

Sheridan County School District #2

Board Meeting



Date: October 8, 2012

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
October 8, 2012
6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance

- II. Approval of Agenda**

- III. Recognition**
 - A. Jason Hillman – Meadowlark Blue Ribbon School and Speaker at Improving Literacy Achievement Conference
 - B. Marty Williams – Art Award

- IV. Welcome – Audience Comments**

- V. Consent Agenda Items**
 - A. Approval of Minutes – September 10, 2012
 - B. Approval of Bills for Payment

- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Approval of Policies (*Action*) – Cody Sinclair

- VII. New Business**
 - A. Elementary Schools’ Improvement Plans (*Information*) – Scott Stults
 - B. Acceptance of Donation to the Wright Place and Fort Mackenzie High School (*Action*) – Laurien Rahimi
 - C. Acceptance of Donations to Sheridan High School – (*Action*) – Dirlene Wheeler
 - D. Out-of-Country Travel Request – Costa Rica (*Action*) – Dirlene Wheeler
 - E. Award Surplus Bus Bid (*Action*) –Roxie Taft

- VIII. Reports and Communications**
 - 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. Real Estate Matters

- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

September 10, 2012

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, September 10, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

Craig Dougherty, Superintendent
Terry Burgess, Assistant Superintendent
Tom Sachse, Assistant Superintendent
Scott Stults, Director of Elementary Education
Roxie Taft, Business Manager
Coree Kelly, Technology Director

Absent:

Ann Perkins, Clerk
Nancy Drummond

Absent:

Julie Carroll, Facilities Director

II. Approval of Agenda

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

III. Recognition

A. Heidi Richins – District Teacher of the Year

Dirlene Wheeler, Sheridan High School Principal, introduced Heidi Richins who was selected as SCSD2's 2013 Teacher of the Year. Ms. Wheeler described Ms. Richins as a leader, an innovator, a problem-solver; and as caring, kind, and gracious. Ms. Richins said that she is very honored to receive this award. She said that working with teachers and administrators that do the right things make her job easy.

Kim Wells – Classified Staff Member of the Year

Tom Sachse, Assistant Superintendent, introduced Kim Wells who was selected as SCSD2's 2013 Classified Staff Member of the Year. Dr. Sachse said that he nominated Kim for the award because of her work ethic, attention to detail, and consistent accuracy. He said that Kim makes everyone feel like what they need is the most important thing she

has to do. Ms. Wells said that she very honored to receive this award. She said that she enjoys the people she works with; and the opportunity to learn and grow. Ms. Wells said that she is just a part of a well-oiled machine.

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for August 13, 2012

B. Approval of Bills for Payment

General Fund	\$1,113,962.08
Federal Fund	\$138,481.09
Capital Fund	\$13,456.47
Major Maintenance Fund	15,000.00
TOTAL:	\$1,280,899.64

C. Approval Of Isolation Payments

Kane family – 40 miles per day
Simmons family – 21 miles per day
Campbell family – 27.2 miles per day
Pearce family – 6 miles per day
Steir family – 21.7 miles per day
Barney family – 28.8 miles per day

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

VI. Old Business

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

Craig Dougherty, Superintendent, reported that the District is continuing to work with the School Facilities Department regarding the Henry A. Coffeen Elementary project. The District still has a two-year timeline for moving into the new school.

In regard to Meadowlark Elementary--the Open House and ribbon cutting for the public will be held on September 13th from 5:00 p.m. to 7:00 p.m.

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

Cody Sinclair, Human Resources Coordinator, stated that five policies are up for first reading this month.

Mr. Sinclair reported that Policy GBEBB – Staff Gifts and Solicitations only received minor language changes.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY GBEC – STAFF GIFTS AND SOLICITATIONS, ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy GCC/GDC –Staff Leaves and Absences is being updated to reflect a change made over the summer that adds seven days of sick leave for paraprofessionals, bus drivers, and cook’s helpers that have worked for the District for five or more years.

TRUSTEE STEEL MADE A MOTION TO APPROVE POLICY GCC/GDC – STAFF LEAVES AND ABSENCES, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy JRA-E-2 and Policy JRA-P deal with student directory information. They are being reviewed because the District was informed by legal counsel that directory information does include photographs.

TRUSTEE O’DELL MADE A MOTION TO APPROVE POLICY JRA-E-2 – NOTIFICATIONS OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS; AND POLICY JRA-P – PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy KH – Solicitations in the Schools received only minor language changes, to clarify solicitation guidelines and expectations.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY KH- SOLICITATIONS IN THE SCHOOLS, ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

- A. North Central Accreditation (NCA) Review (*Information*) – Tom Sachse**
Tom Sachse, Assistant Superintendent, said the NCA five-year accreditation visit will be October 15-18. Dr. Sachse shared two documents – the Board Goals and the Mission, Vision, and Values Statement. He said that Trustees reviewed the Board Goals at the Board Retreat last spring and made updates to align it with NCA standards. The Mission, Vision, and Values Statement was reviewed during the spring Board/PTO Meetings. Dr. Sachse said the NCA Team will want to meet with Board members on October 15th for the entrance interview and October 18th for the exit interview. Angie Winn will send Outlook invitations when the dates and times are confirmed.

- B. Acceptance of Donation from Marathon Oil (*Action*) – Craig Dougherty**
Craig Dougherty, Superintendent, reported that Marathon Oil recently made a donation of \$1500 to the District. Marathon Oil is a company that just moved into the Sheridan area and wants to be supportive of the local schools. Mr. Dougherty said Marathon didn't specify where they would like the money spent; he would like to involve them in that decision. Trustee Schatz suggested that the Future Business Leaders of America (FBLA) at the high school might be a good place to utilize the donation.

TRUSTEE HACKMAN MADE A MOTION TO ACCEPT THE DONATION FROM MARATHON OIL, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

- C. Acceptance of Donation from Java Moon (*Action*) – Craig Dougherty**
Craig Dougherty, Superintendent, said that Java Moon, a local business, generously donated a coffee card for a free coffee to each District employee.

TRUSTEE HACKMAN MADE A MOTION TO ACCEPT THE DONATION FROM JAVA MOON, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

- D. Acceptance of Donations to Sheridan High School (*Action*) – Dirlene Wheeler**
Dirlene Wheeler, Sheridan High School Principal, stated that recently the Cross Country Team received two donations--the Big Horn Trail Run donated \$970, and the Michelle Ludwig Memorial account donated \$610.68. The Golf Club received \$761.38 in donations from the Sheridan Country Club Women's Association. Additionally, the Wyoming National Guard donated \$1800 to the Football Club for the purchase of coaching software. Ms. Wheeler asked the Board to accept these generous donations.

TRUSTEE SCHATZ MADE A MOTION TO ACCEPT DONATIONS TO SHERIDAN HIGH SCHOOL, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Reports and Communications

- A. Board of Trustees**
Chairman Hininger asked if there will be a Blue Ribbon celebration for Meadowlark Elementary. Scott Stults, Director of Elementary Education, said there will be a celebration and that Board and public will be invited.

Trustee Hackman was complimentary of the Back-to-School Picnic. He thinks it is great to recognize new teachers.

- B. PTO/Parents/Students/Organizations**
There were no PTO/Parents/Students/Organizations reports.

- C. Site/Administration/Staff**
Mitch Craft, Sheridan Junior High School Principal, reported that it was been a great start to the school year. The junior high has around 775 students enrolled.

Dirlene Wheeler, Sheridan High School Principal, reminded everyone that Homecoming festivities begin on October 4th. The high school currently has 914 students.

Laurien Rahimi, Wright Place and Fort Mackenzie High School Principal, said they have had a pleasant start to the school year. Ms. Rahimi reported that they are down a few students. The school uniforms for the alternative schools have been ordered and should be arriving soon.

IX. District Reports

A. Superintendent

Craig Dougherty, Superintendent, reported that enrollment numbers are good; the District currently has 342 kindergarten students, 268 first graders, and 261 second graders. Mr. Dougherty spoke about Common Core State Standards (CCSS). He said that there are two different assessment groups that will assess CCSS. The assessments will be extremely rigorous and will require high level critical thinking skills. Dr. Sachse is working to acquire sample CCSS test questions.

TRUSTEE HACKMAN MADE A MOTION AT 6:33 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 6:38 p.m. to cover personnel and legal matters.

TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:30 PM, THE MOTION WAS SECONDED BY TRUSTEE SCHATZ, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 7:30 p.m.

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

XI. Adjournment:

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 7:34 PM. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
August 13, 2012

ADMINISTRATIVE STAFF

Resignations:

Jack Brimhall Woodland Park School	Principal 205 days	Effective 8/28/12
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Reassignments:

Scott Cleland Henry A. Coffeen School and District to Woodland Park School	Common Core State Standards Literary/ Math/Technology Specialist to Principal 188 days	Effective 8/29/12
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CERTIFIED STAFF

Changes/Transfers:

Lee-Anne Dixon Sagebrush School to Sagebrush and Highland Park Schools	Instructional Facilitator/Teacher- Reading Recovery 1.0 FTE	Effective 8/21/12
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Kathryn Good Sheridan High School	Teacher-Spanish to Teacher-Spanish/ ESL 1.0 FTE	Effective 8/21/12
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Vicki Sikes Henry A. Coffeen School to Story School	Teacher-Kindergarten to Kindergarten through 2 nd Grade 1.0 FTE	Effective 8/21/12
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Andrew Wallenkamp Highland Park and Sagebrush Schools to Highland Park School	Teacher-Special Education/Reading 1.0 FTE	Effective 8/21/12
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CLASSIFIED STAFF

Approvals:

Heather Bergman Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/12
Kerry Brannan Henry A. Coffeen School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/12
Kaleigh George Henry A. Coffeen School	Paraprofessional 5.0 hours/day	Effective 8/27/12
Angela Hillier Henry A. Coffeen School	Paraprofessional-Special Education 6.5 hours/day	Effective 8/27/12
Mallory Micek Woodland Park School	Paraprofessional-Title I 4.0 hours/day	Effective 8/29/12
Karen Schubert Sheridan Junior High School	Technician-Accompanist 3.0 hours/day	Effective 8/28/12
Peggy Steir Sheridan Junior High School	Paraprofessional-Office 5.0 hours/day	Effective 8/27/12
Candice Wooten Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/12

Changes/Transfers:

Tracy Buckler-Tyree Woodland Park School	Paraprofessional-Title I 7.0 hours/day to 7.5 hours/day	Effective 8/27/12
Leslie Fuhrman Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day to 6.5 hours/day	Effective 8/27/12
Jennifer Johnson Sheridan Junior High and Woodland Park Schools to Woodland Park School	Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 8/27/12

Laurie Mackey Henry A. Coffeen School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 6.5 hours/day to 7.0 hours/day	Effective 8/27/12
Kathern Paredez Sheridan High School	Paraprofessional-Special Education 1:1 7.25 hours/day to 7.0 hours/day	Effective 8/27/12
Mary Reimers Meadowlark School	Head Cook 7.5 hours/day to 6.5 hours/day	Effective 8/27/12
Andrew Tkach Henry A. Coffeen School	Paraprofessional-ESL 6.0 hours/day to 7.0 hours/day	Effective 8/27/12
Anita Weber Woodland Park School	Paraprofessional-Office/Title I 7.0 hours/day to 7.5 hours/day	Effective 8/27/12
Cindy Woolston Sheridan Junior High School to Sheridan High School	Interpreter 8.0 hours/day	Effective 8/27/12

Resignations:

Simone Bland Sheridan Junior High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/7/12
Connie Perry Meadowlark School	Paraprofessional-Special Education 1:1 8.0 hours/day	Effective 8/29/12
Denise Stroupe-Mueller Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/16/12

Retirements:

Edwin Parker Transportation Department	Bus Driver 4.0-6.0 hours/day	Effective 9/6/12
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Terminations:

Arlie T. Johnson, Jr. Sheridan High School	Activities Maintenance Custodian 8.0 hours/day	Effective 9/4/12
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EXTRA DUTY 2012-2013

Approvals:

<u>Name</u>	<u>Position</u>
Mary Barbula	Summer Counseling (8 days) – SJHS
Kaleb Brinkerhoff	Volleyball – Girls C Coach – SJHS
Servio Carroll	Crisis Team Coordinator
William Steve Davies	Football – 7 th Grade B Coach – SJHS
Levi Duca	Football – 7 th Grade B Coach – SJHS
Raili Emery	Summer Counseling (8 days) – SJHS
Weston Johnson	Football – Assistant Coach – SHS
LaDonna Leibrich	Mentor Elementary Library Paraprofessionals
Becky Leno	Summer Counseling (9 days) – SHS
Alyssa Lyman	Volleyball – Girls C Coach – SJHS
Megan Magee	Summer Counseling (8 days) – SJHS
Pamela Moore	Elementary Choir – Sagebrush
Kerri Parr-Cook	Elementary Choir – Highland Park
Heidi Richins	Parenteen – SHS
Jami Shatto	Summer Counseling (9 days) – SHS
Leah Sparks	Music/Orchestra – Elementary Schools
Mike Swan	Summer Counseling (9 days) – SHS
Stephanie Venn	Elementary Choir – Meadowlark
Allison Voigt	Elementary Choir – Coffeen
Allison Voigt	Elementary Choir – Woodland Park
Brenda White	Summer Counseling (9days) – SHS
Ethan Wood	Football – 8 th Grade B Coach – SJHS

Changes:

<u>Name</u>	<u>Position</u>
Timm Cooper	Football – 8 th Grade B to A Coach - SJHS



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: October 1, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

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

Henry A. Coffeen Elementary

Last month members of the Capital Construction Board Committee (Scott Hininger and Rich Bridger), Julie Carroll, and I traveled to Cheyenne and were successful in getting the contract signed for TSP to proceed with the construction documents for Henry A. Coffeen. The tentative plan is for demolition to be bid with construction, and the timeline for completion is still July 2014.



Craig Dougherty, Superintendent

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

DATE: October 1, 2012
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

AC	Nondiscrimination/Equal Opportunities
AC-P	Title IX and Other Discrimination/Harassment Complaint Procedure
ACE	Section 504 of the Rehabilitation Act and Americans with Disabilities Act
ACE-P	Section 504 Due Process Procedure
JB	Equal Educational Opportunities
JBA	Discrimination – Student Complaint Procedure
JBA-E	Equal Educational Opportunities Grievance Procedure Form
GCBD	Professional Staff Fringe Benefits
GCQEA	Early Retirement Incentive Plan Schedule of Benefits
GDBD	Classified Staff Fringe Benefits

The following policies are being recommended for second reading:

GBEBC	Staff Gifts and Solicitations
GCC/GDC	Staff Leaves and Absences
JRA-E-2	Notification of Rights Under FERPA for Elementary and Secondary Schools
JRA-P	Procedures and Practices of the School District Governing the Maintenance, Transfer, and Disclosure of Student Educational Records
KH	Solicitations in the Schools

*Policies -
First Reading*

NONDISCRIMINATION/EQUAL OPPORTUNITIES

Sheridan County School District No. 2 shall at all times, except as otherwise provided by law, have schools that are equally free and accessible to all children residing in the district who are five (5) years of age as of September 15 of the applicable school year and under the age of twenty-one (21), subject to the policies of the Board of Trustees. The District is committed to a policy of non-discrimination in all policies and practices dealing with employees, applicants for positions with the School District, students, education programs, services, and individuals with whom the School District does business. The District does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, ~~or~~ disability **or other classifications that are protected by law**. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E.

Americans with Disabilities Act (42 U.S.C. 12,101),
Individuals with Disabilities Education Act, and as amended.
Rehabilitation Act of 1973, §504 (29 U.S.C. §794)

W.S. 21-4-301
21-7-302
21-4-303

Article 1, §18, Wyoming Constitution
Article 7, §12, Wyoming Constitution
Title VII, Civil Rights Act of 1973 (42 U.S.C. §2000e)
Section 1981, Civil Rights Act of 1866 and 1870, 14 Stat. 39
(1866), 18 Stat. 140 (1870)
Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621)
Title IX, Civil Rights Act of 1974 (42 U.S.C. §2000e)

See also policies:

- ACA - Sexual Harassment
- GCE - Professional Staff Recruiting
- GCG - Part-Time Substitute Professional Staff Employment
- GDE - Classified Staff Recruiting and Hiring
- JII - Grievance Procedure

First Reading: ~~9/14/09~~
Second Reading: ~~10/5/09~~

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

Any employee, student and/or the parents/guardian of any student or employee who believe they have been subject to discrimination or harassment on the basis of race, color, national origin, sex, age, religion, handicap, ~~marital status, sexual orientation, pregnancy, disability, eriminal record, political activity,~~ or ~~ereed~~ other classifications that are protected by law which in any way adversely affects their employment, access to, participation in, ability to benefit from, admissions, membership, or otherwise results in inequality in any school-sponsored organizations, clubs, facilities, activities, or programs, is encouraged to utilize the due process procedure set forth in Policy JII ~~below~~ as a mechanism to resolve his/her complaint.

CIVIL RIGHTS COMPLIANCE OFFICER

Sheridan County School District No. 2 designates the Human Resources Coordinator ~~Director of Special Education~~, whose address is 201 N. Connor Street, Suite 100, Sheridan, WY 82801, phone 307-674-7405, as the District's Civil Rights Compliance Officer for all civil rights issues, inclusive of disability not covered by the Section 504 Due Process Procedures. The Human Resources Coordinator ~~Director of Special Education~~ shall also act as the Title IX Coordinator. The Civil Rights Compliance Officer shall have responsibility to coordinate efforts to comply with and carry out responsibilities under Title IX, Title VII, and all other civil rights and discrimination laws, both state and federal. The Compliance Officer shall have responsibility to investigate any complaint communicated to the Compliance Officer alleging noncompliance or alleging any actions that would be prohibited by Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, all civil rights laws, including both state and federal laws, in any way governing discrimination and/or harassment based upon a protected class. The District may designate a different person to carry out the duties of the 504 Compliance Officer and/or Civil Rights Compliance Officer.

SECTION 504

With regard to any complaint involving identification, evaluation, or placement involving Section 504, you are entitled to receive notice of your student and parental rights regarding Section 504. The hearing procedures relating to identification,

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
(contd.)

evaluation and/or placement under Section 504 can be found in Policy JII ~~the procedures entitled 504 Due Process Procedures (ACE-P).~~

RECORDS

With regard to any claim involving harassment or discrimination, you shall also be given the opportunity to examine all relevant records. Documents submitted or utilized in the grievance procedure shall be retained for not less than two (2) years.

NONRETALIATION

No retaliation (reprisal) of any kind shall be taken against any person participating in this grievance procedure either as a complainant, respondent or witness.

PROCEDURES

All hearings requested hereunder shall be conducted pursuant to the procedures set forth in Policy JII.

- ~~1. It is often possible to resolve complaints informally at the level at which the alleged discrimination occurred. Therefore, before a formal complaint is filed, the following informal procedure should be followed.~~
- ~~2. If a student feels he/she has been discriminated against or harassed or otherwise has a grievance pertaining to any state or federal nondiscrimination laws, the student and/or student's parents/guardian are encouraged to attempt to discuss the matter with the student's teacher in an effort to resolve the problem as expeditiously as possible. In some cases, such as allegations of sexual harassment by the teacher, discussing the complaint with the teacher who is alleged to have engaged in such conduct may not be appropriate. In such cases, the student and/or the student's parents may discuss their complaint with the principal as described below.~~
- ~~3. If after discussion with the teacher the student or student's parents/guardian is not satisfied with the~~

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
(contd.)

~~disposition of the matter, he/she shall have the right to present the matter and discuss it with the principal.~~

4. ~~Similarly, if any other employee of the District feels that he/she has been discriminated against or harassed, the employee is similarly encouraged to present the matter to the principal and discuss it with the principal or, if an administrator other than the principal is his/her supervisor, then with the appropriate administrator. The administrator shall, within ten (10) school days, investigate the matter and provide a written decision regarding the complaint, and if the complaint is determined to be valid, a proposed resolution to the complaint.~~
5. ~~If the aggrieved student or employee is not satisfied with the disposition of his/her grievance by the principal or if no decision has been rendered within ten (10) school days after presentation of the grievance in writing, he/she may file a formal written complaint with the Compliance Officer for Sheridan County School District No. 2. At that stage the complainant will be required to elect to either proceed forward on an informal basis with the Compliance Officer conducting an impartial investigation and informal hearing or, alternatively, the complainant may request a formal hearing to be conducted before the Compliance Officer. If the Compliance Officer is alleged to not be impartial, the hearing shall be before the Superintendent of Schools; and if complainant asserts that neither is impartial, then the Superintendent shall appoint another person to act as the impartial hearing officer.~~

~~INFORMAL PROCESS~~

~~If the Complainant elects to utilize an informal hearing process, complainant will be required to execute a written waiver of formal hearing. The informal hearing process will allow the complainant to submit to the hearing officer all documents and information supporting complainant's position and also provide the hearing officer with the names of all witnesses that would support complainant's position. A copy of all information provided to the hearing officer will also be provided to the party alleged to have engaged in the harassment or discrimination. The hearing officer shall, within fifteen (15)~~

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
(contd.)

~~school days after receipt of the complaint, interview the complainant, the charged party, and any witnesses that either party believes have relevant information to the complaint or the defense thereof, as well as any other persons the hearing officer deems appropriate to interview. The hearing officer will give both the charging party and the responding party an opportunity to present their positions in the presence of each other and with the assistance of a representative, including legal counsel, as they deem appropriate. The oral presentation of the grievance shall occur not sooner than fifteen (15) school days or later than thirty (30) school days after the original complaint is filed. A formal written decision of the hearing officer will be provided to both parties together with a directive for resolving the matter if the complaint has been substantiated. The proposed resolution may include any disciplinary procedure against the student, up to and including expulsion, and may include any disciplinary procedure against a staff member, up to and including termination.~~

~~FORMAL HEARING PROCESS~~

~~If complainant requests a formal hearing, complainant will notify the District's Compliance Officer, who will conduct the hearing, unless alleged to not be impartial, in which case the hearing officer will be the Superintendent unless he/she is alleged not to be impartial, in which case the hearing officer will be selected as provided for above. The complaint shall specify the basis of the claim providing names, dates and locations, to the extent available. Complainant shall also provide the name of any person, including legal counsel, who will assist or represent complainant. Upon receipt of a complaint and a request for formal hearing, the hearing officer shall notify the party being charged with the harassment or discrimination and provide his/her with a copy of the written complaint filed by the complainant. Within ten (10) school days, a meeting will be held between the complainant and/or his/her representatives and the individual against whom a claim of harassment or discrimination is asserted and/or his/her representatives for the purpose of selecting a hearing date. The hearing shall be held within thirty (30) school days from the date of that meeting. The parties shall also set a date to exchange documents, exhibits, and a list of proposed witnesses. The hearing shall be held and conducted generally in compliance with the Wyoming Administrative~~

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
(contd.)

~~Procedures Act. The hearing shall be recorded in such a manner that it can be transcribed, if necessary.~~

~~The student, parent/guardian or employee asserting a charge of harassment or discrimination based upon protected classification shall be considered the petitioner and have the burden of proof. The charging party shall first present his/her evidence, after which the responding party shall present his/her evidence in defense thereof, after which the charging party may be permitted to reply. Both parties will have an opportunity to give an opening statement, to present evidence and call witnesses, cross-examine opposing witnesses, and thereafter present a closing statement. Each side may be requested, if represented by legal counsel, to present proposed findings of fact and conclusions of law. The hearing officer shall, within fifteen (15) school days following completion of the hearing, draft proposed findings of fact and conclusions of law rendering a decision on the claim, which findings and conclusions of law shall thereafter be delivered to both the charging party and the responding party. If the claim is substantiated, the conclusions shall include a recommended resolution to the complaint.~~

~~The Compliance/hearing Officer may at any time he/she deems it appropriate, engage the assistance of an attorney to assist in conducting the hearing.~~

~~APPEAL~~

~~Either the charging party or the respondent shall have the right to appeal the decision of the hearing officer to the Board of Trustees of Sheridan County School District No. 2. Any person desiring to appeal the decision of the Compliance/hearing Officer shall file with the Board of Trustees a notice of intent to appeal within ten (10) school days after receipt of the findings of fact and conclusions of law. For the purpose of determining receipt, the parties will be deemed to have received the findings of fact and conclusions of law two (2) days after they are placed in the mail to the address provided by the complainant or the responding party. A copy of the notice of appeal must be delivered to the Board of Trustees, the District's Compliance Officer, and the other party to the complaint. Thereafter, the party desiring an appeal shall file with the Board of Trustees within ten (10) school days, a written memorandum explaining the~~

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
(contd.)

~~basis of the appeal and the reason the appealing party is asking the Board of Trustees to reverse the decision of the hearing officer. A copy of this memorandum shall be served upon the other party to the complaint, who shall then have ten (10) school days to file a response. The Board of Trustees of the School District shall within thirty (30) days after receipt of the final memorandum, meet to review the matter. At its sole discretion the Board of Trustees may request the parties to appear and present a verbal argument or, alternatively, may decide the matter on the basis of the evidence presented to the hearing officer, the findings of fact and conclusions of law rendered by the hearing officer, and the memoranda presented by the parties. At its option the Board may also request the hearing officer to explain any decisions rendered. The Board shall render a written decision on the appeal to all parties within twenty (20) school days after the meeting of the Board of Trustees at which the appeal is considered. The Board may authorize and direct the Chairman or Vice Chairman to sign off on the written decision decided upon by the Board of Trustees without the requirement of an additional meeting.~~

~~APPEAL TO DISTRICT COURT~~

~~The decision of the hearing officer as reviewed by the Board of Trustees may be appealed to the appropriate District Court within and for the State of Wyoming as provided for the appeal of administrative decisions in the Wyoming Rules of Appellate Procedure.~~

~~LIMITATIONS~~

~~Any student, parent or employee who believes the student or employee has been discriminated against or harassed based upon their protected classification, must initiate the complaint procedure at least at the principal level within sixty (60) calendar days after the student or employee knew or should have known of the act or condition on which the complaint is based, the complaint shall be considered as having been waived if the hearing process has not been initiated. In the case of a continuing discrimination or harassment, the complaint must be filed within sixty (60) calendar days of the last incident of harassment or discrimination.~~

TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
(contd.)

AGENCY CONTACTS

Persons with complaints involving harassment and/or discrimination may also contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-0050 or 307-777-6198 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-3582 or 303-844-3417 or the Wyoming Department of Employment at 1510 E. Pershing Blvd., Room 150, Cheyenne, WY 82002, 307-777-7261.

First Reading:
Second Reading:

SECTION 504 OF THE REHABILITATION ACT OF 1973
AND AMERICANS WITH DISABILITIES ACT

~~Sheridan County School District No. 2 will comply with all rules and regulations of Section 504 of the Rehabilitation Act of 1973.~~

NOTICE OF NON-DISCRIMINATION

~~Applicants for admission and employment, students, parents, persons with disabilities, and employees, and all unions or professional organizations holding collective bargaining or professional agreements with Sheridan County School District Number #2 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or disability or other classifications that are protected by law in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact the District's Human Resources Coordinator ~~Director of Special Education, Section 504/ADA Coordinator~~ (201 N. Connor Street/P. O. Box 919, Sheridan, Wyoming, 82801 / 307-674-7405), who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.~~

First Reading: 8/12/97
Second Reading: 10/21/97
Reviewed: 1/05/08

SECTION 504 DUE PROCESS PROCEDURES

Pursuant to the provisions of 34 C.F.R. 104.36, an impartial hearing will be used to resolve differences involving the provision of education and related services, including identification, evaluation and placement for students with disabilities entitled to protection under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and the implementing regulations found in 34 C.F.R. Part 104 Subpart D.

A hearing may be initiated by a parent or guardian on behalf of a student by making a written request for a hearing and sending it to the District's Section 504 Compliance Officer. The District may request a hearing by so notifying the parents in writing. All hearings shall be conducted pursuant to the procedures set forth in Policy JII.

~~A request for a hearing must list with specificity the issue or issues that the party wants to have decided in the hearing and the remedy that the party is seeking. Only those issues related to actions regarding the identification, evaluation, or educational placement of students with disabilities under 34 C.F.R. Part 104 Subpart D are appropriate issues for a hearing under these procedures.~~

~~Once a request for a hearing is received, the District will select an impartial hearing officer, who has been trained regarding Section 504, to preside over the hearing.~~

~~The hearing officer shall send a notice to the parties of the date, time, and place of the hearing and a statement of the legal authority and jurisdiction under which the hearing is being held.~~

~~The parties have the right to be represented by counsel at the hearing and each party is responsible for its own attorneys' fees.~~

SECTION 504 DUE PROCESS PROCEDURES (contd.)

~~During the hearing, each party will have an opportunity to present evidence relevant to the issues being decided in the hearing. Student and student's parents shall have the right to review any and all records in the possession of the District pertaining to the student and/or the issues which are the subject matter of the hearing. The hearing officer may make such provision as is fair and equitable for each side to see the other's exhibits and evidence in advance of the hearing.~~

~~A written or electronic verbatim record of the hearing shall be kept. The decision of the hearing officer shall be in writing and shall be delivered to the District and the parent within ten (10) working days following completion of the hearing. The decision of the hearing officer will be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision. Upon conclusion of the hearing and issuance of the decision, the record of the proceedings will be returned to the District.~~

~~Either party has the right to request that the decision of the hearing officer be reviewed by the Board of Trustees of the District or its impartial designee. The request for review must be filed within thirty (30) days following the decision of the hearing officer. The request must be in writing and state with specificity the disagreements with the hearing officer's decision. The Board of Trustees or impartial designee will review the record of the hearing and may request additional written information or oral testimony. The Board of Trustees or impartial designee will issue a written decision and such decision will be final.~~

~~For discrimination complaints relating to disabilities or 504 other than identification, evaluation, placement or 504 plan operation, see Board/Administration regulation/policy entitled "Discrimination/Harassment Grievance Procedure".~~

First Reading:

Second Reading:

EQUAL EDUCATIONAL OPPORTUNITIES

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law.

No student shall on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District specifically including, but not limited to, access and participation in course offering, athletics, counseling, employment assistance, and extra-curricular activities. The District shall comply with its policy relating to nondiscrimination on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law as is specifically set forth in Policies AC and ACE.

First Reading:
Second Reading:

DISCRIMINATION - STUDENT COMPLAINT PROCEDURE

Any student of this District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any District program or activity on the basis of sex, age, race, religion, national origin or handicap may file a written complaint with the School District Civil Rights Compliance Officer/Title IX Coordinator.

Prior to filing the complaint the student shall contact the building principal or the individual whose decision generated the complaint and make an appointment for an informal meeting in an attempt to resolve the complaint. If the alleged complaint is not resolved satisfactorily at the informal meeting, the person may file a complaint in accordance with the procedures set forth in Board Policy JII AC-P. The complaint shall be initiated at least at the principal level within sixty (60) calendar days after the student, parent or employee knew or should have known of the act or condition on which the complaint is based.

For complaints involving identification, evaluation or placement involving Section 504, you are directed to utilize the procedure set forth in Policy JII ~~Section 504 due process procedures,~~ Policy ACE-P.

First Reading:
Second Reading:

EQUAL EDUCATIONAL OPPORTUNITIES GRIEVANCE PROCEDURE FORM

NAME _____

ADDRESS _____

COMPLAINT CLAIMS DISCRIMINATION BASED ON:

RACE _____ **SEX** _____ **AGE** _____

NATIONAL ORIGIN _____ **HANDICAP** _____

OTHER _____

PHONE _____

DATE OF INCIDENT _____

LOCATION(S) _____

Please describe in full detail, the nature of your complaint. Include the names of persons involved, if any.

Complainant's Signature _____

Date Grievance Was Filed _____

Signature of Civil Rights Compliance Officer/Title IX Coordinator _____

First Reading:
Second Reading:

PROFESSIONAL/CERTIFIED STAFF FRINGE BENEFITS

Benefits, in addition to basic salary, are recognized by the Board of Trustees as an integral part of the total compensation plan for staff members. The benefits extended to the professional/**certified** staff will be designed to promote their present and future economic security and provide incentive for development that will be of benefit to the district.

In addition to various leave provisions, the Board of Trustees will provide several other benefits and services for employment as determined by the Board of Trustees or required by law. Professional/**certified** staff are eligible for fringe benefits as determined by the Board of Trustees in its sole discretion, or as may be required by law. The Board of Trustees will review and approve the terms and conditions of benefit packages annually each June. If **available**, eligible employees may participate in the district's health/dental insurance, accidental death and dismemberment insurance, long term disability, life insurance, Section 125 Flexible Spending Accounts/Dependent Care Accounts/Premium Tax Sheltering, holiday leave benefits, Sheridan County School District No. 2 403(b) Plan, and the Wyoming Retirement 457 Plan. A Benefit Summary Sheet listing these programs and benefits will be presented to all professional/**certified** staff **on an annual basis** when they are issued their contracts.

THE WYOMING STATE RETIREMENT SYSTEM - Membership in this program is required for all regularly employed school personnel. As an added benefit, the district grosses up the wage and reports a salary to Wyoming Retirement that is 5.57% higher than actual wages.

The Board of Trustees retains the exclusive and sole right to establish, determine eligibility, set levels of participation, alter, and amend all such programs and benefits. **For employees leaving employment, all benefits will end the last day of the month in which the employee last worked following the last working day. Any premiums paid for coverage in advance (summer premiums) will be reimbursed paid-out as soon as practicable possible following the end of employment. Any nine- or ten-month employee resigning their position during the summer (June/July/August) will be required to reimburse the district for summer premiums paid by the district. Employees leaving employment with the district should contact the Human Resources**

Office to discuss opportunities for continuation of benefits and to arrange payment of premiums. Termination of benefits will be addressed in the Benefit Summary Sheet.

First Reading: ~~6/20/11~~

Second Reading: ~~7/20/11~~

EARLY RETIREMENT INCENTIVE PLAN

RATIONALE/PURPOSE

The intent and purpose of this plan is to allow qualified School District No. 2 employees an incentive and an opportunity for early retirement. It provides a reward to employees who have served the District for extended periods of time. It also affords the District the opportunity to replace employees who are advanced on the salary schedules, creating, in most cases, financial savings to the District.

Participation in this plan is entirely voluntary and is open to all employees who qualify under its terms. The selection from the applicants for participation in the plan will be made by the Board of Trustees in accordance with the provisions set forth below, within the sole discretion of the Board of Trustees, taking into account the needs and best interests of the District.

Participation in this plan is considered a privilege and not a right, and the Board of Trustees is entitled to permit or to limit participation and to change or delete all or any part of this plan in its sole discretion, in accordance with the needs and best interests of the District and in accordance with applicable state and federal laws.

The benefits provided by this plan are not limited to, and do not constitute a retirement system or a replacement of the Wyoming Retirement System. Under this plan the benefits provided are in consideration of the individual employee's waiver of continued employment with School District No. 2 and of the receipt of such wages, salaries, and benefits that the employee could expect from such continued employment.

REQUEST FOR EARLY RETIREMENT:

A qualified employee desiring to participate in this plan must submit his or her written request to the Superintendent upon forms available from the central administration office prior to March 1 of the calendar year in which the employee desires to take early retirement. The Superintendent or his designated representative will transmit all requests to the Board, together with the Superintendent's recommendations. The Board will act upon all requests not later than the Board's first regular meeting in April of each year. The Board will promptly notify applicants of its decision.

EARLY RETIREMENT INCENTIVE PLAN (contd.)

ELIGIBILITY FOR RETIREMENT:

For purposes of this plan a School District employee eligible to participate in this plan is defined to be:

1. CLASSIFIED EMPLOYEE: A person currently employed by the District under an annual work agreement, including but not limited to a paraprofessional, secretary, school nurse, custodian, bus driver, food service worker, bookkeeper, mechanic and maintenance worker, discipline assistant or non-certified supervisor.
2. PROFESSIONAL EMPLOYEE: A person currently employed by the District under an annual contract.
3. Substitute teachers and seasonal employees are not eligible for participation in the plan.

In order to qualify for participation in the plan, the employee, as defined, must meet all of the following guidelines:

1. CLASSIFIED EMPLOYEE: Must be employed by the District for a minimum of fifteen (15) years prior to the date of application for participation in the plan, and;
 - a. Have been continuously employed by the District for the five (5) years immediately preceding the date of application for participation in the plan.
2. PROFESSIONAL EMPLOYEE: Must have completed a minimum of twenty (20) years of employment in education services prior to the date of application for participation in the plan. Employment elsewhere than with School District No. 2 must be verified by the employee at the time of application for participation in the plan.
 - a. Must have been employed by the District as a professional employee for at least ten (10) years, and;
 - b. Must have been continuously employed by the District in a professional position for the five (5) years immediately preceding the date of application for participation in the plan.

EARLY RETIREMENT INCENTIVE PLAN (contd.)

3. CLASSIFIED AND PROFESSIONAL EMPLOYEE:
 - a. Board of Trustees-approved leaves of absence will not interrupt the accumulation of continuous employment credit.
 - b. The employee must be at least fifty (50) years old as of December 31 in the calendar year of application.
 - c. The employee must be currently employed under an annual contract or work agreement as of the date of application for participation in the plan.

GENERAL CONDITIONS, PROVISIONS, AND LIMITATIONS:

1. The submission of an application for participation in the plan signifies the employee's election to voluntarily terminate the employee's employment by the District if the application is approved.
2. The submission of an application for participation in the plan does not limit, restrict, or alter the right of the District, through its Board of Trustees and designated officials, to suspend, terminate, or dismiss an employee in the manner and for the reasons provided by law.
3. Nothing contained within this plan or implied by its term is intended to, nor does it, grant to any employee the expectation of permanent employment with the District, other than what employment rights any employee has, or may have, by virtue of contract or operation of law.
4. The Board of Trustees has the sole authority and discretion to approve or disapprove any early retirement request, and no rights accrue to any employee under this plan until such time as the Board approves that employee's application for participation in the plan.
5. Except as set forth below, the Board of Trustees is not limited or restricted in the criteria it may use in approving applications for participation in the plan and will make selections for participation in accordance with its good faith assessment of the best interests and needs of the District. The Board, in making its selections, will consider, as part of the criteria, the following, in no particular order of preference:

EARLY RETIREMENT INCENTIVE PLAN (contd.)

- (a) Length of continuous service with the School District No. 2;
 - (b) Financial savings to the District;
 - (c) Current and expected future instructional, administrative, and support service's needs;
 - (d) Availability of potential replacements;
 - (e) Any other factors deemed relevant.
6. As an example, and not as a requirement or a restriction, the Board may approve up to two percent (2%) of the total number of all employees, excluding part-time, seasonal, and substitute employees, regardless of categories, for early retirement in any one year. The Board may approve less than the stated example in any or all categories in any year based upon the needs and best interests of the District, including financial considerations, personnel and teaching needs, and the ability of the District to fund the plan in any given year.
 7. The employee receiving benefits under this plan will be responsible for all taxes accruing from such benefits.
 8. The benefits under this plan will be calculated according to the Schedule of Benefits attached to the plan.
 9. In the event an otherwise qualified employee who applies for participation in the plan is not selected for participation that employee is not precluded from applying again in subsequent years.
 10. The Board may change the Schedule of Benefits (GCQEA-P) at any time it deems appropriate to the needs and best interests of the District. Any change in the Schedule of Benefits will be applied prospectively only and not retroactively.
 11. The participating employee must keep the School District's Business Office informed of the employee's address to which benefits are to be mailed.
 12. The benefits received under this plan will not be

EARLY RETIREMENT INCENTIVE PLAN (contd.)

considered wages or salary for purposes of the Wyoming Retirement System and will not result in additions to, or credit towards, the employee's interests in the Wyoming Retirement System.

13. For purposes of the Schedule of Benefits attached to this plan, only those years of service by an employee with the District will be used to calculate that employee's benefits under the plan.
14. An employee approved for participation in this plan may accept employment in any other vocation or with any other school district after retirement without jeopardizing that employee's right to continue to receive the full measure of that employee's benefits. Such an employee, if re-hired by the School District under an annual contract or work agreement, forfeits the right to continue to receive benefits under the plan and must, as a condition to re-employment with the School District, repay all early retirement benefits received prior to such re-employment. This paragraph is not applicable to retired employees re-hired in temporary, coaching, or substitute capacities.
15. ***An employee that is retiring at the end of the school year and is approved for participation in this plan will continue to receive their insurance benefits (life, health/dental, and vision) through the District until August 31st. September 1st the retiree would be eligible for COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage or conversion of other benefits as applicable.***

PAYMENT OF BENEFITS:

Benefits will be paid in accordance with the schedule of benefits. In the event an employee receiving benefits under this plan dies, the District will continue to pay the benefits the employee would have received under this plan to the employee's designated beneficiary. If an employee's beneficiary predeceases the employee or if no beneficiary has been designated, payments will be made to the employee's estate for distribution in the manner provided by law.

This policy will only be implemented if funding is available.

First Reading: ~~12/5/11~~

Second Reading: ~~1/16/12~~

CLASSIFIED STAFF FRINGE BENEFITS

Benefits, in addition to basic salary, are recognized by the Board of Trustees as an integral part of the total compensation plan for staff members. The benefits extended to the classified staff will be designed to promote their present and future economic security and provide incentive for development that will be of benefit to the district.

In addition to various leave provisions, the Board of Trustees will provide several other benefits and services for employment as **determined by the Board of Trustees or required by law** ~~outlined in the Benefits Summary sheets~~. Classified staff are eligible for fringe benefits as determined by the Board of Trustees in its sole discretion, or as may be required by law. The Board of Trustees will review and approve the terms and conditions of benefit packages annually each June. If **available**, eligible employees may participate in the district's health/dental insurance, accidental death and dismemberment insurance, long term disability, life insurance, Section 125 Flexible Spending Accounts/Dependent Care Accounts/Premium Tax Sheltering, holiday leave benefits, Sheridan County School District No. 2 403(b) Plan, and the Wyoming Retirement 457 Plan. A Benefit Summary sheet will be presented to all classified staff when they are issued their work agreement.

THE WYOMING STATE RETIREMENT SYSTEM - Membership in this program is required for all regularly employed school personnel. As an added benefit, the district grosses up the wage and reports a salary to Wyoming Retirement that is 5.57% higher than actual wages.

The Board of Trustees retains the exclusive and sole right to establish, determine eligibility, set levels of participation, alter, and amend all such programs and benefits. **For employees leaving employment, all benefits will end the last day of the month in which the employee last worked ~~following the last working day~~. Any premiums paid for coverage in advance (summer premiums) will be reimbursed ~~paid out~~ as soon as practicable possible following the end of employment. Any nine- or ten-month employee resigning their position during the summer (June/July/August) will be required to reimburse the district for summer premiums paid by the district. Employees leaving employment with the district should contact the Human Resources Office to discuss opportunities for continuation of benefits and**

to arrange payment of premiums. Termination of benefits will be addressed in the Benefit Summary Sheet.

The Board of Trustees shall endeavor to provide classified staff with individual work agreements by July 1st of each year.

First Reading: ~~6/20/11~~

Second Reading: ~~7/20/11~~

*Policies -
Second Reading*

STAFF GIFTS AND SOLICITATIONS

Teachers and other employees of the *School District Board* will not accept gifts from students *or parents of students, with the exception of small* ~~except for~~ token gifts *under appropriate circumstances*. ~~Even then, gift giving will be discouraged.~~

Individual employees will refrain from giving gifts to staff members who exercise administrative or supervisory authority over them, either directly or indirectly. Generally, the collection of money for group gifts ~~is will be~~ discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

All employees of the *School District Board* are prohibited from accepting things of material value from *persons*, companies, or organizations doing business with the school district. Exceptions to this policy are the acceptance of items which are generally distributed ~~by the companies~~ through public relations programs.

No *person, company*, or organization may solicit funds from staff members *or students* within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent or his/her designee. Staff members will not be made responsible, nor ~~should will~~ they assume responsibility, for the collection of any money or distribution of any fund drive literature within the schools unless the activity has been approved by the superintendent. The Board expects these activities to be kept at a minimum. The superintendent ~~may shall~~ seek direction from the Board in instances where prior practice offers no guidelines about a particular fund drive.

The principal will allow no solicitation of staff members *or students* during school time unless approved by the superintendent or his/her designee.

First Reading: 9/10/12

Second Reading:

STAFF LEAVES AND ABSENCES

The Board will provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, grow professionally, and discharge important and necessary obligations.

Temporary absences for necessary and justifiable reasons will not require Board approval, but may be authorized by the superintendent and school building administrators. All requests for long-term leaves of absence will be submitted by the superintendent, along with his/her recommendation for Board action.

SICK LEAVE - Professional staff on a nine-month contract and secretaries, technicians, nurses, head cooks, and second cooks on a nine-month work agreement will accumulate sick leave at the rate of 10 days per year accumulative to 60 days. Those on ten month contracts or work agreements will accumulate 11 days of sick leave per year accumulative to 66 days. Staff members on eleven- and twelve-month contracts or work agreements will accumulate 12 days of sick leave per year accumulative to 72 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who **have been employed with the district for fewer less than six years and** are on nine-month work agreements will accrue sick leave at the rate of three (3) days per year accumulative to 18 days. **Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who have been employed with the district for five or more consecutive years (an employee must work at least one full semester to be counted as a year) and are on nine-month work agreements will accrue sick leave at the rate of ten (10) days per year accumulative to 60 days. When the years of employment are not consecutive, the superintendent has discretion, with respect to the applicability of this policy.** Employees that have accrued sick leave days beyond the maximum carryover stipulated above will be given one additional paid personal leave day for the following fiscal year. A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day depending upon the normal work schedule of the employee. Sick leave is to be used for the illness of a staff member or members of his or her immediate family. Immediate family members will be defined as children, spouse, parents, siblings, stepparents, stepchildren, or stepsiblings. Under certain circumstances sick leave may also be used for the care of grandparents and/or grandchildren upon approval of the superintendent. Upon termination of employment accrued sick

STAFF LEAVES AND ABSENCES (contd.)

leave will be paid out at the current substitute rate to employees with ten (10) or more consecutive years of employment with Sheridan County School District #2.

Certification - The District may require that a request for leave to care for a relative with a serious health condition or because of the employee's own serious health condition be supported by a certification (letter/document) issued by the health care provider of the eligible employee or of the immediate family member(s) of the employee as appropriate. The employee shall provide in a timely manner a copy of such certification to the employer.

1. Certification provided under this section shall be sufficient if it states:
 - a. The date on which the serious health condition commenced;
 - b. The probable duration of the condition;
 - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
 - d. If applicable, a statement that the eligible employee is needed to care for the immediate family member(s) and an estimate of the amount of time that such employee is needed to care for the immediate family member(s); and
 - e. In the case of the employee's own serious health condition, a statement that the employee is unable to perform the functions of the position of the employee;
 - f. In the case of certification for intermittent leave or leave on a reduced leave schedule or for planned medical treatment, the dates on which such treatment is expected to be given, the duration of such treatment, and a statement of the medial necessity for the intermittent leave or leave on a reduced leave schedule.

Second Opinion - In any case in which the District has reason to doubt the validity of the certification provided by the employee for leave for medical care or for medical reasons, the District may require, at the selection and expense of the District, that

STAFF LEAVES AND ABSENCES (contd.)

the eligible employee obtain the opinion of a second health care provider designated or approved by the District concerning any information certified under this section for such medical leave.

In any case in which the second opinion described above differs from the opinion in the original certification provided under this section, the District may require, at the selection and expense of the District, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. The opinion of the third health care provider shall be considered to be final and shall be binding on the District and the employee.

The District may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Penalty For Failure To Return - The District may recover the premium that the District paid for maintaining coverage for the employee under the District's group health insurance plan during any period of leave under this policy if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than:
 - a. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an immediate family member or on account of the employee's own serious health condition; or
 - b. Other circumstances beyond the control of the employee.

EXTENDED SICK LEAVE - Extended sick leave is only available when an employee has used all accrued leave. Extended sick leave is to be used for the illness of a staff member or member of his or her immediate family. For the purposes of this policy eligible employees include professional staff on a nine/ten-month contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; classified staff on twelve-month work agreements; and staff on eleven- and twelve-month contracts and work agreements. Eligible classified and administrative staff may request extended sick leave days

STAFF LEAVES AND ABSENCES (contd.)

from the school board. Employees that have access to the Certified or Classified Sick Leave Banks may apply for extended sick leave only for an immediate family member, as they have access to a sick leave bank for their own illness.

Extended sick leave may be requested from the school board through the superintendent's office. The following conditions will be required when applying for and using extended leave:

1. Extended sick leave is intended for people with an illness that can be treated and will allow a person to return to work after a reasonable period of recuperation.
2. A staff member must submit a letter requesting extended sick leave to the Board along with a supporting letter from a licensed physician who examined the employee or their immediate family member. The physician's letter must explain why leave is medically necessary and the expected amount of time that will be required for recovery before the employee can return to work.
3. If the extended sick leave request is for more than twenty working days, regular status reports will be required from the physician explaining the progress being made toward returning to work.
4. Employees eligible for the district's long-term disability program may be asked to complete the necessary long-term disability application materials.
5. Employees granted extended sick leave will receive their regular salary less the cost of the person's substitute for the period of time extended leave is granted.
6. An employee must have been employed continuously for six (6) months to become eligible for extended sick leave.
7. Terminal illness of either the employee or an immediate family member is a condition under which extended sick leave may be granted.

WELLNESS DAY - A half day of wellness leave may be earned each year an employee participates in the Wellness Program. Certified staff may not take a wellness day immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two

STAFF LEAVES AND ABSENCES (contd.)

weeks (last ten school days) of the school year. Staff members may accumulate up to three wellness days. Wellness days earned beyond the accumulated three days will be converted to sick leave days. Unused wellness day(s) will not be reimbursed to an employee at the end of his or her employment.

PERSONAL LEAVE - Four days of non-accrued personal leave are granted to professional staff on a nine/ten-month contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; classified staff on eleven- and twelve-month work agreements; and professional staff on eleven- and twelve-month contracts. Certified staff may not take personal leave days immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Exceptions may be granted by the superintendent. For certified, administrative, and exempt staff the substitute teacher rate of pay will be deducted from the employee's salary for three of these days. For those classified staff listed above, one-half of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted for three of these days. One day will be provided at no loss in salary to the employee. If the paid personal leave day is not taken, it will be paid to the eligible employee at the end of the fiscal year. The rate of pay for this day will be at the above dock rate. Except where otherwise provided herein, personal leave days will not be carried over to the next year.

Bus drivers, part-time custodians, paraprofessionals, and cook's helpers are granted one day of personal leave without loss of salary each year. If at the end of the school year the paid personal leave day has not been used, the personal leave day may be carried over to the next year. Staff may not accumulate more than six (6) days of personal leave. Unused personal leave beyond the six (6) days will be paid back at the current substitute rate.

Applications to the employee's principal or other immediate supervisor for personal leave shall be made at least two days before taking such leave (except in the case of emergencies), and the applicant for the leave shall not be required to state the reason for taking the leave.

PROFESSIONAL LEAVE - Professional staff members may apply for attendance at professional conferences that are designed to improve classroom instruction as well as to visit other schools.

STAFF LEAVES AND ABSENCES (contd.)

A teacher attending a conference or meeting will attend without loss of salary. If leave is approved, the cost of a substitute will be paid by the district. Expenses for travel, lodging, meals, and registration fees shall also be an appropriate district expense. Prior approval must be granted in writing by both the principal and the superintendent.

Professional staff may apply for professional leave to complete an internship within the district. Internship programs are approved on a case by case basis. A substitute's pay will be deducted for days that the staff member is participating in the approved internship. Completion of an internship within the school district does not guarantee future employment in the area of the internship.

Professional leave may also be granted to allow participation in professional association meetings and conferences. A substitute's pay may be deducted for these days. Prior approval must be granted in writing by both the principal and the superintendent.

LEGAL LEAVE AND JURY DUTY - If an employee is subpoenaed or otherwise ordered to appear as a witness or juror in legal proceedings, leave shall be granted without loss of a substitute's pay. However, a deduction from pay shall be made for the witness or the juror fee which the employee collects.

LEGAL LEAVE (PROFESSIONAL) - If an employee is required to appear in legal proceedings to which he/she is a party on behalf of the school district, leave shall be granted without loss of a substitute's pay.

LEGAL LEAVE (PERSONAL) - Leave may be granted for an employee to appear in legal proceedings not related to school district business. In these cases the employee will be docked at a full rate of pay unless other leave covered in this policy is taken.

BEREAVEMENT LEAVE - Up to 5 days per bereavement will be granted to staff members to be used for a death in their immediate family. Additional days may be granted at the discretion of the superintendent. It will be under the superintendent's discretion to approve bereavement leave. For the purpose of bereavement leave immediate family may include parents, spouse, fathers-in-law, mothers-in-law, children, grandparents, grandchildren, siblings, brothers-in-law, sisters-in-law, or stepparents, stepchildren, or stepsiblings.

STAFF LEAVES AND ABSENCES (contd.)

CERTIFIED STAFF LEAVE OF ABSENCE - The Board of Trustees, on recommendation of the superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year or two school years for the purpose of professional study, approved travel, ~~rest and~~ recuperation, child rearing, **caregiving for an immediate family member**, exchange teaching, or teaching in a foreign country. A certified staff member on leave for professional study, approved travel, teaching in a foreign country, or exchange teaching shall be given service credit for the year and so rated on the salary schedule. If the leave is for ~~rest and~~ recuperation, ~~or~~ child rearing, **or caregiving for an immediate family member**, the certified staff member shall be returned to the schedule without service credit and so rated on the salary schedule. Certified staff members on a leave of absence will be removed from the district's insurance plan(s) **at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st.** ~~and~~ **Certified staff members approved for a leave of absence** should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

Unless otherwise approved by the Superintendent, the certified staff member shall file an application for leave and an outline of plans by May 1st, for first semester leave, year-long leave, or two years of leave, and October 15th for second semester leave.

The certified staff member on leave is assured a position in the system, but not necessarily the same position he or she vacated. So that District planning may be accomplished in a reasonable manner, a certified staff member on leave must give notice on or before March 1st of his or her desire to return; otherwise a position will not be held for him or her. Pursuant to W.S. 21-7-103, leaves of absence approved by the Board shall not be considered as interruptions in service for purposes of determining continuing contract status.

CLASSIFIED STAFF LEAVE OF ABSENCE - Classified staff members who are currently enrolled in a university program resulting in a teaching degree may apply to the Board through the superintendent for an unpaid leave of absence from their position in order to fulfill student teaching responsibilities. At the end of the student teaching experience, they will return

STAFF LEAVES AND ABSENCES (contd.)

to their same position at the same pay and experience levels as prior to student teaching. Classified staff members on a leave of absence will be removed from the district's insurance plan **at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st.** and **Classified staff members approved for a leave of absence** should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

MILITARY OR STATE TRAINING LEAVE - (see Policy GCCA-GDCA)

FAMILY AND MEDICAL LEAVE ACT - (see Policy GCCA-GDCA)

MATERNITY/PATERNITY LEAVE - (see Policy GCCA-GDCA) Legal parents of natural birth or adopted children may apply to use accrued sick leave during the 45 consecutive days immediately following the birth or adoption. In the event both parents are employed by the district, then only 5 days may be used in combination.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

1. In the case of employees principally employed in an instructional capacity (teacher and paraprofessional), if the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period is more than five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is of at least three (3) weeks duration; and
 - b. The return to employment would occur during the three (3) week period before the end of the semester.

2. If the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period would commence within the last five (5) weeks prior to the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is greater than two (2) weeks duration; and

STAFF LEAVES AND ABSENCES (contd.)

- b. The return to employment would occur during the two weeks period before the end of the semester.
3. If the employee requests leave for any reason other than the employee's own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the district may require the employee to continue to take leave until the end of the semester.

OFFICIATING LEAVE - Any employee invited to officiate a WHSAA sanctioned Regional or State Tournament may be given leave to do so. If officiating leave is approved, substitute's pay will be deducted for these days. These days will not be deducted from the employee's personal leave days. If an employee wishes to use personal leave instead of officiating leave, they may do so.

Applications to the employee's principal or other immediate supervisor for officiating leave shall be made at least two days before taking such leave.

SABBATICAL LEAVE - Certified staff may apply for sabbatical leaves from the district. Applications must be made by November 1 for the following academic year. To qualify, a staff member must have taught in the district for seven years, must attend an accredited graduate school during the sabbatical leave, and successfully complete a full load of graduate course work that will directly benefit the district in his/her position, and must return to his/her same or an equivalent position for two years. The district will allow no more than three sabbatical leaves per year and will pay one-half of the current base salary to each of the recipients. Leaves will be granted on the recommendation of the superintendent with the approval of the board. Recipients will earn a year's credit on the salary schedule while on leave.

This policy on sabbatical leave will only be implemented if funding is available.

VACATION LEAVE - Classified Twelve-Month Employees

Employees with less than five years of experience on a twelve-month basis will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. Employees with more than five years of experience, but less than ten years of experience on a twelve-month basis will be granted 15 days

STAFF LEAVES AND ABSENCES (contd.)

(accrued at the rate of 1¼ days/month) of vacation annually with full pay. Employees with more than ten years of experience on a twelve-month basis will be granted 18 days (accrued at the rate of 1½ days/month) of vacation annually with full pay. Classified twelve-month employees may accumulate up to 42 days of vacation. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Applications to the classified employee's principal or other immediate supervisor for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

VACATION LEAVE - Professional Twelve-Month Employees

Professional twelve-month staff will be granted 21 days (accrued at the rate of 1 ¾ days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Vacations are to be arranged through the superintendent. Applications by twelve-month professionals for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

First Reading: 9/10/12
Second Reading:

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's educational records within 45 days of the date 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 heading 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

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS (contd.)**

using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a person 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

The District may in the discretion of the superintendent, or his/her designee, disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, **photograph**, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

First Reading: 9/10/12
Second Reading:

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT
GOVERNING THE MAINTENANCE, TRANSFER, AND
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

1. Student educational records and progress records will be maintained on established forms that have been adopted for district-wide use (cumulative folders, health records, history sheets, achievement test labels, attendance registers, etc.). Additional information reports such as observation notes, letters from parents, teacher comments, etc. will be placed in the educational records of students only upon the advice of the school principal or other school official who is responsible for the maintenance of student educational records.
2. The additional information reports, considered to be the property of the school district, shall be maintained in files other than student cumulative folders. This policy shall apply to lesson plan books, grade books, observation notes, evaluation comments, case study records, and other similar record forms developed by teachers, psychologists, therapists, social workers, and other similarly trained professionals employed by the school district.
3. Achievement tests may be administered without prior parental permission and the results of those tests may become part of the student's educational records. In addition, other tests may be administered upon approval of parents or the appropriate school officials. Results of those additional tests may also be placed in the educational records of students.
4. In compliance with applicable governmental regulations, the record-keeping practices of the school district shall include the following:
 - a. Provision to annually inform parents of their rights regarding the educational records of students;
 - b. Announcement of the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records;
 - c. Announcement of the location of student educational records and the responsible school district officials.
5. The District may in the discretion of the superintendent,

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT
GOVERNING THE MAINTENANCE, TRANSFER, AND
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)**

or his/her designee, disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian shall notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, **photograph**, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

6. Personally identifiable information, for the purposes of the school district, may include such information as: names of parents and other family members, health records, identifiers such as student or social security number, descriptions of personal or educational characteristics, test scores and other similar information. Personally identifiable information generally shall require written consent prior to disclosure.
7. Officials of the school district may disclose the educational records of students, without prior or written consent:
 - a. When parents or legal guardians seek to examine the records of their own children;
 - b. To officials of other schools or school systems in which the student seeks or intends to enroll, upon condition the student's parents are notified and receive a copy of the record if desired.
 - c. To officials and employees of the school district who have a legitimate educational interest in those records;
 - d. To eligible students (those who have reached 18 years of age or are attending a post-secondary educational institution) who seek to examine their own educational records;

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT
GOVERNING THE MAINTENANCE, TRANSFER, AND
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)**

- e. To comply with a judicial order or lawfully issued subpoena for a law enforcement purpose, provided that a reasonable attempt has been made to notify the parent prior to compliance with the judicial order;
 - f. To appropriate organizations and governmental officials (as specified by the Family Educational Rights and Privacy Act, P. 99.31).
 - g. In connection with a student's application for, or receipt of, financial aid.
8. Written records of disclosure will be maintained by the responsible school district officials. Disclosure records will be maintained on approved forms and will be filed with the educational records of students. Records of disclosure will be maintained by the school district.
9. Unless it has received legal evidence to the contrary (legal instrument or court orders governing such matters as divorce, separation, or custody), the school district will presume that both parents of students have the legal authority to examine the educational records of their children.

RIGHTS OF PARENTS UNDER THE PROVISIONS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- 1. Parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of 45 days in which to comply with that request.
- 2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.) it may presume that either parent has legal right of access to the records of students, and may honor the written request from either parent.
- 3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT
GOVERNING THE MAINTENANCE, TRANSFER, AND
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)**

the disclosure of those records.

4. It is permissible to require that the educational records be examined in the presence of a school district official. If the parent requests a copy of the records, the request must be honored (costs of reproduction will be borne by the parent).
5. Parents, legal guardians, and eligible students who feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students may request that the records be amended.
6. If the school agrees with the request, the records will be amended and the parent will be advised, in writing, of the agreement.
7. If the education agency does not agree with the request for amendment, the parent must be advised of his/her right to a hearing. All hearings shall be conducted pursuant to the Rules and Regulations of Sheridan County School District No. 2.
8. If the hearing determines that an amendment will be made, the records are amended and the parent informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, the parent must be advised of his right to place a statement of disagreement in the educational record of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

Family Educational Rights and Privacy Act, P. 99.31

First Reading: 9/10/12
Second Reading:

SOLICITATIONS IN THE SCHOOLS

As a general rule, solicitation is not allowed in any school. The superintendent and principals shall not ~~The schools should avoid exploiting~~ **allow exploitation of** students, whether by advertising or **promotion of** ~~otherwise promoting~~ products or services, **solicitation of** ~~soliciting~~ funds or information, or **the** securing **of** participation in non-school related activities and functions. ~~At the same time,~~ **Schools, as approved by the superintendent or his/her designee, may** ~~should~~ inform and assist students to learn about programs, activities or information which may be of help or service to them. ~~To attempt a fair balance,~~ The following general guidelines will apply:

- * **Nonprofit local agencies must receive permission from the superintendent or his/her designee in order to** ~~Permission to post bulletins will be approved by the superintendent if they~~ **that** announce a program or service for youth ~~by a nonprofit local agency.~~
- * The superintendent **or his/her designee** will determine which materials may be distributed to students, except that materials soliciting money or information may not be distributed without specific Board approval. Board approval is considered to be continuing (not for a single year only); however, periodic reviews will **occur as necessary** ~~be affected.~~
- * No fund-raising activities in school will be **allowed** ~~sanctioned~~ without specific **approval of the** superintendent **or his/her designee** ~~approval.~~
- * Direct sales by outside vendors to students in school are prohibited. School offices may, however, provide lists of vendors carrying certain items (e.g., physical education suits) or the office may carry and charge for miscellaneous items (e.g., pens, pencils, school T-shirts) or permit student organizations to vend products on a controlled basis.
- * Announcements **pertaining to non-school related events or activities** ~~through the building principal's office~~ may be made ~~for anything connected with charitable organizations~~ **when if** the superintendent **or his/her designee** determines it would be beneficial to a significant portion of the student body.

SOLICITATIONS IN THE SCHOOLS (condt.)

- * **Unless specifically allowed by the superintendent or his/her designee, Any organization, except those noted above and the local education association, that is not directly responsible to or a part of the public schools may not *be used* use the school facilities *by any person, company, or organization* for communication and/or announcement purposes.**

FUND DRIVES

The district as a whole and its individual schools, including student bodies, shall not participate in general community fund drives or solicitations except as authorized by the superintendent upon the recommendation of the appropriate principal.

See also policy:

DJGA - Vendor Relations

First Reading: 9/10/12

Second Reading:



Craig Dougherty, Superintendent

Administration Offices
201 N. Conner Street
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: October 2, 2012
TO: Board of Trustees
FROM: Scott Stults, Director of Elementary Education
SUBJ: **Elementary Schools' Improvement Plans** (*Information*)

Each of the five elementary principals will be presenting his/her school improvement plan for the 2012-2013 school year at the October 8th board meeting. This site plan will include: school strengths, areas of improvement, and specific interventions to improve student learning.

There will be an opportunity to ask questions of principals at the conclusion of their three to five minute presentation.

School: Highland Park Elementary
Principal: Brent Leibach
District Value: Structured

FALL SCHOOL IMPROVEMENT REPORT 2012

Achievement Results Highlights: PAWS Scores for grades 3-5 were all above the 90th percentile!

PAWS Highlights (Proficient & Advanced)

	Highland Park	State Average
<i>Third Grade</i>		
Reading	93%	70%
Math	97%	90%
<i>Fourth Grade</i>		
Reading	92%	83%
Math	92%	82%
<i>Fifth Grade</i>		
Reading	98%	79%
Math	97%	82%

Highlights

The majority of the HP K-5 students scored above the 50th percentile in both the math and reading MAP scores. Are first grades scores were 30% higher than the district average in reading and 12% higher in math.

School Improvement Goals:

Academic Goal: Our academic goal at Highland Park is to ensure that 90% of 3rd-5th grade students are proficient or advanced on PAWS. We will accomplish this by creating and delivering a Reading Essential Outcome Plan, similar to what we have done in Writing, that will guide instructional decisions. This plan will include specific rubrics that will allow each staff member to identify the specific strengths and weaknesses for each student.

Behavior Goal: Our behavior goal at HP is to reduce the number of ACE referrals by 25%. This will be accomplished through a more comprehensive implementation of our behavioral step plan. The focus will be on pre-teaching the expected behaviors more consistently throughout the school year.

Strategies & Interventions:

Our strategy and interventions will continue to focus on our PLC model. Through small group instruction based on common assessments, we will most effectively be able to meet the academic needs of every student.

School: Woodland Park
Principal: Scott Cleland
District Value: Progressive

FALL SCHOOL IMPROVEMENT REPORT 2012

Achievement Results Highlights:

PAWS Data Highlights (Proficient & Advanced)

	Woodland Park	State Average
<i>Third Grade</i>		
Reading	78%	70%
Math	98%	90%
<i>Fourth Grade</i>		
Reading	100%	83%
Math	100%	82%
<i>Fifth Grade</i>		
Reading	94%	79%
Math	94%	82%

Highlights

Last year, Woodland Park MAP scores were higher than the District Average in all grades except one in reading and two in math.

School Improvement Goals:

This year, we are developing reading outcomes aligned with the Common Core State Standards. We will be developing rubrics and common formative assessments for each reading outcome. As part of our weekly PLC meeting, we will be discussing best institutional reading practices. Every grade has chosen a book study book that focuses on a variety of reading strategies. We will be focusing on tracking our students closely and targeting their needs when they arise.

Woodland Park will decrease the number of students who are out of school because of behavior issues. We plan to implement the use of behavior contracts and Check in/Check out buddies for struggling students, to build a positive relationship with one more adult in our building.

Strategies & Interventions:

Since 2nd grade reading is our highest need based off last years and this year MAP testing we will create I/E groups for reading interventions. Because the current 4th graders scored lower on the PAWS test we have a focus on their ability and skills and are creating a foundation for success through the reading outcomes and their common assessments. We also will be using our After School Program to target those students who scored below the 50th percentile on MAP and provide intensive interventions during this time as well.

School: Henry A. Coffeen Elementary
Principal: Nicole Trahan
District Value: Student Centered

FALL SCHOOL IMPROVEMENT REPORT 2012

Achievement Results Highlights:

PAWS Highlights (Proficient & Advanced)

	Henry A. Coffeen	State Average
<i>Third Grade</i>		
Reading	100%	70%
Math	100%	90%
<i>Fourth Grade</i>		
Reading	89%	83%
Math	96%	82%
<i>Fifth Grade</i>		
Reading	86%	79%
Math	93%	82%

Highlights

On May 10th, 2012, we held our first Leadership Day. The day was centered around how our students integrate the “7 Habits” in their daily lives academically, socially and emotionally. Many families, educators, and community members attended the day. Attendees walked away in “awe” of the confidence of our students and how they were able to share the stories of their lives.

In 2008, there were 111 office referrals involving 42 students. In 2011-2012, those numbers declined to 33 events involving 24 students.

We have 47 3rd-5th grade students who were selected based on an application process to be on our Student Leadership Team!

School Improvement Goals:

We will increase the percentage of students scoring proficient or advanced on the Proficiency Assessment for Wyoming Students (PAWS) reading assessment to 92% in grades 3-5.

We will increase the percentage of students scoring proficient or advanced on the District writing assessment to 95% in grades 1-5.

By continuing to focus on developing leadership potential in all students, Henry A. Coffeen students will demonstrate safe, respectful, and responsible behaviors as measured by decreased office referrals, increased test scores, and increased engagement on the Student Leadership Team.

Strategies & Interventions:

Professional Learning Communities

This year, we continue full implementation of writing intervention and enrichment (I/E) groups.

- Weekly team meetings focus on student data and essential outcomes.
- Rubrics and common assessments are used to evaluate student knowledge in order to target instruction.
- Using technology, teachers are identifying, documenting, and implementing the Language Arts Common Core State Standards..

Reading and Writing Instruction

In addition to structured I/E groups, we will continue our work with the Readers and Writers workshop framework.

- Writing is taught for a minimum of 60 minutes a day.
- Reading is taught for a minimum of 90 minutes a day.
- Teachers continue to work with flexible groups to adjust instruction based on student need (Guided Reading and Literacy Circles).
- K-3 teachers use Running Record Rubrics, Text Selection Rubrics and Guided Reading Rubrics to reflect on and improve reading instruction.
- Teachers use non-fiction and informational texts to assist students in gaining fluency with these forms of literature.

We use the Fountas and Pinnell Leveled Literacy Intervention System (LLI). Students in grades K-5 who are below reading level are ability grouped into a 30 minute reading intervention group. This instruction is in addition to the classroom instruction.

Read 180

Read 180 is a research based intervention program targeted at below level readers in grades 4 and 5. It provides teachers with explicit teaching instructions and strategic checkpoints to provide data driven, differentiated instruction. Unlike the LLI program, Read 180 is a replacement reading intervention.

The Read 180 model focuses on:

- Teacher directed instruction
- Technology based instruction
- Modeled and independent reading

Student data is tracked online through the Read 180 program components.

Leader In Me

The Leader in Me is a leadership philosophy for children based on Stephen Covey's 7 Habits of Highly Effective People. This philosophy encourages schools and communities to "Develop Leaders One Child at a Time."

Through continued implementation of this philosophy, we will:

- Inspire trust within our school culture
- Align our beliefs, lives and instruction with the 7 Habits
- Identify leadership opportunities for students and celebrate their talents
- Frequently monitor student progress in their academics and social/emotional well-being

To sustain this change, we have:

- Trained staff in the 7 Habits

- Implemented a 7 Habits Staff Leadership Team
- Developed a Student Leadership Team
- Established positive school home relations
- Created a safe, orderly and positive environment for children to succeed
- Initiated instruction in the 7 Habits for students
- Continued our focus on Positive Behavioral Interventions and Support (PBIS) expectations within the leadership framework
- Applied the “Boys Town” social skills in our guidance curriculum

FALL SCHOOL IMPROVEMENT REPORT 2012 -13

Achievement Results Highlights:



PAWS Data Highlights (Proficient & Advanced)

	Sagebrush Elementary	State Average
<i>Third Grade</i>		
Reading	87.7%	70%
Math	100%	90%
<i>Fourth Grade</i>		
Reading	92.2%	83%
Math	96.1%	82%
<i>Fifth Grade</i>		
Reading	96.4%	79%
Math	100%	82%



Highlights

All Sagebrush classrooms exceeded District Target RIT expectations. All classrooms achieved median RIT scores at or above the 65th percentile in reading and the 86th percentile in mathematics.



School Improvement Goals:

All students will improve in reading comprehension skills. All grade levels will attain performance levels of 95% and/or above as measured by either; PAWS, MAP, and/or our District Reading Assessments.

All students will improve their writing skills across the curriculum. All grade levels will attain performance levels of 95% and/or above as measured by SAWS and/or our District Writing Assessment.

All students will improve their mathematic problem solving skills. All grade levels will attain performance levels of 95% and/or above as measured by PAWS.

PBIS target areas: focus area: school wide behavior expectations.

PBIS goal: Student discipline referrals will decrease by a minimum of 5%.



Strategies & Interventions: Purposeful Intent - Begin with the end in mind:

- Shared vision, shared beliefs, and shared purpose - Through strong and trusting relationships, all adults at Sagebrush work toward providing the finest education for the whole child. In addition to high academic expectations, Sagebrush seeks to fulfill each student's social, emotional, and physical needs.

- Grade level PLC learning teams – teacher & team specific staff development

Sagebrush continues to improve upon professional development opportunities for our entire instructional team that includes teachers, paraprofessionals, and volunteers. Our teams are required to meet a minimum of twice per week during planned prep times. This includes one meeting with our Literacy Coordinator, Pam O’Connell, continuing to enhance our shared knowledge and skills regarding essential outcomes and literacy learning. For the purpose of continued professional development and the sharing of best practice learning our entire PLC team meets each Wednesday. Each Wednesday meeting is either focused upon the essential learning components of reading, writing, mathematics, response to intervention, or team building.

 - Assessment Wall – visual representation of each student’s achievement gains.
 - RTI – explicit tracking of student Response to Intervention.
 - Data Driven Instruction – thorough utilization of student data determining learning.
 - Critical reflection and evaluation of student engagement and learning.

- Coordinated School Health Team – Focuses upon our school culture; which includes students, parent, and team members’ social, emotional, and physical needs in regard to teaching, and learning.
 - The most successful and trusted school culture imaginable... an extension of the family.
 - Student government, responsibility, and ownership of our school.
 - PBIS – Skippy Jon Jones helps educate students regarding school wide behavior expectations. Skippy also helps create student leadership opportunities.
 - Creating Experiential Background Opportunities – School wide, thematic learning, similar to virtual field trips. In addition to our regular standards and learning, all classrooms study specific cultures, countries, and biomes. Each morning, we kick off the school day with purposefully chosen music that correlates to our theme. Simultaneously each classroom is participating with purposefully chosen activities that enhance learning. Throughout the day while standing in lines, traveling through the hallways, etc. teachers create teachable moments. Our music, PE, and Extended Learning lessons align to the monthly themes. Each theme ends with a culminating learning celebration that purposefully engages our parents and the community.
 - Parent engagement activities and learning opportunities. Watch Dog Dads.
 - Be Excited About Reading (B.E.A.R) Read-A-Thon: read-a-thon begins Oct. 3rd



Greatest Challenge for Sagebrush Elementary:

1. Helping parents to become active and excited participants in their child’s education.
 - a. PLC teams continue to implement ‘targeted’ quarterly parent engagement/learning nights.

“..... we express what we value by what we do, not by what we say.”

Richard DuFour

FALL SCHOOL IMPROVEMENT REPORT 2012

Achievement Results Highlights:

PAWS Data Highlights

	Meadowlark Elementary	State Average
<i>Third Grade</i>		
Reading	88%	70%
Math	96%	90%
<i>Fourth Grade</i>		
Reading	100%	83%
Math	97%	82%
<i>Fifth Grade</i>		
Reading	95%	79%
Math	100%	82%

Highlights

-  All students have a goal of meeting their target growth rate.

School Improvement Goals:

-  Students will continue to perform at ninety percent proficient or higher on the PAWS in Reading. We will continue our systematic intervention in writing. This philosophy is based on the research of Douglas Reeves.
-  All students will show Bobcat Pride and meet behavioral expectations based on a daily basis.

Strategies & Interventions:

This will be the sixth year Meadowlark Elementary school will utilize the Professional Learning Community philosophy presented by Dufour, Dufour, and Eaker.

Reading Goal

-  The PLC is not a program but a philosophy. Schools that embrace the PLC Philosophy shift:
 - a. from a focus on teaching to a focus on learning.
 - b. from an emphasis on what was taught to an emphasis on what was learned.
 - c. from coverage of content to demonstration of proficiency.
 - d. from providing individual teachers with curriculum documents to engaging them in collaborative teams; building shared knowledge regarding essential curriculum.

 We will have PLC teams that will:

- a. team together to create essential outcomes. Staff will meet for one hour a week during the regular school day. The meetings will occur during planning time; teachers are not being pulled out of class for PLC meetings. We will have our cross grade level meetings during our staff meetings.
- b. design assessments that measure the essential outcome.
- c. have a systematic approach to address students that are not proficient in a particular skill during the school day. We will have an intervention group for every non-proficient student.
 - i. The PLC team will divide students in groups based on their performance on formative assessments. Our goal is to send the most at-risk group with the teacher that demonstrated the highest proficiency in teaching the essential outcome.
 - These at-risk students will receive ½ hour of extra writing instruction everyday targeting the essential outcome they did not demonstrate proficiency.
 - The students that demonstrated proficiency will go to an enrichment writing group.
 - The groups will meet for ½ hour every day. Kids at Meadowlark are going to receive a double dose of writing everyday. One session in their classroom and one session in their IE group.
 - PLC teams will also participate in teacher led staff development. The staff development will be based on student data and need.

 Students will receive reading intervention within the classrooms and from the reading specialists in the building.

 Bobcat Pride

- Students will be introduced to a new focus topic (such as self-respect) on a monthly basis. The topic will be reinforced on announcements and in the classroom.
- Students will have opportunities to be recognized for showing Bobcat Pride.
- Students will have clear expectations; following the P.B.I.S. model, for behavior. They will be recognized for meeting behavioral goals throughout the year.



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: October 1, 2012

TO: Board of Trustees

FROM: Laurien Rahimi

SUBJ: **Acceptance of Donations to the Wright Place and Fort Mackenzie High School** (*Action*)

As the Wright Place and Fort Mackenzie High School move into their first year with school uniforms, the Volunteers of America (VOA) recently donated \$600 to be used for school uniforms for needy students.

Please accept this generous donation to the Wright Place and Fort Mackenzie High School.



Craig Dougherty, Superintendent

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

DATE: October 1, 2012
TO: Board of Trustees
FROM: Dirlene Wheeler
SUBJ: **Acceptance of Donations to Sheridan High School** (*Action*)

Recently, Sheridan Media donated \$1,001.50 from the Sheridan County Fair advertising promotion to the Sheridan High School Future Farmers of America (FFA) Program. Additionally, the FFA Program received \$1,766.00 from Shipton's Big R from a percentage of sales of Pfizer Animal Health Products, through a program with the National FFA Program. Also, the Class of 1951 donated \$4,000.00 to pay for Career and Technical Education certifications for students. These certifications include those in the areas of business, welding, and hospitality.

Please accept these generous donations to Sheridan High School



Craig Dougherty, Superintendent

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

DATE: October 2, 2012

TO: **Board of Trustees**

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Out of Country Travel Request – Costa Rica** (*Action*)

Once again, Mario Montaña and the Spanish Club wish to take a trip to Costa Rica over Spring Break. We are asking your permission to take 12 – 15 students beginning Friday, March 22, 2013 through Saturday, March 31, 2013. Educational First Tours (EF Tours) is the group that will be contracted, which has insurance coverage for students and adult sponsors. I will be an adult sponsor this year, along with Mario and his wife, Maria Montaña. Insurance information will be provided to our Business Manager, Roxie Taft.



Craig Dougherty, Superintendent

Office of the Superintendent
201 N. Connor Street, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: October 8, 2012
TO: Board of Trustees
FROM: Roxie Taft
SUBJ: **Award Surplus Bus Bid** (*Action*)

The district received three bids on surplus buses.

The bids ranged from \$1,000.00 to \$2,420.00.

I would recommend the Board approve the sale of buses as follows:

- 2000 48 Passenger Blue Bird VIN 92888 to Lee Greig for a bid price of \$2,420.00.
- 2000 72 Passenger International AM Tran VIN 76719 to Lee Greig for a bid price of \$1,760.00.