHOOL YEAR, AND WITHIN A REASONABLE PERIOD OF TIME AFTER ANY SUBSTANTIVE CHANGE TO THE POLICY, AND AFTER AN OPPORTUNITY FOR THE PARENT TO OPT THE STUDENT OUT OF PARTICIPATION IN AN ACTIVITY REQUESTING INFORMATION WHICH STUDENTS ARE NOT REQUIRED TO PROVIDE.

NCLBA Reference: Title X, Part F, §1061

Statutory Reference: 20 U.S.C. §1232(h)(c)(2)

| First Reading: 3/4/13
Second Reading:



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 1, 2013

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: **Acceptance of Donation to Sagebrush Elementary School** *(Action)*

Mike Johnston of The Industrial Company (TIC) recently contacted principal Mike Wood and donated six bike racks to Sagebrush Elementary School.

Please accept this generous donation to Sagebrush Elementary School.



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: April 1, 2013

TO: Board of Trustees

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Acceptance of Donation to Sheridan High School** (*Action*)

Henrik Sarkissian recently donated \$5,000 to Sheridan High School. This donation is for the Community Donation fund, to help needy students.

Please accept this generous donation to Sheridan High School.