



NIORARA COUNTY SCHOOL DISTRICT #1

DAN SCHMIDT, SUPERINTENDENT
POB 629, 629 WEST FIFTH ST, LUSK, WY 82225
307.334.3793

LEXIE ASHURST AMBER SMITH CHERYL LUND KATIE KRUSE JOYCE HAMMER
CHAIR VICE CHAIR CLERK TREASURER TRUSTEE

LOREN HETH RACHEL MANNING JEFF MILLER JEREMY NELSON
TRUSTEE TRUSTEE TRUSTEE TRUSTEE

NCSD #1 School Board Agenda 12 August 2024, 6PM District Office Board Room

*Building Walkthrough, NCHS (new generator), 5:30PM

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approve Agenda**
- IV. Visitors**
- V. Reports**
 - a. District Presentations
 - b. Administrators
 - c. Business Manager
 - d. Superintendent
 - e. Board Members
- VI. Consent**
 - a. Minutes
 - b. Expenditures
 - c. Financials
- VII. Action Items**
 - a. Personnel (p.68)
 - i. Extra-Curricular Hires SY25
 - ii. Classified Hires SY25
 - b. Handbooks (p.70, 147, 190)
 - c. SRO MOU with Town of Lusk (p.215)
 - d. SY25 Extra Duty Stipend Schedule p.226)
- VIII. Old Business**
 - a. Board Evaluation
- IX. Executive Session**
- X. Adjourn**

Next Meeting: 09 September 2024, 6PM, Regular Meeting

Mission: Inspire learning, Empower Innovation, and Honor community, Everyday

Vision: All students enter the world with the skills and confidence to meet their challenges and, in turn, grow and serve others.

NIOBARRA COUNTY SCHOOL DISTRICT #1
REGULAR MEETING
JULY 8TH, 2024

Chair Ashurst called the meeting to order at 6:00pm in the Board Room of the District Office. Members present were: Hammer, Heth, Lund, Smith, Ashurst, Manning, Miller, Nelson, Kruse.

BUDGET HEARING

No public comment was made regarding the budget. Ms. Caffee reviewed the proposed budget.

After the budget was presented the following motions were made:

Trustee Heth moved to approve the FY25 General Fund Expenditure budget of \$14,010,000.00. Trustee Nelson seconded. Motion carried.

Trustee Nelson moved to approve the FY25 Special Revenue Fund Expenditure Budget of \$2,656,500.00. Clerk Lund seconded. Motion carried.

Trustee Heth moved to approve the One Recreation Mill FY25. Clerk Lund seconded the motion. Motion carried.

Clerk Lund moved to approve the FY25 Recreation Mill Fund Expenditure Budget of \$161,186.00. Trustee Heth seconded the motion. Motion carried.

Vice Chair Smith moved to approve the FY25 Food Service Fund Expenditure Budget of \$250,000.00. Clerk Lund seconded the motion. Motion carried.

Clerk Lund moved to approve the FY25 Daycare Fund Expenditure Budget of \$115,000.00. Seconded by Trustee Heth. Motion carried.

Trustee Heth moved to approve the FY25 Agency Funds Expenditure Budget of \$256,700.00. Trustee Nelson seconded the motion. Motion carried.

Trustee Nelson moved to approve the FY25 Scholarship Expenditure Budget of \$50,000. Vice Chair Smith seconded the motion. Motion carried.

Trustee Heth moved to approve the FY25 Capital Projects Fund Expenditure Budget of \$360,296.00. Trustee Nelson seconded the motion. Motion carried.

REGULAR BUSINESS

Trustee Heth moved to approve the agenda as amended. Nelson seconded the motion. Motion carried.

INFORMATION ITEMS/REPORTS

District Presentation: Mr. Nelson presented Robyn Heth with a gold card from the Wyoming High School Activities Association for her years of service as a high school track coach and most recently for providing the hospitality room for coaches.

Administrators Report: Principal Kruse updated the board that Heaven Hendricks, who previously took the state Trig Star test and had advanced to the national test, took 12th in the nation. Principal Williams informed the board of a successful PD for MTSS. They had 17 staff for three days in Casper. The WYVA administrative team meant to review handbooks for the board's approval in August. Also summer school just finished July 3rd and they will have an additional two weeks prior to the start of the school.

Business Manager: Ms. Caffee stated that the office is in full swing trying to close out the FY24 and move into FY25. Several reports are due to the state in the next month with many having to do with funding. Ms. Caffee asked about the process for some policy changes regarding vouchers and requisition forms.

Superintendent: Superintendent Schmidt was welcomed by the board. It has been a great first week and he is looking forward to his time to come as well as learning from the community. He thanked the board for the opportunity to be here.

Board Member: Clerk Lund thanked Ms. Caffee for the hard work on the budget.

CONSENT AGENDA

Treasurer Kruse moved to approve the consent agenda. Trustee Nelson seconded the motion. Trustee Heth abstained from check number 83810. Trustee Manning abstained from check number 83821. Motion carried.

The following items were approved as part of the Consent Agenda:

A – Minutes from last meeting.

B – Expenditures

- Detail Check Register:
 - General..... \$650,493.12
 - Activity..... \$18,927.16

ACTION ITEMS

APPROVE RECOMMENDATION OF EXTRA-CURRICULAR HIRES SY25

Clerk Lund moved to go into executive session for personnel under statute [16-4-405(a)]. Trustee Miller seconded the motion. The regular meeting was moved into executive session at 6:43pm. Chair Ashurst returned the meeting to regular session at 6:46pm.

Trustee Heth moved to accept the Extra-Curricular hires for the SY 2024/2025 as presented: High School Girls Basketball Head Coach: Andie Hubbard, Concessions Manager: Megan Matthews, High School Boys Track: Jim Lyons, Assistant High School Boys Track Coach: Ron Nelson, High School Track Girls Head Coach: Sandra Johnson, High School Track Girls Assistant Coach: Chris Skeen. Trustee Nelson seconded the motion. Discussion was held. Motion carried.

APPROVE TO POLICY BDDH AND KD ON SECOND READING

Treasurer Kruse moved to approve Policy BDDH and KD on second reading. Trustee Nelson seconded the motion. Discussion was held. Motion carried.

APPROVE WHSSA REPRESENTATIVE

Treasurer Kruse moved to approve Ryan Nelson as the WHSAA District Representative. Seconded by Trustee Nelson. Motion carried.

APPROVE K-6 MATH MATERIALS

Treasurer Kruse moved to approve the K-6 math materials for \$78,652.27. Seconded by Trustee Nelson. Discussion was held. Motion carried.

OLD BUSINESS

SRO: Chief Gordon was present to field any questions the board had regarding the SRO position purposed. Mr. Hughes was in correspondence with the town attorney regarding the contract. Once there has been a response, then the contract will be presented to the board. The revised contract can be sent to the Town of Lusk and the County Commissioners for their approval. Discussion was held regarding the changes as well as having a work session when the contract has been finalized.

Board Evaluation/Superintendent Evaluation: Chair Ashurst suggested remodeling the board evaluations. Discussion was held regarding the approved models and the timeline for evaluations.

Vice Chair Smith moved to adjourn meeting. Trustee Nelson seconded the motion. Motion carried. Meeting was adjourned at 7:30pm by Chair Ashurst.

CHAIRPERSON

CLERK

Detail Check Register

Checking Account: 1

1

Check Number: 261080 Check Type: Automatic Payment Check Date: 07/08/2024 Vendor: BANKOFMONT BANK OF MONTREAL Check Total: 18,760.24

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
*025737	06/11/2024		(7) Pizzas @ FB Camp	01 055 1430 410 301	154.99
*04963	06/26/2024		Breakfast, water, sunscreen	89 939 1400 410 000	172.76
*075683	06/10/2024		Water & Gatorade for Camp	01 055 1430 410 301	26.92
*10004080	06/25/2024		Lunch For All Kids	89 939 1400 410 000	274.25
*10015	06/05/2024		Food During PD	01 000 3320 332 000	12.23
*102660107	06/25/2024		Aquarium Tickets 4 Students & Chaperone	89 942 1400 410 000	199.75
*1042000314	06/04/2024		Supplies for fund raiser food	89 948 1400 410 000	91.95
*113-2589414-8419406	06/05/2024		(2) Xcelite Electronic Cutters	01 000 3850 410 000	54.38
*113-32627856-410903	06/26/2024		(1) Seagate 600 GB SAS Drive	01 000 3850 412 000	75.46
*124429	06/05/2024		Supplies for Demonstration Grant	20 310 2210 410 000	427.88
*124430	06/05/2024		Supplies for Demonstration Grant	20 310 2210 410 000	1,494.95
*1267961167	06/14/2024		Coffee for the District Office	01 000 3310 410 000	80.00
*1398042	06/10/2024		Internet	11 004 3321 319 000	81.90
*15425 11 8489	06/22/2024		Materials for office repair.	01 000 3410 410 000	122.96
*208599	06/19/2024		Dinner & Desert	20 031 2210 332 000	27.72
*2348065	06/25/2024		Global Leadership Summit - 4 People	20 234 2210 319 000	836.00
*240604-12-145	06/04/2024		(13) Meals	89 948 1400 410 000	179.80
*240608-14-394	06/03/2024		(14) - Meals	89 948 1400 410 000	172.33
*240617-01-114	06/17/2024		Burrito	20 031 2210 332 000	20.39
*253990	06/27/2024		Room for Jamie Erskin 6/17/24-6/20/24	20 031 2210 332 000	447.00
*2789213300	06/14/2024		1yr sub, paid monthly.	01 055 3321 411 000	21.19
*371	06/10/2024		Camp Fees	01 055 1430 410 301	2,613.00
*41323	06/25/2024		Supplies for Demonstration Grant	20 310 2210 410 000	1,132.47
*4262024-1-0001	06/05/2024		Hotel Room during PD 6/5-6/6	01 000 3320 332 000	156.79
*4660	06/18/2024		Breakfast	20 031 2210 332 000	18.43
*4785	06/18/2024		Desert	20 031 2210 332 000	6.85
*52 14	06/26/2024		Lunch For All Kids + Tip	89 939 1400 410 000	668.26
*577	05/28/2024		Shipping	11 004 3321 340 000	57.00
*584	06/03/2024		Shipping	11 004 3321 340 000	50.64
*624	06/13/2024		Shipping	11 004 3321 340 000	39.40
*655	06/24/2024		Shipping	11 004 3321 340 000	9.85
*6952 6425 83	06/05/2024		Board Meeting Food	01 000 3310 410 000	49.92
*72102	06/17/2024		(17.779 gal) Fuel @ \$3.379/gal	20 031 2210 332 000	60.08
*8030	06/25/2024		Dinner For All Kids + Tip	89 939 1400 410 000	593.03
*8157000	06/03/2024		Clinical Supervision Digital Seminar -PE	20 234 2210 319 000	264.99
*97692	06/24/2024		Cards for Roy & George	01 000 3310 410 000	7.48
*9910112023544019878	06/04/2024		Daycare Supplies	55 000 4200 410 000	37.10
*DT008301	06/06/2024		Dsasumo Thai Food during PD	01 000 3320 332 000	27.30
*GYGFWW9XF5YK	06/25/2024		Space Needle Tickers 4 Students & Chaper	89 942 1400 410 000	357.00

Detail Check Register

Checking Account: 1

1

*IIUSDN1281981914	06/25/2024	HP Instant Ink	20 305 2141 410 000	7.34
*NA05794648	06/04/2024	Supplies for Demonstration Grant	20 310 2210 540 000	1,324.90
*No Invoice	05/30/2024	Subscription Service	11 000 1210 411 000	1,035.00
*No Invoice	06/14/2024	Subscription Service	11 000 1210 411 000	1,745.00
*No Invoice Number	06/26/2024	Stamps.com	11 004 3321 340 000	19.99
*No Invoice Number	06/19/2024	Coffee & Snack	20 031 2210 332 000	16.54
*No Invoice Number	06/19/2024	Coffee	20 031 2210 332 000	6.89
*R03083353	06/08/2024	1Yr TeamViewer License for 3 Users	01 000 3850 411 000	443.93
*SLV2979361	06/04/2024	Supplies for Demonstration Grant	20 310 2210 410 000	2,811.25
*ULKF4HVQ	06/26/2024	1Yr, 750 Machine, Sub to NinitePro	01 000 3850 411 000	225.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 18,760.24

Checking Account: 1		1				Check Total:	1,719.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
0043 641-0132	07/10/2024		DSS Fp (T1 line)	01 000 3421 340 000	585.93		
0044 990-0132	07/10/2024		NCHS Alarm Circuit	01 055 3421 340 000	97.83		
0118 640-0132	07/10/2024		phone lines	01 000 3421 340 000	131.41		
0118 640-0132	07/10/2024		phone lines	01 004 3421 340 000	87.61		
0118 640-0132	07/10/2024		phone lines	01 050 3421 340 000	47.79		
0118 640-0132	07/10/2024		phone lines	01 055 3421 340 000	131.41		
0900 732-0068	07/10/2024		WYVA Phone Line	11 004 3321 340 000	166.78		
2176 885-0132	07/10/2024		LES Alarm Service	01 004 3421 340 000	36.51		
2176 885-0132	07/10/2024		LMS Alarm Service	01 050 3421 340 000	17.98		
2479 912-0068	07/10/2024		WYVA Internet	11 004 3321 340 000	109.57		
2812 492-0132	07/10/2024		NCHS DSL Line	01 055 3421 340 000	94.94		
2881 878-0093	07/10/2024		LES DSL Line	01 004 3421 340 000	63.61		
2881 878-0093	07/10/2024		LMS DSL Line	01 050 3421 340 000	31.33		
4066 207-0068	07/10/2024		LES Fire Line	01 004 3421 340 000	78.42		
4066 207-0068	07/10/2024		LMS Fire Line	01 050 3421 340 000	38.62		
Check Number: 83843		Check Type: Check		Check Date: 07/15/2024	Vendor: BLACKH	BLACK HILLS CHEMICAL COMPANY	Check Total: 2,135.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
271092A	06/24/2024		PaperTowls/WypAlls/Shipping	01 055 3422 410 000	1,067.62		
271093A	06/24/2024		Papertowels/WypAlls	01 004 3422 410 000	1,067.62		
Check Number: 83844		Check Type: Check		Check Date: 07/15/2024	Vendor: COMMCORE	COMM-CORE LLC	Check Total: 240.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1089808	07/05/2024		VOIP Services	11 004 3321 542 000	240.32		
Check Number: 83845		Check Type: Check		Check Date: 07/15/2024	Vendor: CONNPC	CONNECTING POINT, INC	Check Total: 1,480.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
28018-0001	06/28/2024		DO Color Copy Charge Canon	01 000 3331 323 000	2.29		
28018-0001	06/28/2024		DO Office	01 000 3331 323 000	68.20		
28018-0001	06/28/2024		LEMS Office	01 004 1110 323 000	68.20		
28018-0001	06/28/2024		LES Workroom	01 004 1110 323 000	156.86		
28018-0001	06/28/2024		LES Color Copy Charge Canon	01 004 1110 323 000	241.90		
28018-0001	06/28/2024		LEMS Workroom	01 050 1120 323 000	81.84		
28018-0001	06/28/2024		HS Color Copy Charge Canon	01 055 1130 323 000	178.34		
28018-0001	06/28/2024		NCHS Office	01 055 1130 323 000	68.20		
28018-0001	06/28/2024		NCHS Workroom	01 055 1130 323 000	238.70		
28018-0001	06/28/2024		WYVA Copy Charge	11 004 3321 323 000	376.11		
Check Number: 83846		Check Type: Check		Check Date: 07/15/2024	Vendor: GREATAMERI	GREAT AMERICA FINANCIAL SVCS	Check Total: 1,400.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
36889815-0001	07/29/2024		Lease on Savin Copiers	01 000 3331 325 000	350.00		

Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
36889815-0001	07/29/2024		Lease on Savin Copiers	01 004 1110 325 000	233.33		
36889815-0001	07/29/2024		Lease on Savin Copiers	01 050 1120 325 000	116.67		
36889815-0001	07/29/2024		Lease on Savin Copiers	01 055 1130 325 000	350.00		
36889815-0001	07/29/2024		Lease on Savin Copiers	11 004 3321 325 000	350.00		
Check Number: 83847	Check Type: Check	Check Date: 07/15/2024	Vendor: HERREN	HERREN BROTHERS TRUE VALUE	Check Total:	23.52	
2405-250427	05/14/2024		Ball Valve & Clamps	01 055 3410 410 000	23.52		
Check Number: 83848	Check Type: Check	Check Date: 07/15/2024	Vendor: K12ITC	K12 ITC	Check Total:	4,697.00	
231931	07/01/2024		Managed Service Agreement	01 000 3850 319 000	4,697.00		
Check Number: 83849	Check Type: Check	Check Date: 07/15/2024	Vendor: K2TECHNOLO	K2 TECHNOLOGIES	Check Total:	2,123.82	
CW5031043	07/01/2024		Sophos Central for Server	01 000 3850 315 000	90.00		
CW5031043	07/01/2024		Central Intercept X Essentials	01 000 3850 315 000	213.00		
CW5031043	07/01/2024		ProofPoint Essentials Pro	01 000 3850 315 000	820.82		
CW5031043	07/01/2024		Backup & Disaster Recovery	01 000 3850 315 000	1,000.00		
Check Number: 83850	Check Type: Check	Check Date: 07/15/2024	Vendor: LCWSDIST	Lance Creek Water & Sewer District	Check Total:	100.00	
97000800-June2024	07/07/2024		June Usage	01 003 3421 457 000	100.00		
Check Number: 83851	Check Type: Check	Check Date: 07/15/2024	Vendor: QUADIEN	QUADIEN LEASING USA, INC	Check Total:	1,125.00	
Q1385284	06/18/2024		DO Lease	01 000 3310 340 000	372.93		
Q1385284	06/18/2024		LES Lease	01 004 1110 340 000	248.62		
Q1385284	06/18/2024		LMS Lease	01 050 1120 340 000	124.31		
Q1385284	06/18/2024		NCHS Lease	01 055 1130 340 000	379.14		
Check Number: 83852	Check Type: Check	Check Date: 07/15/2024	Vendor: SYSCOMONTA	SYSCO MONTANA, INC	Check Total:	1,761.43	
443998526	06/06/2024		Summer School Food	50 004 4100 460 000	825.06		
543020723	06/20/2024		Paper Bags for Lunches	50 004 4100 410 000	21.22		
543020723	06/20/2024		Summer School Food	50 004 4100 460 000	915.15		
Check Number: 83853	Check Type: Check	Check Date: 07/15/2024	Vendor: TDSCOLLECT	TDS Collection Service, Inc.	Check Total:	50.00	
158795-Jun-0009	07/04/2024		June Pick Up Fee LC #158795	01 003 3421 459 000	50.00		
Check Number: 83854	Check Type: Check	Check Date: 07/15/2024	Vendor: TMOBILE	T-MOBILE	Check Total:	143.81	
967623952J-0002	06/21/2024		Lance Creek Cell Phone 05/21/24-06/20/24	01 003 3421 340 000	24.81		
969562094J-0002	06/21/2024		Mobile Hotspots 05/21/24-06/20/24	01 000 3850 340 000	119.00		

Checking Account: 1		1				Check Total:	208,271.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>		
248336Aug--0001	07/05/2024		August 2024 Health Insurance Premium	01 24710 153		99,288.00		
248336Aug--0001	07/05/2024		August 2024 Dental Insurance Premium	01 24710 161		4,893.00		
248336Aug--0001	07/05/2024		August 2024 Health Insurance Premium	11 24710 153		85,346.00		
248336Aug--0001	07/05/2024		August 2024 Dental Insurance Premium	11 24710 161		3,489.00		
248336Aug--0001	07/05/2024		August 2024 Health Insurance Premium	20 24710 153		12,985.00		
248336Aug--0001	07/05/2024		August 2024 Dental Insurance Premium	20 24710 161		451.00		
248336Aug--0001	07/05/2024		August 2024 Health Insurance Premium	50 24710 153		1,703.00		
248336Aug--0001	07/05/2024		August 2024 Dental Insurance Premium	50 24710 161		116.00		
Check Number: 83856							Check Total:	774.59
U4726134	06/27/2024		Contract #2 Dyed Tanks HS	01 000 3510 450 000		337.70		
U4726135	06/27/2024		Contract Unleaded High School	01 000 3510 454 000		436.89		
Check Number: 83857							Check Total:	1,862.00
FY 2024-2025 Dues	06/07/2024		FY 2024-2025 Membership Dues	01 000 2210 640 000		1,862.00		
Check Number: 83858							Check Total:	579.80
16986872-0001	07/08/2024		July 2024 Flexshare Admin	01 000 3331 319 000		332.80		
16986872-0001	07/08/2024		July 2024 Flexshare Admin	11 004 3321 319 000		247.00		
Check Number: 83859							Check Total:	562.50
700165	05/31/2024		(3.75) S. Ellis PT Services @ \$150.00	11 000 2170 319 000		562.50		
Check Number: 83860							Check Total:	280.48
070924-0001	07/09/2024		LC Electricity #387101	01 003 3421 452 000		132.13		
070924-0001	07/09/2024		LC Modular #387103	01 003 3421 452 000		148.35		
Check Number: 83861							Check Total:	1,307.02
071024GC-01	07/10/2024		Pickup & Dropoff Lusk to Riverton x2	20 234 3900 332 000		597.64		
071024GC-02	07/10/2024		Lusk -> Jackson x2 For Parental Visit	20 234 3900 332 000		511.88		
071024GC-02	07/10/2024		Meals during Travel	20 234 3900 332 000		197.50		
Check Number: 83862							Check Total:	511.14
20486	05/29/2024		(1) Roll Trimmer Line	01 000 3430 410 000		18.99		
20693	05/31/2024		Shop Supplies for Projects	01 055 1530 410 105		78.22		

Checking Account: 1		1				
20694	05/31/2024		Sander for Shop	01 055 1530 410 105		74.99
21074	06/04/2024		Wire Stripper	01 000 3410 410 000		14.99
21074	06/04/2024		Multimeter	01 000 3410 410 000		23.99
21074	06/04/2024		(2) Bits @ \$3.00/ea	01 000 3410 410 000		6.00
21356	06/06/2024		2" Valve - Replacement HS Front	01 000 3430 410 000		93.99
21613	06/10/2024		Cooker for DO Board Meals	01 000 3351 410 000		54.99
21920	06/13/2024		Roundup Weed Killer	01 000 3430 410 000		49.99
21987	06/13/2024		Paint	01 055 3410 410 000		43.99
21987	06/13/2024		Masking Tape	01 055 3410 410 000		4.29
21987	06/13/2024		Knit Cover	01 055 3410 410 000		5.49
21987	06/13/2024		(4) Paint Tray Liner @ \$0.99/ea	01 055 3410 410 000		3.96
22515	06/18/2024		64 oz 2x Rain Cleaner	01 000 3510 410 000		11.99
22515	06/18/2024		16CT Free/Gent Pod	01 000 3510 410 000		6.99
23170	06/25/2024		Aviation Snips	01 055 3410 323 000		14.99
23170	06/25/2024		24GA Hang Strap	01 055 3410 323 000		3.29
Check Number: 83863		Check Type: Check	Check Date: 07/24/2024	Vendor: BLACKHILL3	BLACK HILLS ENERGY	Check Total: 708.91
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5101 7760 -0089	07/17/2024		LES Natural Gas	01 004 3421 451 000	187.51	
5101 7760 -0089	07/17/2024		LMS Natural Gas	01 050 3421 451 000	92.36	
5128 1450 -0087	07/17/2024		Bus Barn	01 000 3510 451 000	104.71	
5128 1450 -0087	07/17/2024		HS Natural Gas	01 055 3421 451 000	212.58	
6692 2518 -0090	07/17/2024		DO Natural Gas	01 000 3421 451 000	43.31	
8919 6028 -0012	07/17/2024		WYVA Natural Gas	11 004 3321 325 000	68.44	
Check Number: 83864		Check Type: Check	Check Date: 07/24/2024	Vendor: CENTURYLI1	CENTURYLINK	Check Total: 16.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
696537074-0001	07/12/2024		Voice Services 06/01/24-07/01/24	01 000 3421 340 000	16.25	
Check Number: 83865		Check Type: Check	Check Date: 07/24/2024	Vendor: CUSHBAR	BARBARA CUSHMAN	Check Total: 147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524CB	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83866		Check Type: Check	Check Date: 07/24/2024	Vendor: DECKE2	DECKER'S FOOD CENTER	Check Total: 237.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01-84433	06/03/2024		Papertowels for DO	01 000 3351 410 000	22.49	
01-87653	06/06/2024		DO Supplies & Drinks	01 000 3310 410 000	46.95	
01-91915	06/10/2024		Summer School Supplies	01 004 1265 410 000	4.48	
03-83458	06/10/2024		School Board Meeting Meal	01 000 3351 410 000	77.12	
03-86806	06/13/2024		Coffee for HS Staff	01 000 3310 410 000	16.49	
03-95437	06/25/2024		DO Drinks & Snacks	01 000 3310 410 000	69.99	
Check Number: 83867		Check Type: Check	Check Date: 07/24/2024	Vendor: DESESAR	SARA DESENFANTS	Check Total: 147.50

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524DS	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83868	Check Type: Check		Check Date: 07/24/2024 Vendor: GAUKTON	TONI GAUKEL	Check Total:	147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524GT	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83869	Check Type: Check		Check Date: 07/24/2024 Vendor: GIBSRAC	RACHEL GIBSON	Check Total:	147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524GR	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83870	Check Type: Check		Check Date: 07/24/2024 Vendor: HICKOXSIER	SIERRA HICKOX	Check Total:	147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524HS	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83871	Check Type: Check		Check Date: 07/24/2024 Vendor: K12ITC	K12 ITC	Check Total:	4,697.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
231783	06/01/2024		Managed Service Agreement	01 000 3850 319 000	4,697.00	
Check Number: 83872	Check Type: Check		Check Date: 07/24/2024 Vendor: LYTLE	KAYTE LYTLE	Check Total:	147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524LK	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
V*7524LK	08/06/2024		Behavior Training Per Diem	20 305 2141 332 000	(147.50)	
Check Number: 83873	Check Type: Check		Check Date: 07/24/2024 Vendor: MAHNKE	DIANE MAHNKE	Check Total:	147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524MD	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83874	Check Type: Check		Check Date: 07/24/2024 Vendor: MODERNELEC	MODERN ELECTRIC CO	Check Total:	135,031.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
22668	07/20/2024		HS Outside Conduit & Wire	20 303 5300 540 000	17,460.00	
22668	07/20/2024		HS Transfer Switches	20 303 5300 540 000	28,500.00	
22668	07/20/2024		MS Outside Conduit & Wire	20 303 5300 540 000	15,800.00	
22668	07/20/2024		MS Transfer Switch	20 303 5300 540 000	20,900.00	
22668	07/20/2024		Alternate 1A - New Wire	20 303 5300 540 000	24,690.00	
22668	07/20/2024		Alternate 2 - New Panel	20 303 5300 540 000	26,790.00	
22668	07/20/2024		CO#1 Modify MS Rack	20 303 5300 540 000	891.00	
Check Number: 83875	Check Type: Check		Check Date: 07/24/2024 Vendor: ROSSHIRA	Shira Ross	Check Total:	147.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7524RS	07/05/2024		Behavior Training Per Diem	20 305 2141 332 000	147.50	
Check Number: 83876	Check Type: Check		Check Date: 07/24/2024 Vendor: TOWNOFLUSK	TOWN OF LUSK	Check Total:	12,455.46
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13.0392.01-0197	07/19/2024		Town of Lusk - E1	01 004 3421 452 000	2,456.13	

Checking Account: 1		1				
13.0392.01-0197	07/19/2024	Town of Lusk - WA	01 004 3421 457 000		237.29	
13.0392.01-0197	07/19/2024	Town of Lusk - SW	01 004 3421 458 000		509.68	
13.0392.01-0197	07/19/2024	Town of Lusk - RC	01 004 3421 459 000		3.45	
13.0392.01-0197	07/19/2024	Town of Lusk - GB	01 004 3421 459 000		48.91	
13.0392.01-0197	07/19/2024	Town of Lusk - E1	01 050 3421 452 000		1,209.74	
13.0392.01-0197	07/19/2024	Town of Lusk - WA	01 050 3421 457 000		116.88	
13.0392.01-0197	07/19/2024	Town of Lusk - SW	01 050 3421 458 000		251.04	
13.0392.01-0197	07/19/2024	Town of Lusk - RC	01 050 3421 459 000		1.70	
13.0392.01-0197	07/19/2024	Town of Lusk - GB	01 050 3421 459 000		24.09	
13.0393.01-0197	07/19/2024	Town of Lusk - WA	01 004 3421 457 000		32.01	
13.0393.01-0197	07/19/2024	Town of Lusk - WA	01 050 3421 457 000		15.77	
13.0394.01-0197	07/19/2024	Town of Lusk - WA	01 004 3421 457 000		433.80	
13.0394.01-0197	07/19/2024	Town of Lusk - WA	01 050 3421 457 000		213.66	
13.0395.01-0099	07/19/2024	Water for green house	01 050 3421 457 000		37.99	
17.0307.02-0070	07/19/2024	Penalty	11 004 1810 640 000		0.00	
17.0307.02-0070	07/19/2024	WYVA Electricity	11 004 3321 452 000		187.76	
17.0307.02-0070	07/19/2024	WYVA Water	11 004 3321 457 000		47.78	
17.0307.02-0070	07/19/2024	WYVA Sewer	11 004 3321 458 000		40.48	
17.0307.02-0070	07/19/2024	WYVA Garbage	11 004 3321 459 000		30.88	
17.0307.02-0070	07/19/2024	WYVA Recycle	11 004 3321 459 000		5.00	
9.0170.01-0197	07/19/2024	Town of Lusk - E1	01 000 3510 452 000		1,132.12	
9.0170.01-0197	07/19/2024	Town of Lusk - LT	01 000 3510 452 000		0.66	
9.0170.01-0197	07/19/2024	Town of Lusk - WA	01 000 3510 457 000		209.28	
9.0170.01-0197	07/19/2024	Town of Lusk - SW	01 000 3510 458 000		251.04	
9.0170.01-0197	07/19/2024	Town of Lusk - GB	01 000 3510 459 000		36.14	
9.0170.01-0197	07/19/2024	Town of Lusk - RC	01 000 3510 459 000		1.70	
9.0170.01-0197	07/19/2024	Town of Lusk - E1	01 055 3421 452 000		2,298.54	
9.0170.01-0197	07/19/2024	Town of Lusk - LT	01 055 3421 452 000		11.84	
9.0170.01-0197	07/19/2024	Town of Lusk - WA	01 055 3421 457 000		424.89	
9.0170.01-0197	07/19/2024	Town of Lusk - SW	01 055 3421 458 000		509.68	
9.0170.01-0197	07/19/2024	Town of Lusk - GB	01 055 3421 459 000		73.36	
9.0170.01-0197	07/19/2024	Town of Lusk - RC	01 055 3421 459 000		3.45	
9.0181.01-0197	07/19/2024	Town of Lusk - WA	01 055 3421 457 000		1,037.46	
9.0202.01-0109	07/19/2024	Town of Lusk - E1	01 000 3421 452 000		431.50	
9.0202.01-0109	07/19/2024	Town of Lusk - WA	01 000 3421 457 000		47.78	
9.0202.01-0109	07/19/2024	Town of Lusk - SW	01 000 3421 458 000		40.48	
9.0202.01-0109	07/19/2024	Town of Lusk - GB	01 000 3421 459 000		36.50	
9.0202.01-0109	07/19/2024	Town of Lusk - RC	01 000 3421 459 000		5.00	
Check Number: 83877	Check Type: Check	Check Date: 07/24/2024	Vendor: VISIONSERV	VISION SERVICE PLAN - WY	Check Total:	1,572.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
820872951-0001	07/17/2024		VSP Premium for Aug 2024	01 24710 169	917.87	

Checking Account:	1	1			
820872951-0001	07/17/2024		VSP Premium for Aug 2024	11 24710 169	561.57
820872951-0001	07/17/2024		VSP Premium for Aug 2024	20 24710 169	93.43
820872951-0001	07/17/2024		VSP Premium for Aug 2024	50 24710 169	0.00
820872951-0001	07/17/2024		VSP Premium for Aug 2024	85 24710 169	0.00

Check Number: 83878	Check Type: Check	Check Date: 07/24/2024	Vendor: WESTCO	WESTCO	Check Total: 370.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
84714070	06/17/2024		Contract Unleaded Highschool	01 000 3510 454 000	370.18

Check Number: 83879	Check Type: Check	Check Date: 08/07/2024	Vendor: ACADEMICTH	ACADEMIC THERAPY PUBLICATIONS HIGH NOON BOOKS	Check Total: 2,180.20
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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
329995	07/15/2024	1791	Dragon Egg Series - Workbook	20 284 1265 410 000	50.00
329995	07/15/2024	1791	Dragon Eggs Series - Set of 10 Books	20 284 1265 410 000	75.00
329995	07/15/2024	1791	Island Adventure Series - Workbook	20 284 1265 410 000	50.00
329995	07/15/2024	1791	Island Adventure Series - Set of 10 Book	20 284 1265 410 000	75.00
329995	07/15/2024	1791	That Dog! - Workbook	20 284 1265 410 000	55.00
329995	07/15/2024	1791	That Dog! - Set of 12 Books	20 284 1265 410 000	85.00
329995	07/15/2024	1791	PB: Moon Dogs Series Set 1 - Moon Dogs	20 284 1265 410 000	35.00
329995	07/15/2024	1791	PB: Moon Dogs Series Set 1 - 1 set of 8	20 284 1265 410 000	40.00
329995	07/15/2024	1791	PB: Moon Dogs Series Set 2 - Moon Dogs	20 284 1265 410 000	35.00
329995	07/15/2024	1791	PB: Moon Dogs Series Set 2 - 1 set of 8	20 284 1265 410 000	40.00
329995	07/15/2024	1791	PB: Moon Dogs Series Set 3- Moon Dogs	20 284 1265 410 000	50.00
329995	07/15/2024	1791	PB: Moon Dogs Series Set 3- 1 set of 1	20 284 1265 410 000	50.00
329995	07/15/2024	1791	PB Moon Dogs Set 1 EXTRAS - Set 1 EXTR	20 284 1265 410 000	40.00
329995	07/15/2024	1791	PB Moon Dogs Set 1 EXTRAS - 1 SET OF 2	20 284 1265 410 000	99.00
329995	07/15/2024	1791	PB Moon Dogs VCe Spellings - VC2 Spell	20 284 1265 410 000	35.00
329995	07/15/2024	1791	PB Moon Dogs VCe Spellings - Complete	20 284 1265 410 000	30.00
329995	07/15/2024	1791	Sound Out Chapter Books Kit - Sets A-1,A	20 284 1265 410 000	281.00
329995	07/15/2024	1791	Red Rhino Chapter Books - Complete 49 Bo	20 284 1265 410 000	439.00
329995	07/15/2024	1791	Sound Out X Sports - Complete	20 284 1265 410 000	48.00
329995	07/15/2024	1791	Dandelion Readers VCe Spellings	20 284 1265 410 000	35.00
329995	07/15/2024	1791	Dandelion Readers VCe Spellings - Comple	20 284 1265 410 000	35.00
329995	07/15/2024	1791	Dandelion Readers Vowel Spellings Series	20 284 1265 410 000	40.00
329995	07/15/2024	1791	Dandelion Readers Vowel Spellings Series	20 284 1265 410 000	50.00
329995	07/15/2024	1791	Dandelion Readers Vowel Spellings Series	20 284 1265 410 000	55.00
329995	07/15/2024	1791	Dandelion Readers Vowel Spellings Series	20 284 1265 410 000	50.00
329995	07/15/2024	1791	Dandelion Readers Vowel Spellings Series	20 284 1265 410 000	55.00
329995	07/15/2024	1791	Dandelion Readers Vowel Spellings Series	20 284 1265 410 000	50.00
329995	07/15/2024	1791	Handling Charge	20 284 1265 410 000	198.20

Check Number: 83880	Check Type: Check	Check Date: 08/07/2024	Vendor: AMAZONCOM	AMAZON CAPITAL SERVICES	Check Total: 8,034.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

Checking Account:					
11KG-CP94-9CYD	07/05/2024	(1) Hanging File Folders	01 000 3310 410 000		16.47
11KG-CP94-9CYD	07/05/2024	(1) Command Hanging Strips - 56 Strips	01 000 3310 410 000		13.99
11KG-CP94-9CYD	07/05/2024	(1) Bankers Box 4 pk Storage Boxes	01 000 3310 410 000		33.58
11PF-P6HT-NW3X	06/27/2024	(1) Double Sided Scotch Tape	01 055 3321 410 000		6.67
11PF-P6HT-NW3X	06/27/2024	(1) Packing Tape Refill 4 Rolls	01 055 3321 410 000		12.68
11PF-P6HT-NW3X	06/27/2024	(1) 120-Pc Shelf Pin Kit	01 055 3321 410 000		8.99
14TC-CTH6-FCMP	06/23/2024	(1) Black Ink Cartridge	11 050 1820 410 633		21.99
14X1-RDV4-6MXQ	07/11/2024	(1) Case Rainbird Sprinkler Heads 20 CT	01 000 3430 323 000		240.95
14X1-RDV4-GNY4	07/12/2024	(1) 360 Ct Plastic Spoons	01 000 3310 410 000		18.99
14X1-RDV4-GNY4	07/12/2024	(1) 360 Ct Plastic Knives	01 000 3310 410 000		19.99
14Y4-WCDY-L9NP	07/13/2024	(1) TI-84	01 055 1130 410 000		82.99
14Y4-WCDY-L9NP	07/13/2024	(2) TI-84 @ \$45.80/ea	01 055 1130 410 000		91.60
14Y4-WCDY-L9NP	07/13/2024	(1) TI-84	01 055 1130 410 000		84.95
14Y4-WCDY-L9NP	07/13/2024	(1) TI-84	01 055 1130 410 000		79.19
14Y4-WCDY-L9NP	07/13/2024	(1) TI-84	01 055 1130 410 000		75.00
14Y4-WCDY-L9NP	07/13/2024	(1) TI 84	01 055 1130 410 000		79.78
14Y4-WCDY-L9NP	07/13/2024	(1) TI 84	01 055 1130 410 000		55.95
14Y4-WCDY-L9NP	07/13/2024	(1) TI 84	01 055 1130 410 000		73.79
14Y4-WCDY-L9NP	07/13/2024	(1) TI 84	01 055 1130 410 000		75.75
14Y4-WCDY-L9NP	07/13/2024	Shipping & Handling	01 055 1130 410 000		60.88
174M-XKY4-4T7G	07/04/2024	(1) Mattel Games Giant UNO Card Game	01 055 3321 410 000		14.48
177M-Y7XQ-L3RK	07/07/2024	Refund for Bubb'l'r	01 000 3310 410 000		(23.49)
19QC-T6F4-94RL	07/24/2024	(1) 5lb Weighted Stuffed Animal	20 234 2210 410 000		29.99
19QC-T6F4-94RL	07/24/2024	(2) Chair Bands for Kids @ \$57.99/ea	20 234 2210 410 000		115.98
19QC-T6F4-94RL	07/24/2024	(1) 50 Pk Stress Ball	20 234 2210 410 000		37.75
19QC-T6F4-94RL	07/24/2024	(1) Keychain Fidget Toys	20 234 2210 410 000		9.99
19QC-T6F4-94RL	07/24/2024	(3) 6 Pk Glitter Wands @ \$19.88/ea	20 234 2210 410 000		59.64
19QC-T6F4-94RL	07/24/2024	(2) 24 Pk Pop Bubble Toys @ \$27.99/ea	20 234 2210 410 000		55.98
19QC-T6F4-94RL	07/24/2024	(2) 20 Pk Marble & Mesh Toys @ 9.99/ea	20 234 2210 410 000		19.98
19QC-T6F4-94RL	07/24/2024	(8) Pink Visual Timer @ \$13.99/ea	20 234 2210 410 000		111.92
19QC-T6F4-94RL	07/24/2024	(1) 10 Pk Liquid Motion	20 234 2210 410 000		27.99
19QC-T6F4-94RL	07/24/2024	(2) 20 Pk Fidget Spinners @ \$20.79/ea	20 234 2210 410 000		41.58
19QC-T6F4-94RL	07/24/2024	(1) 12 Set Bendable Frog Figures	20 234 2210 410 000		14.69
19QC-T6F4-94RL	07/24/2024	(1) 60-Minute Visual Timer - Green	20 234 2210 410 000		13.99
19QC-T6F4-94RL	07/24/2024	(1) 12 Set Bendable Frog Figures	20 234 2210 410 000		14.69
19QC-T6F4-94RL	07/24/2024	(1) 72 Pk Sensory Stickers With Box	20 234 2210 410 000		11.69
19QC-T6F4-94RL	07/24/2024	(1) 48 Pk Sensory Stickers	20 234 2210 410 000		11.69
19QC-T6F4-94RL	07/24/2024	(3) 12 Pk Twisty Fidget Toys @ \$12.44/ea	20 234 2210 410 000		37.32
19QC-T6F4-94RL	07/24/2024	(1) 12 Pk Stringy Ball Fidget Toys	20 234 2210 410 000		12.99
19QC-T6F4-94RL	07/24/2024	(1) 96 Pk Sensory Stickers Reusable	20 234 2210 410 000		14.99
19QC-T6F4-94RL	07/24/2024	(1) 12 Pk Noise Cancelling Headphones	20 234 2210 410 000		63.99

Checking Account:					
19QC-T6F4-94RL	07/24/2024	(1) 2 Pc Inflatable Ball	20 234 2210 410 000	19.99	
19QC-T6F4-94RL	07/24/2024	(1) 72 Pc Sensory Stickers	20 234 2210 410 000	11.99	
19QC-T6F4-94RL	07/24/2024	(2) 10 Pk Bubbler Timer @ \$27.99/ea	20 234 2210 410 000	55.98	
19QC-T6F4-94RL	07/24/2024	(3) 6 Set Squeeze Balls @ 14/99/ea	20 234 2210 410 000	44.97	
19QC-T6F4-94RL	07/24/2024	(2) 24Pk Stretchy Fidget Toy @ \$24.71/ea	20 234 2210 410 000	49.42	
19QC-T6F4-94RL	07/24/2024	(13) 2Pc Inflatable Ball @ \$19.99/ea	20 234 2210 410 000	259.87	
19QC-T6F4-94RL	07/24/2024	(13) Listening to My Body @ \$10.44/ea	20 234 2210 410 000	135.72	
19QC-T6F4-94RL	07/24/2024	(12) Breathing Book @ \$9.99/ea	20 234 2210 410 000	119.88	
19QC-T6F4-94RL	07/24/2024	(12) Processing Book @ \$10.29/ea	20 234 2210 410 000	123.48	
19QC-T6F4-94RL	07/24/2024	(2) 18 Pk Stress Balls @ \$16.95/ea	20 234 2210 410 000	33.90	
19QC-T6F4-94RL	07/24/2024	(12) Breathing Book @ \$15.29/ea	20 234 2210 410 000	183.48	
19QC-T6F4-94RL	07/24/2024	(5) Fidget Sensory Toys @ \$11.99/ea	20 234 2210 410 000	59.95	
19QC-T6F4-94RL	07/24/2024	(10) 3 Pk Silicone Dish Brush @ \$7.99/ea	20 234 2210 410 000	79.90	
19QC-T6F4-94RL	07/24/2024	(10) Blue Visual Timer @ \$13.99/ea	20 234 2210 410 000	139.90	
19QC-T6F4-94RL	07/24/2024	(2) 12 Pc Headphones @ \$63.99/ea	20 234 2210 410 000	127.98	
19QC-T6F4-94RL	07/24/2024	(19) Green Visual Timer @ \$13.99/ea	20 234 2210 410 000	265.81	
19QC-T6F4-94RL	07/24/2024	(2) 24 Pc Squishy Toys @ \$13.99/ea	20 234 2210 410 000	27.98	
19QC-T6F4-94RL	07/24/2024	(2) 6 Pk Glitter Wands @ \$19.88/ea	20 234 2210 410 000	39.76	
19QC-T6F4-94RL	07/24/2024	(1) 100 Pk Sensory Rings	20 234 2210 410 000	15.99	
19QC-T6F4-94RL	07/24/2024	(1) 4.5 lb Weighted Stuffed Animal	20 234 2210 410 000	36.99	
19QC-T6F4-94RL	07/24/2024	(1) 5 lb Weighted Stuffed Animal	20 234 2210 410 000	27.99	
19QC-T6F4-94RL	07/24/2024	(2) Stringy Ball Toys @ \$12.99/ea	20 234 2210 410 000	25.98	
19QC-T6F4-94RL	07/24/2024	(2) Pink Visual Timer @ \$13.99/ea	20 234 2210 410 000	27.98	
19QC-T6F4-94RL	07/24/2024	(2) 15 Pc Chain Fidget Toy @ \$9.49/ea	20 234 2210 410 000	18.98	
19QC-T6F4-94RL	07/24/2024	(23) Fitness Dice @ \$18.32/ea	20 234 2210 410 000	421.36	
19QC-T6F4-94RL	07/24/2024	(1) 30 Pc Stress Ball	20 234 2210 410 000	14.99	
19QC-T6F4-94RL	07/24/2024	(10) Purple Visual Timer @ \$13.99/ea	20 234 2210 410 000	139.90	
19QC-T6F4-94RL	07/24/2024	(4) 8 Pc Fidget Toys @ \$6.29/ea	20 234 2210 410 000	25.16	
19QC-T6F4-94RL	07/24/2024	(2) 6 Set Stress Ball @ \$14.99/ea	20 234 2210 410 000	29.98	
19QC-T6F4-94RL	07/24/2024	(8) 8 Set Light Diffuser @ \$49.50/ea	20 234 2210 410 000	396.00	
19QC-T6F4-94RL	07/24/2024	(4) 12Pc Keychain Fidget Toys @ \$9.99/ea	20 234 2210 410 000	39.96	
19QC-T6F4-94RL	07/24/2024	(7) Fitness Dice @ \$18.32/ea	20 234 2210 410 000	128.24	
19QC-T6F4-94RL	07/24/2024	(1) 2 Pc Inflatable Ball	20 234 2210 410 000	19.99	
19QC-T6F4-94RL	07/24/2024	(1) 12 Set Bendable TOys	20 234 2210 410 000	14.69	
19QC-T6F4-94RL	07/24/2024	Promotions & Discounts	20 234 2210 410 000	(29.48)	
19WX-J439-9LYW	07/11/2024	(1) 70.8" Desk	01 000 3330 410 000	305.99	
1FMD-N397-13YC	06/30/2024	(1) SanDisk 128 GB Ultra USB Flash Drive	01 000 3310 410 000	12.74	
1GDY-TGY6-7YD6	07/24/2024	(1) Canon CLI-251 3 Color Ink	11 055 1830 410 635	41.00	
1HWD-X64P-9MD4	07/11/2024	(1) 5 Drawer File Cabinet	01 000 3330 410 000	197.98	
1PCV-MJVF-96XW	06/25/2024	(1) 3-Pc Infinity Cutting Tools	20 310 2210 410 000	229.90	
1PCV-MJVF-96XW	06/25/2024	(1) ATERET Band Strapping Kit	20 310 2210 410 000	1,190.00	

Checking Account: 1		1			
1PCV-MJVF-96XW	06/25/2024		(1) Milwaukee 2830-20 Saw Handle	20 310 2210 410 000	223.99
1PCV-MJVF-96XW	06/25/2024		(1) BUCKTOOL 10" Wet Sharpening System	20 310 2210 410 000	239.98
1PCV-MJVF-96XW	06/25/2024		(5) 150-Pc Sanding Disc Set @ \$18.95ea	20 310 2210 410 000	94.90
1PCV-MJVF-96XW	06/25/2024		(1) Hi-Spec Drill Bit Set	20 310 2210 410 000	37.99
1PCV-MJVF-96XW	06/25/2024		(5) Hazard Caution Tape @ \$13.40/ea	20 310 2210 410 000	67.00
1PCV-MJVF-96XW	06/25/2024		(2) Wood Drill Bit Set @ \$54.98/ea	20 310 2210 410 000	109.96
1RGV-7JRH-KMN1	07/20/2024		Canon PG-240 XL / CL-241 XL Pack	11 050 1820 410 633	54.63
1RGV-7JRH-KMN1	07/20/2024		2024-2025 Teacher Planner	11 050 1820 410 633	7.99
1VQN-RK96-4MD7	07/26/2024		(1) 2 lbs M&M's	01 000 3320 312 000	29.65
1VQN-RK96-4MD7	07/26/2024		(1) 2lbs Peanut Butter M&M's	01 000 3320 312 000	24.95
1VQN-RK96-4MD7	07/26/2024		(1) 20 Pk Assorted Gum	01 000 3320 312 000	14.99
1VQN-RK96-4MD7	07/26/2024		(1) 1lb Jolly Ranchers	01 000 3320 312 000	11.99
1VQN-RK96-4MD7	07/26/2024		(1) 30 Pk Sensory Rings	20 234 2210 410 000	7.79
1VQN-RK96-4MD7	07/26/2024		(2) 15 Pk Chain Fidget Toy @ \$9.49/ea	20 234 2210 410 000	18.98
1VQN-RK96-4MD7	07/26/2024		(1) 48 Pk Sensory Stickers	20 234 2210 410 000	12.99
1VQN-RK96-4MD7	07/26/2024		(3) Slow Rising Foam @ \$17.99/ea	20 234 2210 410 000	53.97
1VQN-RK96-4MD7	07/26/2024		(2) 15 Pk Stress Balls @ \$17.56/ea	20 234 2210 410 000	35.12
1XP3-W6M3-3VLJ	07/03/2024		(1) Bubbl'r Twisted Elix'r 12-pack	01 000 3310 410 000	23.49
Check Number: 83881	Check Type: Check	Check Date: 08/07/2024	Vendor: ARCSPEC	Architectural Specialties, LLC	Check Total: 2,795.38
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
702492	07/02/2024		Handicap Door Opener/Adjustments/Stops	01 055 3421 323 000	2,795.38
Check Number: 83882	Check Type: Check	Check Date: 08/07/2024	Vendor: ASHURST	LEXIE ASHURST	Check Total: 329.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
73024AL	07/30/2024		Roberts Rules of Order Training	01 000 3351 312 000	279.00
73024AL	07/30/2024		Work Session Snacks for Board	01 000 3351 410 000	50.94
Check Number: 83883	Check Type: Check	Check Date: 08/07/2024	Vendor: ATCOINTERN	ATCO INTERNATIONAL	Check Total: 240.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10631512	07/02/2024		(2) Case of CLEAR-CLEAN @ \$120.00/ea	01 055 3420 410 000	240.00
Check Number: 83884	Check Type: Check	Check Date: 08/07/2024	Vendor: AUTOCHLORS	AUTO-CHLOR SYSTEM OF DENVER, INC	Check Total: 64.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
245500300389	06/06/2024		Super 8	50 004 4100 410 000	21.75
245500300389	06/06/2024		Rinse Aid	50 004 4100 410 000	26.75
245500300389	06/06/2024		Energy/Environmental	50 004 4100 410 000	12.00
245500300389	06/06/2024		Tax	50 004 4100 410 000	3.63
Check Number: 83885	Check Type: Check	Check Date: 08/07/2024	Vendor: BLACKH	BLACK HILLS CHEMICAL COMPANY	Check Total: 4,055.19
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
271092B	07/09/2024		(30) Case Paper Towel @ \$66.99/ea	01 055 3420 410 000	2,009.70
271093B	07/09/2024		(30) Case Paper Towel @ \$66.99/ea	01 004 3422 410 000	2,009.70

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
273675	07/23/2024		(20) Scrub Pads @ \$1.39/ea	01 004 3422 410 000	27.80	
273675	07/23/2024		Shipping & Handling	01 004 3422 410 000	7.99	
Check Number: 83886	Check Type: Check	Check Date: 08/07/2024	Vendor: BRUELIS	LISA BRUEGGER	Check Total:	1,000.00
070224BL	07/02/2024		1/2 DO Summer Clean	01 000 3420 319 000	500.00	
72424BL	07/24/2024		Cleaning Contract	01 000 3420 319 000	500.00	
Check Number: 83887	Check Type: Check	Check Date: 08/07/2024	Vendor: BRUETRA	TRACI BRUEGGER	Check Total:	1,000.00
070224BT	07/02/2024		1/2 DO Summer Clean	01 000 3420 319 000	500.00	
72424	07/24/2024		Cleaning Contract	01 000 3420 319 000	500.00	
Check Number: 83888	Check Type: Check	Check Date: 08/07/2024	Vendor: CNASURETY	CNA SURETY	Check Total:	100.00
67143221-FY25	07/29/2024		Premium for Bond 67143221 Schmidt, Dan	01 000 3351 410 000	100.00	
Check Number: 83889	Check Type: Check	Check Date: 08/07/2024	Vendor: COALCREEKL	Coal Creek Law	Check Total:	1,140.75
52366	07/10/2024		Legal Consultation Services & Expenses	01 000 3351 319 000	1,140.75	
Check Number: 83890	Check Type: Check	Check Date: 08/07/2024	Vendor: COLLINSCOM	COLLINS COMMUNICATIONS, INC	Check Total:	41.00
668470	07/01/2024		July 2024 Fire Alarm Monitoring w/ Test	01 055 3421 340 000	41.00	
Check Number: 83891	Check Type: Check	Check Date: 08/07/2024	Vendor: COMMITTEEC	COMMITTEE FOR CHILDREN	Check Total:	6,627.00
2049458	07/08/2024	1786	Second Step Elementary & Middle (K-8)3YR	01 004 1110 410 000	6,627.00	
Check Number: 83892	Check Type: Check	Check Date: 08/07/2024	Vendor: CONNPC	CONNECTING POINT, INC	Check Total:	1,184.41
28408-0001	08/28/2024		DO Office	01 000 3331 323 000	68.20	
28408-0001	08/28/2024		DO Color Copy Charge Canon	01 000 3331 323 000	169.24	
28408-0001	08/28/2024		LEMS Office	01 004 1110 323 000	68.20	
28408-0001	08/28/2024		LES Color Copy Charge Canon	01 004 1110 323 000	106.93	
28408-0001	08/28/2024		LES Workroom	01 004 1110 323 000	156.86	
28408-0001	08/28/2024		LMS Color Copy Charge	01 050 1120 323 000	8.66	
28408-0001	08/28/2024		LEMS Workroom	01 050 1120 323 000	81.84	
28408-0001	08/28/2024		HS Color Copy Charge Canon	01 055 1130 323 000	27.45	
28408-0001	08/28/2024		NCHS Office	01 055 1130 323 000	68.20	
28408-0001	08/28/2024		NCHS Workroom	01 055 1130 323 000	238.70	
28408-0001	08/28/2024		WYVA Copy Charge	11 004 3321 323 000	190.13	
Check Number: 83893	Check Type: Check	Check Date: 08/07/2024	Vendor: COPELAND	JENNIFER COPELAND	Check Total:	7,500.00

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061924CJ	06/19/2024		Stipend - MTSS Leadership	20 135 2130 319 000	7,500.00
Check Number: 83894	Check Type: Check	Check Date: 08/07/2024	Vendor: CRISISPREV	CRISIS PREVENTION INSTITUTE, INC	Check Total: 11,879.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NAIN-085572	06/10/2024		Training for District Trainers - SPED	20 234 2210 332 000	11,879.84
Check Number: 83895	Check Type: Check	Check Date: 08/07/2024	Vendor: CURRICULU2	CURRICULUM LEADERSHIP INSTITUTE	Check Total: 5,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8760	07/02/2024	1799	Annual service fee 24-25	20 214 2210 319 000	2,700.00
8770	08/01/2024	1799	Annual Service Fee for 24-25	20 214 2210 319 000	2,300.00
Check Number: 83896	Check Type: Check	Check Date: 08/07/2024	Vendor: DEEROAKEAP	Deer Oaks EAP Services, LLC	Check Total: 411.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NCSD24-07	07/19/2024		July 2024 EAP Services	20 303 1110 319 000	411.75
Check Number: 83897	Check Type: Check	Check Date: 08/07/2024	Vendor: DIERWIL	WILLIAM DIERCKS	Check Total: 750.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
062824DW	06/28/2024		15 days Sped Transportation @ \$50.00/day	20 234 2210 319 000	750.00
Check Number: 83898	Check Type: Check	Check Date: 08/07/2024	Vendor: EWC	EASTERN WY COLLEGE	Check Total: 55.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1231500	01/22/2024		Agricultural Marketing - Spring 2024	20 254 1136 420 000	55.98
Check Number: 83899	Check Type: Check	Check Date: 08/07/2024	Vendor: ENOMEINCDB	ENOME, INC. DBA GOALBOOK	Check Total: 11,900.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2414846-0	07/01/2024		Goalbook Toolkit - Membership Renewal	20 234 2210 410 000	11,900.00
Check Number: 83900	Check Type: Check	Check Date: 08/07/2024	Vendor: FLOYDSTRUC	FLOYD'S TRUCK CENTER, INC	Check Total: 116.49
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
X101167957:01	06/14/2024		Thermostat	01 000 3510 323 000	116.49
Check Number: 83901	Check Type: Check	Check Date: 08/07/2024	Vendor: FOLLETTSOFF	FOLLETT SCHOOL SOLUTIONS, LLC	Check Total: 1,815.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1548884	07/13/2024	1777	District Mem LM - Hosted Service Renewal	01 004 2222 411 000	746.58
1548884	07/13/2024	1777	TitlePeek Online Service Renewal	01 004 2222 411 000	161.25
1548886	07/13/2024	1778	District Mem LM - Hosted Service Renewal	01 055 2222 411 000	746.58
1548886	07/13/2024	1778	TitlePeek Online Service Renewal	01 055 2222 411 000	161.25
Check Number: 83902	Check Type: Check	Check Date: 08/07/2024	Vendor: FRANKPART	FRANK PARTS COMPANY	Check Total: 266.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
123435	05/10/2024		Oil Filter - Restock Inventory	01 000 3510 323 000	9.64
124071	05/28/2024		Restock Inventory - Bus Filter	01 000 3510 323 000	57.10
126270	07/18/2024		Tire Plug	01 000 3430 323 000	14.21
126438	07/23/2024		(7) Case DEF	01 000 3510 410 000	90.93
126438	07/23/2024		(2) Oil Filter	01 000 3510 410 000	13.32

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126505	07/24/2024		Case Motor Oil	01 000 3590 323 000		47.88	
126534	07/25/2024		(6) Windshield Wash @ \$4.49	01 000 3590 323 000		26.94	
126534	07/25/2024		(1) Oil Filter	01 000 3590 323 000		6.66	
Check Number: 83903	Check Type: Check	Check Date: 08/07/2024	Vendor: GENERATION	GENERATION GENIUS, INC	Check Total:	1,795.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
GG226897	07/11/2024	1783	School License for Science & Math	01 004 1110 410 000	1,795.00		
Check Number: 83904	Check Type: Check	Check Date: 08/07/2024	Vendor: GREATAMERI	GREAT AMERICA FINANCIAL SVCS	Check Total:	1,400.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
37097548-0001	08/29/2024		Lease on Savin Copiers	01 000 3331 325 000	350.00		
37097548-0001	08/29/2024		Lease on Savin Copiers	01 004 1110 325 000	233.33		
37097548-0001	08/29/2024		Lease on Savin Copiers	01 050 1120 325 000	116.67		
37097548-0001	08/29/2024		Lease on Savin Copiers	01 055 1130 325 000	350.00		
37097548-0001	08/29/2024		Lease on Savin Copiers	11 004 3321 325 000	350.00		
Check Number: 83905	Check Type: Check	Check Date: 08/07/2024	Vendor: GWMECHANIC	GW MECHANICAL INC	Check Total:	5,340.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
SV-8835	07/18/2024		New On-Demand water heater in shop	20 109 3470 319 403	5,340.00		
Check Number: 83906	Check Type: Check	Check Date: 08/07/2024	Vendor: HERREN	HERREN BROTHERS TRUE VALUE	Check Total:	2,186.51	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2406-C53326	06/27/2024		Parts-Air Compressor, Parts-Dust Collect	20 310 2210 410 000	2,186.51		
Check Number: 83907	Check Type: Check	Check Date: 08/07/2024	Vendor: HOLIDAYIN8	Holiday Inn Casper East-Medical Center	Check Total:	4,664.60	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
29285	06/21/2024		Rooms for Stronger Connections MTSS	20 135 2130 332 000	4,664.60		
Check Number: 83908	Check Type: Check	Check Date: 08/07/2024	Vendor: HOUGHTONMI	HOUGHTON MIFFLIN	Check Total:	12,639.73	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
956070178	07/03/2024	1787	Into Reading Student License Digi K-6	20 031 2210 410 000	26.00		
956075003	07/09/2024	1787	Total for Grade K - See Attached Quote f	20 031 2210 410 000	2,077.06		
956075003	07/09/2024	1787	Total for Grade 1 - See Attached Quote f	20 031 2210 410 000	2,113.21		
956075003	07/09/2024	1787	Total for Grade 2 - See Attached Quote f	20 031 2210 410 000	1,974.16		
956075003	07/09/2024	1787	Total for Grade 3 - See Attached Quote f	20 031 2210 410 000	1,716.11		
956075003	07/09/2024	1787	Total for Grade 4 - See Attached Quote f	20 031 2210 410 000	1,716.11		
956075003	07/09/2024	1787	Total for Grade 5 - See Attached Quote f	20 031 2210 410 000	1,716.11		
956075003	07/09/2024	1787	Shipping & Handling	20 031 2210 410 000	1,300.97		
Check Number: 83909	Check Type: Check	Check Date: 08/07/2024	Vendor: HUGHESLAWO	HUGHES MARK	Check Total:	5,255.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
27312	06/26/2024		June 2024 Professional Services	01 000 3510 319 000	4,920.00		
27312	06/26/2024		Mileage To and From Lusk	01 000 3510 319 000	335.00		
Check Number: 83910	Check Type: Check	Check Date: 08/07/2024	Vendor: INSTITUTE1	INSTITUTE FOR MULTI-SENSORY	Check Total:	1,500.00	

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			EDUCATION		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
221134	07/11/2024	1790	Morphology Plus Virtual - Myers, Dallas	20 031 2210 410 000	1,500.00
Check Number: 83911	Check Type: Check	Check Date: 08/07/2024	Vendor: JJFLOORSL	JJPRATT ENTERPRISES LLC	Check Total: 8,451.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2630	06/24/2024		Screen & Refinish MS Gym Floor	20 109 3470 319 403	3,200.00
2630	06/24/2024		Screen & Refinish HS Gym Floor	20 109 3470 319 403	5,251.00
Check Number: 83912	Check Type: Check	Check Date: 08/07/2024	Vendor: JPOIL	JPO COLORADO, LLC	Check Total: 2,178.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8012024	07/24/2024		FY25 Lance Creek Annual Lease Payment	01 003 3421 325 000	2,178.00
Check Number: 83913	Check Type: Check	Check Date: 08/07/2024	Vendor: K12ITC	K12 ITC	Check Total: 4,697.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
232133	08/01/2024		Managed Service Agreement	01 000 3850 319 000	4,697.00
Check Number: 83914	Check Type: Check	Check Date: 08/07/2024	Vendor: K2TECHNOLO	K2 TECHNOLOGIES	Check Total: 2,228.82
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CW5031155	07/31/2024		Tech Work - Failed Backup.	01 000 3850 319 000	150.00
CW5031192	08/01/2024		Sophos Central Intercept Server	01 000 3850 315 000	90.00
CW5031192	08/01/2024		Central Intercept X Essentials	01 000 3850 315 000	168.00
CW5031192	08/01/2024		ProofPoint Essentials Pro	01 000 3850 315 000	820.82
CW5031192	08/01/2024		Backup & Disaster Recovery	01 000 3850 315 000	1,000.00
Check Number: 83915	Check Type: Check	Check Date: 08/07/2024	Vendor: KSBSCHOO	KSB SCHOOL LAW	Check Total: 539.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16749	07/01/2024		General Counsel - Bilbrey on Personnel	01 000 1210 319 000	192.50
16749	07/01/2024		State SPED Complain - Wagstaff	01 000 1210 319 000	346.50
Check Number: 83916	Check Type: Check	Check Date: 08/07/2024	Vendor: LEARNINGAL	LEARNING ALLY	Check Total: 2,599.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
138865	07/03/2024	1776	Medium Building License Renewal	20 234 2210 411 000	2,599.00
Check Number: 83917	Check Type: Check	Check Date: 08/07/2024	Vendor: LEXIAVOYAG	LEXIA VOYAGER SOPRIS INC.	Check Total: 5,296.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7991316	07/11/2024	1788	ALO Reading K-6 Digital License	01 004 1110 410 000	1,512.00
7991316	07/11/2024	1788	ALO Reading PreK: PELI Entry License	01 004 1110 410 000	75.00
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000	220.00
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000	384.00
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000	544.00
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000	408.00
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000	408.00
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000	408.00

Checking Account:	1	1					
7991316	07/11/2024	1788	Acadience Math Classroom Renewal Pack Gr	01 004 1110 410 000		408.00	
7991316	07/11/2024	1788	Acadience Pre-K (PELL) Classrom Renewal	01 004 1110 410 000		156.00	
7991316	07/11/2024	1788	ALO Math K-6 Manual Entry License	01 004 1110 410 000		480.00	
7991316	07/11/2024	1788	Shipping & Handling	01 004 1110 410 000		293.60	
Check Number: 83918	Check Type: Check	Check Date: 08/07/2024	Vendor: LIBERTYUNI	LIBERTY UNIVERSITY	Check Total:	2,500.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07182024SSAR	07/18/2024		Spracht Scholarship - Anna Richardson	71 016 4300 690 000	2,500.00		
Check Number: 83919	Check Type: Check	Check Date: 08/07/2024	Vendor: LRPPU1	LRP PUBLICATIONS, INC	Check Total:	2,384.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
4613757	06/05/2024		SPED Connection Subscription	20 234 2210 410 000	2,384.00		
Check Number: 83920	Check Type: Check	Check Date: 08/07/2024	Vendor: LUND	CHERYL LUND	Check Total:	497.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
072524LC	07/25/2024		(17) Regular Board Meeting	01 000 3351 332 000	445.40		
072524LC	07/25/2024		Mileage	01 000 3351 332 000	26.20		
072524LC	07/25/2024		Policy Committee	01 000 3351 332 000	26.20		
Check Number: 83921	Check Type: Check	Check Date: 08/07/2024	Vendor: LUSKHERALD	LUSK HERALD	Check Total:	812.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV307534	07/03/2024		Kids Scoop	01 000 3310 350 000	100.00		
INV309497	07/17/2024		June Warrants	01 000 3310 350 000	712.50		
Check Number: 83922	Check Type: Check	Check Date: 08/07/2024	Vendor: MYSTERYSCI	MYSTERY SCIENCE	Check Total:	945.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
259133	07/03/2024	1784	School Membership 2024-2025	01 004 1110 410 000	1,999.00		
259133	07/03/2024	1784	Small School Discount	01 004 1110 410 000	(1,054.00)		
Check Number: 83923	Check Type: Check	Check Date: 08/07/2024	Vendor: NOREGONSYS	NOREGON SYSTEMS, LLC	Check Total:	2,199.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
SO00363946	07/02/2024		JPro Diagnostic Subscription	01 000 3510 319 000	2,199.00		
Check Number: 83924	Check Type: Check	Check Date: 08/07/2024	Vendor: NORTHEASTW	NORTHEAST WYOMING BOCES	Check Total:	10,500.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV-006279	05/01/2024		Tuition - Glendo Day Program	01 000 1250 371 000	7,875.00		
INV-006310	05/31/2024		Tuition - Glendo Day Program	01 000 1250 371 000	2,625.00		
Check Number: 83925	Check Type: Check	Check Date: 08/07/2024	Vendor: PARAGONPAI	Randy Elliot	Check Total:	10,490.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1243	07/02/2024		Painting Shop Doors	01 000 3410 323 000	10,490.00		
Check Number: 83926	Check Type: Check	Check Date: 08/07/2024	Vendor: PORTAPOTSB	PORT-A-POTS BY TDS	Check Total:	1,063.60	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
13434	07/16/2024		2 Standard Units for 28 Days 58 Mile Rd.	01 055 1430 410 310	1,063.60		

Checking Account:	1	1					
Check Number: 83927	Check Type: Check	Check Date: 08/07/2024	Vendor: RAPTORTECH	RAPTOR TECHNOLOGIES, llc	Check Total:	11,425.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV127068	05/01/2024		Annual Renewal	01 004 1110 411 000	5,712.50		
INV127068	05/01/2024		Annual Renewal	01 055 1130 411 000	5,712.50		
Check Number: 83928	Check Type: Check	Check Date: 08/07/2024	Vendor: ROBINSONNO	NOLAN ROBINSON	Check Total:	8.39	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
72524RN	07/25/2024		Bungey Kit	01 055 3420 410 000	8.39		
Check Number: 83929	Check Type: Check	Check Date: 08/07/2024	Vendor: TDSCOLLECT	TDS Collection Service, Inc.	Check Total:	50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
158795-Jul-0009	08/04/2024		July Pick Up Fee LC #158795	01 003 3421 459 000	50.00		
Check Number: 83930	Check Type: Check	Check Date: 08/07/2024	Vendor: TMOBILE	T-MOBILE	Check Total:	143.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
967623952J-0003	07/21/2024		Lance Creek Cell Phone 06/21/24-07/20/24	01 003 3421 340 000	(69.46)		
969562094J-0003	07/21/2024		Mobile Hotspots 06/21/24-07/20/24	01 000 3850 340 000	213.26		
Check Number: 83931	Check Type: Check	Check Date: 08/07/2024	Vendor: TIMEMANAGE	TMS, INC	Check Total:	7,791.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
310323	06/01/2024		TMS Annual Software Subscription	01 000 3331 411 000	5,760.00		
310323	06/01/2024		TMS Annual Software Support Agreement	01 000 3331 411 000	2,031.00		
Check Number: 83932	Check Type: Check	Check Date: 08/07/2024	Vendor: TORRI6	TORRINGTON OFFICE SUPPLY	Check Total:	1,029.75	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
5731CM	07/18/2024		Three-Hole Punch Return	01 000 3310 410 000	(23.99)		
699486	07/03/2024		Pens - DO Office Supplies	01 000 3310 410 000	27.68		
699584	07/11/2024		(2) Scissors @ \$4.25/ea	01 000 3310 410 000	8.50		
699584	07/11/2024		Heavy-Duty Three-Hole Punch	01 000 3310 410 000	23.99		
699584	07/11/2024		Kevin - Printer Cartridge	01 000 3410 410 000	159.93		
699704	07/11/2024		(12) Mini Binder Clips @ \$0.36/ea	01 000 3310 410 000	4.32		
699704	07/11/2024		High Yield Laser Toner Cartridge - Black	01 000 3310 410 000	112.67		
699704	07/11/2024		Laser Toner Cartridge - Cyan	01 000 3310 410 000	87.55		
699704	07/11/2024		Laser Toner Cartridge - Yellow	01 000 3310 410 000	87.55		
699704	07/11/2024		Laser Toner Cartridge - Magenta	01 000 3310 410 000	87.55		
699724	07/11/2024		Wall Calendar for Sup	01 000 3310 410 000	19.00		
700030	07/25/2024		(3) Tempered Glass Chairmat @ \$145.00/ea	01 000 3310 410 000	435.00		
Check Number: 83933	Check Type: Check	Check Date: 08/07/2024	Vendor: UNIVERSAL1	UNIVERSAL AWARDS	Check Total:	59.16	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
260949	05/01/2024		Engraved 2A Boys Plate	01 055 1430 410 303	12.00		
260949	05/01/2024		Characters for Reg & State Engravings	01 055 1430 410 303	44.16		
260949	05/01/2024		Shipping	01 055 1430 410 303	3.00		

Checking Account:	1	1					
Check Number: 83934	Check Type: Check	Check Date: 08/07/2024	Vendor: UNIVERSIT3	UNIVERSITY OF WYOMING PHYSICS & ASTRONOMY	Check Total:	17,000.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1002	07/25/2024		PD June 3-5, Aug 14	20 090 2213 319 000	17,000.00		
Check Number: 83935	Check Type: Check	Check Date: 08/07/2024	Vendor: VANDEB	MATT OR KARLA VANDEBOSSCHE	Check Total:	100.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
062724VM	07/27/2024		Bus Route Subbing	01 000 3510 319 000	100.00		
Check Number: 83936	Check Type: Check	Check Date: 08/07/2024	Vendor: VIRTUALTEC	VIRTUAL TECHNOLOGIES GROUP, LLC	Check Total:	11,970.84	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
209625	07/03/2024	1774	Lenovo Laptops for WYVA Staff	11 004 3321 542 000	7,269.92		
209625	07/03/2024	1774	Laptop Processing	11 004 3321 542 000	240.00		
209625	07/03/2024	1774	June Pro-Rated Utilites	11 004 3321 542 000	75.44		
209625	07/03/2024	1774	Insured Ground Shipping w/ Signature	11 004 3321 542 000	259.20		
209636	07/09/2024	1775	Sonicwall license for office renewal	11 004 3321 542 000	3,212.60		
209636	07/09/2024	1775	SonicWall Rack Mount for Firewall	11 004 3321 542 000	165.00		
209636	07/09/2024	1775	Drop Shipping	11 004 3321 542 000	40.00		
209799	07/19/2024	1794	Cisco Meraki Enterprise Cloud Controller	11 004 3321 542 000	708.68		
Check Number: 83937	Check Type: Check	Check Date: 08/07/2024	Vendor: WEBBEYECAR	WEBB EYECARE	Check Total:	360.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
154195	07/08/2024		Vision Therapy Session	01 000 2170 319 000	60.00		
154195	07/08/2024		Vision Therapy Activities	01 000 2170 319 000	120.00		
154872	07/22/2024		Vision Therapy Session	01 000 2170 319 000	60.00		
154872	07/22/2024		Vision Therapy Activites	01 000 2170 319 000	120.00		
Check Number: 83938	Check Type: Check	Check Date: 08/07/2024	Vendor: WILLIAMS4	LISA WILLIAMS	Check Total:	7,500.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
061924WL	06/19/2024		Stipend MTSS Leadership SC Grant	20 135 2130 319 000	7,500.00		
Check Number: 83939	Check Type: Check	Check Date: 08/07/2024	Vendor: WINCULTURE	WIN-CULTURE CONSULTING	Check Total:	8,916.67	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
005-025	07/01/2024		Services for Work 2023-2024	01 000 3320 312 000	8,916.67		
Check Number: 83940	Check Type: Check	Check Date: 08/07/2024	Vendor: WYDOT	WY DEPT OF TRANSPORTATION	Check Total:	290.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
FY25Renewal	07/24/2024		(17) Renewals	01 000 3421 410 000	170.00		
FY25Renewal	07/24/2024		(12) Renewals	01 000 3510 410 000	120.00		
Check Number: 83941	Check Type: Check	Check Date: 08/07/2024	Vendor: WYHSACTIVI	WY HIGH SCHOOL ACTIVITY ASSOCIATION	Check Total:	3,243.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
080124	08/02/2024		FY25 Cata/Liability Insurance 5--6	01 050 1420 385 000	91.00		
080124	08/02/2024		FY25 Cata/Liability Insurance 7-8	01 050 1420 385 000	238.00		

Checking Account: 1	1					
080124	08/02/2024		FY25 Cata/Liability Insurance 9-12	01 055 1430 385 310		504.00
080124	08/02/2024		FY25 WHSAA Activity Enrollment	01 055 1430 640 310		2,410.00
Check Number: 83942	Check Type: Check	Check Date: 08/07/2024	Vendor: WYSCHOOLBO	WY SCHOOL BOARDS ASSN.	Check Total:	6,000.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2024 Dues	07/01/2024		2024 School Board Association Dues	01 000 3351 640 000	6,000.34	
Check Number: 83943	Check Type: Check	Check Date: 08/07/2024	Vendor: WYFIRSTAID	WYOMING FIRST AID & SAFETY SUPPLY, LLC	Check Total:	324.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
80007430	07/23/2024		Restock/Update First Aid Boxes	01 055 2130 410 000	324.75	
Check Number: 83944	Check Type: Check	Check Date: 08/07/2024	Vendor: ZOOPHONICS	ZOO-PHONICS	Check Total:	566.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
66402	07/08/2024	1782	Zoo-Phonics Jumpstart Mini-Adventure Tea	01 004 1110 410 000	64.95	
66402	07/08/2024	1782	Preschool Basic Kit+Digital Curriculum C	01 004 1110 410 000	449.95	
66402	07/08/2024	1782	Shipping & Handling	01 004 1110 410 000	51.49	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 624,701.03

Checking Account: 7	7					
Check Number: 37236	Check Type: Check	Check Date: 07/09/2024	Vendor: WYFBLA	WY FBLA	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
053024FBLA	05/30/2024		(75) 2024 NLC Trading Pins @ \$1.00/ea	89 939 1400 410 000	75.00	
Check Number: 37237	Check Type: Check	Check Date: 08/07/2024	Vendor: AMAZONCOM	AMAZON CAPITAL SERVICES	Check Total:	113.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1HMF-1FVG-HV6Q	07/02/2024		(2) Pink Vanilla Floss Sugar @ \$14.69/ea	89 937 1400 410 000	29.38	
1HMF-1FVG-HV6Q	07/02/2024		(2) Cotton Candy Floss Sugar @ \$42.13/ea	89 937 1400 410 000	84.26	
Check Number: 83378	Check Type: Check	Check Date: 07/09/2024	Vendor:		Check Total:	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
Check Number: 83379	Check Type: Check	Check Date: 08/07/2024	Vendor:		Check Total:	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

*Denotes Expensed Invoice Item

Checking Account ID: 7

Total without Voids: 188.64

Checking Account: 8	8					
Check Number: 4680	Check Type: Check	Check Date: 07/24/2024	Vendor: DECKE2	DECKER'S FOOD CENTER	Check Total:	113.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01-86612	06/05/2024		Hotdogs	88 837 1400 410 000	1.67	
01-86612	06/05/2024		(13) Hamburger Buns @ \$2.19/ea	88 837 1400 410 000	28.47	
01-86612	06/05/2024		Meat	88 837 1400 410 000	28.00	
01-86612	06/05/2024		(13) Hot Dog Buns @ \$2.49/ea	88 837 1400 410 000	32.37	
01-86648	06/05/2024		(9) Case of Water @ \$5.99/ea	88 837 1400 410 000	53.91	
03-79392	06/05/2024		Hamb Bun Return	88 837 1400 410 000	(10.95)	
03-79392	06/05/2024		Hot Dog Buns	88 837 1400 410 000	19.92	
03-79395	06/05/2024		Refund for Hot Dog Buns	88 837 1400 410 000	(39.84)	

Check Number: 4681	Check Type: Check	Check Date: 08/07/2024	Vendor: MARTINEZAM	Amanda Martinez	Check Total:	135.37
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
72424MA	07/24/2024		CLR Brochure - 50 Pk	88 837 1400 410 000	49.99	
72424MA	07/24/2024		(25) CLR 1S on 32# Wht @ \$0.71/ea	88 837 1400 410 000	17.75	
72424MA	07/24/2024		Pacific Headwear Hat	88 837 1400 410 000	29.84	
72424MA	07/24/2024		25oz Insulated Bottle	88 837 1400 410 000	29.84	
72424MA	07/24/2024		Shipping	88 837 1400 410 000	7.95	

*Denotes Expensed Invoice Item

Checking Account ID: 8

Total without Voids: 248.92

Annual Budget Monthly-General Fund

Bricks (01)

1992 CODE	ITEM	Original Budget 2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals	
REVENUES AND OTHER SOURCES:																
81000	Local Sources	5,000,000.00	281,548.54												281,548.54	
81800	Payments to State Foundation Program (negative number)	-	-												-	
82000	County Sources	1,750,000.00	78,066.58												78,066.58	
83000	State Sources	1,750,000.00	7,532.74												7,532.74	
84000	Federal Sources	-	-												-	
85000	Other Sources Including Transfers	-	-												-	
	Total Revenues and Other Sources	8,500,000.00	367,147.86	-	-	-	-	-	-	-	-	-	-	-	367,147.86	
EXPENDITURES AND OTHER USES:																
1000	Instruction	4,750,000.00	67,563.75												67,563.75	
2000	Instructional Support	1,000,000.00	4,423.02												4,423.02	
3000	General Support	2,463,000.00	136,133.71												136,133.71	
4300	Community Support	-	-												-	
5000	Facilities Improvements	-	-												-	
6000	Unused Monies Returned	-	-												-	
6200	Transfers	277,000.00	-												-	
6400	Payments to Other Governmental Units	-	-												-	
7300	Transfers to Capital Projects	20,000.00	-												-	
	Total Expenditures and Other Uses	8,510,000.00	208,120.48	-	-	-	-	-	-	-	-	-	-	-	208,120.48	
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	2.45%	
															Percent of School Year	of Budget

Annual Budget Monthly-General Fund

WYVA (11)

1992 CODE	ITEM	Original Budget 2024-25												Totals	
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
REVENUES AND OTHER SOURCES:															
81000	Local Sources	58,000.00	-												-
81800	Payments to State Foundation Program (negative number)	-	-												-
82000	County Sources	-	-												-
83000	State Sources	5,442,000.00	4,934.44												4,934.44
84000	Federal Sources	-	-												-
85000	Other Sources Including Transfers	-	-												-
	Total Revenues and Other Sources	5,500,000.00	4,934.44	-	-	-	-	-	-	-	-	-	-	-	4,934.44
EXPENDITURES AND OTHER USES:															
1000	Instruction	4,800,000.00	29,705.60												29,705.60
2000	Instructional Support	500,000.00	9,607.27												9,607.27
3000	General Support	200,000.00	2,128.90												2,128.90
4300	Community Support	-	-												-
5000	Facilities Improvements	-	-												-
6000	Unused Monies Returned	-	-												-
6200	Transfers	-	-												-
6400	Payments to Other Governmental Units	-	-												-
	Total Expenditures and Other Uses	5,500,000.00	41,441.77	-	-	-	-	-	-	-	-	-	-	-	41,441.77
	As of 8.7.2024		8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	0.75%
			Percent of School Year											of Budget	

Annual Budget Monthly-General Fund
Combined (01 & 11)

1992 CODE	ITEM	Original Budget 2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
REVENUES AND OTHER SOURCES:															
81000	Local Sources	5,058,000.00	281,548.54	-	-	-	-	-	-	-	-	-	-	-	281,548.54
81800	Payments to State Foundation Program (negative number)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
82000	County Sources	1,750,000.00	78,066.58	-	-	-	-	-	-	-	-	-	-	-	78,066.58
83000	State Sources	7,192,000.00	12,467.18	-	-	-	-	-	-	-	-	-	-	-	12,467.18
84000	Federal Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-
85000	Other Sources Including Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Revenues and Other Sources	14,000,000.00	372,082.30	-	-	-	-	-	-	-	-	-	-	-	372,082.30
EXPENDITURES AND OTHER USES:															
1000	Instruction	9,550,000.00	97,269.35	-	-	-	-	-	-	-	-	-	-	-	97,269.35
2000	Instructional Support	1,500,000.00	14,030.29	-	-	-	-	-	-	-	-	-	-	-	14,030.29
3000	General Support	2,663,000.00	138,262.61	-	-	-	-	-	-	-	-	-	-	-	138,262.61
4300	Community Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5000	Facilities Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6000	Unused Monies Returned	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Transfers	277,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
6400	Payments to Other Governmental Units	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300	Transfers to Capital Projects	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Expenditures and Other Uses	14,010,000.00	249,562.25	-	-	-	-	-	-	-	-	-	-	-	249,562.25
As of 8.7.2024	Amend 1		8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	1.78% of Budget
Percent of School Year															

97,269.35
14,030.29
138,262.61

249,562.25

Annual Budget Monthly

Special Revenue (20)

1992 CODE	ITEM	Original Budget 2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
REVENUES AND OTHER SOURCES:															
81000	Local Sources	65,000.00	12,274.54												12,274.54
83000	State Sources	885,000.00	177,505.13												177,505.13
84000	Federal Sources	1,250,000.00	24,598.27												24,598.27
85200	Other	-	-												-
	Total Revenues and Other Sources	2,200,000.00	214,377.94	-	-	-	-	-	-	-	-	-	-	-	214,377.94
EXPENDITURES AND OTHER USES:															
1000	Instruction	850,000.00	78,989.39												78,989.39
2000	Instructional Support	1,100,000.00	96,173.13												96,173.13
3000	General Support	150,000.00	1,307.02												1,307.02
4300	Community Support	6,500.00	-												-
5000	Construction Services	550,000.00	135,031.00												135,031.00
6000	Unused Monies Returned	-	-												-
6200	Transfers	-	-												-
	Total Expenditures and Other Uses	2,656,500.00	311,500.54	-	-	-	-	-	-	-	-	-	-	-	311,500.54
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	11.73% of Budget
Percent of School Year															

Annual Budget Monthly

Capital Projects (30)

1992 CODE	ITEM	Original Budget 2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
REVENUES AND OTHER SOURCES:															
	Local Sources:														
	State Sources:														
81510	Interest	-	-												-
83170	Major Building and Facility Maintenance	-	-												-
85200	Transfers	20,000.00	-												-
	Total Revenues and Other Sources	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES AND OTHER USES:															
3470	Major Building and Facility Maintenance	360,296.00	-												-
5000	Facilities Acq & Const. Service	-	-												-
		-	-												-
	Grants	-	-												-
	Total Expenditures and Other Uses	360,296.00	-	-	-	-	-	-	-	-	-	-	-	-	-
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	0.00%
Percent of School Year															

Annual Budget Monthly

Rec Mill (25)

1992 CODE	ITEM	Original Budget												Totals	
		2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		June
REVENUES AND OTHER SOURCES:															
81180	Recreation 1 Mill Tax	160,000.00	10,101.38											10,101.38	
81920	Contributions/reimbursements	-	-											-	
81510	Interest	-	-											-	
	Total Revenues and Other Sources	160,000.00	10,101.38	-	-	-	-	-	-	-	-	-	-	10,101.38	
EXPENDITURES AND OTHER USES:															
3420	Operating Buildings Services	1,000.00	-											-	
4300	Community Support	160,000.00	-											-	
720	Transfers to Other Funds	-	-											-	
350	Advertising	186.00	-											-	
790	Grants	-	-											-	
	Total Expenditures & Other Uses	161,186.00	-	-	-	-	-	-	-	-	-	-	-	-	
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	0.00%
Percent of School Year															

Annual Budget Monthly

Food Service (50)

1992 CODE		ITEM	Original Budget 2024-												Totals
			25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
		REVENUES AND OTHER SOURCES:													
		Local Sources:													
81510	Interest	-	5.23												5.23
81600	School Lunch Sales	50,000.00	40.00												40.00
81690	Other Food Service Income-Donations	5,000.00	3,080.84												3,080.84
81930	Sale of Fixed Assets	-	-												-
83200	State Grants	-	-												-
85200	Transfers From Other Funds	-	-												-
85201	Transfers From General Fund	195,000.00	-												-
	Total Revenues and Other Sources	250,000.00	3,126.07	-	-	-	-	-	-	-	-	-	-	-	3,126.07
		EXPENDITURES AND OTHER USES:													
100-490	Operating Expenses	250,000.00	3,291.72												3,291.72
500	Capital Outlay	-	-												-
600	Other	-	-												-
720	Transfers	-	-												-
	Total Expenses and Other Uses	250,000.00	3,291.72	-	-	-	-	-	-	-	-	-	-	-	3,291.72
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	1.32%
Percent of School Year															

Annual Budget Monthly

Daycare (55)

1992 CODE	ITEM	Original Budget 2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
REVENUES AND OTHER SOURCES:															
	Local Sources:														
81510	Interest	-	-												-
81990	Childcare Revenue	33,000.00	-												-
	Other Sources:														
85201	Transfers From General Fund	82,000.00	-												-
	Total Revenues and Other Sources	115,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES AND OTHER USES:															
100-490	Operating Expenses	115,000.00	2,160.26												2,160.26
500	Capital Outlay	-	-												-
600	Other	-	-												-
720	Transfers	-	-												-
	Total Expenses and Other Uses	115,000.00	2,160.26	-	-	-	-	-	-	-	-	-	-	-	2,160.26
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	1.88%
Percent of School Year															

Annual Budget Monthly

Scholarships (71)

1992 CODE	ITEM	Original Budget 2024- 25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
REVENUES AND OTHER SOURCES:															
81510	Interest and Dividends	40.00	-												-
81960	Transfers from Other Funds	-	-												-
81920	Other Scholarship Donation	49,960.00	-												-
	Total Revenues and Other Sources	50,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
EXPENDITURES AND OTHER USES:															
1000	Instruction	-	-												-
2000	Instructional Support	-	-												-
3000	General Support	-	-												-
4000	Community Support	50,000.00	-												-
8210	Payments to State Foundation Program	-	-												-
	Other	-	-												-
	Total Expenditures and Other Uses	50,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%	0%
Percent of School Year															

Annual Budget Monthly

Agency Funds (80s)

1992 CODE	ITEM	Original Budget												Totals
		2024-25	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
RECEIPTS:														
81700	Receipts from Student Groups	128,500.00	1,950.60											1,950.60
81300	Community Ed Receipts	1,700.00	-											-
81510	Interest	500.00	93.36											93.36
81920	Donations (88)	10,000.00	-											-
81920	Donations (89)	1,000.00	513.47											513.47
85201	Transfers from General Fund (Early Ret.)	-												-
	Total Receipts and Other Sources	141,700.00	2,557.43	-	-	-	-	-	-	-	-	-	-	2,557.43
EXPENDITURES AND OTHER USES:														
1000	Community Ed (84)	1,700.00	-											-
3000	Early Retirement Benefits (85)	106,000.00	9,474.97											9,474.97
1000	For Student Groups (88,89)	140,000.00	2,897.68											2,897.68
	Total Disbursements and Other Uses	247,700.00	12,372.65	-	-	-	-	-	-	-	-	-	-	12,372.65
As of 8.7.2024			8.33%	16.67%	25%	33.33%	41.67%	50%	58.33%	66.67%	75%	83.33%	91.67%	100%
Percent of School Year														

	<u>01 GENERAL FUND</u>	<u>11 VIRTUAL ACADEMY</u>	<u>20 SPECIAL REVENUE FUNDS</u>	<u>25 RECREATION DISTRICT</u>	<u>30 CAPITAL PROJECTS FUND</u>	<u>50 FOOD SERVICE FUND (LUNCH)</u>	<u>55 DAYCARE FUND</u>	<u>71 TRUST FUND-SCHOLARSHIPS</u>
Total Assets and Deferred Outflows of Resources								
Current Assets								
11010 010 CASH IN BANKS-LSB	(410,960.37)	0.00	483,945.83	0.00	0.00	0.00	(64,036.74)	26,662.48
11010 011 CASH IN BANKS-LSB CC	0.00	0.00	0.00	0.00	0.00	19,301.10	0.00	0.00
11010 020 CASH IN THE BANK-BOTW	(67,581.68)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11010 400 CASH IN BANK-LSB-COMMUNITY ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11010 800 CASH IN BANKS-LEMS ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11010 900 CASH IN BANKS-NCHS ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11030 000 PETTY CASH-WYVA	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11030 001 PETTY CASH-LEMS	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11030 002 PETTY CASH-NCHS	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11110 010 INVESTMENTS-LSB-CD ORD SCHOLARSHIP	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11110 012 INVESTMENTS-LSB-CD SPACHT SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,327.23
11110 043 INVESTMENTS-WGIF-MAJ MAINT	0.00	0.00	3,088,843.18	0.00	0.00	0.00	0.00	0.00
11110 045 WGIF INV FUND	3,278,993.10	472,621.33	(861,266.66)	68,179.72	340,296.08	43,208.58	160,000.00	0.00
12530 000 OTHER ACCOUNTS RECEIVABLE	28,436.26	1,958.50	0.00	0.00	0.00	0.00	(5,940.00)	0.00
12530 201 OTHER ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13710 000 INVENTORIES FOR CONSUMPTION	12,770.15	0.00	0.00	0.00	0.00	7,523.10	0.00	0.00
14810 000 PREPAID INSURANCE	80,878.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Assets	3,424,285.46	474,579.83	2,711,522.35	68,179.72	340,296.08	70,032.78	90,023.26	47,989.71
Long-term Assets								
15110 000 SITES DISTRICT WIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15210 000 SITE IMPROVEMENTS DISTRICT WIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15310 000 BUILDINGS AND BUILDING IMPROV DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15320 000 ACCUMULATED DEPRECIATION-BLDGS DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	<u>84 Community Education</u>	<u>85 EARLY RETIREMENT</u>	<u>88 LEMS ACTIVITY FUND</u>	<u>89 NCHS ACTIVITY FUND</u>	<u>90 General Capital Assets</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources						
Current Assets						
11010 010 CASH IN BANKS-LSB	0.00	0.00	0.00	0.00	0.00	35,611.20
11010 011 CASH IN BANKS-LSB CC	0.00	0.00	0.00	0.00	0.00	19,301.10
11010 020 CASH IN THE BANK-BOTW	0.00	0.00	0.00	0.00	0.00	(67,581.68)
11010 400 CASH IN BANK-LSB-COMMUNITY ED	9,270.79	0.00	0.00	0.00	0.00	9,270.79
11010 800 CASH IN BANKS-LEMS ACTIVITY	0.00	0.00	96,659.97	0.00	0.00	96,659.97
11010 900 CASH IN BANKS-NCHS ACTIVITY	0.00	0.00	0.00	190,213.46	0.00	190,213.46
11030 000 PETTY CASH-WYVA	0.00	0.00	0.00	0.00	0.00	300.00
11030 001 PETTY CASH-LEMS	0.00	0.00	0.00	0.00	0.00	150.00
11030 002 PETTY CASH-NCHS	0.00	0.00	0.00	0.00	0.00	1,300.00
11110 010 INVESTMENTS-LSB-CD ORD SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	500,000.00
11110 012 INVESTMENTS-LSB-CD SPACHT SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	21,327.23
11110 043 INVESTMENTS-WGIF-MAJ MAINT	0.00	0.00	0.00	0.00	0.00	3,088,843.18
11110 045 WGIF INV FUND	0.00	324,312.38	0.00	0.00	0.00	3,826,344.53
12530 000 OTHER ACCOUNTS RECEIVABLE	0.00	0.00	0.00	1,074.69	0.00	25,529.45
12530 201 OTHER ACCOUNTS RECEIVABLE	0.00	0.00	422.28	0.00	0.00	422.28
13710 000 INVENTORIES FOR CONSUMPTION	0.00	0.00	0.00	0.00	0.00	20,293.25
14810 000 PREPAID INSURANCE	0.00	0.00	0.00	0.00	0.00	80,878.00
Current Assets	9,270.79	324,312.38	97,082.25	191,288.15	0.00	7,848,862.76
Long-term Assets						
15110 000 SITES DISTRICT WIDE	0.00	0.00	0.00	0.00	47,914.25	47,914.25
15210 000 SITE IMPROVEMENTS DISTRICT WIDE	0.00	0.00	0.00	0.00	(2,379.81)	(2,379.81)
15310 000 BUILDINGS AND BUILDING IMPROV DISTRICT	0.00	0.00	0.00	0.00	10,523,903.19	10,523,903.19
15320 000 ACCUMULATED DEPRECIATION-BLDGS DISTRICT	0.00	0.00	0.00	0.00	(19,180,241.35)	(19,180,241.35)

	<u>01 GENERAL FUND</u>	<u>11 VIRTUAL ACADEMY</u>	<u>20 SPECIAL REVENUE FUNDS</u>	<u>25 RECREATION DISTRICT</u>	<u>30 CAPITAL PROJECTS FUND</u>	<u>50 FOOD SERVICE FUND (LUNCH)</u>	<u>55 DAYCARE FUND</u>	<u>71 TRUST FUND-SCHOLARSHIPS</u>		<u>84 Community Education</u>	<u>85 EARLY RETIREMENT</u>	<u>88 LEMS ACTIVITY FUND</u>	<u>89 NCHS ACTIVITY FUND</u>	<u>90 General Capital Assets</u>	<u>Total</u>	
37700 281 FUND BAL-FY21 21st CENTURY GRANT	0.00	0.00	1,168.12	0.00	0.00	0.00	0.00	0.00		37700 281 FUND BAL-FY21 21st CENTURY GRANT	0.00	0.00	0.00	0.00	0.00	1,168.12
37700 284 21ST CCLC	0.00	0.00	(5,801.84)	0.00	0.00	0.00	0.00	0.00		37700 284 21ST CCLC	0.00	0.00	0.00	0.00	0.00	(5,801.84)
37700 303 FUND BAL. - 20-21 ESSER III	0.00	0.00	(117,888.88)	0.00	0.00	0.00	0.00	0.00		37700 303 FUND BAL. - 20-21 ESSER III	0.00	0.00	0.00	0.00	0.00	(117,888.88)
37700 305 ESSER MENTAL HEALTH GRANT	0.00	0.00	60,450.26	0.00	0.00	0.00	0.00	0.00		37700 305 ESSER MENTAL HEALTH GRANT	0.00	0.00	0.00	0.00	0.00	60,450.26
37700 310 FUND BAL-FY23 DEMO GRANT	0.00	0.00	(23,215.21)	0.00	0.00	0.00	0.00	0.00		37700 310 FUND BAL-FY23 DEMO GRANT	0.00	0.00	0.00	0.00	0.00	(23,215.21)
37700 311 FY23 CTE GRANT	0.00	0.00	(169.19)	0.00	0.00	0.00	0.00	0.00		37700 311 FY23 CTE GRANT	0.00	0.00	0.00	0.00	0.00	(169.19)
37700 400 FUND BAL-COMMUNITY EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 400 FUND BAL-COMMUNITY EDUCATION	9,268.28	0.00	0.00	0.00	0.00	9,268.28
37700 803 LEMS ACT-FUND BAL LANCE CREEK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 803 LEMS ACT-FUND BAL LANCE CREEK	0.00	0.00	1,151.52	0.00	0.00	1,151.52
37700 805 LEMS ACT-FUND BAL ANNUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 805 LEMS ACT-FUND BAL ANNUAL	0.00	0.00	(107.97)	0.00	0.00	(107.97)
37700 808 LEMS ACT-FUND BAL ART CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 808 LEMS ACT-FUND BAL ART CLUB	0.00	0.00	863.93	0.00	0.00	863.93
37700 809 LEMS ACT-FUND BAL BACKPACK PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 809 LEMS ACT-FUND BAL BACKPACK PROGRAM	0.00	0.00	25,149.17	0.00	0.00	25,149.17
37700 810 LEMS ACT-FUND BAL BAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 810 LEMS ACT-FUND BAL BAND	0.00	0.00	7,891.24	0.00	0.00	7,891.24
37700 811 UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 811 UNRESERVED FUND BALANCE	0.00	0.00	2,250.00	0.00	0.00	2,250.00
37700 812 LEMS ACT-FUND BAL GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 812 LEMS ACT-FUND BAL GIRLS BASKETBALL	0.00	0.00	231.34	0.00	0.00	231.34
37700 813 LEMS ACT-FUND BAL K-5 DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 813 LEMS ACT-FUND BAL K-5 DONATIONS	0.00	0.00	621.21	0.00	0.00	621.21
37700 814 MS BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 814 MS BOYS BASKETBALL	0.00	0.00	562.09	0.00	0.00	562.09
37700 816 LEMS FOODCART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 816 LEMS FOODCART	0.00	0.00	956.33	0.00	0.00	956.33
37700 818 LEMS ACT-FUND BAL 6-8 DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 818 LEMS ACT-FUND BAL 6-8 DONATIONS	0.00	0.00	150.00	0.00	0.00	150.00
37700 819 LEMS ACT-FUND BAL HIGH TUNNELS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 819 LEMS ACT-FUND BAL HIGH TUNNELS	0.00	0.00	437.53	0.00	0.00	437.53
37700 822 LEMS ACT-FUND BAL HISTORY DAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 822 LEMS ACT-FUND BAL HISTORY DAY	0.00	0.00	101.50	0.00	0.00	101.50
37700 835 LEMS ACT-FUND BAL LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 835 LEMS ACT-FUND BAL LIBRARY	0.00	0.00	8,270.75	0.00	0.00	8,270.75
37700 837 LEMS ACT-FUND BAL PARENT-TEACHER GROUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 837 LEMS ACT-FUND BAL PARENT-TEACHER GROUP	0.00	0.00	5,825.55	0.00	0.00	5,825.55
37700 840 LEMS ACT-FUND BAL OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 840 LEMS ACT-FUND BAL OFFICE	0.00	0.00	(322.43)	0.00	0.00	(322.43)

	<u>01 GENERAL FUND</u>	<u>11 VIRTUAL ACADEMY</u>	<u>20 SPECIAL REVENUE FUNDS</u>	<u>25 RECREATION DISTRICT</u>	<u>30 CAPITAL PROJECTS FUND</u>	<u>50 FOOD SERVICE FUND (LUNCH)</u>	<u>55 DAYCARE FUND</u>	<u>71 TRUST FUND-SCHOLARSHIPS</u>		<u>84 Community Education</u>	<u>85 EARLY RETIREMENT</u>	<u>88 LEMS ACTIVITY FUND</u>	<u>89 NCHS ACTIVITY FUND</u>	<u>90 General Capital Assets</u>	<u>Total</u>	
37700 845 LEMS ACT-FUND BAL PLAYGROUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 845 LEMS ACT-FUND BAL PLAYGROUND	0.00	0.00	235.00	0.00	0.00	235.00
37700 847 LEMS ACT-FUND BAL STUDENT NEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 847 LEMS ACT-FUND BAL STUDENT NEEDS	0.00	0.00	5,490.30	0.00	0.00	5,490.30
37700 850 LEMS ACT-FUND BAL STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 850 LEMS ACT-FUND BAL STUDENT COUNCIL	0.00	0.00	2,831.05	0.00	0.00	2,831.05
37700 855 LEMS ACT-FUND BAL SUNSHINE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 855 LEMS ACT-FUND BAL SUNSHINE CLUB	0.00	0.00	741.61	0.00	0.00	741.61
37700 861 LEMS PK-3 ROBOTICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 861 LEMS PK-3 ROBOTICS	0.00	0.00	(2,475.16)	0.00	0.00	(2,475.16)
37700 862 LEMS ACT-FUND BAL LEGO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 862 LEMS ACT-FUND BAL LEGO	0.00	0.00	(2,715.54)	0.00	0.00	(2,715.54)
37700 865 LEMS ACT-FUND BAL FIELD DAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 865 LEMS ACT-FUND BAL FIELD DAY	0.00	0.00	414.52	0.00	0.00	414.52
37700 866 TIGER CLUB BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 866 TIGER CLUB BALANCE	0.00	0.00	7,743.03	0.00	0.00	7,743.03
37700 868 LEMS ACT-FUND BAL 6-8 ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 868 LEMS ACT-FUND BAL 6-8 ACT	0.00	0.00	4,975.99	0.00	0.00	4,975.99
37700 869 LEMS ACT-FUND BAL 3RD GRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 869 LEMS ACT-FUND BAL 3RD GRADE	0.00	0.00	168.92	0.00	0.00	168.92
37700 874 4TH-5TH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 874 4TH-5TH VOLLEYBALL	0.00	0.00	3,200.00	0.00	0.00	3,200.00
37700 875 LEMS ACT-FUND BAL VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 875 LEMS ACT-FUND BAL VOLLEYBALL	0.00	0.00	500.78	0.00	0.00	500.78
37700 880 LEMS ACT-FUND BAL WYVA-STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 880 LEMS ACT-FUND BAL WYVA-STUDENT COUNCIL	0.00	0.00	1,736.42	0.00	0.00	1,736.42
37700 881 UNRESERVED FUND BALANCE WYVA-OFFICE ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 881 UNRESERVED FUND BALANCE WYVA-OFFICE ACTIVITIES	0.00	0.00	2,355.00	0.00	0.00	2,355.00
37700 882 LEMS ACT-FUND BAL WYVA 2-SKILLS USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 882 LEMS ACT-FUND BAL WYVA 2-SKILLS USA	0.00	0.00	2,133.03	0.00	0.00	2,133.03
37700 883 WYVA TEACHER PD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 883 WYVA TEACHER PD	0.00	0.00	15,000.00	0.00	0.00	15,000.00
37700 912 NCHS ACT-FUND BAL CLASS 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 912 NCHS ACT-FUND BAL CLASS 2022	0.00	0.00	0.00	1,105.93	0.00	1,105.93
37700 913 NCHS ACT-FUND BAL CLASS 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 913 NCHS ACT-FUND BAL CLASS 2023	0.00	0.00	0.00	10.83	0.00	10.83
37700 914 NCHS ACT-FUND BAL CLASS 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 914 NCHS ACT-FUND BAL CLASS 2024	0.00	0.00	0.00	4,455.57	0.00	4,455.57
37700 915 NCHS ACT-FUND BAL CLASS 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 915 NCHS ACT-FUND BAL CLASS 2025	0.00	0.00	0.00	5,161.76	0.00	5,161.76
37700 916 NCHS ACT-FUND BAL CLASS 2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 916 NCHS ACT-FUND BAL CLASS 2026	0.00	0.00	0.00	2,389.11	0.00	2,389.11
37700 917 NCHS ACT-FUND BAL CLASS 2027	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 917 NCHS ACT-FUND BAL CLASS 2027	0.00	0.00	0.00	965.15	0.00	965.15
37700 918 CROSS COUNTRY BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		37700 918 CROSS COUNTRY BALANCE	0.00	0.00	0.00	206.84	0.00	206.84

	<u>01 GENERAL FUND</u>	<u>11 VIRTUAL ACADEMY</u>	<u>20 SPECIAL REVENUE FUNDS</u>	<u>25 RECREATION DISTRICT</u>	<u>30 CAPITAL PROJECTS FUND</u>	<u>50 FOOD SERVICE FUND (LUNCH)</u>	<u>55 DAYCARE FUND</u>	<u>71 TRUST FUND-SCHOLARSHIPS</u>
37700 928 NCHS ACT-FUND BAL ATHLETIC DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 929 NCHS ACT-FUND BAL AG STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 930 NCHS ACT-FUND BAL ANNUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 932 NCHS ACT-FUND BAL ART CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 933 NCHS ACT-FUND BAL BOYS BBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 934 NCHS ACT-FUND BAL GIRLS BBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 935 NCHS ACT-FUND BAL CALCULATORS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 936 NCHS ACT-FUND BAL CLOSE UP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 937 NCHS ACT-FUND BAL FFA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 938 NCHS ACT-FUND BAL ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 939 NCHS ACT- FUND BAL FBLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 940 NCHS ACT-FUND BAL DI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 941 NCHS ACT-FUND BAL ENGLISH-BAKER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 942 NCHS ACT-FUND BAL FCCLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 945 NCHS ACT-FUND BAL FOOD SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 946 NCHS ACT-FUND BAL FOR CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 947 NCHS ACT-FUND BAL FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 948 NCHS ACT-FUND BAL GOLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 951 NCHS ACT-FUND BAL LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 952 NCHS ACT-FUND BAL LIFE SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 953 NCHS ACT-FUND BAL METALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37700 954 NCHS ACT-FUND BAL MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	<u>84 Community Education</u>	<u>85 EARLY RETIREMENT</u>	<u>88 LEMS ACTIVITY FUND</u>	<u>89 NCHS ACTIVITY FUND</u>	<u>90 General Capital Assets</u>	<u>Total</u>
37700 928 NCHS ACT-FUND BAL ATHLETIC DONATIONS	0.00	0.00	0.00	8,338.74	0.00	8,338.74
37700 929 NCHS ACT-FUND BAL AG STRUCTURES	0.00	0.00	0.00	1,500.00	0.00	1,500.00
37700 930 NCHS ACT-FUND BAL ANNUAL	0.00	0.00	0.00	(717.59)	0.00	(717.59)
37700 932 NCHS ACT-FUND BAL ART CLUB	0.00	0.00	0.00	4,109.96	0.00	4,109.96
37700 933 NCHS ACT-FUND BAL BOYS BBALL	0.00	0.00	0.00	(171.62)	0.00	(171.62)
37700 934 NCHS ACT-FUND BAL GIRLS BBALL	0.00	0.00	0.00	7,799.50	0.00	7,799.50
37700 935 NCHS ACT-FUND BAL CALCULATORS	0.00	0.00	0.00	624.80	0.00	624.80
37700 936 NCHS ACT-FUND BAL CLOSE UP	0.00	0.00	0.00	844.44	0.00	844.44
37700 937 NCHS ACT-FUND BAL FFA	0.00	0.00	0.00	5,781.40	0.00	5,781.40
37700 938 NCHS ACT-FUND BAL ENTREPRENEURSHIP	0.00	0.00	0.00	2,099.59	0.00	2,099.59
37700 939 NCHS ACT- FUND BAL FBLA	0.00	0.00	0.00	16,653.06	0.00	16,653.06
37700 940 NCHS ACT-FUND BAL DI	0.00	0.00	0.00	8,622.69	0.00	8,622.69
37700 941 NCHS ACT-FUND BAL ENGLISH-BAKER	0.00	0.00	0.00	5.50	0.00	5.50
37700 942 NCHS ACT-FUND BAL FCCLA	0.00	0.00	0.00	19,174.28	0.00	19,174.28
37700 945 NCHS ACT-FUND BAL FOOD SERVICE	0.00	0.00	0.00	1,595.50	0.00	1,595.50
37700 946 NCHS ACT-FUND BAL FOR CLUB	0.00	0.00	0.00	50.00	0.00	50.00
37700 947 NCHS ACT-FUND BAL FOOTBALL	0.00	0.00	0.00	15,870.76	0.00	15,870.76
37700 948 NCHS ACT-FUND BAL GOLF	0.00	0.00	0.00	6,250.32	0.00	6,250.32
37700 951 NCHS ACT-FUND BAL LIBRARY	0.00	0.00	0.00	557.46	0.00	557.46
37700 952 NCHS ACT-FUND BAL LIFE SKILLS	0.00	0.00	0.00	(254.96)	0.00	(254.96)
37700 953 NCHS ACT-FUND BAL METALS	0.00	0.00	0.00	3,538.36	0.00	3,538.36
37700 954 NCHS ACT-FUND BAL MISC	0.00	0.00	0.00	3,376.04	0.00	3,376.04

	<u>01 GENERAL FUND</u>	<u>11 VIRTUAL ACADEMY</u>	<u>20 SPECIAL REVENUE FUNDS</u>	<u>25 RECREATION DISTRICT</u>	<u>30 CAPITAL PROJECTS FUND</u>	<u>50 FOOD SERVICE FUND (LUNCH)</u>	<u>55 DAYCARE FUND</u>	<u>71 TRUST FUND-SCHOLARSHIPS</u>	
37700 956 NCHS ACT-FUND BAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 957 NCHS ACT-FUND BAL NATL HON SOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 958 NCHS ACT-FUND BAL ROBOTICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 959 NCHS ACT-FUND BAL RODEO CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 962 NCHS ACT-FUND BAL SKILLS USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 965 NCHS ACT-SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 968 NCHS ACT-FUND BAL SOCIAL STUDIES-SKEEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 969 NCHS ACT-FUND BAL SPANISH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 970 NCHS ACT-FUND BAL SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 972 NCHS ACT-FUND BAL STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 974 NCHS ACT-FUND BAL STUDENT NEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 980 NCHS ACT-FUND BAL SUNSHINE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 986 TEAMMATES FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 987 NCHS ACT-FUND BAL TRACK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 989 NCHS ACT-FUND BAL VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 990 NCHS ACT-FUND BAL WRESTLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 992 NCHS BANNERS BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
37700 998 NCHS ACT-FUND BAL CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fund Balance	3,411,054.57	555,804.58	2,635,039.32	57,998.34	340,296.08	58,775.96	77,276.62	47,989.71	
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	3,057,137.60	469,645.39	2,497,144.41	57,998.34	340,296.08	58,122.12	90,023.26	47,989.71	

	<u>84 Community Education</u>	<u>85 EARLY RETIREMENT</u>	<u>88 LEMS ACTIVITY FUND</u>	<u>89 NCHS ACTIVITY FUND</u>	<u>90 General Capital Assets</u>	<u>Total</u>
37700 956 NCHS ACT-FUND BAL MUSIC	0.00	0.00	0.00	3,883.11	0.00	3,883.11
37700 957 NCHS ACT-FUND BAL NATL HON SOC	0.00	0.00	0.00	1,385.79	0.00	1,385.79
37700 958 NCHS ACT-FUND BAL ROBOTICS	0.00	0.00	0.00	837.76	0.00	837.76
37700 959 NCHS ACT-FUND BAL RODEO CLUB	0.00	0.00	0.00	19,957.09	0.00	19,957.09
37700 962 NCHS ACT-FUND BAL SKILLS USA	0.00	0.00	0.00	8,878.59	0.00	8,878.59
37700 965 NCHS ACT-SCHOLARSHIPS	0.00	0.00	0.00	1,445.00	0.00	1,445.00
37700 968 NCHS ACT-FUND BAL SOCIAL STUDIES-SKEEN	0.00	0.00	0.00	60.00	0.00	60.00
37700 969 NCHS ACT-FUND BAL SPANISH	0.00	0.00	0.00	508.01	0.00	508.01
37700 970 NCHS ACT-FUND BAL SPEECH	0.00	0.00	0.00	13,240.35	0.00	13,240.35
37700 972 NCHS ACT-FUND BAL STUDENT COUNCIL	0.00	0.00	0.00	4,121.65	0.00	4,121.65
37700 974 NCHS ACT-FUND BAL STUDENT NEEDS	0.00	0.00	0.00	4,091.41	0.00	4,091.41
37700 980 NCHS ACT-FUND BAL SUNSHINE CLUB	0.00	0.00	0.00	816.60	0.00	816.60
37700 986 TEAMMATES FUND BALANCE	0.00	0.00	0.00	661.15	0.00	661.15
37700 987 NCHS ACT-FUND BAL TRACK	0.00	0.00	0.00	3,383.72	0.00	3,383.72
37700 989 NCHS ACT-FUND BAL VOLLEYBALL	0.00	0.00	0.00	3,466.67	0.00	3,466.67
37700 990 NCHS ACT-FUND BAL WRESTLING	0.00	0.00	0.00	2,664.35	0.00	2,664.35
37700 992 NCHS BANNERS BALANCE	0.00	0.00	0.00	291.25	0.00	291.25
37700 998 NCHS ACT-FUND BAL CONCESSIONS	0.00	0.00	0.00	2,710.53	0.00	2,710.53
Fund Balance	9,268.28	337,851.49	96,366.71	192,346.45	(9,157,857.86)	(1,337,789.75)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	9,268.28	324,312.38	96,253.16	189,562.32	(9,157,857.86)	(1,920,104.81)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 000 81110	25 OR 20 MILL SPECIAL DIST TAX	0.00	13,302.24	13,302.24	0.00	(13,302.24)
01 000 81111	25 OR 20 MILL SPECIAL DIST TAX	0.00	190,180.46	190,180.46	0.00	(190,180.46)
01 000 81120	LOCAL MOTOR VEHICLE FEES	0.00	22,022.84	22,022.84	0.00	(22,022.84)
01 000 81130	LOCAL CAR COMPANY TAXES	0.00	27,860.50	27,860.50	0.00	(27,860.50)
01 000 81140	PENALTIES & INTEREST ON TAXES	0.00	732.72	732.72	0.00	(732.72)
01 000 81190	OTHER LOCAL TAX REVENUE	0.00	58.00	58.00	0.00	(58.00)
01 000 81510	INTEREST ON INVESTMENTS	0.00	17,669.78	17,669.78	0.00	(17,669.78)
01 000 81590	OTHER INTEREST (COUNTY TREAS)	0.00	493.18	493.18	0.00	(493.18)
01 000 81991	ERATE/OTHER DISCOUNTS, REBATES, OR REIMBURSEMENT	0.00	9,228.82	9,228.82	0.00	(9,228.82)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	281,548.54	281,548.54	0.00	(281,548.54)
01 000 82110	6 MILL COUNTY TAX	0.00	3,192.49	3,192.49	0.00	(3,192.49)
01 000 82111	PRIOR 7/91 6 MILL TAXES	0.00	45,643.30	45,643.30	0.00	(45,643.30)
01 000 82120	COUNTY MOTOR VEHICLE TAXES	0.00	5,285.51	5,285.51	0.00	(5,285.51)
01 000 82130	COUNTY CAR COMPANY TAXES	0.00	6,686.52	6,686.52	0.00	(6,686.52)
01 000 82140	PENALTY/INTEREST-DELINQ TAXES	0.00	175.84	175.84	0.00	(175.84)
01 000 82150	FINES & FORFEITURES	0.00	17,069.00	17,069.00	0.00	(17,069.00)
01 000 82190	OTHER COUNTY REVENUE	0.00	13.92	13.92	0.00	(13.92)
Subtotal: REVENUE FROM COUNTY SOURCES		0.00	78,066.58	78,066.58	0.00	(78,066.58)
01 000 83130	TAYLOR GRAZING REVENUE	0.00	0.00	0.00	0.00	0.00
01 000 83291	RETIREMENT REIMBURSEMENT	0.00	7,532.74	7,532.74	0.00	(7,532.74)
Subtotal: REVENUE FROM STATE SOURCES		0.00	7,532.74	7,532.74	0.00	(7,532.74)
Fund Total:		0.00	367,147.86	367,147.86	0.00	(367,147.86)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
11 000 83291	RETIREMENT REIMBURSEMENT	0.00	4,934.44	4,934.44	0.00	(4,934.44)
	Subtotal: REVENUE FROM STATE SOURCES	0.00	4,934.44	4,934.44	0.00	(4,934.44)
	Fund Total:	0.00	4,934.44	4,934.44	0.00	(4,934.44)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
20 109 81520	INTEREST ON INVESTMENTS MAJOR MAINTENANCE	0.00	12,274.54	12,274.54	0.00	(12,274.54)
	Subtotal: REVENUE FROM LOCAL SOURCES	0.00	12,274.54	12,274.54	0.00	(12,274.54)
20 109 83170	DEFER MAINT MAJOR REP/MAINT	0.00	175,944.29	175,944.29	0.00	(175,944.29)
20 114 83200	FY19 Dist Ed Grant	0.00	740.89	740.89	0.00	(740.89)
20 310 83200	RESTRICTED STATE GRANTS-IN-AID	0.00	819.95	819.95	0.00	(819.95)
	Subtotal: REVENUE FROM STATE SOURCES	0.00	177,505.13	177,505.13	0.00	(177,505.13)
20 031 84200	LITERACY GRANT REVENUE	0.00	24,598.27	24,598.27	0.00	(24,598.27)
	Subtotal: REVENUE FROM FEDERAL SOURCES	0.00	24,598.27	24,598.27	0.00	(24,598.27)
	Fund Total:	0.00	214,377.94	214,377.94	0.00	(214,377.94)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
25 000 81180	PARKS AND RECREATION MILL LEVY	0.00	10,181.38	10,181.38	0.00	(10,181.38)
	Subtotal: REVENUE FROM LOCAL SOURCES	0.00	10,181.38	10,181.38	0.00	(10,181.38)
	Fund Total:	0.00	10,181.38	10,181.38	0.00	(10,181.38)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
50 000 81510	INTEREST ON INVESTMENTS	0.00	5.23	5.23	0.00	(5.23)
50 004 81611	LEMS LUNCH SALES-STUDENTS	0.00	40.00	40.00	0.00	(40.00)
50 000 81950	REFUND-PRIOR YEAR'S EXPEND	0.00	3,080.84	3,080.84	0.00	(3,080.84)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	3,126.07	3,126.07	0.00	(3,126.07)
Fund Total:		0.00	3,126.07	3,126.07	0.00	(3,126.07)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
84 400 81510	INTEREST ON INVESTMENTS	0.00	2.51	2.51	0.00	(2.51)
	Subtotal: REVENUE FROM LOCAL SOURCES	0.00	2.51	2.51	0.00	(2.51)
	Fund Total:	0.00	2.51	2.51	0.00	(2.51)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
88 840 81510	LEMS ACT-OFFICE INTEREST	0.00	29.09	29.09	0.00	(29.09)
88 837 81700	LEMS ACT-COMMUNITY 4 KIDS	0.00	500.00	500.00	0.00	(500.00)
88 847 81700	LEMS ACT-STUDENT NEEDS RECEIPTS	0.00	300.00	300.00	0.00	(300.00)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	829.09	829.09	0.00	(829.09)
Fund Total:		0.00	829.09	829.09	0.00	(829.09)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
89 954 81510	NCHS ACT-INT ON INVESTMENTS	0.00	61.76	61.76	0.00	(61.76)
89 933 81700	NCHS ACT-BOYS BBALL RECEIPTS	0.00	650.00	650.00	0.00	(650.00)
89 947 81700	NCHS ACT-FOOTBALL RECEIPTS	0.00	300.00	300.00	0.00	(300.00)
89 974 81700	NCHS ACT-STUDENT NEEDS RECEIPTS	0.00	25.00	25.00	0.00	(25.00)
89 992 81700	NCHS BANNERS RECEIPTS	0.00	175.60	175.60	0.00	(175.60)
89 928 81920	NCHS ACT-ATHLETIC DONATIONS	0.00	513.47	513.47	0.00	(513.47)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	1,725.83	1,725.83	0.00	(1,725.83)
Fund Total:		0.00	1,725.83	1,725.83	0.00	(1,725.83)

Revenue Summary Report
Processing Month: 07/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	602,325.12	602,325.12	0.00	(602,325.12)

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Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
01 GENERAL FUND						
1110 ELEMENTARY	0.00	2,037.77	69,347.08	0.00	(71,384.85)	2,037.77
1120 JUNIOR HIGH OR MIDDLE SCHOOLS	0.00	801.26	12,008.20	0.00	(12,809.46)	801.26
1130 SECONDARY	0.00	1,373.86	99.00	0.00	(1,472.86)	1,373.86
1210 PROGRAMS FOR STUDENTS WITH DISABILITIES	0.00	21,032.82	0.00	0.00	(21,032.82)	21,032.82
1250 TUITION FOR STUDENTS WITH DISABILITIES	0.00	0.00	0.00	0.00	0.00	0.00
1260 AT-RISK YOUTH	0.00	34,874.94	0.00	0.00	(34,874.94)	34,874.94
1420 STUDENT ACTIVITIES-JR HI/MIDDLE SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
1430 STUDENT ACTIVITIES-HIGH SCHOOL	0.00	7,289.89	10,430.59	0.00	(17,720.48)	7,289.89
1530 CTE INSTRUCTION, GRADES 9-12	0.00	153.21	0.00	0.00	(153.21)	153.21
2130 HEALTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2170 THERAPY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2210 IMPROVEMENT OF INSTRUCTION SERVICES	0.00	1,862.00	0.00	0.00	(1,862.00)	1,862.00
2220 EDUCATIONAL MEDIA SERVICES	0.00	2,546.12	10,743.40	0.00	(13,289.52)	2,546.12
2230 SUPERVISION OF SPECIAL EDUCATION SERVICES	0.00	14.90	0.00	0.00	(14.90)	14.90
3310 CENTRAL ADMINISTRATION	0.00	17,716.42	375.25	0.00	(18,091.67)	17,716.42
3320 SCHOOL ADMINISTRATION	0.00	5,377.05	0.00	(9.95)	(5,367.10)	5,377.05
3330 BUSINESS ADMINISTRATION	0.00	23,734.23	3,000.00	0.00	(26,734.23)	23,734.23
3350 BOARD OF EDUCATION SERVICES	0.00	154.60	0.00	0.00	(154.60)	154.60
3410 SUPERVISION OF OPERATION AND MAINTENANCE OF PLANT SERVICES	0.00	267.47	0.00	0.00	(267.47)	267.47
3420 OPERATING BUILDINGS SERVICES	0.00	39,895.01	0.00	0.00	(39,895.01)	39,895.01
3430 CARE AND UPKEEP OF GROUNDS SERVICES	0.00	5,793.02	0.00	0.00	(5,793.02)	5,793.02
3510 VEHICLE OPERATION-TO AND FROM SCHOOL	0.00	19,486.63	0.00	(25.58)	(19,461.05)	19,486.63
3520 VEHICLE OPERATION-ACTIVITIES	0.00	649.76	0.00	0.00	(649.76)	649.76
3590 NON-REIMBURSABLE TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
3850 TECHNOLOGY COORDINATION	0.00	23,059.52	5,742.00	0.00	(28,801.52)	23,059.52
01 GENERAL FUND	0.00	208,120.48	111,745.52	(35.53)	(319,830.47)	208,120.48

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Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
11 VIRTUAL ACADEMY						
1210 PROGRAMS FOR STUDENTS WITH DISABILITIES	0.00	27,600.98	0.00	0.00	(27,600.98)	27,600.98
1430 STUDENT ACTIVITIES-HIGH SCHOOL	0.00	1,376.64	1,376.56	0.00	(2,753.20)	1,376.64
1810 ELEMENTARY VIRTUAL LEARNING	0.00	637.95	11,430.00	0.00	(12,067.95)	637.95
1820 JUNIOR HIGH OR MIDDLE VIRTUAL LEARNING	0.00	0.00	0.00	0.00	0.00	0.00
1830 SECONDARY VIRUTAL LEARNING	0.00	90.03	0.00	0.00	(90.03)	90.03
2110 GUIDANCE SERVICES	0.00	4,035.93	0.00	0.00	(4,035.93)	4,035.93
2170 THERAPY SERVICES	0.00	562.50	0.00	0.00	(562.50)	562.50
2230 SUPERVISION OF SPECIAL EDUCATION SERVICES	0.00	5,008.84	0.00	0.00	(5,008.84)	5,008.84
3320 SCHOOL ADMINISTRATION	0.00	2,128.90	150.00	0.00	(2,278.90)	2,128.90
11 VIRTUAL ACADEMY	0.00	41,441.77	12,956.56	0.00	(54,398.33)	41,441.77

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Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
20						
SPECIAL REVENUE FUNDS						
1110 ELEMENTARY	0.00	6,266.58	0.00	0.00	(6,266.58)	6,266.58
1130 SECONDARY	0.00	0.00	0.00	0.00	0.00	0.00
1260 AT-RISK YOUTH	0.00	72,722.81	17,667.38	0.00	(90,390.19)	72,722.81
2130 HEALTH SERVICES	0.00	72,031.13	0.00	0.00	(72,031.13)	72,031.13
2140 PSYCHOLOGICAL SERVICES	0.00	5,262.73	0.00	0.00	(5,262.73)	5,262.73
2210 IMPROVEMENT OF INSTRUCTION SERVICES	0.00	18,879.27	10,934.32	0.00	(29,813.59)	18,879.27
3470 MAJOR BUILDING AND FACILITY MAINTENANCE	0.00	0.00	339,877.31	0.00	(339,877.31)	0.00
3900 OTHER SUPPORT SERVICES	0.00	1,307.02	0.00	0.00	(1,307.02)	1,307.02
5300 ARCHITECTURE & ENGINEERING SERVICES	0.00	135,031.00	0.00	0.00	(135,031.00)	135,031.00
20	0.00	311,500.54	368,479.01	0.00	(679,979.55)	311,500.54

Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
50 FOOD SERVICE FUND (LUNCH)						
4100 FOOD SERVICE OPERATIONS	0.00	3,291.72	0.00	0.00	(3,291.72)	3,291.72
50 FOOD SERVICE FUND (LUNCH)	0.00	3,291.72	0.00	0.00	(3,291.72)	3,291.72

GENERAL FUND EXPENDITURES

Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
55 DAYCARE FUND						
4200 ENTERPRISE OPERATIONS	0.00	2,160.26	0.00	0.00	(2,160.26)	2,160.26
55 DAYCARE FUND	0.00	2,160.26	0.00	0.00	(2,160.26)	2,160.26

Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
85 EARLY RETIREMENT						
3330 BUSINESS ADMINISTRATION	0.00	9,474.97	127,852.96	0.00	(137,327.93)	9,474.97
85 EARLY RETIREMENT	0.00	9,474.97	127,852.96	0.00	(137,327.93)	9,474.97

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Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
88 LEMS ACTIVITY FUND						
1400 STUDENT ACTIVITIES	0.00	113.55	0.00	0.00	(113.55)	113.55
88 LEMS ACTIVITY FUND	0.00	113.55	0.00	0.00	(113.55)	113.55

GENERAL FUND EXPENDITURES

Function Part 3	Current Budget	Expenditures to date	Outstanding Encumbrances	A/ P Outstanding	Unencumbered Balance	During Month
89 NCHS ACTIVITY FUND						
1400 STUDENT ACTIVITIES	0.00	2,784.13	0.00	(211.00)	(2,573.13)	2,784.13
89 NCHS ACTIVITY FUND	0.00	2,784.13	0.00	(211.00)	(2,573.13)	2,784.13

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
84 37700 400	FUND BAL-COMMUNITY EDUCATION	9,268.28	0.00	2.51	0.00	9,270.79
	Fund Total: 84	9,268.28	0.00	2.51	0.00	9,270.79

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
85 37700 000	UNRESERVED FUND BALANCE	337,851.49	9,474.97	0.00	0.00	328,376.52
Fund Total: 85		337,851.49	9,474.97	0.00	0.00	328,376.52

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
88 37700 803	LEMS ACT-FUND BAL LANCE CREEK	1,151.52	0.00	0.00	0.00	1,151.52
88 37700 805	LEMS ACT-FUND BAL ANNUAL	(107.97)	0.00	0.00	0.00	(107.97)
88 37700 808	LEMS ACT-FUND BAL ART CLUB	863.93	0.00	0.00	0.00	863.93
88 37700 809	LEMS ACT-FUND BAL BACKPACK PROGRAM	25,149.17	0.00	0.00	0.00	25,149.17
88 37700 810	LEMS ACT-FUND BAL BAND	7,891.24	0.00	0.00	0.00	7,891.24
88 37700 811	UNRESERVED FUND BALANCE	2,250.00	0.00	0.00	0.00	2,250.00
88 37700 812	LEMS ACT-FUND BAL GIRLS BASKETBALL	231.34	0.00	0.00	0.00	231.34
88 37700 813	LEMS ACT-FUND BAL K-5 DONATIONS	621.21	0.00	0.00	0.00	621.21
88 37700 814	MS BOYS BASKETBALL	562.09	0.00	0.00	0.00	562.09
88 37700 816	LEMS FOODCART	956.33	0.00	0.00	0.00	956.33
88 37700 818	LEMS ACT-FUND BAL 6-8 DONATIONS	150.00	0.00	0.00	0.00	150.00
88 37700 819	LEMS ACT-FUND BAL HIGH TUNNELS	437.53	0.00	0.00	0.00	437.53
88 37700 822	LEMS ACT-FUND BAL HISTORY DAY	101.50	0.00	0.00	0.00	101.50
88 37700 835	LEMS ACT-FUND BAL LIBRARY	8,270.75	0.00	0.00	0.00	8,270.75
88 37700 837	LEMS ACT-FUND BAL PARENT-TEACHER GROUP	5,825.55	113.55	500.00	0.00	6,212.00
88 37700 840	LEMS ACT-FUND BAL OFFICE	(322.43)	0.00	29.09	0.00	(293.34)
88 37700 845	LEMS ACT-FUND BAL PLAYGROUND	235.00	0.00	0.00	0.00	235.00
88 37700 847	LEMS ACT-FUND BAL STUDENT NEEDS	5,490.30	0.00	300.00	0.00	5,790.30
88 37700 850	LEMS ACT-FUND BAL STUDENT COUNCIL	2,831.05	0.00	0.00	0.00	2,831.05
88 37700 855	LEMS ACT-FUND BAL SUNSHINE CLUB	741.61	0.00	0.00	0.00	741.61
88 37700 861	LEMS PK-3 ROBOTICS	(2,475.16)	0.00	0.00	0.00	(2,475.16)
88 37700 862	LEMS ACT-FUND BAL LEGO	(2,715.54)	0.00	0.00	0.00	(2,715.54)
88 37700 865	LEMS ACT-FUND BAL FIELD DAY	414.52	0.00	0.00	0.00	414.52
88 37700 866	TIGER CLUB BALANCE	7,743.03	0.00	0.00	0.00	7,743.03
88 37700 868	LEMS ACT-FUND BAL 6-8 ACT	4,975.99	0.00	0.00	0.00	4,975.99
88 37700 869	LEMS ACT-FUND BAL 3RD GRADE	168.92	0.00	0.00	0.00	168.92
88 37700 874	4TH-5TH VOLLEYBALL	3,200.00	0.00	0.00	0.00	3,200.00
88 37700 875	LEMS ACT-FUND BAL VOLLEYBALL	500.78	0.00	0.00	0.00	500.78
88 37700 880	LEMS ACT-FUND BAL WYVA-STUDENT COUNCIL	1,736.42	0.00	0.00	0.00	1,736.42
88 37700 881	UNRESERVED FUND BALANCE WYVA-OFFICE ACTIVITIES	2,355.00	0.00	0.00	0.00	2,355.00
88 37700 882	LEMS ACT-FUND BAL WYVA 2-SKILLS USA	2,133.03	0.00	0.00	0.00	2,133.03
88 37700 883	WYVA TEACHER PD	15,000.00	0.00	0.00	0.00	15,000.00
Fund Total: 88		96,366.71	113.55	829.09	0.00	97,082.25

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
89 37700 912	NCHS ACT-FUND BAL CLASS 2022	1,105.93	0.00	0.00	0.00	1,105.93
89 37700 913	NCHS ACT-FUND BAL CLASS 2023	10.83	0.00	0.00	0.00	10.83
89 37700 914	NCHS ACT-FUND BAL CLASS 2024	4,455.57	0.00	0.00	0.00	4,455.57
89 37700 915	NCHS ACT-FUND BAL CLASS 2025	5,161.76	0.00	0.00	0.00	5,161.76
89 37700 916	NCHS ACT-FUND BAL CLASS 2026	2,389.11	0.00	0.00	0.00	2,389.11
89 37700 917	NCHS ACT-FUND BAL CLASS 2027	965.15	0.00	0.00	0.00	965.15
89 37700 918	CROSS COUNTRY BALANCE	206.84	0.00	0.00	0.00	206.84
89 37700 928	NCHS ACT-FUND BAL ATHLETIC DONATIONS	8,338.74	0.00	513.47	0.00	8,852.21
89 37700 929	NCHS ACT-FUND BAL AG STRUCTURES	1,500.00	0.00	0.00	0.00	1,500.00
89 37700 930	NCHS ACT-FUND BAL ANNUAL	(717.59)	0.00	0.00	0.00	(717.59)
89 37700 932	NCHS ACT-FUND BAL ART CLUB	4,109.96	0.00	0.00	0.00	4,109.96
89 37700 933	NCHS ACT-FUND BAL BOYS BBALL	(171.62)	0.00	650.00	0.00	478.38
89 37700 934	NCHS ACT-FUND BAL GIRLS BBALL	7,799.50	0.00	0.00	0.00	7,799.50
89 37700 935	NCHS ACT-FUND BAL CALCULATORS	624.80	0.00	0.00	0.00	624.80
89 37700 936	NCHS ACT-FUND BAL CLOSE UP	844.44	0.00	0.00	0.00	844.44
89 37700 937	NCHS ACT-FUND BAL FFA	5,781.40	0.00	0.00	0.00	5,781.40
89 37700 938	NCHS ACT-FUND BAL ENTREPRENEURSHIP	2,099.59	0.00	0.00	0.00	2,099.59
89 37700 939	NCHS ACT- FUND BAL FBLA	16,653.06	1,783.30	0.00	0.00	14,869.76
89 37700 940	NCHS ACT-FUND BAL DI	8,622.69	0.00	0.00	0.00	8,622.69
89 37700 941	NCHS ACT-FUND BAL ENGLISH-BAKER	5.50	0.00	0.00	0.00	5.50
89 37700 942	NCHS ACT-FUND BAL FCCLA	19,174.28	556.75	0.00	0.00	18,617.53
89 37700 945	NCHS ACT-FUND BAL FOOD SERVICE	1,595.50	0.00	0.00	0.00	1,595.50
89 37700 946	NCHS ACT-FUND BAL FOR CLUB	50.00	0.00	0.00	0.00	50.00
89 37700 947	NCHS ACT-FUND BAL FOOTBALL	15,870.76	0.00	300.00	0.00	16,170.76
89 37700 948	NCHS ACT-FUND BAL GOLF	6,250.32	444.08	0.00	0.00	5,806.24
89 37700 951	NCHS ACT-FUND BAL LIBRARY	557.46	0.00	0.00	0.00	557.46
89 37700 952	NCHS ACT-FUND BAL LIFE SKILLS	(254.96)	0.00	0.00	0.00	(254.96)
89 37700 953	NCHS ACT-FUND BAL METALS	3,538.36	0.00	0.00	0.00	3,538.36
89 37700 954	NCHS ACT-FUND BAL MISC	3,376.04	0.00	61.76	0.00	3,437.80
89 37700 956	NCHS ACT-FUND BAL MUSIC	3,883.11	0.00	0.00	0.00	3,883.11
89 37700 957	NCHS ACT-FUND BAL NATL HON SOC	1,385.79	0.00	0.00	0.00	1,385.79
89 37700 958	NCHS ACT-FUND BAL ROBOTICS	837.76	0.00	0.00	0.00	837.76
89 37700 959	NCHS ACT-FUND BAL RODEO CLUB	19,957.09	0.00	0.00	0.00	19,957.09
89 37700 962	NCHS ACT-FUND BAL SKILLS USA	8,878.59	0.00	0.00	0.00	8,878.59
89 37700 965	NCHS ACT-FUND BAL SCHOLARSHIPS	1,445.00	0.00	0.00	0.00	1,445.00
89 37700 968	NCHS ACT-FUND BAL SOCIAL STUDIES-SKEEN	60.00	0.00	0.00	0.00	60.00
89 37700 969	NCHS ACT-FUND BAL SPANISH	508.01	0.00	0.00	0.00	508.01
89 37700 970	NCHS ACT-FUND BAL SPEECH	13,240.35	0.00	0.00	0.00	13,240.35

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
89 37700 972	NCHS ACT-FUND BAL STUDENT COUNCIL	4,121.65	0.00	0.00	0.00	4,121.65
89 37700 974	NCHS ACT-FUND BAL STUDENT NEEDS	4,091.41	0.00	25.00	0.00	4,116.41
89 37700 980	NCHS ACT-FUND BAL SUNSHINE CLUB	816.60	0.00	0.00	0.00	816.60
89 37700 986	TEAMMATES FUND BALANCE	661.15	0.00	0.00	0.00	661.15
89 37700 987	NCHS ACT-FUND BAL TRACK	3,383.72	0.00	0.00	0.00	3,383.72
89 37700 989	NCHS ACT-FUND BAL VOLLEYBALL	3,466.67	0.00	0.00	0.00	3,466.67
89 37700 990	NCHS ACT-FUND BAL WRESTLING	2,664.35	0.00	0.00	0.00	2,664.35
89 37700 992	NCHS BANNERS BALANCE	291.25	0.00	175.60	0.00	466.85
89 37700 998	NCHS ACT-FUND BAL CONCESSIONS	2,710.53	0.00	0.00	0.00	2,710.53
Fund Total: 89		192,346.45	2,784.13	1,725.83	0.00	191,288.15

TO: Board of Trustees
FROM: Dan Schmidt, Superintendent
DATE: 12 August 2024
RE: BOARD NOTES

CONSENT AGENDA

1st motion: Move to approve the consent agenda as presented.

OR

Move to remove (item letter) from the consent agenda for separate consideration (individual motions are included).

ACTION ITEMS

Move to approve each item individually.

A.

- i. Extra-Curricular Hires for SY25

The administrative team's recommendation is to approve as presented.

- ii. Classified Hires SY25

I am recommending the hiring of Sarah Wick for the position of District Office Staff (part-time, 20 hours/week), whose primary function will be website and BoardDocs maintenance. This position will be a hybrid remote and on-site position.

I am recommending the hiring of Rachel Walker for the position of Daycare Worker.

A sample motion might read:

- i. 1st Motion: Move to accept the Extra-Curricular Hires SY25 as presented.**
ii. 2nd Motion: Move to accept the Classified Hires SY25 as presented.

B. Handbooks

The administrative team's recommendation is to approve the handbooks as presented.

The administrative nature of a handbook allows for changes in execution of board policy by building administrators, department directors, or the superintendent. AS is stated in Board Policy BFCA, the superintendent may direct development of administrative procedures or regulations which meet the guidelines of the policy for easier understanding in the way in which the board policies are carried out. These handbook changes are general in nature including staff names, dates, times, etc. along with procedural updates.

A sample motion might read:

1st Motion: Move to approve the administrative changes to the handbooks as presented.

C. SRO MOU with Town of Lusk

The administrative team's recommendation is to approve the SRO MOU. A sample motion might read:

1st Motion: Move to approve the SRO MOU with the Town of Lusk, WY.

D. SY25 Extra Duty Stipend Schedule

The administrative team's recommendation is to approve the SY25 Extra Duty stipends as presented. None of the stipend amounts have increased from the approved schedule presented for the previous school year.

A sample motion might read:

1st Motion: Move to approve the SY25 Extra Duty Stipend Schedule as presented.

TO: Board of Trustees
FROM: Dan Schmidt, Superintendent
DATE: 12 August 2024
RE: BOARD NOTES

CONSENT AGENDA

1st motion: Move to approve the consent agenda as presented.

OR

Move to remove (item letter) from the consent agenda for separate consideration (individual motions are included).

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Move to approve each item individually.

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A sample motion might read:

1st Motion: Move to approve the SY25 Extra Duty Stipend Schedule as presented.

2024-2025 Extra Duty Staff-

Niobrara County School District #1

Revised 7/2/24

DISTRICT

ACTIVITIES DIRECTOR

Ryan Nelson

NCHS

YEARBOOK

BASKETBALL BOYS

BASKETBALL GIRLS

CONCESSIONS

DRIVERS EDUCATION

FBLA

FCCLA

FFA

FOOTBALL

GOLF

JR CLASS PLAY

MUSIC

PROM

SPEECH

STUDENT COUNCIL

TRACK - Boys

TRACK - Girls

VOLLEYBALL

WRESTLING

TEAMMATES

SKILLS USA

NATIONAL HONOR SOCIETY

CROSS COUNTRY

HEAD COACH

Roxanne Fish

Ed Fullmer

Andie Hubbard

Megan Matthews

Lori Lyons

Katherine Kruse

Jason Hubbard

Chris Skeen

Ed Fullmer

Amy Pontorolo

Kaycee Bruegger

Reece Andre

Jim Lyons

Sandra Johnson

Cora Fitzgerald

Jessie Reed

Joseph Martinez

Ryan Haefele

Jim Lyons

ASSISTANT COACH

Reece Andre

Chris Smith

Reece Andre

Chris Smith

Adele Cass

Ron Nelson

Chris Skeen

Shelly Bruch

Mattie Pfister

LEMS

BASKETBALL BOYS

BASKETBALL GIRLS

FOOTBALL

MUSIC

ROBOTICS/LEGOS

TRACK

VOLLEYBALL

WRESTLING

SPELLING BEE

Logan Wasson

Cora Fitzgerald

Ryan Haefele

Kelsey Nelson

Amy Swisher

Lacey Wurdeman

Beth Gordan

Ben Hanson

Jim Lyons

Logan Heth

Cora Fitzgerald

Anna Richardson

Lori Lyons

Lori Lyons

OPEN

July Meeting

Action Needed



WYOMING
VIRTUAL ACADEMYSM

powered by K¹²

Wyoming Virtual Academy Parent/Student Handbook 2024-2025

Wyoming Virtual Academy

A Program of Niobrara County School District No. 1

322 West 5th

PO Box 574

Lusk, Wyoming 82225

Phone: (307) 334-1001

Fax: (307) 334-0900

K¹²® Customer Care: (866) 512-2273

Wyoming Virtual Academy (WYVA) is a virtual education program within Niobrara County School District No. 1 under the supervision and regulatory oversight of Niobrara County School District No. 1 and the Wyoming Department of Education. Niobrara County School District No. 1 has contracted with the national online education provider, K12, to provide administration, curriculum, hardware, and other learning support services. WYVA is a program within the public school district and all WYVA students are public school students with residency in the state of Wyoming. Students enrolled in WYVA are students of Lusk Elementary and Middle School and Niobrara County High School on record.

This Handbook is subject to changes approved by the Niobrara County School District No. 1 governing board at any time. All updated versions of this Handbook will be provided to all students and parents of Wyoming Virtual Academy with each board approval.

Updated and Board Approved June 2023

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Dear Wyoming Virtual Academy Students and Parents,

Welcome to a new year at Wyoming Virtual Academy. For those of you who are new to our school, WYVA is a statewide virtual education program hosted by Niobrara County School District No.1. Our main office is located in Lusk, Wyoming, and we have students supported by state certified teachers and administrators located across the state in basically every county.

Wyoming Virtual Academy is the product of a partnership between three entities - the Wyoming Department of Education (which provides oversight and funding), Niobrara County School District No. 1 (which provides oversight, certified teachers, and other educational services), and the national corporation K12 (which provides administrative oversight, curriculum, computer hardware, and other technical and educational support services).

WYVA provides a fully accredited, state-funded, and state-approved educational program for all students in grades K-12. Successful completion of our high school program leads to a full high school diploma issued by Niobrara County School District and Wyoming Virtual Academy leading to any post-secondary college, university, trade school, or other programs. Each year, WYVA graduates apply for and obtain college scholarships and entrance into a number of post-secondary programs. We offer high school AP classes, concurrent enrollment, and other opportunities for advanced learning. You will find our state-certified teachers to be exceptional instructors, our curriculum to be world-class in the online setting, and every opportunity to gain a strong education, all while working from home. All WYVA students follow curriculum guided by state standards and participate in all state required testing (such as WY-TOPP). In addition, we offer a Career Readiness Program with multiple Pathways leading to certifications and other post-high school career opportunities.

I will be serving as the WYVA Executive Director this year (overseeing all WYVA operations and all grades). Jennifer Copeland will be our High School Principal directly supporting grades 9-12. Lisa Williams will serve as our Elementary School Principal supporting grades K-6 and the Middle School Principal for grades 7-8. Our main office in Lusk is supervised by our longtime Operations Manager, Kristen Stauffer. Hunter Kunerth is our Special Education Director providing support to students requiring special services along with Kelly Bilbrey as the Associate Special Education Director. Christina Jewett is our Career Readiness Program Coordinator and Jeanie Stukey is our Counselor in the high school. Please reach out to any of us or your Homeroom Teachers with any questions or concerns as the year progresses.

Welcome to WYVA and a great new year of learning!

Best regards,

Dr. Joe Heywood
Executive Director - Wyoming Virtual Academy

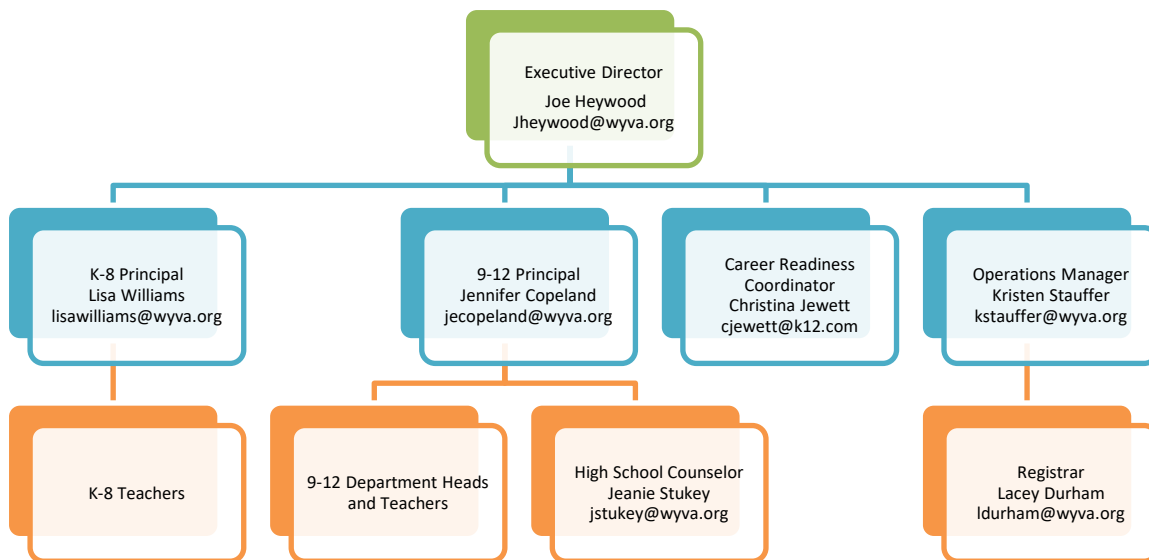
Niobrara County School District No.1 and WYVA Mission:

Inspire learning, Empower innovation, and Honor community, Every day.

Niobrara County School District No.1 and WYVA Vision:

All students enter the world with the skills and confidence to meet their challenges and, in turn, grow and serve others.

WYVA Administrative Organizational Chart



Interpreter/accommodation statement:

Professional interpreter services may be requested at any time for parents/guardians of students by contacting Dr. Joe Heywood – jheywood@wyva.org. Additionally, if any parent/guardian has a disability or other limitation that would impact their ability to participate fully in their child’s educational planning process, Wyoming Virtual Academy (WYVA) would be happy to discuss accommodations that may be available in order to maximize the parent/guardian’s participation. Individuals seeking to discuss accommodation for this reason may contact Dr. Joe Heywood – jheywood@wyva.org.

Calendar

Wyoming Virtual Academy

2024-2025 School Calendar

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

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

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

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

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

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

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

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

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

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

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

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

- School Closed
- Staff PD and Student Work Day
- Student Days
- Teacher Days

- Staff PD Days (no school for students)
- High School Graduation
- First and Last Day of School

Aug 12-16	Staff PD Days
Aug 19	First Day of School for students
Sep 2	Labor Day No School
Oct 11	End Quarter 1
Nov 27-29	Thanksgiving Break No School
Dec 20	End of Quarter 2 - Semester 1
Dec 23 - Jan 3	Christmas Break No School
Jan 6	Staff PD Day

Jan 20	MLK Day No School
Feb 17	Presidents Day No School
March 7	End Quarter 3
March 24-28	Spring Break No School
May 15-16	Graduation in Lusk and PD
May 22	Last Day of School - End Qtr 4 - Sem 2
May 23	Staff PD - Final Day for Teachers

This Parent-Student Handbook sets forth general guidance and WYVA program policies for parents and students enrolled in the Wyoming Virtual Academy (WYVA) program of the Niobrara County School District #1. A quick-reference guide is also provided on the WYVA Strong Start webpage.

The WYVA Strong Start webpage (<http://wyva.k12.com/community-events/strong-start.html>) is an online help website for Learning Coaches and students to use. Please familiarize yourself with this webpage as you will be referred to it. Additional district policies and documents pertaining to WYVA, a program of Niobrara County School District #1 can be found here: <https://www.growingluskleaders.org/o/ncsd/documents>

Not all information about the WYVA Program can be written in one document. Additional information about WYVA will be sent via K12 emails, newsletters, and website updates throughout the school year.

Important Definitions:

OLS: Online Learning System-used by grades K-5

D2L: Desire to Learning system-used by grades 6-12

Class Connect / Newrow: Where students meet with teachers for live, direct instruction.

Learning Coach

At WYVA a parent or other responsible adult, working in conjunction with the teacher, serves as a *Learning Coach* to your child. The *Learning Coach* helps facilitate progress through the daily lessons and works to modify the pace and schedule according to the individual needs of your child. The *Learning Coach* designee is assigned during the enrollment process but can be changed later with the help of your teacher. As listed in the WYVA "I Understand Statement" a *Learning Coach* must be able and willing to commit a minimum number of daily hours assisting your child in the WYVA program.

For purposes of clarification, the term *Learning Coach* will be referenced in this manual from this point forward when referring to the adult working with the student at home.

Learning Coaches and legal guardians are required to always keep a valid email address and phone number on file with the WYVA office at all times and be responsive to staff contact to be enrolled in WYVA. If phone numbers or email addresses change during the year, please contact the WYVA office to update the system. The WYVA Office is phone number is (307) 334-1001.

Parent Access to Records and Staff Communication

Legal guardians of students are entitled to access to student records and staff communication pertaining to enrollment in WYVA unless a court order denies access to records and communication. If a legal guardian wishes to limit access to WYVA records and communication in any way, the legal guardian must contact the WYVA Head of School and provide the court documents clearly stating denial of access to specific parties.

WYVA "I Understand" Agreement

A signed I Understand Agreement must be on file with WYVA to be enrolled in WYVA. Adherence to these I Understand statements and the WYVA Student-Parent Handbook and policies are required to remain enrolled in the optional virtual school program of Wyoming Virtual Academy. Adherence to these statements determines success in our

virtual school setting. The purpose of the I Understand statements is to set expectations for students and Learning Coaches. Students' success is the primary goal of WYVA and can only be achieved if you, the Learning Coach, are successful. To be successful, it is important that Learning Coaches of WYVA students understand, and agree to abide by, the following curricular and attendance requirements:

5. I Understand and agree that I am enrolling my student in an optional public school virtual program to be enrolled as a student in Niobrara County School District No.1 (NCSD1).
6. I Understand and agree that to be enrolled in NCSD1 and WYVA, the legal guardians of the student must be residents of the State of Wyoming at all times during enrollment.
7. I Understand and agree that my student will complete the appropriate assigned online learning course(s) and attend orientation and onboarding meetings and sessions as assigned within the first week of starting school unless staff extend due dates for extenuating circumstances.
8. I Understand and agree that as a Learning Coach, I will log into the required WYVA systems for Learning Coaches online at least weekly to properly monitor my student's progress and success in the program.
9. I Understand and agree that I will check my email daily and respond to WYVA staff communication to Learning Coaches within 24 hours to properly support my student's academic success in the program.
10. I Understand and agree that I will maintain a working phone number and respond to phone calls or texts from WYVA staff within 24 hours.
11. I Understand and agree that I am to cooperate with and support the assigned teachers and staff to deliver the state-approved curriculum and monitor my student's progress through the online learning courses and curriculum.
12. I Understand and agree that I will communicate with WYVA teachers consistently to support the academic success of my student.
13. I Understand and agree that I will be primarily responsible for assisting staff in ensuring my student meets the attendance requirements for Live Class Sessions, completing assignments on time, and completing progress on schedule within the lessons and online learning system.
14. I Understand and agree that WYVA is a full-time, public-school program and that my student may not be enrolled in any other public school unless approved by WYVA and NCSD1 administration and the student's school district of residence.
15. I Understand and agree that I have a primary responsibility to assist staff in supervising my student in using the K12 curriculum and that I am expected to become familiar with the learning system and curriculum to assist my student as needed.
16. I Understand and agree that for a WYVA student to be successful, I will ensure that my student is logging into the online learning system each school day and completing a minimum of 5 hours of class or online lesson time for Grades K-6 and a minimum of 6 hours of class or online lesson time for Grades 7-12.
17. I Understand and agree that as a Learning Coach, I must be able to commit to a minimum of 3-5 hours per school day to directly supervise and assist a K-6 student.
18. I Understand and agree that my student will have daily access to a functional computer and equipment and reliable internet service necessary for classes and learning.
19. I Understand and agree that K12 computers and equipment will only be used for WYVA academic purposes.
20. I Understand and agree that in the event of my student's WYVA-issued computer experiencing technical problem, I will contact the K12 Tech Support at (866) 512-2273 and document the ticket number provided. We will also inform WYVA staff of any prolonged technical problems.

21. I Understand and agree that the K12 WYVA computer issued to me is WYVA property and is not to be sold, bartered, traded, rented, pawned, or altered and that upon completion of WYVA, the equipment will be returned to WYVA in good condition and in a timely manner.
22. I Understand and agree that if my student is using a personally owned computer for school, that the family is responsible for personal computer technical support and repairs.
23. I Understand and agree that my student will participate in all state-required and WYVA-required assessments which may include in-person testing such as WY-TOPP and ACT.
24. I Understand and agree that my student will complete all assigned work, including Exit Tickets, online assignments, online assessments, hand-written assignments, in-person testing, and any required Live classes or class recordings to ensure academic success.
25. I Understand and agree that the Learning Coach, parents, legal guardians, and student may be required to attend specified meetings with WYVA staff and that attendance is required to be enrolled in WYVA.
26. I Understand and agree with the requirements in the WYVA Student-Parent Handbook.
27. I Understand and agree that plagiarism or other forms of academic dishonesty or cheating may result in exit from WYVA and that as a Learning Coach, I will assist WYVA staff in ensuring academic safeguards are in place to closely monitor academic integrity.
28. I Understand and agree that my student may be administratively withdrawn from the optional virtual program of WYVA and records sent back to the school district of residence for failure to comply with WYVA policies and requirements as outlined in this agreement and the WYVA handbooks.

Attendance

Recommended Academic Time

Grade Level	Yearly Hours	Recommended Weekly Hours	Suggested Daily Hours
Grades K-6	900	24	5
Grades 7-12	1100	29	6

WYVA students are considered full time when taking 6 classes or more. WYVA students may complete lessons to meet the compulsory attendance requirements anytime during the day Sunday through Saturday beginning with the first day of school and the last day of school. This is only the minimum recommended time – most students will likely require more time to appropriately complete work.

Illness/Extended Inability to Participate in Courses

If an unexpected situation should arise and there is an extended leave of three consecutive days or more needed from a student's courses, follow these steps: If the absence is more than 7 consecutive days administration approval is required.

- Determine if Internet access is available (through libraries, etc.).
- Contact homeroom teacher or school principal to let them know about the unexpected situation.
- Discuss class alternatives with the homeroom teacher or school principal
- If 7 consecutive days or more are going to be missed provide a doctor's note or written explanation of extended leave and send it to the administrator of the program. Administration approval is required for these absences to be excused.

Students with 10 or more consecutive absences in a course will require a meeting with the parent, homeroom teacher and administrator. Students who fail to return communication with their teachers will also be considered truant.

Students will be marked as participating in a course for the week if they do **one** of the following.

- They are passing the course which demonstrates attendance and assignment completions.
- They complete a quiz/assignment in each class during the week.
- They complete a lesson/assignment in each course during the week.
- They have more lessons completed than the expected lesson.
- They are active 50 minutes or more in each course or Class Connect session.

Students must participate by completing one of the items listed above in **every** course **every** week. Failure to do so will result in your student being marked absent by State Standards for the entire week in their course or 5 school days. Students/Learning coaches will receive an email from the truancy coordinator.

These are the minimum requirements to be considered in compliance with the attendance policy. In order to succeed in our school, we recommend a minimum of 5-6 hours spent completing schoolwork each day. Your student will not be successful by only meeting the minimum requirements.

Truancy

Students who stop attending WYVA (by not logging into our online system) and become non-responsive to staff attempts to communicate via email, phone, and standard postal mail, will become truant at 10 days of no log in per state law.

All students under the age of 16 or who have not attained completion of the 10th grade, must attend public school in Wyoming or notify the state regarding private or home schooling per state law. If students stop attending Wyoming Virtual Academy and Niobrara County School District No. 1, due to non-attendance and a resulting truancy, state law requires parents of underage children to report to the local school district, and thus the state, the child's educational status following this potential withdrawal from attending Wyoming Virtual Academy and Niobrara County School District No.1. Failure to do so may result in misdemeanor charges by the state. Please refer to state law:

§ 21-4-102. When attendance is required; exemptions; withdrawal. (Law Updated 8-1-21)

○ *Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before August 1, or September 15 if the child started kindergarten pursuant to an approved request under W.S. 21-3-110(a)(xxxviii), of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that*

the board of trustees of each school district may exempt any child from the operation of this article when: (i) The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice to guide it and support it in its decision; (ii) The board feels that compulsory school attendance might work undue hardship. The board may conduct a hearing on issues pursuant to this paragraph by executive session; or (iii) The child has been legally excluded from the regular schools pursuant to the provisions of W.S. 21-4-306. (b) A home-based educational program shall meet the requirements of a basic academic educational program pursuant to W.S. 21-4-101(a)(vi). It shall be the responsibility of every person administering a home-based educational program to submit a curriculum to the local board of trustees each year showing that the program complies with the requirements of this subsection. Failure to submit a curriculum showing compliance is prima facie evidence that the home-based educational program does not meet the requirements of this article. (c) In addition to subsection (a) of this section, the parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the district of enrolling that child in a different school district or in a private school or home-based educational program, shall meet in person with a school district counselor or administrator to provide the school district with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming national guard youth challenge program, as established by W.S. 19-9-701, for the sole purpose of recruitment into the Wyoming national guard youth challenge program.

§ 21-4-105. Penalty for failure of parent, guardian, or custodian to comply with article.

Any parent, guardian or custodian of any child to whom this article applies who willfully fails, neglects or refuses to comply with the provisions of this article may be punished by not more than ten (10) days of community service and subject to proceedings under the Child Protection Act, W.S. 14-3-401 et seq., or the Children In Need of Supervision Act, W.S. 14-6-401 et seq., or both.

Communication Policy

Consistent and cooperative communication provides a vital link between WYVA teachers, WYVA Administrators, Learning Coaches, and students. As a public-school program, we are mandated to deliver instruction to our students via fully licensed teachers. To do this, *Learning Coaches* and teachers must work together as a team by maintaining positive and open lines of communication. Students, too, are an important part of this team, as teachers work directly with students through telecommunication and email to provide instruction and develop positive relationships. Conference calls provide a personal venue between teachers, Learning Coaches, and students to discuss each student's academic progress and success. The 7th through 12th grade teachers will be contacting students weekly. The K-6 teachers also have a minimum of weekly contact with every family through class connect sessions or homeroom progress checks. Each student at K-6 has a minimum of one individual session with their teacher.

- Learning coaches and students are expected to check email daily and to return teacher phone calls and emails within 24 business hours.
- Full-time teachers are available to be contacted 8-4, M-F, excluding holidays/breaks.
- Learning coaches and students are expected to be respectful in their communications with teachers/school staff.

- Learning Coaches and students are expected to inform their WYVA teacher of any changes to contact information.
- WYVA teachers have 24 hours to respond to email and telephone calls during the business week.

Email

WYVA's internal email communication system is the primary communication platform for teachers, Learning Coaches, and administration. Most of the information communicated to WYVA families will be sent via their WYVA email. Often, the information is time-sensitive, and many items require a specific response. Below are some general guidelines to be followed:

- The *Learning Coach* is required to use the Email platform within the Online School to communicate with his/her teacher.
- The *Learning Coach* is required to check his/her Email **Monday through Friday**.
- The *Learning Coach* is required to reply promptly to all Email received from WYVA within 24 hours.
- The *Learning Coach* is required to maintain his/her Internet connection.

Non-Compliance

As a public-school program, WYVA has the responsibility to ensure that students are learning. A *Learning Coach* will be considered non-compliant with WYVA's communication policy when a teacher is unable to reach him/her during a two-day period. This includes unsuccessful attempts by the WYVA teacher to interact with the *Learning Coach* via conference calls, Email, and/or communication delivered to the home address. After such time, Online Learning System access may be locked, and a certified letter or email may be sent notifying the *Learning Coach* of the non-compliance and asking for a response by a specified date and time to communicate intent. If the *Learning Coach* fails to contact WYVA by the specified date and time, the student will be referred to administration. Use of profanity, insulting, or inappropriate language will not be tolerated. If unacceptable language is used by a learning coach or student during a phone conversation or Class Connect session, the teacher will immediately end the communication and refer the student and/or family to administration.

*In the event a student with an Individualized Educational Plan (IEP) has received a Habitual Truancy Notice and/or has 10 consecutive absences, a Manifestation Determination meeting will be scheduled. The purpose of the meeting is to determine whether the student's absences are a manifestation of the student's identified disability. At that time, the team will discuss if any additional accommodation or modifications should be made to help the student meet the attendance requirements.

Locking Student Accounts

One of the built-in functions within the student learning system for K12 supported schools is the ability to lock or unlock a student's access to curriculum and courses. Students may continue to send and receive emails within school email, but they do not have access to curriculum and courses. Locking may be used judiciously in circumstances due to behavior issues and extended or repeated problems with truancy, non-attendance, or unresponsive students and families.

In addition, based on our virtual setting and the inability of school staff to meet with students directly as needed within the walls of a brick-and-mortar school, there are times when a student and family is unresponsive to repeated staff attempts to contact families via email, phone, and standard postal mail and as a result, a student's account may be locked.

The following 3 reasons may justify a lock of curriculum at the Wyoming Virtual Academy:

- In-school Suspension as a disciplinary measure involving a behavior issue. The curriculum will be unlocked immediately following the phone meeting with the parent or the closure of the suspension.
- Truancy issue where a lock may be put in place after 10 days (about 1 and a half weeks) of non- attendance in 2 or more courses to prompt a parent to contact the school. The curriculum will be unlocked immediately following parent contact via phone or email ensuring the student will log in.
- A non-communicative lock as a last resort in dealing with an unresponsive student or family in critical situations listed below.

Administration may lock a student account if repeated attempts have been made to contact a family via email and phone with no response from the family in the following critical situations:

- Attempts to schedule state and schoolwide testing have been ignored.
 - A student has reached the 6–10-day window of non-attendance, is approaching truancy, and has been non- responsive to requests to log-in or contact the school.
- Attempts to schedule Orientation or Onboarding have been ignored.
 - Attempts to obtain critical information or documents by the office staff or administration have been ignored.

Involuntary Student Withdrawals

Students may be involuntarily withdrawn from WYVA for any of the following reasons: (1) Attendance policy violations; (2) Repeated non-engagement in the learning systems; (3) Repeated truancy issues; (4) Repeated non-attendance of mandatory parent meetings; (5) Consistent non- communication by parents and/or students with WYVA teachers and administrators; (6) non-participation in state and school testing; (7) parent or student violations of the I Understand Agreement.

Students may be withdrawn from WYVA upon notification of the legal guardian whereupon the student will be required to either enroll in the district of residence or notify the State of Wyoming of intent to provide homeschooling by the parent per state laws. State laws give legal guardians ten days from the date of withdrawal to enroll in the district of residence or notify the state of the intent to homeschool.

Students may also be withdrawn for specific behavior violations leading to expulsion

whereupon state laws and district policy for expulsion apply. Students may be withdrawn for using K12 K12 computers for any use other than WYVA academic purposes. Students may be withdrawn for using K12 computers to access pornography.

NCSD1 District Policy on Formal Suspension or Expulsion

§ 21-4-306. Suspension or expulsion; grounds.

- *The following shall be grounds for suspension or expulsion of a child from a public school during the school year: (i) Continued willful disobedience or open defiance of the authority of school personnel; (ii) Willful destruction or defacing of school property during the school year or any recess or vacation; (iii) Any behavior which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by subsection (b) of this section; (iv) Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence; (v) Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12). (b) As used in paragraph (a)(iii) of this section, "habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of teacher or other school personnel.*

Online School (OLS/D2L)

The Online School is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that students log in to the Online School daily to stay on track for academic progress.

Introduction to Online Learning

Families new to WYVA are required to participate in a K12 K¹² course entitled Online Learning. Students in K-1 take: Online Learning K-1, Students in 2-5 will take Online Learning 2-5 while students in 6-12 take: Online Learning: Middle and High School. This course will appear in the student's daily plan in the Online School and should be

the first course that the student completes. The parent will be contacted by the homeroom teacher within 24 hours of student enrollment during a business day.

The course is intended to be completed during the two weeks leading up to the first day of school or within the first week of a student's enrollment.

1. Receive instructions about how to best use the Online School (OLS/D2L)
2. Review daily attendance and login requirements.
3. Learn how to use/access Class Connects.
4. Receive an introduction to all courses.

Learning Coach and Student Accounts

WYVA requires all learning coaches to create a student account for each of their students that is separate from the Learning Coach/Adult account. **Under no circumstances**

should the student be given the Learning Coach login information or allowed to access the OLS/D2L using the Learning Coach login. The learning coach should not auto save the learning coach log in on the student's computer. The student must log into the OLS/D2L and Class Connect sessions with the student account and not the learning coach account. Any student not logged into OLS/D2L under their own student account must log out immediately.

When a student gains access and uses the OLS/D2L via the Learning Coach Login, the following procedure will be followed:

1st offense- Warning will be given.

2nd offense- Student will be referred to administration.

Class Connect Attendance Policy

All students are strongly encouraged to attend the live Class Connect session, or watch the Class Connect recording, for each class every week. To provide proof of attendance when watching a recorded session, students must follow the teacher's requirements ("secret" word(s), answers to questions, specific activities, etc.) when submitting their attendance.

Weekly Class Connect Attendance Expectations (Elementary School)

Sessions & Attendance: OLS sessions are scheduled weekly as either large group, small group, or individual student sessions. OLS attendance and class(es) required to attend will be based upon individual student needs as assigned by teachers. Daily OLS lessons will be completed in large group sessions that align to grade level standards. All students are encouraged and welcome to attend regardless of teacher requirement. Students that have low test scores, low performance or lacking in progress **will be required to attend all sessions set up by their teacher(s) and will be monitored for attendance as well as progress and growth.** If a student does not attend required sessions or intervention sessions, a plan to success will be implemented by the homeroom teacher, accepted by the student, and learning coach. All learning requirements and/or expectations will be added to the student's Plan to Success or BOT and updated as needed. At a minimum, students are required to attend at least one weekly OLS individual or small group session with their teacher(s) for progress monitoring and tutoring as needed. If the student does not attend a minimum of one session, an enduring connection call/check in call will be made by the homeroom teacher.

Student Code of Conduct

As the Wyoming Virtual Academy is a program of Niobrara County School District #1, our students are held to the same standards and regulations as any other public student in the State of

Wyoming. This includes district, state and federal policies and laws. Please read the following guidelines carefully. Prior to the start date for each school year, students must read the Student Code of Conduct and Acceptable Use Guidelines and agree to abide by its terms.

Prohibited Activities/Behaviors

The following activities/behaviors are prohibited by WYVA students attending any public-

school function, including field trips, activities or during testing. (NCSD Policies: Section J – Students)

- Possession and/or use of tobacco or vaping products.
- Possessing, consuming, purchasing, or distributing any alcoholic beverages, illegal drugs, prescription drugs or narcotics.
- Knowingly aiding, abetting, assisting, or concealing the possession, consumption, purchase or distribution of any alcoholic beverages, illegal drugs, prescription drugs, or narcotics by any other student(s).
- Fighting or physically attacking another person.
- Possession use or transfer of any firearms, knives, explosives or other dangerous object or weapons for illegal purposes.
- Engaging in the abuse of any person which includes verbally and/or physically torturing, tormenting, cyber-bullying or maltreating a person with physical, emotional and/or emotional violence.
- Forging or falsifying school documents.
- Participation in gang activity
- Accessing or distributing pornography
- Defiance of WYVA staff directives

Health and Safety – Student Face to Face Events

WYVA students may attend Face to Face events in the form of field trips or state-required testing during the course of a school year. The following procedures and requirements pertain to all WYVA students and staff attending such events. WYVA does not own the rented, leased, or contracted testing sites and cannot ensure defibrillators or other CPR or First Aid supplies are on site.

State Testing

7. WYVA will provide staff proctors for the full duration of state testing for student supervision and safety until each child departs the facility.
8. Students with known medical conditions that may lead to emergency situations must report to supervising WYVA staff prior to testing.
9. WYVA suggests, and may require, parents to remain on site during testing if known medical conditions may impact student health and safety.
10. If a student suffers a medical emergency during state testing, WYVA staff may call 911 and then notify parents if they are not onsite. WYVA staff may simply notify parents if the medical situation is deemed to be a non-emergency.
11. WYVA staff do not administer medicines to students.
12. Any student requiring medication during state testing must have a parent on site to administer the medication and supervise the student for the full remaining testing period.
13. WYVA will seek to have 2 or more adults on site at every testing facility.

Field Trips

- WYVA will provide staff supervision of students on a field trip for the duration of the trip and will not depart the field trip until every child is with a parent for departure.
- WYVA requires parents to be on site during Face-to-Face field trips.
- If, as a matter of unforeseen circumstances, a WYVA staff member is out of contact with a parent of a student suffering a medical emergency, the WYVA staff member may call 911.
- WYVA staff do not administer medicines to students.
- Any student requiring medication during state testing must have a parent on site to administer the medication and supervise the student for the full remaining testing period.

Student Searches and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the NCSD1 Board of Education (WYVA included), if there is a

reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All WYVA or Stride K12 owned computers located in homes, classrooms, labs and offices or rented, borrowed, or leased spaces (for state testing or field trips), are the property of WYVA and under the jurisdiction of NCSD1 and are to be used by students, where appropriate, solely for educational purposes. WYVA and NCSD1 retain the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with WYVA's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

A review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information despite a password. All passwords or security codes must be registered with the teacher/instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Acceptable Use Guidelines for the Internet

Students enrolled in WYVA should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Accountability

5. Posting anonymous messages online is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
6. Students must use only their own usernames and passwords and must not share these with anyone.
7. Students may not interfere with other users' ability to access WYVA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activities that is associated with their usernames and passwords.
8. Students should change their password(s) frequently, at least once per semester or course is encouraged.
9. Students must not publicly post their personal contact information (address and phone number, social media/YouTube handles or links) or anyone else's.
10. Students must not publicly post any messages that were sent to them privately.
11. Students must not download, transmit or post material that is intended for personal gain or profit, non-WYVA commercial activities, non-WYVA product advertising, or political lobbying on a WYVA owned instructional computing resource.
 12. Students may not use WYVA instructional computing resources to sell or purchase any illegal items or substances.
 13. It is not allowed to upload or post any software on WYVA instructional computing resources that are not specifically required and approved for student assignments.

Inappropriate Behavior

14. Insults or attacks of any kind against another person.
15. Use of obscene, degrading, or profane language.
16. Harassment (continually posting unwelcome messages to another person) or use of threats.
17. Posting material that is obscene or defamatory or which is intended to annoy, harass,

or intimidate another person. This includes distributing “spam” mail, links, memes, gifs, pictures, screenshots, videos, chain email, viruses, or other intentionally destructive content.

18. Engaging in any activity or behavior (online or face to face) that interferes with the safety, welfare, morals, or education of themselves, other students, parents, learning coaches or staff.

Niobrara Policy JFCB- COMPUTER NETWORK INTERNET SAFETY

In compliance with the Children’s Internet Protection Act, each year all district students will receive Internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

The following conduct and utilization of the Internet by students and staff are NOT permitted.

1. Sending or displaying offensive messages or pictures.
2. Using abusive, objectionable, or obscene language.
3. Searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purposes.
4. Harassing, insulting or attacking others.
5. Damaging computers, computer systems, or computer networks.
6. Violating copyright laws or otherwise using the network for any illegal purpose.
7. User shall not use or attempt to discover another user’s password nor shall user use or let others use another person’s name, address, passwords, or files for any reason except as may be necessary for legitimate communication purposes and with permission of the other person;
8. Trespassing in another’s folders, work or files;
9. Intentionally wasting limited resources;
10. Employing the network for commercial purposes;
11. Otherwise accessing forums or “chat rooms” devoid of educational purpose;
12. User shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff;
13. User shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system or software;
14. Student using school district computers and/or accessing school district web pages, or using the Internet service provided by the School District, shall not engage in “hacking” and shall not access unauthorized sites or participate in any other unlawful activities on line;
15. Disclose, use, or disseminate personal identification information regarding students.

Anti-Bullying Statement and Program

WYVA does not allow bullying among staff, students, or student families (including Learning Coaches) in any form or direction (student to student, student to staff, parent to staff, and so forth). Bullying is grounds for dismissal from the optional school program of Wyoming Virtual Academy. Any person associated with WYVA may report bullying to any WYVA Teacher, Counselor, or Administrator. WYVA Administrators are required to address bullying issues and ensure the safety and well-being of all persons associated with WYVA.

WYVA’s anti-bullying program focuses on school assemblies provided by WYVA staff or contracted providers who will review school rules, norms for student behavior, and consequences for bullying. In

addition, procedures for students to report bullying will be clearly communicated to all WYVA students each school year.

Academic Integrity

WYVA seeks to establish academic integrity within the school community. In cases where academic integrity may be in question, the WYVA teacher, at any time, has the authority to collect work from lessons marked complete, host a live testing session with the student for the work completed, and/or mark the lessons in question as “not completed” back to the prior percentage indicated before the questionable progress was entered. The student may also be asked to take proctored final exams. Entering progress completed in a very short period compared to the allotted time assigned for completion is an indicator of possible questionable progress. Repeated offenses will result in administration referral.

WYVA has identified the following as unacceptable practices, including, but not limited to:

19. Cheating in its various forms, whether copying another student’s work, allowing your own to be copied, using unauthorized aids on an assignment or test; having someone else complete an assignment or test for you; submitting as your own another person’s work; etc.
20. Plagiarizing (e.g., presenting as your own the words or ideas of another person), including inadequate documentation of sources (electronic, internet, or print) and excessive dependence on the language of sources even when documented, relying on similar order of sentences while altering a few words or word order (See Appendix B).
21. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission
22. Having someone else write the assignment or rephrase any portion of that assignment.
23. Directly copying or rephrasing student aids (Spark Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.
24. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done, or falsifying citations in research reports.
25. Destroying, tampering, or altering another student’s work impedes academic progress.
26. Signing into a Class Connect session for another student who is not present.
27. Falsely reporting completion of assignments
28. Using answers from internet site as your own.
29. Using online translators to complete foreign language assignments.
30. Students must complete each individual assignment with new, original work. Students may not re-submit a previously completed and graded assignment to the same class under a new title or to a different class under the same or a new title unless the assignment is an assigned and approved cross-curricular project.
31. Unless specifically approved by the course teacher, students should not be completing graded assignments with another student.
32. ***At no time, unless specifically directed by the course teacher or the assignment instructions (such as a research paper or persuasive essay,) should a student be using internet resources to complete assignments.***

Violation Consequences from Student Code of Conduct

Failure to follow these guidelines could result in the:

33. Removal/Suspension of student access to WYVA instructional computing resources, which could result in his/her inability to complete learning activities.

34. Possible Dismissal/expulsion from the WYVA program
35. Involvement with law enforcement agencies and possible legal action.
*In the circumstance where there is a discipline concern that will result in action taken by the school, including, but not limited to, suspension (10 days) and expulsion, with a student that qualifies for special education or 504 Plan, the special education teacher will hold a manifestation of determination meeting with the appropriate IEP team members in attendance. The purpose of a manifestation meeting is to determine whether the student's actions are a manifestation of the student's identified disability.

According to state law, the following are the legal grounds for suspension or expulsion of a student from public school:

- Continued willful disobedience or open and persistent defiance of the authority of school personnel during the school year.
- Willful destruction of school property.
- Torturing, tormenting, abusing, or mistreating another student or teacher with physical violence.
- Possession, use transfer, carrying or selling a deadly weapon while on school property.

Expulsion from school may be ordered by the Board of Trustees, or in special cases, the District Superintendent under the provisions of the Wyoming Administrative Procedures Act and the Wyoming Education Code. Suspension for a period not to exceed 10 school days may be ordered by the principal of each school for reasons noted above. In such cases, oral notice will be given immediately, if possible, and written notice in addition shall be sent within 24 hours to the parent/guardian or custodian of the child affected, stating the reason for the suspension. An expelled student may lose any credits or partial credits for the semester. Credits may be lost for the semester in which an expulsion occurs. In cases near the end of a semester, credits may be lost for the semester in which the act leading to the suspension or expulsion occurs, even if the official Board action will be taken after the end of the semester.

If a student is suspended/locked from their curriculum due to a violation of the code of conduct, all work assigned while the student is under suspension will be allowed to complete assigned work.

Seclusion and Restraint in School

It is the policy of Wyoming Virtual Academy to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. '21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter Rules). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint. Appropriate training for seclusion and restraint will be provided to school staff per state rules.

Academic Integrity Consequences:

Unless your teacher allows ChatGPT or AI to generate long form responses, it is a violation of our academic integrity policy and may result in removal from WYVA or a failing grade.

All Academic Integrity infractions are tracked by school administration and the following

consequences will be applied:

First offense:

1. The student will receive a score of “1” to indicate that the assignment was turned in, but that cheating had occurred in middle school and high school.
2. The course teacher will make phone and/or email contact with the learning coach to explain the circumstances, and to explain what the consequences of further infractions will be.

Second offense:

- The student will receive a score of “1” to indicate that the assignment was turned in, but that cheating had occurred.
- Student/parent meet with Academic Director or designee, and course teacher in online session. Student/parent sign agreement that any further infractions will result in student receiving failing grades in all courses that the student has had academic integrity violations.

Third offense:

Students will receive a failing grade for any course in which an academic integrity violation has occurred.

Wyoming Virtual Academy utilizes the Turn-it-in program in high school that reviews and documents all teacher-graded assignments for plagiarism.

Students Due Process Rights

The Wyoming Virtual Academy has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- (a) Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- (b) The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- (c) The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights.
- (d) The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
- (e) The right to privacy, which includes privacy in respect to the student’s school records.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including

standards of conduct, will be made available to students and their parents/guardians through handbooks distributed annually.

Monitoring

WYVA reserves the right to review any material transmitted using WYVA instructional computing resources or posted to a WYVA instructional computing resource to determine the appropriateness of such material. WYVA may review this material at any time, with or without notice. E-mail transmitted via WYVA instructional computing resources is not private and may be monitored.

Students who have used WYVA property for illegal purposes may have their computer searched and seized by law enforcement authorities with properly executed warrants. If a student is to be interrogated, immediate contact with parents will be attempted before a warrant is served.

Indemnification Provision

WYVA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate, or offensive. WYVA assumes no responsibility for any claims, losses,

damages, costs, or other obligations arising from the use of instructional computing resources. WYVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of WYVA, its affiliates, or its employees. WYVA assumes no responsibility for damage to the user's computer system.

Nothing in this policy negates any obligation the student and *Learning Coach* must use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the *Learning Coach* or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

Materials and Computer Equipment

WYVA students are provided a laptop computer, printer, and other potential curriculum supplies from Stride K12. These materials are shipped directly to students, and the following policies and requirements are to be followed regarding these materials:

6. All materials, unless noted as disposable, are the property of Stride K12 and are to be returned using provided shipping labels at the time of a student's withdrawal from WYVA.
7. When a student withdraws from WYVA, the Learning Coach and parents will coordinate the return of materials by notifying WYVA staff, receiving shipping labels, and packaging materials for return shipment to Stride K12.
8. If a student computer or printer is having technical difficulties, students and parents are to follow the proper procedures for submitting a Help Ticket for Stride K12 IT to assist. If this process is confusing to new students, please contact a teacher or WYVA staff member for assistance and direction.

9. All Stride K12 materials shipped to families are to be treated as borrowed property with assurances of keeping the materials in good working order and condition.

Objectionable School Materials Policy

Students and parents may submit written complaints via email to Principals with specific references to objectionable school materials. WYVA Principals will form a committee of teachers and WYVA staff to review the materials and make determinations on continued use or options for students who may be offended by specific materials to possibly use other materials.

If this process does not yield a satisfactory compromise or resolution, a student and/or parent may appeal in writing to the governing board of the Niobrara County School District No.1.

Generally, WYVA does not alter curriculum deemed offensive to a single student or family if the material follows general cultural, societal, and legal norms of decency, civility, and sensitivity.

Elementary Grading and Academics (K-5)

Learning Coaches may view grades throughout the school year in **Powerschool** for the OLS. Progress Report cards will be issued at the end of each quarter (nine weeks). Progress Reports and Standards-Based Report cards will be issued at the end of each semester. Conferences with parents/guardians are encouraged and will be used as an integral part of the reporting system.

Student Progress

WYVA teachers monitor student progress and academic achievement via the Online School. Completion of lessons and assessments build progress and grades are entered in the OLS/Mastery Connect. Progressing in a course is different from being promoted from a course; final course promotions and marks are determined by the teacher. Required formative assessments based on grade level standards must be completed and submitted to the teacher for a grade. To complete mastery of a course is to reach a 3 on quizzes and assessments, and to meet 80% course completion.

Frequently Asked Questions – Progress

What if a Student Falls Behind Expected Progress/Academic achievement? Teachers track student progress and enter grades on a weekly basis. If a student begins to fall behind expected progress, the student's homeroom teacher will contact the student and parent to develop a Plan for Success with the goal to help the student reach on track lesson progress status. (See the Academic Action Plan).

Can a student progress more quickly through the program if they want to? It is at the teacher's discretion, please contact the subject area teacher to discuss progress.

What if a student enrolls after the beginning of the year? Students who start the year late will be skipped ahead so they are at the same place in their courses as students who started at the beginning of the year. This will apply to all classes EXCEPT Math and

Grammar, Usage and Mechanics (GUM) unless you have approval from the English or Math teacher.

Can a student just take the end of unit assessments and skip the lessons? With the permission of the teacher, a student can test through units in Math and ELA (English Language Arts) components. In most classes, students need to complete all the lessons in the unit to receive credit for that unit. We believe that the curriculum in all classes is distinct enough from what is taught in other schools that it would not be in the student's best interest to attempt to test out of the lessons. For more information on skipping lessons please contact individual teachers.

Honor Roll

The Honor Roll is a great tool to recognize students for their hard work, as well as an incentive to continue working diligently. The honor roll criteria are A's and B's (with 80% or higher mastery of all lessons and checkpoints), attends all required Class Connect sessions, attends all required WYVA assessment sessions (face to face to face and online) and all work samples completed and submitted on time. Students will receive recognition after honor roll eligibility is determined each semester. For K-6, honor roll criteria also include Proficiency of 3s or 4s in standards outcomes in ELA and Math.

Progress Reporting Guidelines

A written report will be provided to all parents/guardians at the end of the first nine weeks (Quarter 1 and 3) of the school term and at the end of each school term (Quarter 2 and 4). Supplementary reports will be sent as needed. Parents/guardians should be notified by the end of the first four weeks of each term if their child is in danger of failure. **Report cards through Powerschool should be downloaded because the link expires in 30 days.** Parents/guardians should also be notified if their child has shown exceptional achievement (See board policy IKAB).

Elementary student progress is monitored by teachers via the Online School. Completion of lessons and assessments build progress in the OLS. Students must turn in completed work samples as part of their grade. Students are required to complete all WYVA assessment testing (STAR 360 and WYTOPP).

Elementary Grade Reporting:

Since learning is a process that takes place over time and at different speeds for different students, grading in a standards-referenced system looks different.

Outcome Tests - Standards-referenced grading focuses on measuring student's proficiency of an outcome on a common district test. Scores are used to indicate student performance for an outcome aligned to the proficiency scale for each outcome and are reported in the following way.

- 4 - Student demonstrates an in-depth understanding by completing advanced applications
- 3 - Student demonstrates proficiency in complex, targeted knowledge, and skills
- 2 - Student demonstrates foundational knowledge, and is still working to apply concepts and skills
- 1 - With help, student demonstrates basic knowledge and skills
- 0 - Even with help, no understanding or skill demonstrated
 - , 2.5, and 1.5 may be used to indicate partial proficiency of a level.

Student work – Student work is designed to provide practice and application of new concepts and skills essential to developing proficiency on unit outcomes. Student work can include, but is not limited to, written work, hands-on activities, direct instruction, group work, and formative assessments.

- The purpose of scoring student work is to provide feedback to students and parents about student progress.
- While scores for student work will be recorded in the OLS, they will not be averaged into the final grade.
- Student performance on practice or formative assessments can be considered as evidence of proficiency for determining a final grade and entered into the Gradebook.

Progress expectations in OLS courses

1. 80% or above expected progress in courses = **On Track**
2. 79% or below expected progress in courses = **Off Track**

Progress

3. System will integrate percentage from OLS; progress is 20% of their final grade.

OLS Grades:

Student Outcomes = 80% of grade	Progress = 20% of grade	Total = 100% of grade
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Elementary School Standards Based Grading Philosophy

- All students are consistently held to high academic expectations, which include development of work ethic and social skills.
 - Grading practices are fair and manageable and support effective teaching and learning.
 - Grading practices yield grades that are understandable and meaningful, and accurately reflect student learning.
 - Teachers exercise professional judgment in their grading practices, using a variety of evidence.
- Procedures for grading are supported, monitored, and supervised by the school district.

Formative Assessments/Exit Tickets

Grades K-6- All students at Wyoming Virtual Academy are required to complete assigned exit tickets and formative assessments based on grade level state standards. Failure to complete these checks for understanding will result in low progress indicators as referenced in the scale above.

Academic Advancement (Elementary)

At the Wyoming Virtual Academy, we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our certified teachers are here to assist *Learning Coaches* and students to meet the associated challenges.

Learning Coaches may utilize their expertise as they progress through our program.

It is important to understand that the decision to advance a student to the next course or grade level is made jointly by the *Learning Coach, teacher, and administration in accordance with WYVA grade and course promotion policies and focuses on what is in the best interest of the child. Academic achievement through content mastery is the cornerstone of the Wyoming Virtual Academy and the K12 K¹²[®] curriculum.* WYVA understands that children do not learn at the same rate or in the same manner. The program offers families flexibility in scheduling and instructional strategies. WYVA focuses on mastery of lesson objectives, encouraging families and students to spend the time needed daily and throughout the year as indicated previously in this Guide to reach mastery of most lesson objectives.

Mid-Year Course Promotions

On occasion, a student may advance to the next grade level in the curriculum after parent consultation with the Teacher. The WYVA teacher and parent will make a joint decision on the advancement of the student in accordance with WYVA grade and course promotion policies subject to the approval of WYVA administration. Sufficient progress (at least 90% of the lessons at 80% mastery) is required before course level advancement will be considered.

Should time permit, we intend that our students complete 100 percent of the content in each course. Mid-year course promotions will not be ordered until a student has achieved 90% mastery of a course.

End-of-Year Course Promotions

Learning Coaches and teachers evaluate every student's course level and grade level prior to the conclusion of the current school year. Together, the WYVA teacher and *Learning Coach* arrive at a decision on the advancement of the student in accordance with WYVA grade and course promotion policies subject to the approval of WYVA administration.

WYVA encourages students to complete all lessons in a course. Each grade level of course work builds upon the curriculum from before. Therefore, the goal of 100% course completion is required to attain the highest level of student learning and exposure and to assist future progress success in the WYVA program.

WYVA requires that *Learning Coaches* maintain samples of student work to assist teachers with the decision to advance a student to the next course/grade level. Examples of materials/work to keep on file include, but are not limited to, the following: handwriting samples, artwork, creative story samples, math worksheets and spelling tests. WYVA requires student work to be original with appropriate citations for references to published works. Teachers of K-5 students will provide a work sample submission guideline to *Learning Coaches*.

Grade Level Promotion

Students are generally promoted to the next grade level in Grades K-8 by completing course work and demonstrating "passing grades" in classes. On rare occasions, a student may be retained at a grade level if a parent requests retention and a committee of teachers and administrators determines this course of action, or if the school staff in committee determine this course of action.

Students seeking entrance into the WYVA high school Grades 9-12 must pass all 8th Grade classes or they will be withdrawn and sent to their home resident school district.

Students in Grades 9-12 are promoted to the next grade level by passing classes and staying on track for graduation per their Graduation Plans and the course of approved study for the WYVA high school. If students fail classes, they are generally promoted to the next grade but must recover credit through

summer school, block classes, repeating courses, or other means provided by WYVA.

Grades K-5 Promotion Policy

For a Wyoming Virtual Academy student to be promoted to the next grade level, he/she must complete at least 85% progress in either Math or ELA AND overall, in at least 3 courses. WYVA is pleased to provide parents with a scope and sequence of their student's completed courses to take to the next school for placement purposes. Promotion for Special Education students will be decided by the IEP team.

Assessing Out of Curriculum (K-5)

A student may desire to assess out of curriculum already mastered. In doing this, your student takes the unit or semester assessments and if he/she achieves a score of 80% or higher, the student may move on to the next lesson/unit. If your student assesses out of the first unit in math, he/she is still required to complete math daily. A unit with 5 lessons taken and mastered does not count as 5 days' work. Lesson's students' skips are counted in progress towards moving into the next course but are not counted in the student's grade mark. The WYVA staff wants to encourage continual growth and achievement and encourages Learning Coaches to focus on the process to deepen student understanding of concepts rather than rushing through concepts.

As a student assesses out of the curriculum, *Learning Coaches* will mark the "assessed out" lessons in the unit as skipped and move on to the next unit. Once a student reaches a unit where they are no longer mastering the material, he/she should begin working in this unit, completing each lesson prior to taking the unit assessment. It is important that while doing this, the student is completing a minimum of one lesson each day, with an average of 5 lessons each week. If he/she assesses out of a unit on Monday, this would count as one lesson and he/she would start on lesson 1 of the next Unit on Tuesday, and so on.

Retention Policy

Promotion at the K-8 level will be determined by the professional staff in cooperation with parents/guardians. Parents/guardians should be notified at least nine weeks before the close of the school term if the student is doing failing work. At the end of the first nine-week period in the fall, teachers will notify the parents/guardians of all students who have been doing failing work.

K-8 WYVA students may be considered for retention based on the following triggers such as failing 2 or more core classes or 3 or more of all classes. A WYVA student will not be retained until a final meeting is held with the Legal Guardian, Administrator, and Teacher(s) to consider retention in courses and grade level for the following year.

These are potential items to be considered at the meeting:

1. Course grades
2. State Test Scores
3. Attendance

The final decision will be made by the school administration after this meeting. In order to ensure that every student is earning an adequate education, the following policy is in place for retention. Promotion at the K-8 level will be determined by the professional staff. In cases where promotion is questionable, retention will be a cooperative decision between

the parents/guardians and the school. Classes that are not passed will be on the student's official transcript. Academic Directors will notify parents no later than the first business day in May if a student is a retention case.

High School Credit Options for Middle School Students

Students may take high school courses while attending middle school and earn high school credit. These situations are not promoted by WYVA, but upon parent request, they are handled on a case by case basis for approvals by the High School Principal, Middle School Principal, High School Counselor, and potential teacher input.

Decline in Academic Performance Operational and Procedures

Students who exhibit declines in Academic Performance are monitored weekly by WYVA Administration, Content-area teachers, and Homeroom Teachers. Typically this is done through biweekly student of concern meetings, PLCs, Homeroom meetings between teachers/students, and parent meetings.

WYVA Guidelines

WYVA teachers and administrators will confer with parents of students whose academic achievement declines while attending WYVA. During the course of a semester, student progress is monitored by the content-area teachers, Homeroom Teachers, and administration. If a student exhibits signs of academic risk over the course of a semester, that are not directly tied to his/her special program needs, the teacher will meet with the student and/or Learning Coach to devise strategies or formal intervention plans to assist the student. If the student's academic progress does not improve throughout the semester, and the lack of progress is not directly tied to his/her special program needs, and the student continues to receive unsatisfactory progress marks (meaning the student is not making adequate progress in the curriculum), the WYVA administration may place the student on probation.

During the probationary period:

1. The Learning Coach and student will attend an initial conference call with the teacher and administration in which the teacher will express his/her concerns about the student's lack of progress and/or attendance and present a plan for improvement.
2. The Learning Coach and student will attend weekly Homeroom meetings to review the interventions plan and student progress toward goals, as well as consequences for not following probation.
3. If the Learning Coach or student misses a meeting, he or she will be considered non-compliant with their Academic Probation plan.

If the Learning Coach and/or student do not comply with the conditions of the Academic Probation Plan, and the non-compliance is not directly tied to his/her special program needs, the teacher can submit a request for withdrawal to the appropriate principal. If the principal approves the withdrawal, the principal can forward the request with approval to the office manager to process the withdrawal. No student will be withdrawn for Academic Probation unless the WYVA staff has sent at least two emails and completed two attempted phone call warnings; these attempts must be entered into student Notes.

WYVA 6-12 Grading and Academics

Grade Determination

WYVA 6-12 grades are determined by the sum of points a student earns on all graded assignments and tests.

$$\frac{\text{(Points earned by student)}}{\text{(Total points possible)}} = \text{Student's Grade}$$

Grading Scale

A=89.51-100%	B=79.51-89.50%	C=69.51-79.50%	D=59.5-69.50%	F=59.4% or less
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Honor Roll Determination

Students earning a semester grade point average of 3.0 or higher are eligible for the Honor Roll. *Students enrolled in Honors or AP courses must receive a grade of A or B to remain in the same level of course for the following semester.

Late Work Policy (Middle & High School)

1. Graded assignments – whether teacher-scored or computer-scored – are listed on the course calendar. These assignments must be completed and submitted *no later than 9:30 p.m. on the Sunday following the due date. Assignments not turned in by Sunday at 9:30 p.m. will be considered past-due.* Assignments not turned in the day they are due will receive a “0” until they are completed. Please turn in all assignments with zeroes as soon as possible. Past-due dates for students with IEP’s and 504 plans will be determined by the definitions put into effect by the accommodations outlined in their individual plans.

Maximum Penalties for teacher-scored assignments:

Assignments turned in within 1 week of the Sunday deadline: 10% deducted from score total.

Assignments turned in within 2 weeks of the Sunday deadline: 20% deducted from score total.

Assignments turned in within 3 weeks of the Sunday deadline: 30% deducted from score total.

Assignments turned in within 4 weeks of the Sunday deadline: 40% deducted from score total.

All assignment penalties are at the discretion of the course instructor, but at 4 weeks late, all students will at minimum receive 10% off their score.

2. **Please be aware that because of the point values assigned to teacher-scored assignments, it is mathematically impossible to pass a course without completing them.**
3. **IMPORTANT:** ANY assignment, (including computer-scored assignments) that is not turned in within 4 weeks at the end of the unit will not be accepted, and teachers will lock the assignments. All coursework, excluding the final, is due the last day of the regular semester. See WYVA Calendar for dates.
4. Students are responsible for informing their teachers and/or administrators if they have been ill (doctor’s note needed if absent more than 3 days), had a family emergency, or experienced another event that did not allow them to turn in their assignment(s) on time.
5. Students who have pre-arranged absences during normally scheduled school days are

responsible for completing their assignments prior to leaving.

6. In case of computer issues or internet-issues, please have available a hard copy of your teacher's name and phone number so that you can contact them and let them know about such issues.
 - It is always a good idea to have a backup plan in case of internet or technical issues. Identify at the beginning of the school year other places that you can work such as the local library, a friend or neighbor's house, etc.
 - If you have a technical issue, you need to call K12 K12 Technical Support and get a ticket number. You can reach Technical Support here: [\(866\) 412-CARES](tel:866-412-2737).
7. Note that for any missed school, the course teacher will determine whether late penalties should be assessed. Communication with your teacher is critical if you miss school attendance.

Final Exams (at teacher discretion)

Students will take final exams at the end of both fall and spring semesters unless excused by the course instructor. To protect test confidentiality, all exams will need to be taken on assigned days. Please contact your course content teacher if you have any questions about the assigned final exam days.

NCAA Policy:

Students interested in playing in collegiate athletics at a Division I or II school have the potential to be eligible for WYVA high school course work. Currently, based on the NCAA non-traditional program requirements, course eligibility is dependent upon instructional delivery and student- teacher interaction. K12 courses are currently under NCAA review and have not been approved by the NCAA. However, interested students will need to adhere to the following guidelines to increase their chance of eligibility:

1. Inform WYVA of the NCAA interest on the NCAA survey which will be sent out to all students 2x/year.
2. Attending all live, required class connect sessions.
 - i. Any missed classes will need to be documented as to the reason. These records need to be maintained by the student/family.
3. Returning all phone and email teacher communications.
4. Attend a yearly NCAA assembly that goes over NCAA requirements and the process.

K12 Career Prep

WYVA is pleased to offer the following career-oriented pathways through K12 Career Prep:

- Education and Training
- Engineering / Technology
- General Management
- Hospitality
- Law Enforcement Services
- Marketing Communications
- Programming
- Visual Arts
- Therapeutic

WYVA Featuring K12 Career Prep teaches the career skills students need to be successful after high school. In addition to core courses required for graduation, students' electives allow them to explore different career fields and gain skills that can help them be successful in the workplace and in college. Whether students intend to go to college, are working in

their career field now, or plan to start their career right out of high school, the occupational programs offered can combine passion and interests with the skills needed to compete for jobs in high-demand fields. Career Prep pathways can help students be eligible for a Hathaway Scholarship; ask the High-School Counselor Jeanie Stukey for more information. Contact the Career Learning Coordinator Christina Jewett for information on Tallo, Nepris, internships, industry-recognized credentials, and current pathway offerings.

National Honors Society

Membership is an honor bestowed upon a student. Selections for membership are made by the Faculty Council in conjunction with the Advisor and High School Principal and are based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities and failure to do may result in dismissal from the National Honor Society (NHS).

Membership in National Junior Honor Society (NJHS) does not mean automatic membership into NHS.

Any NHS member from another chapter is automatically a member of the WYVA chapter, upon receipt of proof to the WYVA NHS Advisor.

Requirements and Procedures for Membership

Students with a 3.5 GPA or higher will be sent an invitation to apply to NHS with WYVA. Invitations are sent out in the spring semester by the NHS Advisor. Only students who have been with WYVA **for at least one semester and have sophomore standing will be eligible** to receive an invitation. After invitations are sent out, students must complete the full application before the deadline to be considered for membership. Approval for members to NHS will be determined by the Faculty Council in conjunction with the Advisor and High School Principal. Notification of membership will be sent to new members, individually, by the NHS Advisor. Members not chosen will also be notified by the NHS Advisor. Those accepted members will be invited to a virtual Induction Ceremony in the spring.

Upon acceptance into NHS students must participate and attend live virtual meetings (usually monthly), participate in the group community service project and participate in their own individual service projects.

Other Considerations and Dismissal

According to the Faculty Council, any student with plagiarism or academic integrity violation will not be considered for NHS. Should events arrive and a student should be dismissed or removed from the NHS, the member will be notified, in writing, and decisions will be made by the Faculty Council. Further information will be provided as necessary from the NHS Advisor, if the need should arise.

**Please note that much of the verbiage and requirements for our WYVA chapter of NHS and regulations are from the national organization.*

WYVA Graduation Requirements

All diplomas are issued by Niobrara County School District No. 1 of which WYVA is a virtual education program. All graduation requirements meet NCSD No. 1 policies.

Class of 2023 and Beyond Graduation Requirements

Content Area	Credits Required	Required Courses
Computers/Technology	1	---
English	4	English 9, 10, 11, 12
Math	3	Algebra 1 and Geometry
Science	3	Biology and Earth Science
Social Studies	3	US History, Government, Economics
Physical Education	1.5*	Physical Education
Health	.5	Health
Electives	10	---
Total	26	

**Students can earn ¼ credit of PE for completing a season of school athletics, up to ¾ credit per year x 4 years. 9th grade PE is still required.*

WYVA Graduation Plan

High School students and Learning Coaches should be familiar with the Graduation Plan, which will show any credits already earned and how many they need to meet graduation requirements. Your Graduation Plan can be viewed at any time by clicking on the link on your landing page. Please check your Graduation Plan at least once each semester to make sure you are on track with the classes you need to graduate on time.

There are 2 options for Graduation plans: Basic WYVA Graduation plan and Hathaway Graduation plan.

- 3 The Hathaway Graduation Plan included all the requirements/credits that will help you know and plan to be eligible for the highest levels of the Hathaway scholarship.
- 4 The Basic WYVA Graduation plan helps you keep track of only those classes/credits needed to graduate from WYVA.

The Counselor will assign the correct grad plan to you based on what you want to achieve. Seniors meet with the counselor individually to go over their grad plan to make sure they have everything they need to graduate during their senior year.

Course Add/Drop: Students may request a course be added or dropped during the first 3 weeks of each semester (1 week for block classes), by contacting the High School Counselor, or filling out the course change request survey.

Credit Recovery Classes

Each year, a small selection of core classes in math, English, science, and social studies are offered to students who previously failed a course. Students will be notified by the counselor if they need to enroll in a credit recovery class to stay on track for graduation. It is only for students who have failed a course and need to retake that class.

WYVA Dual Credit/Community College Enrollment

Students are allowed to take up to 12 credits at their local community college with tuition and fees being paid by WYVA upon successful completion of the course. To budget for these courses, students must:

- 1. Request permission to take Dual Credit Enrollment classes by emailing the HS principal by the first week of each semester.

- 2. Once permission is granted, complete the Dual Enrollment Consent form obtained from the community college and email to the principal for their signature.
- 3. The principal will email the approved college courses and credit amounts to the Counselor, who will add them to the student's Graduation Plan.
- 4. At the completion of the course, send the HS principal and counselor the transcript showing the final, passing grade.
- 5. The counselor and/or principal will obtain the course invoice and will pay the remaining course/mandatory fees.
- 5. WYVA does not reimburse for textbooks or any other course materials.
- 6. Once a final transcript is received, the course will be added to WYVA transcript for HS credit.

Early Graduation

Only in unusual or extenuating circumstances should a student forego the opportunities available during the eighth semester. But for those who may have special needs or goals and who would benefit from early graduation, the following policy is established. NCSD Policy: File IKFA

Requirements: The candidate must have:

- completed seven semesters of high school attendance.
- satisfied all the requirements of a four-year graduate.
- earned at least a "B" average at the end of the sixth semester.
- qualified by virtue of extenuating circumstances or special goals.

Procedures: If the applicant meets the above requirements, the student will submit a written request for early graduation to the high school principal, preferably during the sixth semester but no later than October 1 of the seventh semester. The request must contain a statement of endorsement and the signatures of the parents/guardians or legal guardian and must clearly express the reasons for the request. The matter will be thoroughly reviewed in conference to include the student, counselor, parents/guardians, staff, and the high school principal.

After a complete evaluation of the request, the principal will forward recommendations to the superintendent for consideration and Board action. Parents/guardians and students will have the opportunity to address the board on their requests if they desire to do so.

Graduation: If early graduation is approved, the student may participate in commencement exercises on the same basis as other graduates. Students who do not participate in commencement will receive their diplomas via mail after final grades are posted.

Valedictorian/Salutatorian Decision Policy:

During the 4th Quarter, the high school counselor and principal evaluate the weighted GPA for graduating students to determine who the class Valedictorian and Salutatorian is. All **AP (Advanced Placement), IB (International Baccalaureate), and Dual/Concurrent Enrollment College courses at the 1000 level and above** students are taking or have previously taken, will be weighted on a scale from 0 to 5.0, in accordance with Senate Enrolled Act 0056 and the requirements set forth by Wyoming Department of Education. All

other courses will be on the 4.0 GPA scale. Transcripts will reflect both a student's Unweighted GPA and a Weighted GPA. WYVA uses a weighted GPA in accordance with State Statute to meet Hathaway Scholarship requirements. In certain cases, the Administration may determine multiple Valedictorians and Salutatorians based on the closeness of the data in the interest of fairness to the students. Students must maintain course enrollment and a 4.0 GPA through the end of the 4th quarter.

While Honors courses are not factored into the Valedictorian and Salutatorian weighting, WYVA encourages students to take Honors courses not only for the personal challenge and preparation for college, but also to enhance their transcripts for college review and admissions.

Students who will graduate with honors will also be determined at this time. Students with an overall weighted GPA of 3.5 or higher are awarded an honor designation at graduation.

Student Records K-12

Student records are maintained at the WYVA office. *Learning Coaches*/parents, guardians and/or students 18 and older may contact the WYVA office to obtain a copy of student records. If *Learning Coaches*/parents and/or guardians change their address, telephone number, email address, or place of employment, they are asked to notify the registrar immediately and provide a new proof of residency. *Learning Coaches* are responsible for keeping contact information current within the **My Account** section of the OLS and the Student file at the main office.

Student Fees, Fines and Charges

Expendable items such as notebooks, paper, pens, pencils, paints, and crayons will be purchased by the student.

Any fines charged for damage to school property will be assessed at a reasonable rate, designed to restrain further damage. All credits, report cards, and grades will be withheld, and transcripts will not be forwarded until proper settlement of fines, bills or assessments are completely satisfied.

Transcript Request Process

To request a transcript, a request can be made to the WYVA register at 307.334.1001 (phone) or 307.334.0900 (fax). Please include the following information once you receive the transcript request form: name, ID, where the transcript should be sent (address, email, or fax) and signature.

To request your high school transcript be sent to a college, please contact the high school Counselor, Ms. Jeanie Stukekey - jstukey@wyva.org

Standardized Testing: K-12 Requirements

WYVA students are required to participate in the state-mandated, district-mandated, and WYVA- mandated academic assessments to remain enrolled in WYVA. Failure to participate in required testing will result in withdrawal from WYVA as we are an optional program of choice within NCSD1. Some WYVA testing is conducted online remotely, while other testing such as WY-TOPP and ACT are conducted in-person at locations around the state. These are face-to-face assessments that are administered in several communities throughout Wyoming. Preliminary dates are found in the school calendar. Confirmation of

specific testing days and locations will also occur closer to the actual testing windows. Some part-time students may be tested at their local district. Students enrolled directly in Niobrara County School District, the majority of WYVA students, are tested by a WYVA teacher or administrator in specific statewide locations.

WYVA Testing Calendar 2024-25 School Year

First month of school Fall STAR360 Testing- (online remote testing)
Mid-Dec-January Middle of Year STAR360- (online remote testing)
January 23- March 1 ACCESS for ELL (in person- only if identified as ELL)
March 5th- April 12 WY-ALT Testing (in person-only if identified as ALT)
March 4-March 15 WYTOPP Writing Summative (in-person, no remote testing)
April 9th ACT Testing- (Must be in-person, no remote testing allowed)
April 16th- May 10 WY-TOPP- (Must be in-person, no remote testing allowed)
Beginning of May End of the year STAR360- (online remote testing)

*****Dates may be approximate if facility availability dictates an alternate schedule during state testing, test proctors enter student attendance daily. Testing Coordinator uses Testing Nirvana Dashboard to monitor 95% completion in the following demographics under the ESSA requirements: homeless students, migrant, foster care, and students connected to the military per state driven ESSA plans. Student special programs (homeless students, migrant, foster care, and students connected to the military) are validated by cross-referencing the ESSA report with the omnibus. Any discrepancies are updated by the Data Manager via PowerSchool.**

*****There may be other tests added in as needed and required by the state or district.**

These assessment tools provide useful information to parents and teachers about their students' academic progress. The performance of WYVA students on the state-mandated assessment is also an integral part of assessing the success of the virtual school program.

All students who have standardized testing scheduled are required to attend. Vacation and routine appointments should not be scheduled during testing windows. The student's legal guardian is responsible for arranging transportation for the student to and from testing and ensuring their attendance.

WYVA students are public school students of Niobrara County School District, and as such are subject to the same testing requirements as a student at a brick-and-mortar school. Failure to attend testing could jeopardize WYVA's ability to offer this educational choice to the students we serve. If a student misses a testing date, WYVA may provide make-up if available in one of several regional areas spread throughout the state. Transportation to the regional testing site is the responsibility of the legal guardian. Proctoring tests removes teachers from their biggest job – teaching! – therefore makeup testing will be limited to instances of true emergencies, illnesses, and weather events. Makeup testing may only be scheduled with the testing coordinator.

****ACT** - The ACT test is only for 11th graders so more information on scheduling and locations will be sent out to Juniors. The Testing Coordinator will meet with them at least monthly until the test to give out information and prepare for the testing logistics. Due to the nature of the test and proctor locations, further travel than normal may be required for ACT.

In-Person Testing- Certain tests, such as the ACT and WYTOPP, do NOT have an option to be completed remotely. For these tests, students are expected to test in-person at a

testing center with a proctor. These centers, dates, and times are all set up by the testing coordinator and schedules are sent out approximately 8 weeks prior to testing. It is expected that parents and students watch for these schedules (which will arrive from the email address donotreply@testingnirvana.com) and any communication from the testing coordinator. They will also receive information and communication from their homeroom teachers about their testing schedules.

Every effort will be made to have testing centers as centrally located as possible. However, we live in a large, spread out state and due to the availability of testing centers and proctors, some families will have to make further travel arrangements than others. In situations where further travel is needed, we will work with you on making it as easy as possible, for example by possibly scheduling a later time in the morning, or allowing multiple tests to be done on one day.

Student/family expectations for in-person testing:

- Arrive at the center on time and ready to test.
- Have a ride home arranged.
- Not bring items that are not allowed (such as cell phones, calculators, etc.).
- Contact the testing coordinator, homeroom teacher, or testing center proctor if they are not sure on testing times or dates.
- If a student is sick on testing day, the Learning Coach should contact the testing coordinator as soon as possible to arrange alternate testing times. (We are very limited to locations and times so this should only be used in an emergency).

**** All Special Education IEP, English Learner, and 504 accommodations will be followed for each test and those students will have testing arrangements made on a case-by-case basis. The accommodation must be listed on a current valid IEP or 504 plans.**

Testing Coordinator:

Jennifer (Merten)
Copeland
jecopeland@wyva.org
(307) 922-3127

- a. The Testing Coordinator is your direct line for any information regarding testing, including but not limited to testing schedules, test information, testing locations, rescheduling, and special education accommodations for testing. If you need information or help with any of these issues, please contact the Testing Coordinator first for help. Please watch carefully for any emails from the Testing Coordinator throughout the year, as they contain important information for testing and often answer the questions you may have.

Student Activities and Clubs

WYVA Outings

To assist *Learning Coaches* in providing social experiences for their students, WYVA hosts outings throughout the state during the school year. These outings may be attended by any student, regardless of the area in which a family resides. It is WYVA's goal to provide quality and educational outings that also promote a social atmosphere. Outings will be promoted via email by WYVA staff and sometimes on our school Facebook page:

<https://www.facebook.com/WyomingVirtualAcademy/>

WYVA Clubs

WYVA teachers facilitate clubs in which students may participate. Clubs meet “on-line” and/or at specific locations throughout the state. Please check the class connect schedule or online newsletters for club dates/times.

It is WYVA’s goal to foster a sense of community for our families during the school year. To help families build more meaningful relationships, WYVA offers online clubs based on students’ and families’ interests. WYVA teachers facilitate clubs in which students may participate. Information about WYVA and National clubs will be communicated through school newsletters, emails and can also be obtained by checking the K12 website, as well as checking the school announcements for updates and activities.

Extra-Curricular Eligibility Policy

Students who are participants in a local school district or area (city or county) extra-curricular activities (including Wyoming High School Rodeo) that require grade checks for eligibility must provide complete contact information (full name, phone number, email, and mailing address) for the coach/sponsor and give written permission to WYVA for the information to be released. Per Wyoming High School Activity Association and Wyoming High School Rodeo Association guidelines, to maintain eligibility students must be passing at least 5 courses, WYVA students may not be on Academic Probation and must maintain a 75% overall average. If a student falls below the requirements, the activity coach/sponsor will be notified about the loss of eligibility.

Title IX and Non-Discrimination Notice

WYVA does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. If parents or students desire a name or gender change, please contact the Head of School to discuss the process involving the potential changes. This process will require a meeting with a legal guardian for underage students or with the student and legal guardian for students over the age of 16. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kelly Bilbrey
Special Education
Director
322 W. 5th
Lusk, WY 82225
(307) 334-1001

Wyoming Virtual Academy is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment, and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. Wyoming Virtual Academy reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

Information and Assistance

Definition of Sex Discrimination and Sexual Harassment (for Students):

- 5 Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- 6 Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures from any of the following:

Title IX Coordinator
Kelly Bilbrey, Wyoming Virtual Academy
kbilbrey@wyva.org
[Grievance Procedure](#)

Student Services

WYVA is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). The WYVA special education manager assists *Learning Coaches* in accessing and coordinating services pursuant to a current Individualized Education Plan. *Learning Coaches* must indicate that their child has an Individualized Education Plan on their enrollment form.

Child Find (45 Day Screen)

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the support and services they need.

Public schools and the Wyoming Early Intervention Program are responsible for "finding" eligible children and providing the services needed for them to reach their developmental milestones or meet their educational needs.

When children are "found", they are referred to a specialist to screen their development. The screening helps "identify" any areas of concern that need to be evaluated further. To receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Wyoming Early Intervention Program or a public-school system will offer early intervention or special education services according to the child's needs.

- 7 Early intervention supports and services assist families of children who are eligible by helping children ages birth to three years develop to their full potential.
- 8 Preschool special education services for children ages 3 to 5 provide special strategies to help children reach their developmental milestones.
- 9 Special education services for school-aged children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational

environment.

Child Find documents are completed by the Homeroom Teacher and the student Legal Guardian for all new incoming students. Every year during Re Registration the Legal Guardian will be asked to update their Child Find in order to capture any other condition that the student might have.

The Child Find report found on the RCP will be emailed to the special services point of contact by the Operations Manager. The special services point of contact will review any new enrollments that need further identification. They will monitor the report and reach out to any families that may need services. Enrollment Info Tab Report.

The Operations Manager will email the Special Services point of contact the Re Registration report and the Enrollment Info Tab Report to monitor any special needs changes.

MTSS or Multi-Tiered System of Supports

WYVA uses MTSS schoolwide as a first level support, to assist in the identification of educational needs, and to provide scientifically based interventions for struggling students.

The MTSS process is a multi-tiered approach to providing services and interventions to students who struggle with learning. MTSS provides interventions in increasing levels of intensity based on progress monitoring and data analysis. This process assists in documenting that interventions in the regular classroom have been implemented and whether these interventions meet the student's educational needs. Documentation that the classroom intervention cannot meet the student's needs is a necessary requirement in determining whether the student may require special education programs and services. When all reasonable alternatives have been tried and are not sufficient, a referral to special education should be initiated for special education evaluation. The purpose of this process is to ensure early intervention with a struggling learner using a multi-tiered model.

Learning Coaches that believe their student has a learning problem should discuss options with their homeroom teacher.

Special Education:

Contact: Taylor Wagstaff, Special Education Director – wagstafft@lusk.k12.wy.us.

Contact: Kelly Bilbrey, Special Education Director – kbilbrey@wyva.org

Special education services are available to students identified with a disability by a multidisciplinary team. A multidisciplinary team consists of teachers, the *Learning Coach*/guardian and oftentimes a school psychologist, therapist, and the student. WYVA follows the requirements of IDEA 2004 and the Rules and Regulations of the Wyoming Department of Education. Documentation of the disability must be provided, such as medical records, prior educational records, and/or a psychological evaluation.

Students in need of adapted learning support services are those whose complex learning needs impact their academic achievement and their ability to make sufficient progress in the general education setting. Services offered may include adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing. The program has various levels. In many cases, student services are provided through an inclusion program.

WYVA has a reading specialist and a math specialist who can provide resource room help, and a self-contained classroom is provided for students with serious involvement. All

Special Education services are provided virtually through an online classroom, phone, Email and by a highly qualified special education teacher.

What to expect:

- 9.5 Every special education student will be assigned a special education teacher who is part of the grade level teaching team. The special education student will have a team of regular education teachers and a special education teacher to work with and assist the student in making academic gains. The student will be expected to meet regularly with the special education teacher and the other teachers on the teaching team in an online classroom. The *Learning Coach* will be asked to participate in conference calls.
- 9.6 The special education teacher provides the *Learning Coach* assistance to modify and adapt the learning environment and curriculum paths for success.
- 9.7 The special education teacher provides direct instruction to the student in an online classroom.
- 9.8 The special education teacher is available as a resource for instructional strategies, adaptations, and modifications to the curriculum.
- 9.9 The special education teacher will provide a progress report at the end of each semester noting the progress on the student's IEP goals.
- 9.10 Special Education students are required to meet the same attendance policies as their peers. The home environment, one on one instruction, and accommodations to the curriculum can help create a learning environment which meets the student's specific needs.
- 9.11 The student's *Learning Coach* is expected to keep records that assist in determining the student's progress on IEP goals.

Related Services

Related services may include occupational therapy, speech and language therapy, and physical therapy when it is necessary to the child's ability to make adequate progress in the general curriculum. Related services, placement, and goals are determined by the IEP team. Options for related services should be discussed with the special education staff before a decision is made to enroll with WYVA. Related services will be provided virtually in many cases depending on the individual student's needs. WYVA has web-based speech therapy that is overseen by a speech therapist. WYVA also provides therapy through webcams with qualified therapists. Face to face therapy is another option. Face to face therapy would require travel to a facility for the therapy.

Face to face therapy will not be provided in the home. Related services are provided by independent contractors across the state of Wyoming. Students are expected to keep appointments (web based and face- to-face appointments). Missed appointments may result in the contractor refusing to provide services.

504 Accommodation Plan

Jess Huhn – jhuhn@wyva.org

A 504 Accommodation Plan is a plan to assist the student with their day-to-day learning challenges that are a result of their medical or mental disability. In the WYVA learning environment it is a plan that is applied to the student's learning by the Learning Coach and WYVA staff. The plan gives the Learning Coach, WYVA staff, and student the ability to apply for accommodations that a regular education student may not be able to apply. These 504 Plan accommodations assist the student with a diagnosed disability to have full access to the state standards and the WYVA curriculum and to participate fully in the

WYVA academic program.

Examples of possible disabilities that can be accommodated by a 504 plan are allergies, ADHD, cancer, epilepsy, eating disorder, diabetes, juvenile arthritis, vision impairment, hearing impairment, bi-polar, residual effects of an injury, medical emotional or psychological disabilities. There are many physical or mental disability qualifiers. *Learning Coaches* who believe their student has a disability that would qualify them for a 504 plan should contact their homeroom teacher or WYVA administrator to discuss options for a possible 504 referral.

Reporting Medical Need

If your student has a medical condition that is not identified by an IEP or covered by a 504 plan, please contact Lisa Williams for a K-8 student or Jennifer Copeland for a 9-12 student.

Educating Students with Chronic Infectious Diseases Regulations

All children in Wyoming have a constitutional right to a free, suitable program of educational experiences.

In general, a child with a chronic infectious disease will be allowed, with the approval of the child's physician and the county health office to attend WYVA and will be considered eligible for all rights, privileges and services provided by law and existing policy of Niobrara County School District #1.

The school will respect the right to privacy of the individual; therefore, knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know (school administration, child's teachers, testing coordinator). Those people will be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements. Violations of confidentiality are subject to legal recourse and termination.

Based upon individual circumstances, special programming may be warranted. Special education will be provided if determined to be necessary by the Planning and Placement Team.

Under certain circumstances a child with a chronic infectious disease might pose a risk of transmission to others. If any such circumstances exist the school medical advisor, in consultation with the school nurse and the child's physician, must determine whether a risk of transmission exists. If it is determined that a risk exists, the student will not be allowed to have contact with other students, such as during testing.

Administering Medicines to Students

If a student needs to have medication given to them while at testing or at an outing, the following conditions must be met:

- a. The Parent or Guardian must be present to oversee administration of medication.
- b. Prescription medication must be brought to the site in the original prescription bottle and label. Written parent/guardian and physician consent must accompany the medication.
- c. Non-prescription medication must be sent to school in its original container and accompanied by a note from the parent/guardian.
- d. Medication will be administered by the principal or principal's designee.

Students may keep a small amount of non-prescription medication, such as Tylenol, for their

personal use. All students may carry their prescription inhalers with them, if they have signed consents (updated yearly) from their parent/guardian and physician.

The form for families is linked [here](#). Parents complete the following Authorization and Administration of Medication form, [here](#). Once the form is complete, the parents submit it to the Principal.

English Language Learner (ELL)

Contact: Danielle Opitz, ELL Coordinator - dopitz@wyva.org

Students who may need ELL services will be tested and given appropriate accommodation based on their test results. WYVA will make reasonable attempts to secure an interpreter if needed for families and provide translated documents for parents/guardians. ELL Screening may be mandated by state law in response to Home Language Survey questions answered in student enrollment documents if a parent or student responds to any of the Home Language Survey questions with a response language other than “English.”

Directory Opt-Out

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that WYVA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, WYVA may disclose appropriately designated “directory information” without written consent, unless you have advised WYVA to the contrary in accordance with WYVA’s procedures. The primary purpose of directory information is to allow WYVA to include information from your child’s education records in certain school publications.

Examples include:

1. A playbill, showing your student’s role in a drama production.
2. The annual yearbook.
3. Honor roll or other recognition lists.
4. Graduation programs;
5. Sports activity sheets, such as for wrestling, show weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want WYVA to disclose any or all the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify WYVA in writing within 2 weeks of a start date. WYVA has designated the following information as directory information:

- Student's name
- Address
- Telephone listing

- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Internet Service Provider (ISP) Stipend Policy

Families who meet all the following *ISP Stipend Requirements* will be reimbursed at the rate of \$20.00 per eligible month. Stipend checks are sent after the end of each school year and should be mailed by the end of June.

1. Student must be enrolled on the last day of the school year.
2. Student must meet or exceed progress expectations in all their courses.
3. Student must complete the required state standardized testing.

The voucher will be sent out in late April to the learning coaches by the WYVA Operations Manager. *Learning Coaches* must submit the voucher to the WYVA office prior to the stated deadline.

Students who have a current Individualized Education Plan that requires assistive technology will receive an Internet service provider subsidy of \$20.00 per month if they are enrolled on the last day of the school year.

Parent Withdrawing Students

Parents/Legal Guardians of students who are withdrawing from the Wyoming Virtual Academy must contact the school principal. The WYVA registrar will send an email with a link for a parent withdraw will be sent to families. The family will be emailed instructions for returning materials.

Failure to return all school equipment and materials in satisfactory condition may result in a collections action.

Grade Appeal Policy

Students and parents seeking to appeal an assigned course grade (those grades found on a report card), may file a written appeal via email to the school Principal. The Principal work with the assigned

teacher that issued the grade to find resolution. If it is deemed that the rules of the class and the procedures of the assignment and grading were properly followed, WYVA may keep the grade in place. If it is determined that class rules and procedures were not followed leading to an unfair grade, the Principal may require the teacher to allow a process for an improved grade.

Generally, WYVA does not change grades for subjective reasons and will support the teacher of record in reported grades for official report cards.

Complaint Response Procedure

The Wyoming Virtual Academy is interested in achieving and fostering student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. WYVA prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion.

The student and *Learning Coach(s)*, custodian(s) or legal guardian(s), address in writing any concern or grievance to the appropriate Principal. The Principal responds within ten working days.

If the family’s concern is not resolved with the Principal, the family may file a complaint with the Head of School.

Student Resolution Matrix:

TOPIC:	GO TO:	EXAMPLES:
Course/grade question	Course teacher	"My student's grade isn't right."
Student is ill for 3 days or longer.	K-6 – grade level teacher MS – Homeroom teacher HS– Homeroom teacher	"My student has the flu and is going to be out for a few days." "My student had strep for a week, that's why we haven't logged in."
General Questions: Policy and Procedure	<ul style="list-style-type: none"> ● Student Handbook ● Homeroom/Classroom Teacher 	When does the semester end?

Curriculum: Locking and Unlocking	9-12 Principal - Jennifer Copeland jecopeland@wyva.org K-8 Principal - Lisa Williams lisawilliams@wyva.org	Student X is locked, and I do not know why.
Curriculum: Scope & Sequence, Standards	Homeroom/Classroom Teacher	"My student is struggling with a concept, what resources are available to help them?"

High School Courses	Counselor – Jeanie Stukey jstukey@wyva.org	"My student is struggling with their HS courses, what should we do?" "I don't think my student can stay in this course next semester; can we change?"
Parent Concerns	Executive Director - Joe Heywood jheywood@wyva.org 9-12 - Jennifer Copeland jecopeland@wyva.org K-8 Principal - Lisa Williams lisawilliams@wyva.org	LC needs to talk about the weekly checkpoints affecting their student's grades and wants to talk to an administrator. I have an LC that would like to talk to an administrator about the work sample policy.

<p>K-8 Student Concerns: Academic</p>	<p>K-8 Principal- Lisa Williams lisawilliams@wyva.org</p>	<p>My student is falling behind and not completing work samples, what should I do?</p> <p>I have a student with an illness that is causing him to fall behind.</p> <p>I do not think my student will be ready to promote at the end of the year, how should I discuss this with the family?</p>
<p>HS Student Concerns: Academic</p>	<p>Middle and High School Principal - Jennifer Copeland - jecopeland@wyva.org</p> <p>Counselor –Jeanie Stukey - jstukey@wyva.org</p>	<p>My student is falling behind and not completing work samples/homework, what should I do?</p> <p>I have a student with an illness that is causing him to fall behind – what should we do?</p>

<p>System Issues: for Escalation</p>	<p>Operations Manager – Kristen Stauffer – kstauffer@wyva.org</p>	<p>How do I get my issues with platforms resolved? ***When emailing, include SID, name.</p>
<p>Special Education</p>	<p>Special Education Director – Taylor Wagstaff – wagstafft@lusk.k12.wy.us</p> <p>Associate Director – Kelly Bilbrey – kbilbrey@wyva.org</p>	<p>I would like to review my student with special needs accommodations.</p>

Section 504/ADA	WYVA Counselor – Jess Huhn jhuhn@wyva.org	"I would like to see if my student meets a 504 requirement."
Updated contact information.	Registrar or Operations Manager, Kristen Stauffer kstauffer@k12.com	"We changed our phone number."
Student Emotional Concerns – NOT emergency	Teachers or Principals	"We just found out our relative is ill, student may have tough time with this."
Course/grade question	Course teacher	"My student's grade isn't right."
Student Emotional Concerns – EMERGENCY	Local Agencies or... Executive Director - Joe Heywood jheywood@wyva.org High School Principal - Jennifer Copeland jcopeland@wyva.org K-8 Principal - Lisa Williams lisawilliams@wyva.org	Students have emotional health needs.
Community resources needed.	Principals or Local Agencies	We need to find a clinic for immunizations.
Student Computer Requests	Operations Manager – Kristen Stauffer kstauffer@wyva.org	Students are interested in finding out eligibility for a school-issued computer.

Student Tech/Computer Help	K12 Customer Care - 1.866.512.2273	Student/LC having difficulty logging in; Receiving error messages; questions about equipment/hardware; troubleshooting, etc.
ELL Lead – English Language Learner	ELL Coordinator – Danielle Opitz dopitz@wyva.org	Questions on being tested for ELL.
Care Coordinator	Principals or Local Agencies	Assess and coordinate the care of youths in foster care.
McKinney Vento Lead	Principals or Local Agencies	Questions on McKinney-Vento/Homeless assistance
NCAA Lead	Secondary Principal- Jennifer Copeland jecopeland@wyva.org	Questions of student sports in NCAA
AP Coordinator	Jeanie Stukey jstukey@wyva.org	Questions about taking AP courses or AP exam.
Interpreter Services/Disability Accommodations	Special Education Director – Taylo Wagstaff – wagstafft@lusk.k12.wy.us Associate Director – Kelly Bilbrey – kbilbrey@wyva.org	Questions on Interpretation or accommodations
Career Learning Coordinator	Christina Jewett – cjewett@k12.com	Add a Career Prep Pathway
Special Education Teachers		

Dallas Myers Grades 5-6	jcorbett@wyva.org
Jennifer Corbett Grades K-4	

Andrea Osborne Grades 9-12	aosborne@wyva.org
Angela O’Leary Grades 7-8 Jen Farnes 5-6	Aoleary@wyva.org Jfarnes@wyva.org
Sheila Georgen Grades 9-10	sgeorgen@wyva.org
Mandi Williams (Speech) Chelsie Pantle (Speech)	mwilliams@wyva.org cpantle@wyva.org

WYVA Student Engagement Strategy Plan

Scenario	Who will this be communicated to	When	By Whom	Mode of Communication	How will school manage influx of
Access to the OLS is interrupted	Staff members/families as needed (if it is an extended outage)	When K12 has confirmed interruption.	M5 Principal to teachers and teachers to students	Email for staff and email for families	Autodialer/Email
<i>How will students obtain CC links to participate?</i>	Teachers would email the link to families.				
<i>How will moderators obtain their CC links?</i>	Teachers have links bookmarked.				
<i>How will students reach their teacher if they have course questions and cannot email?</i>	Phone Call or email				
<i>What are supplemental activities students can be working on while they cannot access course assignments?</i>	Complete any offline assignments for any courses, do daily PE activity, read any English chapters or applicable texts and login to complete Interim assessments				
<i>How will teachers communicate to students what they can work on during the system interruption?</i>	Autodialer or Email				
<i>What is the communication plan to families when course access is restored?</i>	Autodialer or Email				
System access to the OLS or D2L is interrupted. Students do not have any regularly-scheduled Class Connect sessions.	Staff members/families as needed (if it is an extended outage)	When K12 has confirmed interruption.	M5 Principal/Teachers	Email	Autodialer/Email
<i>What are supplemental activities students can be working on while they cannot access course assignments?</i>	Complete any offline assignments for any courses, do daily PE activity, read any English chapters or applicable texts and login to complete Interim assessments				
<i>How will teachers communicate to students what they can work on during the system interruption?</i>	Email				
<i>How will students reach their teacher if they have course questions and cannot use Email?</i>	Phone Call or Email				
<i>What is the communication plan to families when course access is restored?</i>	Autodialer or Email				
Blackboard Collaborate is experiencing a service disruption and students are not able to access Class Connect.	Staff members/families as needed (if it is an extended outage)	When K12 has confirmed interruption.	M5 Principal/Teachers	Email	Autodialer/Email
<i>How will students be notified that the Class Connect session has been cancelled?</i>	Email				
<i>What is the communication plan to families when Blackboard Collaborate/Class Connect access is restored?</i>	Autodialer or Email				
Student has an internet outage.	Learning coach	When an interruption has been confirmed.	Learning coach/Student	Phone Call to homeroom teacher	N/A
<i>How will student obtain their homeroom teacher phone numbers?</i>	Record homeroom teacher contact information off line at beginning of year.				
<i>What tasks are students expected to work on?</i>	Complete any offline assignments for any courses, do daily PE activity, read any English chapters or applicable texts and login to complete Interim assessments				

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to have records amended, the right to have partial control over the disclosure of personally identifiable information from the records and the right to file a complaint with the U.S. Department of Education with alleged failures to comply with requirements of FERPA. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Annual Notice:

Education agencies and institutions must annually notify parents and eligible students of their rights under FERPA. They must also notify parents and eligible students of the education agencies or institutions and the Directory Information Policy.

Rights of Parents/Eligible Student following per 34 CFR 99.7:

- Inspect and review the student's education records
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent
 - (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - Directory Information
 - Directory Opt-Out Policy (See Directory Opt-Out Guideline Procedures for Model Example)
- File with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act

FERPA Model Guidance:

- [FERPA Model Notification of Rights for Elementary & Secondary Schools | Protecting Student Privacy \(ed.gov\)](#)

Guidelines and Procedures: *(This section should include specific operational procedures pertaining to FERPA requirements for your school. If these procedures are included in another manual or list of school procedures, refer to that document here.)*

Guidelines & Procedures

The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have

access to their children's education records, the right to have records amended, the right to have partial control over the disclosure of personally identifiable information from the records and the right to file a complaint with the U.S. Department of Education with alleged failures to comply with requirements of FERPA. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").

- Inspect and review the student's education records
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent; and
- File with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act

Procedures:

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

- Executive Director or Teacher receives request form from parent or eligible student and forwards to the Registrar.
- Registrar verifies parent identity and/or that requesting student is eligible (i.e. emancipated or 18 years of age) by checking official student documentation. (Guardianship, Learning Coach information, or student emancipation paperwork.)
- The registrar notifies the individual making the request of documentation available for review and how/when review will occur. This notification must occur within 45 days of the request.
- The registrar documents all communication with POWERSCHOOL notes.

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

- School personnel are notified by the parent or eligible student that a record is inaccurate.
- Parent or eligible student is directed to submit in writing to the Principal a request that clearly identifies the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student's privacy rights.
- The Principal will review the request with the parties responsible for the perceived inaccuracy. The Principal will review the requests and results of the investigation with the Executive Director.
- The Executive Director and Principal will decide whether to amend the record as requested within a reasonable time after receiving the request.
- If it is decided to amend the record because it is inaccurate, misleading, or otherwise in violation of the student's privacy rights, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing. The Registrar will be notified of the change and issue a new record with the change to the parent or eligible student. The Registrar will place an amended statement in the student's educational records and the school is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

- If it is decided not to amend the record as requested by the parent or eligible student, the parent or eligible student will be notified by the Principal of the decision and the parent or eligible student will be advised of their right to a hearing to challenge the content of the student's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student's privacy rights.
- If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing. The Registrar will be notified of the change and issue a new record with the change to the parent or eligible student. The Registrar will place an amended statement in the student's educational records and the school is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.
- If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or in violation of the student's privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. The written notice will be placed in the student's educational records

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent

Note:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to

- conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
 - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
 - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
 - To accredit organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - To parents of an eligible student if the student is dependent for IRS tax purposes. (§ 99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Procedures for Third Party Requests:

- Registrar requests a release form from third party to be faxed with parent/eligible student signature. If no release form is available, the Registrar provides a blank release form to the third party and instructs them to obtain written permission from the parent.
- Once signed, permission is received using the release form, the Registrar obtains student record, and provides ONLY documents requested.
- Registrar signs access log on student CUM file, notating which files were released and to whom.
- Registrar files signed release in the student CUM file.
- Registrar logs general POWERSCHOOL note documenting those records were requested, and permission was granted.

Process for Custody/Divorce Situations:

- Full legal documentation of the custody arrangement for the student's file with both party's signatures and county seal is available in the student file.
- The registrar notifies the teacher via email that the appropriate documentation is on file.
- The registrar instructs teacher to provide the requesting parent with copies of

- requested student information (e.g. grades, status reports, etc.)
- Registrar sends both custodial and non-custodial parent a letter using email/Email, which must inform them of the information provided to the non-custodial parent.
- Requesting (non-custodial) cannot be provided with OLS access (online student account access).
- Registrar logs general POWERSCHOOL note documenting request, action taken, and email/Email sent as notification.

Sample Process for Court officials/Parole Officers/State Agencies:

- Verify individual is with a state agency and has jurisdiction to discuss the student.
 - Obtain name, agency, and phone number of individual.
 - Call the main office number of the agency and verify the name and phone number of the individual.
 - Call the individual back once verified.
 - Requestor must provide a signed statement (release form) from the authorized Learning Coach stating that <<school name>> can share student information.
 - Statement, signature, and a copy of the parent's photo ID must be included on the release.
 - Registrar provides copies of ONLY requested documentation to requestor.
 - Registrar signs access log on student CUM file, notating which files were released and to whom.
 - Registrar files signed release in the student CUM file.
 - Registrar logs general POWERSCHOOL notes documenting those records were requested and permission was granted. A POWERSCHOOL note should be logged in for every communication sent and received.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

Student Privacy Policy Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

FERPA Guidelines for WYVA Staff and Teachers

General Guidelines: WYVA staff members and teachers are responsible for complying with FERPA requirements at all times. The following reminders are communicated to all staff and teachers annually during professional development, and in all teacher expectations.

- All student cumulative records and work records are kept secure in locked filing cabinets in the WYVA Office.
- When files are not in use, they are filed and locked in the records storage area, or in a desk in a locked office.
- All staff members are trained on FERPA Compliance and use caution in maintaining and storing student records, accessing information through PowerSchool and while using WYVA online accounts.
- All staff maintain confidentiality when emailing excel spreadsheets containing identifiable student information by following WYVA's password schedule.
- All staff members should refrain from using student first names and last names in e-mails. Instead refer to the student as (First Initial, Last Name) or when the identity of the student is known, just as (First Initial).
- Staff members should refrain from using student names when leaving a message on an answering machine. For example, "Hi, this message is for Mrs. Doe. This is < name> with WYVA. Please call me back at your earliest convenience <phone number>. Thank you and I look forward to hearing from you."

- Use the Bcc: field when sending out mass e-mails to families so that the names and e-mail addresses of the families are not visible. It is acceptable to put a family's e-mail in the "To:" field when sending an e-mail to only that family.
- Password protect any document sent via email that contains a student first and last name.
- All staff members maintain personal login codes and passwords, which are not meant to be shared with colleagues, parents or any third party.
- Any documents containing personal or education information pertaining to a student must be shredded.

Verification Procedures for In Person, Email, and Phone Communication

To ensure the safety of all student data, WYVA staff members are required to follow the following verification procedures before speaking to individuals about students:

In person: Verify government issued user id matches the parent or LC information on record for that student.

- Email: It is recommended that email is only used for general announcements...absolutely no FERPA-sensitive information. Use Email whenever possible. Remember that you cannot send special education documents via Email.
- Phone: Verify name and phone number by seeing a display of the incoming number (not by asking the user) is what we have saved in POWERSCHOOL as the parent or LC information plus: One additional piece of information from this list:
 - K12/K12 student id
 - K12/K12 family id
 - One of their teacher's names
 - AND
 - One additional piece of information from this list:
 - The name of an emergency contact listed on file
 - The phone number of an emergency contact listed on file
 - Previous school

Important Reminders:

 - Do not leave messages on voicemail with specific student information.
 - All non-family or **non-custodial parent** requests should be routed through the school's administration before the staff member releases any student information.
 - Email: All electronic written communication should be sent via Email. Remember that you cannot send special education documents via Email.

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

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include, but are not limited to, the right to:

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law or the Individuals with Disabilities Act; and
3. Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling or otherwise distributing the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• *Inspect, upon request and before administration or use –*

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum if the instructional material will be used in connection with any survey, analysis, or evaluation as part of any survey funded in whole or in part by a program of ED.

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

Niobrara County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Niobrara County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes Niobrara County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Niobrara County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information

collected from students for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Data Privacy

WYVA is supported by Stride K12 which provides the computers, curriculum, and online learning systems for all WYVA students under contract with Niobrara County School District No.1; WYVA and Stride K12 follow all federal and state guidelines and laws pertaining to FERPA and student data and privacy.

What laws generally apply to student records?

Stride obeys laws that protect education records. This includes the Family Educational Rights and Privacy Act ("FERPA") and state laws about student records. Other entities can access those records only if allowed by those laws and they agree to keep them confidential as required by those same laws. Stride does not use a student's PI to target the student for advertising. Stride does not sell a student's PI. Stride does not illegally create profiles about a student. Stride does not use (unless We ask for and receive permission) a student's PI for purposes unrelated to providing or improving their education where We are prohibited by law from doing so. If any part of this policy conflicts with FERPA or other laws, Stride will obey the standard that provides more protection for the education records.

What non-personally identifiable information does Stride collect?

We automatically receive Non-PI from your web browser or device connected to the Internet. That includes your IP address (the string of numbers that identifies the device), the name of the Web page you visited immediately before visiting ours, the page or pages you visit on our Sites, and how much time you spend on each page.

How does Stride use non-personally identifiable information?

We use this information to monitor and improve our Sites. We also use it to study Internet traffic trends, administer the Sites, and gather information. When you use services and products that are enabled by artificial intelligence (AI) technologies (collectively "AI-Enabled Services") we may use and retain this information, including inputs or communications you provide when using Stride's AI-Enabled Services to provide the services or to improve the services and products. If you do not consent to the use or retention of this information, do not use, or discontinue use of Stride's AI-Enabled Services.

When does Stride share non-personally identifiable information?

When allowed by law, we may share or sell non-Personal Information, such as aggregate or de-identified user statistics, demographic information, and usage information with nonaffiliated third parties. We may also share non-PI when: (i) required by law, such as by a court order, ii) We are allowed for law enforcement, health or safety purposes, iii) for the use of your or your child's Local School, iv) for the use of other companies that help us provide the Stride School Program, or v) where permitted, to protect Stride's legal rights.

For further information about how Stride K12 protects and utilizes data gathered in its online learning systems, please visit <https://www.stridelearning.com/privacy-policy.html>

McKinney Vento Act **Contact: Principals**

The McKinney Vento Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster *Learning Coaches* or relatives other than their legal guardians.

The Wyoming Virtual Academy can offer school supplies to qualifying homeless youth. Determinations of qualifying students are made on a case-by-case basis.

Learning Coaches may review the Wyoming Virtual Academy's Admission of Homeless Children and Youth policy by calling the school office.

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home, or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodation will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in "doubled-up" accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or another similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent

situations. The foster home, although temporary, serves as a fixed, regular, and adequate nighttime residence.

Children placed in foster homes for lack of shelter space, however, will be considered homeless.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they were living in inadequate accommodations. Children and youth that are under the care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Migratory Children and Youth

Migratory children will not be considered homeless simply because they are children of migratory families. Runaways Children or youth who have run away from home and live-in runaway shelters, abandoned buildings, the street or other inadequate accommodations will be considered homeless, even if their parents/guardians have provided and are willing to provide a home for them.

Enrollment Policy

Student Admission

Students seeking admission for Grades K-8 are admitted to WYVA as long as they meet the following requirements:

1. Can show proof of residency in Wyoming
2. Are of legal age to attend a Wyoming public school
3. Have not been expelled from a school nor are they facing potential expulsion or a potential expulsion hearing
4. Is not facing discipline or coming off of discipline for drug or weapons violations
5. Is not facing discipline or coming off of discipline for acts of violence against peers or staff

Students seeking admission for Grades 9-12 are admitted to WYVA as long as they meet the following requirements:

6. Can show proof of residency in Wyoming
7. Are of legal age to attend a Wyoming public school
8. Has not been expelled from a school nor is he/she facing potential expulsion or a potential expulsion hearing
9. Is not facing discipline or coming off of discipline for drug or weapons violations
10. Is not facing discipline or coming off of discipline for acts of violence against peers or staff
3. Is on track for Graduation if he/she has already begun high school with no failing grades
4. Have passed all 8th grade classes if he/she has not yet started 9th grade

WYVA retains the right as an optional school program to deny a student admission for reasons which may not be written in this manual.

The following items are needed in order to enroll your student in the Wyoming Virtual Academy: 1.) Copy of Birth Certificate of student enrolling.

- Copy of Marriage License or Divorce Decree if last name listed on Birth Certificate is different.
- 2.) Proof of Guardianship if the Legal Guardian is not listed on the Birth Certificate. This document needs to be court certified. The following link provides information for

obtaining legal guardianship of a ward:

http://legisweb.state.wy.us/LSOWEB/SearchResults.aspx?cx=017715011151602216554:5hj_hyhx9vIm&cof=FORID%3A11&ie=UTF-8&q=guardianship&sa=Search Title 3 Guardian and Ward.

- 3.) Complete immunization record for grade level/age student is currently enrolling as. Or copy of immunization exemption certified through the State of Wyoming. Missing immunizations are required. Links to Immunization requirements are below:
 1. <https://health.wyo.gov/wp-content/uploads/2018/09/Are-your-Kids-Ready-for-Child-Care-Preschool-8.2018.pdf>
 2. <https://health.wyo.gov/wp-content/uploads/2018/03/Immunization-Tool-3.20.18.pdf>
 3. <https://health.wyo.gov/wp-content/uploads/2018/03/Ch.-3-Mandatory-Immunizations-for-Children-Attending.pdf>
- 4.) Proof of Residence in Legal Guardian's name showing physical residence within the state of Wyoming. Document can be Wyoming Driver's License, Rental/Lease Agreement, Mortgage, or Utility bill. The document will need to have the Legal Guardian's name on it and the physical address listed on the account for the student.
 1. If family/student is living with another person(s) and no proof of residency can be provided a letter stating the family/student is currently residing with them at said address can be accepted. A proof of residency with that person's name and the physical address listed in the letter will need to be provided as well.
 2. A current Proof of Residence will need to be turned in to the Registrar each time a family moves. The Information Update form will also need to be turned in with the new Proof of Residence.
- 5.) WYVA Release of Records form completed. This form is available in the enrollment portal. The form is required for all students. Kindergarten students who have no "Previous School" listed in the POWERSCHOOL account information do not need to have this form.
- 6.) Copy of most recent transcript for all high school students or copy of 8th grade Report Card for all students enrolling in 9th grade.
 - a. If the semester is not complete when the student is enrolling and a complete transcript isn't available, the student may enroll with the current transcript and most recent report card.
- 7.) If the student receives special services, we will request a copy of the most recent IEP and Evaluation for the student.
- 8) Signed I Understand Agreement

New Math Policies for WYVA

To address historical performance data on WY-TOPP and concerns with Math grades and content mastery in WYVA, we will implement some version of the following new policies and procedures for Math learning and instruction. These applied principles address growing concerns that many students were using online resources to find answers to Math assignments and assessments and finished the school year with passing Math grades but limited genuine mastery. For the 2021-2022 school year, the following principles were implemented in our high school with great success in ensuring all students were learning content, preparing for the next level of Math, and demonstrating genuine mastery of the Math concepts in that grade level and course.

Principle 1 – Replacing Online Assignments and Assessments with as many teacher-

created assignments as possible (to remove options of cheating by doing internet searches for K12 K12 assignments, quizzes, and tests)

Principle 2 – Spiral Review and Checkpoints of Understanding – the K12 K12 curriculum often does not build in frequent reviews of content learned up to specific checkpoints – WYVA teachers will build in these reviews and Checkpoints of Understanding with greater frequency.

Principle 3 – Live Class Connect Sessions in most Math classes in Grades K-10 at least 4 times per week with required attendance

Principle 4 – Teachers will replace busy work or extended homework to alleviate too much time in lessons – with the focus on Live Instruction replacing long homework sessions or lessons online and providing focused, high quality instruction

Principle 5 – Notebooks – Teachers will require as much student-generated, handwritten or created work as possible to eliminate cut and paste copying from the internet

Principle 6 – More Teacher-Grade Assignments to ensure students are truly demonstrating genuine learning rather than finding answers on the internet and plugging them in to the online learning system assignments

The expectation is that all students will benefit from a redesigned Math program that ensures students are truly learning the content and demonstrating genuine understanding and mastery. This will better prepare students for the next grade level of Math, state assessments, and post-high school programs requiring Math mastery.

Crisis Plan

EMERGENCY PLANS - NCSD File EBC

The Niobrara County School District Board of Trustees, cognizant of its responsibilities for the safety and survival of all persons under its jurisdiction recognizes the need for a well-planned emergency and disaster preparedness program. Administrators, faculty members, students, and all other personnel should be made aware of our schools' plan. In addition, they should understand and be trained to react correctly in event of an emergency or disaster. Therefore, the Board will cooperate with local and state authorities in developing a program to afford maximum protection--reasonably attainable for all students, staff, and facilities. The emergency disaster plan will be comprehensive in scope and provide for safety measures in case of a school emergency. All school personnel will receive a copy. It is each employee's responsibility to know all phases of the plan and react accordingly. Every effort will be made in the direction of periodic drills and group discussions on how to improve overall operations and efficiency. The plan will be administered by all school principals and rural teachers under the direction of the superintendent. TEDe in charge are responsible for informing school personnel of their specific duties in putting the plan into operation.

LEGAL REF.: Wyoming Education Policies Reference Manual, code EBC Current practice codified 1979 Adopted: 12/13/79 Reviewed: 11/27/00, 04/04/05 Revised: 11/08/10 Note: For pertinent regulations, refer to the School Emergency Preparedness Plan developed through the joint cooperation of Niobrara County School District, No. 1 and the Office of Civil Defense, University of Wyoming.

Natural disasters and man-made disasters are potential hazards for which we must be prepared. We must also prepare for crisis situations—which could include intruders, hostile individuals, weapons, and bomb threats. The objective of a School Crisis Management Plan is to provide a framework by which decisions can be made during such disasters or crises with the ultimate goal of safeguarding students, families and school personnel.

To meet this objective, students, families and staff will be instructed and prepared in the appropriate and safe procedures to follow in the event of a crisis through staff in-service and drills. The occurrence of a crisis will require prompt response from all personnel as they perform their specific

assignments from this plan.

This plan is offered to provide a general framework of procedures and administrative structures to be used in the event of a crisis that involves our school. Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the school's plans to be basic, flexible, and subject to modifications as needed.

Outings

In addition to the emergency response plan, supervisory personnel review all school sponsored outings relative to a national alert status. The approval of outings is contingent upon the existence of a safe climate for travel at the time of student departure. If the national security alert goes to red, no outings will be permitted. During orange or high alert, all outings will be reviewed on an individual basis and may not be permitted. With yellow/blue/green status, trips will be reviewed in accordance with the school policy.

Crisis Management Emergency Evacuation Procedures

Fire: Fire Alarm Sounds

1. Evacuate the building according to the approved escape plan in the room.
2. If a physical outing, take attendance for students. Keep students calm in a designated area.
3. Take attendance upon returning to the room after all clear is sounded.

Bomb Threat: Fire Alarm Sounds

1. Follow the same procedures as fire drill.
2. In the event students must be evacuated to off site location, they will either be bused or walk depending upon the outing.
3. If a physical outing, take attendance for students and do not re-enter building until authorized to do so by authorities.
4. DO NOT use cell phones or two-way radios.

Weather:

1. Proceed to a safe area within the office or event outing.
2. If a physical outing, take attendance for students.
3. Keep students calm.
4. Listen for voice commands from an administrator.
5. If students and staff are outside, proceed to a safe area within the school.

Intruder, Weapon, or EDtage:

1. Remain in location or office with doors locked. Stay out of sight of windows and doors.
2. Turn off the lights and stay close to the floor.
3. If a physical outing, take attendance for students.
4. Police assistance will be sent to any area in the building where needed.
5. Wait for further instructions.
6. Students should not open outside doors for anyone.

Abuse of a Student:

- Report abuse or suspected abuse to Executive Director or designee.
- Executive Director or designee will notify appropriate authorities. DO NOT CALL PARENTS!

- Executive Director or designee will fill out an incident report as soon as possible

When school employee is suspected of the abuse:

- Report abuse or suspected abuse to Executive Director or designee.

(IF THE SUSPECT IS THE BUILDING ADMINISTRATOR, NOTIFY THE NEXT HIGHEST SUPERIOR).

1. Call Executive Director.

DO NOT INTERVIEW VICTIM OR SUSPECT, BUT WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT

1. Executive Director or designee will make parental contact at appropriate time.

Assault on Student or Staff:

5. Notify Executive Director.
6. Executive Director will assign a staff member to get the names of suspect/s and any witnesses.
3. Executive Director will locate suspect and isolate, if this can be done in a non-confrontational manner.
4. Victim and suspect statements should be taken separately by Executive Director or designee.
5. Executive Director will decide if the police should be contacted to respond.

REMEMBER: WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE. Dial 911.

1. Executive Director is to make sure a written account of the incident is completed.

Bomb Threat Assessment

Low Level –

1. Information in the threat is inconsistent or lacks detail
2. Threat is vague or indirect
3. Content of the threat suggests person is unlikely to carry it out.
4. There is no indication that he/she has taken any steps to carry it out.

Procedure –

2. Initiate an investigation into the treat.
3. Initiate a lockdown of the school, office or outing location.
4. Ask all staff to look around their locations for anything out of the ordinary. *If something unusual is found move to the High Level procedure*
5. Ensure you are checking hallways and bathrooms
6. Advise law enforcement that you have had a Low Level Threat.
7. Advise the ED that you had an incident.

Example: A threat is written on a desk or bathroom wall, or someone said they heard a rumor...etc.

- 8. Details should only be given out to as needed and never to students or families.

High Level-

- A threat that appears to pose imminent and serious danger
- Threat is direct, specific, and plausible.
- The threat suggests concrete steps that have been taken toward carrying it out.
- There may be an indication of a place or time.

Procedure –

- Initiate an investigation into the treat.
- Notify law enforcement and ED immediately.
- Prepare to evacuate the location
- Follow the necessary steps required by the emergency services that arrive, as well as any service personnel that arrive.
- Details should only be given out to teachers as needed and never to students.

Example: A letter which states "At eight o'clock tomorrow morning I intend to blow up the gym. I am sick of school."

Example: A phone call telling you that a bomb is in the school

**** All threats will be prosecuted if the perpetrator is found**

Bomb Threat Report Form

Don't hang up. Remain calm and attempt to get the following information

Questions to Ask:

Where is the bomb?

What time will it go off?

What kind of bomb is it?

What does it look like?

What will cause it to explode?

Did you place the bomb?

Why is this going to happen?

Who are you?

Exact wording of threat:

Background Noise:

Street _Animal Noises

Static _PA system

Voices _ Music

Motor _House Noises

Local _ Office Machinery

Booth _Long Distance

Time: _____ Date: _____

Sex of caller: M / F Age:

Number at which call was received:

Caller's Voice:

Calm _Angry

Excited _Slow

Rapid _Soft

Loud _ Laughter

Crying _Normal

Distinct _ Slurred

Whispered _Nasal
Cracking Voice_ Lisp
Raspy _Deep
Ragged _ Disguised_ Clearing Throat_ Accent
Deep Breathing_ Stutter

Threat Language: _

Incoherent
Foul _
Well Spoken
Taped _
Irrational

Message read by threat maker

Remarks: _____

Death at a physical school event

- Secure area. Disturb as little as possible and keep area clear of traffic.
- Contact trained first aid personnel.
- 2. Contact ED or designee.
- Call police and ambulance (911).
- 2. Lock down location.
- 4. Separate all witnesses until police arrive (To the extent possible, witnesses should not speak with each other or anyone else). Document any statements made by witnesses, but do not conduct interviews with witnesses
- 5. ED or designee will contact parents at appropriate time if given permission by law enforcement or central office.
- 6. If there is a need to handle the media, contact RVP.

Afterwards

1. Complete incident report.
2. Send a letter home with students briefly explaining what happened and support available at school.
3. Contact ED for debriefing and planning for next day.
4. Meet with staff and families for support and encourage a return to normalcy.

Drug overdose/poisoning/allergic reaction

1. Notify ED.
2. Designate person to check school medical file.
3. Contact police (if appropriate).
4. Call poison control if substance is known or potentially poisonous 1-800-222-1222. Notify ED or designee.
5. ED or designee will contact parents and:
6. advise of situation
7. advise of steps being taken

8. ED or designee will notify RVP and advise of the situation and steps being taken.
9. ED or designee will complete an incident report.
10. If there is a need to handle the media, contact RVP.

Fire Alarm/Emergency

1. Activate fire alarm if system is not sounding.
2. Follow standard fire evacuation procedure.
3. Take roll to ensure all participants are accounted for.
4. Call (911) as evacuation is taking place.
5. ED or designee will check area of alarm to assess situation.
6. ED or designee should have available for the fire department upon their arrival:
 - a. Location and type of fire, if known
 - b. Knowledge & location of anyone remaining in the building
 - c. Floor plan and internal systems information
7. ED will notify RVP, update and advise if any assistance is needed.
8. ED or designee will notify police if alarm was pulled falsely.
9. If there is a need to handle the media, contact RVP.
10. Complete a detailed incident report at the earliest opportunity.

Gas Leak

- **DO NOT** activate the fire alarm system or any other electrical equipment. **LEAVE AS IS.**
- Notify ED or designee IMMEDIATELY.
- ED or designee will notify everyone to evacuate building by sending personnel to each area of the school building.
- Evacuate the building using the standard fire alarm procedure.
- Call Police Department (911).
- Evacuate to designated safe area less than 1 block from location.
- ED or designee should have available for the fire department upon their arrival:
 - Location/s of leaks if known
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information
- If there is a need to handle the media, contact RVP. Complete a detailed incident report at the earliest opportunity.

Hazardous Material Accident

1. Notify ED or designee.
2. ED or designee will evacuate building using standard fire emergency procedure, by-passing affected area.

3. Call Police (911) as evacuation is taking place. Describe condition and type of hazardous material if known.
4. ED or designee should have the following available to the fire department upon their arrival:
 5. Person/s knowing the location and type of hazardous material
 6. Knowledge and location of anyone remaining in the building
 7. Floor plans and internal systems information
 8. Complete a detailed incident report at the earliest opportunity.

IN THE EVENT A PERSON COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIAL, FOLLOW SAFETY PRECAUTIONS LISTED ON CONTAINER, AND CALL THE EDPITAL EMERGENCY ROOM.

EDtage Situation

- Don't attempt to defuse. Call police (911). Inform them that this is a EDtage situation, and request that police respond without sirens.
1. ED will send designee to evaluate situation (not to negotiate) until police arrive.
 2. Notify medical emergency agency to respond if there are known injuries. Again, request response without sirens.
 3. LOCKDOWN.
 4. ED will have the building floor plans available upon police arrival.
 5. ED will designate someone to meet police and medical personnel to direct to appropriate location.
 6. If there is a need to handle the media, contact RVP. If situation is not quickly resolved, discuss options with police/RVP about information flow, so there is not mass panic among families of all children in the school.

Kidnapping

1. Notify ED or designee IMMEDIATELY.
2. ED or designee will notify the police IMMEDIATELY (911).
3. Give police student information
4. Name, sex, age, address, dress, general physical description
5. Any suspect info, vehicle info, direction of travel
6. Secure all outside doors.
7. ED or designee will notify parents. Inform them of incident and steps taken
8. Have student information including picture, if possible, available to the police upon their arrival.
9. Complete incident report.
10. If there is a need to handle the media, contact RVP.

Media for Crisis Related Issues

Notification of Regional Vice President. RVP will make decision of how information will be released to media.

Guidelines

- a. Make sure you are authorized to speak to the media.

- b. Don't release names of victims or persons involved.
- c. Inform the media when you are not authorized to comment and direct them to the proper person or office
- d. Be of assistance, but remain in control.
- e. Do not share information unless authorized by RVP.

If contacted by the media by telephone, explain that all correspondence is conducted through the RVP. Be aware that students may be approached by the media. Suggest to students they not comment, and refer the media to the school.

Missing Child

1. Notify ED or designee immediately.
2. **LOCK DOWN LOCATION!**
3. ED/designee will notify Police with the following information:
4. child's name
5. address
6. physical and clothing description
7. medical status, if appropriate
8. time last seen
9. ED or designee will notify Parents of Missing Child and inform of steps taken
10. Complete Incident Report.

Rape/Suspected Rape

1. Get the victim to a private office free from any disruptions.
2. DO NOT leave the victim alone.
3. Notify the ED or designee.
4. DO NOT attempt to interview the victim, however make note of any statements made by the victim.
5. DO NOT allow victim to remove any items of clothing . If victim has removed clothing, bag each piece in its own paper bag using latex gloves.
6. ED/designee will contact the police department.
7. Get permission from police if the school is to contact parents.
8. If there is a need to handle the media, contact RVP. ED or designee will assure a written account of the school's actions is on file.

Tornadoes

If a tornado WARNING is issued for your area:

1. Do NOT dismiss students until warning has been lifted and until you have confirmed with Emergency Management and Central Office.
2. Take all persons to an area of greatest safety (lowest level of building; interior area; clear of windows and other glass).

If there is a need to handle the media, contact RVP. ED will inform central office of actions. ED will document actions.

Weapon Found on Property

- Don't handle unless necessary. The weapon is evidence.
- If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.

- Have a staff member stay with the weapon.
- Notify ED or designee.
- ED or designee should call the police (911).
- Cover the weapon from view of the public (cloth, wastebasket, etc.).
- Close off human traffic from the area of the weapon.
- ED or designee should assign someone to meet police to lead to weapon location.
- If there is a need to handle the media, contact RVP. ED or designee will complete an incident report.

Weapon Suspected on Student

1. Possession of a weapon during a school event is a crime and is best handled by law enforcement personnel.
 2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.
 3. Treat all weapon related information (rumor) to be accurate and plan appropriately.
 4. Do not put anyone in harm's way. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:
 - Type of weapon
 - Age of suspect
 - Mental state of suspect
 - Victim risk factor
 - Past history of suspect, if known
 - Suspected location of weapon (on person or elsewhere)
- Action
 1. Notify ED or designee.
 2. ED or designee will call the police (911).
 3. Don't attempt to stop suspect if flight from building is attempted.
 4. Attempt, in a non-confrontational way, to get a suspect to a private office near an exit.
 5. Allow non-essential persons to flee from the area.
 6. Do not allow access to bookbags, backpacks without first checking contents.
 7. Avoid confrontation.

FOLLOW-UP

1. ED or designee will complete an incident report.

Email Communication Failure –

There may be times when the STRIDE/K12/K12 email system will go down. Staff will be unable to email students and families. Teachers can then use the Omnibus to filter out your student names and emails and report information to families.

Health and Safety - Online Crisis Reporting Guidelines and Procedures –

Students in Crisis – Suicide, Self-Harm, or Potential Crisis

If in any circumstance where a student may be in crisis, a staff member is unsure of which steps to follow, please immediately call an Administrator or School Counselor, or call 911.

Student in Imminent Danger of Suicide or Self-Harm (Live Call, Text, or online meeting) –

If staff is in a live setting with a student via phone, text, or in an online setting (such as a class connect or Zoom session) and a student expresses a desire to potentially harm him or herself, the following procedures should be followed:

1. Keep the student live and engaged with you throughout this process until help arrives
2. Contact the legal guardian
3. Call 911 if the legal guardian cannot be reached or is not at home
4. Report to a school Principal and/or Executive Director (if the staff member is having difficulty completing steps while keeping the student live and engaged, contact an Administrator or School Counselor to assist with the process)
5. If at any time you feel the legal guardian or anyone else is not cooperative or not taking the situation seriously or if the situation is critical, call 911
6. Principals will communicate with staff to ensure team supports and understanding

Student Potentially in Crisis or Concern

If a teacher suspects a student may be in need of counseling due to potential depression or hopelessness based on some form of communication (even the wording of an assignment response), the following procedures should be followed:

1. Report the situation via the School Counselor Referral Form provided to staff (Jess Huhn)
2. Staff may also follow up with School Counselor to report or discuss the matter in a phone call
3. The School Counselor will coordinate a School Counselor meeting with the student to evaluate the situation and complete next steps for potential counseling or other interventions
4. School Counselors may facilitate other counseling services, further evaluations, local community resources for families, and potential staff training to ensure support for the student
5. The Principal and School Counselor will coordinate any potential staff communication to ensure support and understanding for the student.

Advanced Placement

WYVA AP courses are extremely challenging courses. The level of difficulty includes a higher reading level and a deeper reflection and evaluation of work. The amount of time needed to complete an AP class exceeds the expectation of foundation and core level courses. Placement in an Advanced Placement course is subject to the following:

- Student must be a Junior or Senior. A Sophomore may register with administration approval.
- Prior to taking an AP course, students must have a grade of an **A or B** in the connected prerequisite courses.
- If a course is a two-semester course, students need to pass the first semester with a C or better to be allowed to continue to the 2nd semester.

Course	Required Prerequisites
AP English Language	2.0 Credits in a Core English Class
AP English Literature	2.0 Credits in a Core English Class
AP Art History	0.5 Credit in a Core Art Class
AP Computer Science A	0.5 Credit in Programming I (VB.Net) OR

	0.5 Credit in TCH060: C++ Programming
	AND
	0.5 Credit in Programming II (JAVA)
	1.0 Credit in Algebra
AP Calculus AB	4.0 Credits in a Core Math Class*
AP Statistics	4.0 Credits in a Core Math Class*
AP Biology	1.0 Credit in Biology
AP Chemistry	1.0 Credit in Chemistry
AP Environmental Science	1.0 Credit in Biology
AP Physics B	1.0 Credit in Physics
AP European History	1.0 Credit in American History
AP Macroeconomics	0.5 Credit in Economics
AP Psychology	0.5 Credit in Psychology
AP US Government	0.5 Credit in Government
AP US History	1.0 Credit in American History
AP World History	1.0 Credit in Contemporary World Issues

**To include 1.0 Algebra I, 1.0 Geometry, 1.0 Algebra II, 0.5 Pre-Calculus and 0.5 Trigonometry. Courses taken during the 8th grade year at a high school level can be used to meet this requirement.*

Students enrolled in Advanced Placement courses are expected to register and take, at their own expense, the AP exam. Advanced Placement Examinations enable students to demonstrate their competence in college level courses by taking three-hour examinations in mid-May. These tests contain objective and written sections and, in the case of language exams, a listening and speaking portion as well.

Procedures

All students have an opportunity to take AP coursework as long as they meet the pre-requisites and/or have teacher approval.

APPENDIX

**APPENDIX A:
Weekly Planning Guide- Long
Version**

Use this version if you would like to print up the document and complete it by hand.

Week of: _____

Monday

	Assignments to complete.	Read or Submitted
Class 1		<input type="checkbox"/>
Class 2		<input type="checkbox"/>
Class 3		<input type="checkbox"/>
Class 4		<input type="checkbox"/>
Class 5		<input type="checkbox"/>
Class 6		<input type="checkbox"/>
Class 7		<input type="checkbox"/>
Class 8		<input type="checkbox"/>

Tuesday

	Assignments to complete.	Read or Submitted
Class 1		<input type="checkbox"/>
Class 2		<input type="checkbox"/>
Class 3		<input type="checkbox"/>
Class 4		<input type="checkbox"/>
Class 5		<input type="checkbox"/>
Class 6		<input type="checkbox"/>
Class 7		<input type="checkbox"/>
Class 8		<input type="checkbox"/>

Wednesday

	Assignments to complete.	Read or Submitted
Class 1		<input type="checkbox"/>
Class 2		<input type="checkbox"/>
Class 3		<input type="checkbox"/>
Class 4		<input type="checkbox"/>
Class 5		<input type="checkbox"/>
Class 6		<input type="checkbox"/>
Class 7		<input type="checkbox"/>
Class 8		<input type="checkbox"/>

Thursday

	Assignments to complete.	Read or Submitted
Class 1		<input type="checkbox"/>
Class 2		<input type="checkbox"/>
Class 3		<input type="checkbox"/>
Class 4		<input type="checkbox"/>
Class 5		<input type="checkbox"/>
Class 6		<input type="checkbox"/>
Class 7		<input type="checkbox"/>
Class 8		<input type="checkbox"/>

Friday

	Assignments to complete.	Read or Submitted
Class 1		<input type="checkbox"/>
Class 2		<input type="checkbox"/>
Class 3		<input type="checkbox"/>
Class 4		<input type="checkbox"/>
Class 5		<input type="checkbox"/>
Class 6		<input type="checkbox"/>
Class 7		<input type="checkbox"/>
Class 8		<input type="checkbox"/>

Appendix B – Citations Policy

- **Citation:** This is when you give credit to the original author of a written article, book, poem, etc., an artist or a photographer, a speaker, or researcher for **using their idea** in your essay, speech, or research paper.
- Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and the date of access.
- Why is it important? Consider this.... if you had written a book or song, would you want someone else to sing it or copy it and say they had written it? If you use other peoples' original work, then you must cite it, or you are committing plagiarism. Plagiarism is a serious offense.

WYVA Citations Policy

- **Research Papers:** Research papers for ALL classes require that you have both in-text (parenthetical references) citations **and** a Works Cited page. We use MLA (Modern Language Association) format (some classes, such as science use APA format.)
- **In-text citations:** Brief citations following quotes, paraphrases, or summaries of information taken from other sources and used in the paragraphs of your paper. Generally, you will cite by author and page # if there is one (Smith 9)no page #, just the author (Smith).
- **Works Cited page:** A complete listing of all sources that you have *cited* in the body of your paper (in-text citations/parenthetical references.) This is different from a bibliography, which lists all sources that you researched whether you cited the source or not. This is the last page of your research paper and is on a page by itself. The easiest way to create a works cited page is to go to easybib.com or citationmachine.net and enter the information...it creates the page for you...which you can then copy and paste into your research paper.
- **Examples:**



Helpful Links

This is a reliable source that shows how to create accurate in-text citations for a variety of sources and situations:

<http://schools.4j.lane.edu/north/library/support/workscited.html>

Another great source for learning how to do citations:

<http://owl.english.purdue.edu/owl/resource/747/2/>



WYOMING
VIRTUAL ACADEMYSM

powered by K¹²

WYVA Staff Handbook

2024 – 2025

Wyoming Virtual Academy

A Program of Niobrara County School District No. 1

322 West 5th

PO Box 574

Lusk, Wyoming 82225

Phone: (307) 334-1001

Fax: (307) 334-0900

Wyoming Virtual Academy is a Wyoming Department of Education approved statewide virtual program within Niobrara County School District No. 1 serving all students K-12. All references to Wyoming Virtual Academy will be designated as WYVA, and all references to Niobrara County School District No. 1 will be designated as NCSD1 within this handbook.

The policies and procedures within the WYVA Staff Handbook have been approved by the NCSD1 Board of Directors, and per the signed WYVA Teacher contracts, both this handbook, in accompaniment with NCSD1 board adopted policies, are contractually binding. In signing a Teacher contract with NCSD1 or entering employment with WYVA, WYVA Teachers and Staff agree to the terms of this board-approved handbook.

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Links:

- ❖ Student/LC Texting Option DocuSign Form - <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=90a5f40b-423f-462c-ad4d-866b9d41e3c2&env=na2&acct=19cf31b0-043a-49f2-878e-6b8e17540f09>
- ❖ Service Now Ticket – Sent to Staff from Ops Manager

WYVA Offices and NCSD1 District Offices

For clarification in this handbook, the NCSD1 Board of Directors contracts with the national online company K12 Inc. for support and operation of WYVA. By authority and designation of the NCSD1 Board

of Directors and NCSD1 Superintendent, almost all operations of WYVA are under the supervision and operation of K12 employees. K12 maintains a separate office space for WYVA personnel in Lusk, Wyoming, where NCSD1 offices are also located. K12 hires an Executive Director, Principals, an Operations Manager, a Registrar, Career Readiness Coordinator, and other support staff who direct and support the operation of WYVA from the K12 office in Lusk. The Executive Director works closely with the NCSD1 Superintendent and NCSD1 Board of Directors, regularly attending NCSD1 board and administration meetings. The Executive Director meets with district administration each month, and under the direction of the NCSD1 Superintendent and Board of Directors, ensures that the operation of WYVA complies with all Wyoming Department of Education guidelines and Wyoming state laws for public schools and public virtual programs. NCSD1 Board of Directors and the NCSD1 Superintendent have final jurisdiction over the WYVA program; the board and district administration delegate much of the annual operations of WYVA to K12 administrators and leaders working closely with NCSD1 and the WDE.

WYVA teachers will have direct contact with both WYVA/K12 offices and staff, as well as NCSD1 district offices and staff. Primarily, WYVA teachers will interact with the K12 offices and staff for the annual operations of WYVA.

WYVA Teacher Job Description

WYVA teachers are employees of NCSD1. WYVA teachers are under contractual agreement with the NCSD1 Board of Directors and supervision of the NCSD1 Superintendent and designated administrators assigned to WYVA as district employees or K12 employees. As such, WYVA teachers may be under the direct supervision of, and evaluated by, both district administration and/or K12 administrators per the contractual agreements between NCSD1 Board of Directors and the NCSD1 Superintendent.

WYVA teachers may be assigned the following duties – this list is not comprehensive in scope but meant as an overview of core duties and responsibilities – additional duties not listed here may be designated within this handbook or assigned by administration:

- Direct instruction of WYVA students
- Curriculum design or modification
- Assistance with course approvals
- Serving as a Homeroom Teacher for assigned students
- Serving in student advisory or intervention roles
- Phone and email contact with WYVA students, parents, and Learning Coaches
- Attendance of all administrator-assigned meetings and professional development
- Face to Face or in-person attendance of professional development within the state of Wyoming
- Proctoring online or virtual tests
- Proctoring Face to Face or in-person testing at any assigned location within the state of Wyoming
- Hosting or supervising Face to Face or in-person student events (such as field trips) within the state of Wyoming
- Attending student engagement activities such as assemblies, graduations, recognition or award ceremonies, and other special events per administrator directives
- Completing K12 and NCSD1 trainings, both in-person and online

- Attendance of IEP, 504, and/or MTSS meetings and other related meetings and assignments
- Working in PLC groups, Department groups, or other academic program groups designated by administration
- Working with administration in regular DDI meetings to report work with students
- Assist students with individual learning plans as assigned by administration

District Contracts and Expectations

WYVA teacher and other staff contracts are generated by the NCSD1 Board of Directors and create a binding professional contract between the NCSD1 Board of Directors and the teacher or staff. WYVA teachers and other staff are expected to adhere to the agreements in district contracts and adhere to all NCSD1 and WYVA policies and procedures approved by the NCSD1 Board of Directors which may include policies, handbooks, and operation manuals developed by WYVA and district staff.

Contracts are renewed annually by April 15 per district policy for selected returning teachers. All other contracts may be extended at the discretion of the NCSD1 Board of Directors and administration.

District Policies

NCSD1 policies are available online at the NCSD1 website. Hard copies of NCSD1 policies are available for review by visiting the NCSD1 administration offices. All policies are approved by the NCSD1 Board of Directors. Policy approvals take place at public meetings of the NCSD1 Board of Directors. All WYVA teachers and staff must adhere to NCSD1 policies as directed by the NCSD1 Superintendent and WYVA administrators.

Chain of Command

WYVA Teachers and staff are directly supervised by K12-employed administrators who, under the direction of the NCSD1 Superintendent, follow NCSD1 policies and guidelines for teacher and staff supervision and evaluation as well as WYVA/K12 procedures as approved by the NCSD1 board in WYVA handbooks and operation manuals. Day to day issues, concerns, needs, or questions of WYVA Teachers or staff should be directed to the K12-employed administration within WYVA. The exceptions to this general rule would be: (1) WYVA teacher or staff questions or concerns regarding contracts, salary, or benefits may be directed to the NCSD1 business office; (2) WYVA teacher or staff grievances against a K12-employed administrator (Principal or Executive Director) may be directed to the NCSD1 Superintendent. WYVA Special Education teachers report directly to the NCSD1 Special Education Director and would generally take concerns or grievances to this supervisor. WYVA Special Education Teachers may also discuss concerns and questions with WYVA Principals and the WYVA Executive Director.

The following provides a simple breakdown of WYVA and NCSD1 staff with the NCSD1 Board of Directors and Superintendent supervising all WYVA operations and directing all WYVA staff in the virtual program:

NCSD1 Board of Directors

NCSD1 Superintendent – Dan Schmidt
 NCSD1/WYVA Special Education Director – Taylor Wagstaff
 NCSD1/WYVA Associate Special Education Director – Kelly Bilbrey
 NCSD1 Business Manager – Katie Caffee
 NCSD1 Administrative Assistant – Amanda Dawson

WYVA Executive Director (K12 Employee) – Dr. Joe Heywood
 WYVA Operations Manager (K12 Employee) – Kristen Stauffer
 WYVA Registrar (K12 Employee) – Lacey Durham
 WYVA Career Readiness Coordinator (K12 Employee) – Christina Jewett

WYVA High School Principal (K12 Employee) – Jennifer Copeland
 WYVA Teachers – NCSD1 District Employees (report to WYVA Principals and Executive Director)
 WYVA High School Counselor – Jeanie Stukey

WYVA Middle School Principal (K12 Employee) – Lisa Williams
 WYVA Teachers – NCSD1 District Employees (report to WYVA Principals and Executive Director)
 WYVA K-12 Counselor – Jess Huhn

WYVA Elementary School Principal (K12 Employee) – Lisa Williams
 WYVA Teachers – NCSD1 District Employees (report to WYVA Principals and Executive Director)

Teacher Resource Matrix

WYVA Teachers may use the following matrix to identify Points of Contact for common issues, concerns, or questions within the virtual school program. If in doubt, you may contact the Operations Manager, Principals, or Executive Director.

Student Safety or Student Medical Emergency	Principal, Executive Director, 911
Student Counseling Issues (Non-Emergency)	Jeanie Stukey (HS Counselor), Principals
Student Discipline	Principal, Executive Director
IT issues with teacher computers	K12 IT Support, Operations Manager, Principal
IT issues with student computers	K12 Customer Care - 1.866.512.2273
Student and Teacher Computer Replacements	Kristen Stauffer (Operations Manager)
Human Resources Questions	NCSD1 Business Manager, Principal, Exe Director
Locking Student Curriculum Access	Principal
K12 Curriculum Concerns or Questions	Principal, Operations Manager
Career Prep (CRE or CTE Program)	Christina Jewett – Career Learning Coordinator
McKinney Vento Homeless/Migratory Students	Principal

ELL Students and Services	Danielle Opitz (ELL Coordinator), Principal
Special Education Students and Services	Special Education Caseworkers and Directors
AP Coordinator	Jeanie Stukey – High School Counselor
NCAA Issues	Jennifer Copeland – Principal
MTSS Programs and 504 Issues	Principals or Assigned MTSS/504 Coordinators
Foster Care Coordinator	Principals
Teacher Grievances	Principal, Exe Director, NCSD1 Superintendent
All other issues not listed here	Principal, Exe Director, NCSD1 Superintendent

District Salary and Benefits

NCSD1 provides a salary based on a district scale for WYVA Teachers or district staff. Historically, the WYVA teacher or staff salary scale has been established at approximately 93% of the other on-site teacher salary scale for NCSD1 teachers. This salary scale may be found online on the NCSD1 website or by request to the NCSD1 business office. NCSD1 also provides a benefits package which traditionally includes medical, dental, and vision insurance, as well as enrollment in the Wyoming state retirement system. All questions regarding salary and benefits may be directed to the NCSD1 business office.

Reduction in Force

Due to fluctuating enrollment or other changes to the structure or operation of WYVA, the NCSD1 may initiate a Reduction in Force and eliminate WYVA Teacher or staff positions. Per NCSD1 policy, Reduction in Force disregards tenure, years of service, or any other qualifications of teachers. All WYVA Teachers or staff are subject to Reduction in Force decisions for extending contracts to returning teachers or staff. Please refer to the NCSD1 policy regarding Reduction in Force as it contains critical information regarding parameters for teachers or staff who may be subject to Reduction in Force.

Contract Hours and Student Contact Hours

NCSD1 policy requires 40 hours of work per week for full-time employment. WYVA teachers and staff are to meet the following minimum weekly requirements for work hours and duties:

- 30 hours of potential student contact per week via Live Instruction, office hours, email, or phone (this entails critical student time – not just open Class Connect sessions/rooms)
- A WYVA administrator may require teachers to increase or decrease Live Classroom Connect Session total hours or days at any time based on school schedule needs, staffing considerations, and student needs subject by subject. These requirements do not need to be consistent for all subjects and all grades. Live Classroom Connect Sessions total hour requirements are up to the discretion of the WYVA administration for each teacher, subject, and grade
- 10 hours of lesson preparation, grading, attendance of meetings, or other duties assigned by administration
- WYVA administration requires WYVA teachers to report daily and/or weekly schedules

- A generally accepted work week would fall between the hours of 7:30 – 4:00, Monday through Friday, unless otherwise approved by administration
- The 40-hour week and 8-hour day generally reflects a 30-minute lunch for all teachers/staff
- Weekly contact hours and workdays are subject to reduction by administrator approval, approved teacher leave or PTO, and/or holidays

Teacher Caseloads

WYVA teachers will expect a dynamic caseload as teachers in the virtual program where enrollment rises and falls from year to year and within a school year, sometimes dramatically. While WYVA may strive for a 1:25 Teacher to Student ratio in the Elementary program Grades K-6 and a full-time ratio of 1:125 to 1:175 in the Secondary program Grades 7-12, these ratios are not always possible due to the dynamic enrollment and hiring challenges. WYVA teachers will expect caseloads in our virtual program to exceed these ratios or to fall under these ratios without an increase or a decrease in the contracted pay for the school year. WYVA administrators may assign caseload numbers based on the current enrollment and staffing available at any time; teachers may expect frequent changes to assigned caseloads during a school year to meet the operational needs of the virtual program and students as enrollment windows remain open and students enroll and withdraw on a rolling basis throughout the year in the virtual program structure.

District Human Resources

WYVA teachers and staff with human resources questions or concerns may contact WYVA administrators or the NCSD1 administration offices. The NCSD1 Business Manager currently answers many questions regarding Salary and Benefits. The NCSD1 Superintendent's office may answer most questions regarding WYVA Teacher or staff questions and concerns about district policy or board-related matters.

K12 Policies and Procedures

Per the contractual agreement between NCSD1 and K12, WYVA Teachers and staff must adhere to K12 policies related to proprietary information, FERPA, and other procedural requirements and use of systems. These K12 policies ensure safe and professional use of the K12 Student Information System (PowerSchool), their Online Learning Systems (OLS and OMHS), their online curriculum, and their K12 owned and operated educational systems such as Star 360, Career Learning programs, and other entities and programs. WYVA Teachers and staff are expected to adhere to WYVA operational policies and procedures as directed by the WYVA handbooks, manuals, and operations procedures as directed by WYVA administration and approved by NCSD1 Board of Directors and contractual obligations between K12 and NCSD1.

Teacher Grievances

WYVA Teachers and staff may file grievances regarding WYVA Teachers/staff/administrators with the K12-employed administrator assigned as his or her supervisor, to the WYVA Executive Director directly, or if Special Education Teachers, to the NCSD1 Special Education Director. If a WYVA Teacher or staff member has a grievance with a K12-employed administrator or district administrator, the WYVA Teacher or staff member may file a grievance with the NCSD1 Superintendent. If a WYVA Teacher or staff member has a grievance unresolved by the Superintendent, the NCSD1 Board of Directors may

follow district policy to consider the grievance. In all cases, both district and K12-employed administration will follow NCSD1 policy regarding teacher and staff grievances.

K12/K12 Computers and Tech Support

WYVA Teachers and staff may receive a computer and other related equipment for the duration of employment with WYVA. This equipment is provided and serviced by K12 employees in the WYVA and K12 offices. All equipment is to be treated with professional care, used only for professional services under the contract with NCSD1, and returned promptly in good condition upon completion of the contract with NCSD1. If WYVA Teachers or staff are experiencing technical issues, they may report issues through designated K12 Technical Support channels or through the WYVA offices and Operations Manager. WYVA staff must complete the following steps for K12 technology assistance:

1. Create a Help Ticket using the online system
2. Call the IT Help phone line for assistance (a ticket must be created prior to the call)
 - a. Ticket link: <http://k12rit.com>
 - b. IT Phone: 855-512-4357
3. If issues are unresolved in a timely manner, ask WYVA Principals, HOS, or Operations Manager for assistance

Microsoft InTune will be in place on laptops for direct IT support and security purposes. These laptops will not allow external storage devices and will have more tightly controlled safety protocols. Training and instruction will be provided for those teachers receiving laptops with InTune controls on them.

Email

WYVA Teachers and staff will be assigned a wyva.org email to be used for school purposes only. This email will be used to communicate with WYVA staff, including K12 staff, students, Learning Coaches, and parents. The WYVA email may also be used on occasion to communicate with NCSD1 staff, Wyoming Department of Education staff, and other entities related to the professional duties assigned by WYVA and NCSD1. While employed by NCSD1, WYVA Teachers and staff are to use the assigned email address professionally, respecting student privacy, following FERPA laws, and communicating in a professional and ethical manner with all parties. This email address will be deactivated at the close of employment with NCSD1.

Microsoft Teams

Teachers and staff must be on Microsoft Teams, logged in and responsive, during contracted and calendared workdays from 7:30 to 4:00. Teachers and staff may use phone apps or the computer system to be logged in.

Calendar and Contract Days

WYVA Teachers and staff will follow the NCSD1 Board-approved WYVA academic calendar. This calendar is developed annually in cooperation with the district but differs from the NCSD1 calendar each year. WYVA Teachers and staff are expected to work up to 185 contract days as full-time staff with staff leave days based on calendar holidays and personal requests for time off. Teacher and staff leave is addressed in a later section of this handbook. The annual calendar will be provided to all teachers at the beginning

of each school year, and teachers are required to adhere to the required workdays and holiday schedule on the approved calendar.

Teacher Evaluations

WYVA teachers may be evaluated by both NCSD1 administration assigned as supervisors (such as the Special Education Director) and/or K12-employed administrators acting under the direction of the NCSD1 Board of Directors and Superintendent. Administrators follow district policies for evaluations. Currently, district policy requires two evaluations per year for non-tenured staff and one evaluation per year for tenured staff. The district uses an online evaluation system called McRel. Teachers will be directed by administration on how the evaluations will be conducted each year. Teachers begin the year by inputting personal goals and completing a self-evaluation within the McRel system. A formal evaluation will be scheduled by the supervising administrator, and teachers will have the opportunity to meet with the supervising administrator to discuss the administrator's evaluation of the teacher within the McRel system based on classroom observations and teacher performance of duties. If a teacher has a concern or complaint regarding a formal evaluation, he or she is expected to discuss this with the supervising administrator. If the complaint is unresolved, then a grievance may be filed with the NCSD1 Superintendent.

Summary of McRel Procedures:

1. Log into the McRel system within the months of August/September to complete the self-evaluation and set annual goals.
2. Contact the NCSD1 administration office for issues with log-in or obtaining a new account for new employees.
3. The WYVA administration will meet with each teacher within the first two months of the school year to discuss the self-evaluation and annual goals in McRel if the system access is available.
4. WYVA administration will conduct annual evaluations of the McRel system which includes a formal observation, completion of an administrative evaluation of each teacher within McRel and a post evaluation meeting with each teacher.

Special Education Teachers and Evaluations

Special Education teachers with WYVA will be evaluated by the NCSD1 Special Education Director or Associate Director following the same procedures above – NCSD1 administration conducting these evaluations will work closely with WYVA Special Education Teachers to complete the McRel procedures and report to the district.

Staff Evaluations

Non-teacher staff evaluations will be conducted by the WYVA Principals or another NCSD1-designated supervisor annually prior to contract renewals in April. The forms and procedures will be agreed upon by the WYVA Principals and the NCSD1 Superintendent. The forms will be provided to the employee to be evaluated and the process will include both employee and supervisor input and an evaluation review meeting to discuss the documentation.

Teacher PTO or Leave

All full time WYVA teachers, per district policy, are granted 10 PTO (paid time off) or personal leave days per year. These leave days must be approved by the supervising administrator. WYVA follows this process for leave approval and/or reporting. (1) The teacher requests leave in advance by emailing the direct supervisor (Principal or Special Education Director) with a statement of reason and dates and times of the leave; (2) The administrator sends the email with “approved” typed into the forwarded email to the Teacher and the district office (Amanda Dawson); (3) The Teacher will enter their time off into the District Time Management System (TMS) - whenever possible, the Teacher will enter their time into the TMS prior to the leave days; (4) The district office approves the leave in the NCSD1 district TMS for record keeping; (5) The district office personnel will email the supervisor after the time has been entered into TMS by the employee for the requested and approved leave days.

Generally, leave is approved, but teachers may be denied leave if conflicts exist with State Testing (ACT and WY-TOPP), the first week and last week of each semester, and Face to Face Professional Development days.

Teachers must follow these procedures as outlined. Unreported leave or leave procedures that do not include notification of the supervisors (Principal or Special Education Director) will result in corrective actions and reporting to the district superintendent.

Bereavement, maternity, or long-term health issues leave requests will follow district policy for duration of time and district approvals. Please refer to the current NCSD1 policies.

WYVA non-teacher staff will follow the same PTO policies above unless the position is specifically designated by NCSD1 as having alternate PTO policies and procedures in which cases the staff will follow the NCSD1 policies.

Test Proctoring and Face to Face Events

WYVA is required to provide state and federal testing such as WY-TOPP and ACT. WYVA Teachers and staff are required to assist with proctoring tests across the state of Wyoming in various locations as assigned. Lodging and meals will be reimbursed fully by NCSD1 for costs within Wyoming state borders. Mileage will be reimbursed by NCSD1 for costs within Wyoming state borders on a city-to-city basis for calculating total miles. For example, staff will need to calculate mileage from the town closest to their home or the town closest to the state border in which they entered the state of Wyoming. Staff traveling from outside the state of Wyoming will not be reimbursed for mileage, lodging, or meals occurring outside of Wyoming state borders. Proctoring tests may require multiple days away from home as assigned by administration. All WYVA teachers and staff are expected to be prepared to travel to any location in the state of Wyoming for testing assignments.

WYVA Teachers (and possibly assigned staff) are required by administration to participate in hosting or supervising at least two Face to Face events with students and families in the form of activities or field trips as required or assigned by administration. In such cases, mileage, lodging, and meals will be reimbursed as occurring within Wyoming state borders. “College Days” do not count for the two hosted

events unless there is a direct arrangement to meet and engage with the WYVA student group on the tour with WYVA-specific interactions.

All field trips or social events that exceed \$50 in reimbursable costs must be pre-approved by a WYVA Principal.

Homeroom Teacher Roles

All WYVA Teachers may be assigned to the role of Homeroom Teacher with administrator assigned duties that may include a variety of assignments. WYVA Teachers will expect these Homeroom duties and activities to be an ongoing role extending for a full semester or school year for all students assigned to a Homeroom. The position will be a training, mentoring, supporting role that builds student connectivity and confidence with the learning systems and structure of WYVA for the full semester. This Homeroom Role is central to the culture and success of WYVA and a primary responsibility of every teacher to build relationships with students and offer weekly support leading to student success under the direction of the WYVA administration. These roles may include the following:

- Meeting with students in a 1:1 setting each week or month as assigned by administration and based on student needs
- Onboarding and orientation for new students or on a continuing basis for struggling students
- Ongoing role advising students in need of help with the Online Learning Systems, general success in the online school, or other academic challenges facing students in the virtual program
- Supporting Learning Coaches with training or meetings to facilitate student success
- Assistance with students in planning or structuring days or weeks for academic success
- Sharing school information with families
- Testing
- Academic interventions/Back On Track Plans
- Student planning assistance
- Mentoring
- Technology support or training
- Other general support for students and/or Learning Coaches, including phone calls and monthly check-ins with the learning coach

Homeroom duties are a core function of all WYVA Teachers in our virtual program supporting every student and subsumed within the annual teaching contract as assigned general duties of the online teacher for NCSD1 and WYVA. These critical hours as a Homeroom Teacher are part of the expected 30 hours per week of student contact time for each teacher. Homeroom teachers should make every effort to contact students: email, phone call (to all numbers if needed, including emergency contacts), and/or text if text-in option was chosen. All communication and attempts need to be logged in PowerSchool logs.

Meeting Norms

WYVA Teachers and staff are expected to maintain a professional appearance and manner in all WYVA meetings with peers, NCSD1 staff, WYVA staff, parents, students, K12 K12 staff, and others in professional meetings. Generally, the following norms are expected:

- Professional business or business-casual appearance in dress and grooming

- Meeting in a private room or office or wearing headphones if others are present in your location
- Not discussing private student issues (see FERPA policies) if others are present at your location – to discuss students by name, you must be in a private room or office
- Cameras on (generally, unless there is an emergency)
- Focused and engaged in the meeting
- If a staff member is in a meeting of any kind with students, the staff member has the computer screen turned so that other potential people in the same room cannot see the students on the screen nor hear the students – private rooms or offices are strongly recommended to ensure student privacy

Locking Student Curriculum Access

WYVA Teachers or staff may submit written requests by email to building Principals to have a student's access to the online system locked. The locking and unlocking of accounts will be conducted by the Principal and will not be in place for more than 24 hours per policy. The Lock is essentially a "suspension" in that a student is denied access to the online learning framework. Requests by WYVA Teachers and staff should be predicated on the principle that Locking Curriculum is a final step in (1) triggering an unresponsive student; (2) issuing a consequence to a truant student; (3) as part of a discipline procedure. Generally, these requests are infrequent and typically a culminating step in a set of prior procedures. Locking of accounts for Special Education students will include the assigned Caseworker and follow Special Education policies and procedures regarding suspensions and 10 Day rules associated with students and IEPs. WYVA administration will ensure all Special Education rules are followed. At administrator discretion, some Locks may extend beyond 24 hours.

Travel Reimbursements

WYVA Teachers and staff are required to travel as assigned by administrators for testing and professional development to locations within the State of Wyoming. Annual state and federal testing assignments and annual professional development requirements involving travel will be fully reimbursed by NCS1 for all mileage, lodging, and meals occurring within Wyoming state borders. All expenses must be turned in for payment to the Operations Manager within 30 days of the date of expense. Extra duty stipends for these assignments are not provided.

All WYVA Teachers and staff living outside of Wyoming may be required to attend administrator assigned events such as state testing, ACT testing, Professional Development, Face to Face student activities such as field trips, and other potential assignments. In such cases, mileage is reimbursed from the town nearest the state border to the event and then exiting Wyoming from the event to the town nearest the border. No mileage driven outside of the State of Wyoming will be reimbursed, and no lodging or meals outside of the State of Wyoming will be reimbursed. In such cases, WYVA Teachers and staff will incur the costs of personal travel outside of the Wyoming state borders.

Summary of Typical Annual Travel for WYVA Teachers and staff:

- Beginning of Year Face to Face PD in Lusk, Wyoming (August)
- ACT Testing at sites around Wyoming (March-April)
- State Testing at sites around Wyoming (April-May)
- Close of Year Graduation/PD in Lusk, Wyoming (May)

- Field Trips (Across the School Year)

Teacher Budgets

WYVA Teachers (and possibly other staff) may be provided small budgets for professional purchases approved by the WYVA administration and reimbursed by NCS1. All purchases with expectations for reimbursement must be approved by WYVA administration prior to the purchases. WYVA Teachers and staff will be informed at the beginning of each academic year if a budget has been approved and the amount for spending by each staff member.

PTSB Licensure Points

WYVA Teachers and other state-certified (such as counselors) staff must be fully certified by the State of Wyoming PTSB by following state laws and rules pertaining to licensure. Current certifications are the responsibility of the WYVA Teacher or staff member regarding license renewal, earning of re-licensure points, and reporting to the state and to NCS1 as required to maintain proper licensure for teaching or working in certified positions within WYVA. WYVA administration will collect a full report of annual PTSB points earned at the close of each school year and report the PTSB points earned by Teachers and staff through the PTSB portal each summer following the academic year. A form for submitting documentation of PTSB points earned each school year will be provided to each WYVA Teacher and applicable staff member by WYVA administration at the close of the school year for reporting purposes. *The PTSB may include special licensure requirements for teachers or other staff within virtual school programs that include specified professional development, years of service documentation, or other requirements tied directly to the virtual teacher special licensure. WYVA teachers are required to meet these expectations for the virtual program teacher based on current PTSB policies and procedures. WYVA administration may help facilitate this special licensure, but the responsibility to meet PTSB requirements is on the WYVA Teachers and staff.*

Phone and Internet Reimbursement

WYVA Teachers and other staff may be reimbursed for phone and internet services at a rate determined by NCS1 each school year. NCS1 and WYVA administration will present the procedure for claiming the reimbursement and the required forms and financial stipulations at the time of hiring or the beginning of the academic year. The reimbursement rate for full time is \$75.00 per month. Part-time teachers will be \$40.00 per month. If a WYVA staff member has a student enrolled in WYVA with the family receiving reimbursement for the student, then the WYVA staff member must choose either the reimbursement as a staff member or as a household of a student. WYVA staff may not obtain “double reimbursements” for staff and students.

Extra Duty Stipends

WYVA Teachers and staff may be offered Extra Duty Stipends per NCS1 Board of Directors approval for specified duties. No expectations for Extra Duty Stipends will be held by WYVA staff for duties performed unless a prior NCS1 approval process for stipends has been engaged and teachers notified in advance of service for approved duties and stipends. Stipends are primarily based on NCS1 board-approved rates or WYVA/NCS1 administration approval. Teachers fill these roles through a combination of voluntary service and administrator approval. Administration will fill positions with staff they feel will best serve students and peers. Final approval for stipend positions comes from the NCS1

district board. There is no guarantee of positions being awarded year-after-year based on seniority or past service, though administration may fill positions year-after-year with a staff member rendering important and professional service within a position. Stipends are typically paid out at year-end from the NCSD1 district. Currently, these WYVA stipend positions may include the following:

- Lead Teacher Data
- Elementary, Middle, and High School Lead Teachers
- Jr National Honor Society Middle School
- National Honor Society High School
- Student Council Middle School
- Student Council High School
- Yearbook Middle School
- Yearbook High School
- Prom High School
- ESports Coach
- WYVA Young Authors K-6
- Skills USA Advisor
- FCCLA Advisor

Professional Development

WYVA Teachers and staff may be assigned Professional Development activities by administration during the contracted year. WYVA Teachers and certified staff are expected to meet the requirements for completing assigned Professional Development by attending all sessions, classes, or events as assigned by administration. WYVA Teachers and certified staff are required to report annual Professional Development hours to WYVA administration. Professional Development requiring travel may include reimbursement of mileage, lodging, and meals by NCSD1 with administrative approval. WYVA Teachers and staff may be required to travel to locations within the State of Wyoming for Professional Development.

Lead Teachers

The Lead Teacher position provides opportunities for shared leadership within the virtual program as a teacher serving as a supporting role with WYVA administration. The Lead Teacher is not a supervisor of other teachers and is not involved in teacher evaluations. The Lead Teacher assumes leadership roles within the various grade bands as assigned by WYVA administration to support the mission of Wyoming Virtual Academy and in support of staff and students. The Lead Teacher position provides a direct voice for teachers in the leadership teams of the virtual program, and it provides opportunities for teachers interested in leadership roles to assume responsibilities promoting the academic mission of the school. A Lead Teacher is under the direct supervision of the Executive Director and the Principals. WYVA teachers may be selected to serve as Lead Teachers for various grade bands within the virtual program. These Lead Teacher positions and any associated stipends are subject to approval by the NCSD1 Board of Directors. Duties and responsibilities may change per the needs of the virtual program within an academic year. Typical duties may include any of the following if assigned by administration:

- Assisting with training and supporting teachers as requested by teachers or administration
- Assisting with the creation and delivery of regular staff meetings
- Assisting with leadership of student engagement programs such as assemblies and field trips

- Assisting with or leading the training of new staff
- Assisting with creation and delivery of school assemblies
- Assisting with student recognition efforts
- Assisting with creation and delivery of professional development opportunities and meetings
- Serving on a variety of school leadership teams to represent teacher voices
- Assisting with the development and delivery of MTSS programs for students
- Providing input to policy and procedure development
- Communicating with staff as directed by the Principals
- Serving on hiring committees for new staff
- Other responsibilities as assigned by the Executive Director or Principals

WYVA/K12 Operations Manuals

All WYVA Teachers and staff are subject to the WYVA/K12 Operations manuals or documents serving as procedural guidelines for school operations if the manuals are approved by the NCS D1 Board of Directors. These manuals are typically found online, and each teacher will be provided a link to the online documents to start each school year or upon hiring within a school year.

Bonuses

WYVA Teachers and staff may be offered a bonus by NCS D1 if the budget allows each academic year. Historically, this district bonus has been unattached to performance metrics. NCS D1 bonuses are for NCS D1 employees only. Stride K12 employees working for WYVA are not eligible.

MTSS

WYVA Teachers and staff are required to participate in the MTSS (Multi-Tiered System of Supports) processes within the virtual program as assigned. If there is not an assigned MTSS Coordinator, WYVA Teachers will facilitate the MTSS measures to provide student supports and interventions leading to either student improvement or potential referral for Special Services (such as an IEP evaluation, 504, or other support service). MTSS procedures will be developed within school teams and reviewed within each school year and supervised by the Principal with the input of the leadership team. Generally, the MTSS program will follow these basic procedures as a foundation:

- Identify students in need of interventions in Math or Reading
- Provide a program of interventions over a period of several weeks or months
- Progress Monitor the student over the period of time
- Determine if a student is responding to interventions and continue the program of interventions with potential modifications and enhancements as needed
- If after a period of several weeks and/or months the student is not responding to modified interventions, a referral may be made to Special Education staff for possible evaluations to determine potential learning disabilities or IEP needs
- The MTSS process may include a series of formal MTSS meetings to properly document and discuss the student's progress through the MTSS process

504

All WYVA Teachers and staff will access the 504 database as instructed by WYVA or NCSD1 administration regularly for every student with a 504 plan as assigned. All WYVA Teachers and staff will implement the 504 plan for each student with accommodations. All WYVA Teachers and staff will work cooperatively with WYVA and NCSD1 staff, students, families, and Learning Coaches to fully serve the 504 plans in place for each student. WYVA Teachers and staff are expected to attend 504 meetings for students if the 504 meeting does not conflict with Live Sessions previously scheduled.

NCSD1 will hire and designate a 504 Coordinator who is a district employee to supervise 504 services within WYVA. WYVA staff are required to follow the lead of this coordinator in attending meetings and providing services regarding all 504s.

Special Education – IEP

All WYVA Teachers and staff will work cooperatively under the direction of WYVA and NCSD1 administration, with Special Education caseworkers to provide the full spectrum of Special Education services per federal and state laws and regulations. All WYVA Teachers and assigned staff will regularly access the WYVA and NCSD1 Special Education systems (currently SpedAdvantage) for every student with an IEP and follow the accommodations described in each IEP (**see exception below*). All WYVA Teachers and assigned staff will ensure all accommodations are being implemented for Special Education students – this process will be monitored by NCSD1 and WYVA administration. All WYVA Teachers and assigned staff will communicate regularly with Special Education caseworkers in a cooperative manner, work cooperatively to support the needs of each student with an IEP, and support families and Learning Coaches in serving student IEPs. All WYVA Teachers and assigned staff will attend all IEP meetings as required and scheduled by WYVA and NCSD1 staff unless there is a regularly scheduled Live Class Connect Session during that time, in which case, the WYVA Teacher or assigned staff member will provide a written summary of the student's performance along with any concerns or data for the caseworker leading the IEP meeting.

**NCSD1 Special Education leadership may provide tools such as "IEP At a Glance" or other summary sheets directly to Teachers with student IEP overviews and accommodations that will preclude the necessity of WYVA Teachers entering the SpedAdvantage system.*

Peer Observations

All WYVA Teachers may be asked by WYVA or NCSD1 administration to participate in peer observations for purposes of professional development and instructional growth and improvement. These peer observations will not be conducted in an evaluative manner; rather, these observations will be for purposes of seeing different instructional techniques, styles, or general pedagogical principles across classrooms or grade bands for the purpose of improving instructional practices.

Onboarding and Orientation of Students – Teacher Roles

All WYVA students require Orientation and Onboarding to start each school year and/or semester on some level. New students will require more training than returning students. All WYVA Teachers and assigned staff will expect to play a significant role in the ongoing Onboarding and Orientation of students during the full course of the school year. Administration may assign duties and responsibilities

according to enrollment, staffing, and student needs in a dynamic manner that may change over the course of the year. All WYVA Teachers and assigned staff will expect roles to evolve on some level as the dynamic enrollment of the school and staffing needs shift over a semester or school year. WYVA administration may direct Onboarding and Orientation efforts through individual staff assignments, Homeroom assignments, grade band or schoolwide assignments, or other set ups designed to educate all students, intervene with students who are struggling, or to improve Learning Coach understanding of the WYVA systems and procedures.

Grading

All assignments will be graded and grades entered into the Gradebook within 5 school days of due date or reception of a late assignment. “Zeros” will be input daily.

WYVA students are considered full time when taking 6 classes or more. WYVA students may complete lessons to meet the compulsory attendance requirements anytime during the day Sunday through Saturday beginning with the first day of school and the last day of school. This is only the minimum recommended time – most students will likely require more time to appropriately complete work.

Attendance Requirements

Elementary (K-5th)

Sessions & Attendance: OLS sessions are scheduled weekly as either large group, small group, or individual student sessions. OLS attendance and class(es) required to attend will be based upon individual student needs as assigned by teachers. Daily OLS lessons will be completed in large group sessions that align to grade level standards. All students are encouraged and welcome to attend regardless of teacher requirement. Students that have low test scores, low performance or lack of progress **will be required to attend all sessions set up by their teacher(s) and will be monitored for attendance as well as progress and growth.** If a student does not attend required sessions or intervention sessions, a back on track plan will be implemented by the homeroom teacher, accepted by the student, and learning coach. All learning requirements and/or expectations will be added to the student’s BOT and updated as needed. At a minimum, students are required to attend at least one weekly OLS individual or small group session with their teacher(s) for progress monitoring and tutoring as needed. If the student does not attend a minimum of one session, an enduring connection call/check in call will be made by the homeroom teacher.

Secondary (6th-12th)

Class Connect Sessions/Recordings: All students are strongly encouraged to attend the live Class Connect session, or watch the Class Connect recording, for each class every week. To provide proof of attendance when watching a recorded session, students must follow the teacher’s requirements (“secret” word(s), answers to questions, specific activities, etc.) when submitting their attendance.

If a student has lower than a “C” in a course, they can be required to attend Class Connect sessions until their grade is raised to a “C” or higher. Failure to attend class

connects and/or communicate with a teacher when failing a course can lead to a meeting with an administrator or administrative withdrawal.

Attendance/Participation: Students will be marked as participating in a course for the week if they do **one** of the following.

- They are passing the course which demonstrates attendance and assignment completions.
- They complete a quiz/assignment in each class during the week.
- They complete a lesson/assignment in each course during the week.
- They have more lessons completed than the expected lesson.
- They are active 50 minutes or more in each course or Class Connect session.

Students must participate by completing one of the items listed above in every course every week. Failure to do so will result in your student being marked absent by State Standards for the entire week in their course or 5 school days. Students/Learning coaches will receive an email from the truancy coordinator.

These are the minimum requirements to be considered in compliance with the attendance policy. In order to succeed in our school, we recommend a minimum of 5-6 hours spent completing school work each day. Your student will not be successful by only meeting the minimum requirements.

Special Education and Services

If a student has an IEP that includes special services, such as Speech therapy, time with a Special Education teacher, or any other related service, attendance to those service sessions are required.

***In the event a student with an Individualized Educational Plan (IEP) has received a Habitual Truancy Notice and/or has 10 consecutive absences, a Manifestation Determination meeting will be scheduled. The purpose of the meeting is to determine whether the student's absences are a manifestation of the student's identified disability. At that time, the team will discuss if any additional accommodation or modifications should be made to help the student meet the attendance requirements.**

Illness/Extended Inability to Participate in Courses

If an unexpected situation should arise and there is an extended leave of three consecutive days or more needed from a student's courses, follow these steps: If the absence is more than 7 consecutive days administration approval is required.

1. Determine if Internet access is available (through libraries, etc.).
2. Contact the homeroom teacher or school principal to let them know about the unexpected situation.
3. Discuss class alternatives with the homeroom teacher or school principal
4. If 7 consecutive days or more are going to be missed, provide a doctor's note or written explanation of extended leave and send it to the administrator of the program. Administration approval is required for these absences to be excused.

Students with 10 or more consecutive absences in a course will require a meeting with the parent, homeroom teacher and administrator. Students who fail to return communication with their teachers will also be considered truant.

Truancy/Consequences for Non-Attendance

Students who stop attending WYVA (by not logging into our online system) and become unresponsive to staff attempts to communicate via email, phone, and standard postal mail, will become truant at 10 days of no log in per state law. **This can result in withdrawal from the program.**

All students under the age of 16 or who have not attained completion of the 10th grade, must attend public school in Wyoming or notify the state regarding private or home schooling per state law. If students stop attending Wyoming Virtual Academy and Niobrara County School District No. 1, due to non-attendance and a resulting truancy, state law requires parents of underage children to report to the local school district, and thus the state, the child's educational status following this potential withdrawal from attending Wyoming Virtual Academy and Niobrara County School District No.1. Failure to do so may result in misdemeanor charges by the state. Please refer to state law:

§ 21-4-102. When attendance is required; exemptions; withdrawal. (Law Updated 8-1-21)

[(a) Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before August 1, or September 15 if the child started kindergarten pursuant to an approved request under W.S. 21-3-110(a)(xxxviii), of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that the board of trustees of each school district may exempt any child from the operation of this article when: (i) The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice to guide it and support it in its decision; (ii) The board feels that compulsory school attendance might work undue hardship. The board may conduct a hearing on issues pursuant to this paragraph by executive session; or (iii) The child has been legally excluded from the regular schools pursuant to the provisions of W.S. 21-4-306. (b) A home-based educational program shall meet the requirements of a basic academic educational program pursuant to W.S. 21-4-101(a)(vi). It shall be the responsibility of every person administering a home-based educational program to submit a curriculum to the local board of trustees each year showing that the program complies with the requirements of this subsection. Failure to submit a curriculum showing compliance is prima facie evidence that the home-based educational program does not meet the requirements of this article. (c) In addition to subsection (a) of this section, the parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the district of enrolling that child in a different school district or in a private school or home based educational program, shall meet in person with a school district counselor or administrator to provide the school district with written consent to the withdrawal of that child from school attendance. The written

consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming national guard youth challenge program, as established by W.S. 19-9-701, for the sole purpose of recruitment into the Wyoming national guard youth challenge program.

§ 21-4-105. Penalty for failure of parent, guardian, or custodian to comply with article.

Any parent, guardian or custodian of any child to whom this article applies who willfully fails, neglects or refuses to comply with the provisions of this article may be punished by not more than ten (10) days of community service and subject to proceedings under the Child Protection Act, W.S. 14-3-401 et seq., or the Children In Need of Supervision Act, W.S. 14-6-401 et seq., or both.

Semester Start – Failing Grades and Overdue Assignments

The start of each semester is complex for WYVA students and teachers as many students do not start on the same day. As new students begin enrollment, WYVA Teachers are required to closely monitor assignments for new enrollees and ensure students do not start the year feeling overwhelmed by possible missing assignments, overdue notices, or failing grades due to a later start than a student's peers (the following may be adapted with Teacher/WYVA administration review, and cooperative changes implemented):

- WYVA Teachers will not assign Fs to a student until the student has started classes and has been contacted by phone or Live Session (1:1, Small Group, or Large Group) for each subject area teacher and received proper Onboarding and Orientation.
- New students will start in cohorts or groups on the first day of each week.
- Teachers will assign due dates by groups starting on the first day of the week coinciding with a student's start of classes date in each subject area.
- If a student starts classes in a staggered manner, each Teacher will eliminate F's or Past Dues based on the staggered start of class dates.
- Subject area teachers and Homeroom Teachers will provide systems of supports for new students or students identified as struggling to start a semester.

Student Gradebooks and Exempted or Non-required Assignments

At the start of each semester, and by COB each Friday, each Teacher must ensure that all exempted or eliminated assignments have been removed or hidden from the student Gradebook so that students, Learning Coaches, Homeroom Teachers or others helping a student are not confused by an exempted or non-required assignment still listed in the Gradebook.

Communication with Operations Manager

WYVA Teachers will be communicating with the K12 Operations Manager in the WYVA offices for a variety of issues. The following are common instances covered in this handbook. All other instances are covered in the general Operations Manual online:

- travel reimbursements
- Amazon account spending
- various curriculum or IT needs and ordering
- other general questions.

Any questions involving students will need to have the student ID with first initial and last name in the email. You can also fill out the Service Now Template sent from Operations Manager and email to Operations.

Instructional Requirements

All WYVA Teachers will follow administrative and program directives on teaching practices that are in the best interest of students and best practices for virtual education. These basic requirements are in place at all times for all WYVA instructional sessions:

- Teacher video must be on during all instructional sessions - teachers may use an on and off method to alleviate potential streaming issues, but all sessions will have frequent teacher use of video
- Teachers will be dressed professionally for all classes and meetings with students, parents, and colleagues
- Teachers will use a private setting for all classes and meetings minimizing or eliminating family or other distractions for students (for example – no conducting a class or meeting in a family living room with family walking in and out of the picture)
- Teachers must consistently use a combination of Chat, Polling Tools, Microphones, and other methods to engage students during instructional sessions
- Teachers must present objectives prior to a lesson in language understandable to students
- Teachers must bridge lessons to past and future lessons to start and end each instructional session
- Teachers must provide a positive classroom environment with verbal and chat tools
- Teachers must engage students with a variety of pedagogical skills centered on visuals, audio, text, and clearly organized and presented material
- Teachers must focus on Wyoming state standards for instructional content and practices
- Teachers will promote a culture of career learning integrated into academics
- Teachers must promote critical thinking and application of content to the real world
- Teachers must provide a graphic organizer suggestion for student learning
- Teachers will record instructional sessions and provide recordings to all students
- Teachers will create checkpoints of understanding throughout a lesson to monitor student understanding of learning within each lesson
- Teachers will reteach or provide differentiated instruction within each lesson to ensure student acquisition of content and student understanding
- Teachers will provide a summary to close each lesson on key points learned in class
- Teachers will post the class recording before the end of that same business day

PowerSchool Logs

PowerSchool Student Logs are to be used to document individual student communication or issues. *WYVA staff will refrain from copying general communication like Newsletters, Announcements, and multi-student emails into the PowerSchool Logs.*

WYVA staff will prioritize these types of information in the PowerSchool Logs:

- Phone calls where specific contact was made with that student – provide some details of the call and any info that might help other staff to know that student’s situation and how they are doing (a brief few sentences at minimum – more if needed).
- Individual communication with the family that might be pertinent to the staff – maybe the mom emailed to share a medical history or bullying in the past that led to moving into WYVA and resulting anxiety – maybe dad called you to talk about internet issues that are hampering attending live sessions
- Counseling and Speech- all sessions with students need to be noted (for example: “Met with Bob” or “Bob missed session”) however, private details do not need to be noted.
- Individual communication you initiated with the family – maybe you sent an email that is critical to understanding how that student is being helped in your class
- Help Sessions or 1:1 help – maybe it is pertinent to know that a student showed up to a session with you for extra help or had questions – if this might provide a better picture of that student for fellow staff and admin, place it in the PowerSchool Log for that student
- Behavior Issues – If you had an incident in class or in a club or assembly, document it – maybe they used chat inappropriately, or maybe they were violating class expectations – especially if you see a pattern – document these things
- MTSS – If you have a student in an MTSS process – document things in PowerSchool Log that will help Caseworkers and Admin to know the student’s progress and history

PowerSchool Student Information Changes

If WYVA Teachers or staff are made aware of new student information that requires an update to student or family information within PowerSchool (such as addresses, Learning Coach, new legal guardian, phone numbers, etc.), staff will email the WYVA Registrar to update the PowerSchool system for the particular student with clear directions on the specific updates.

Student Calls

WYVA Teachers may be required to complete regular student connection or contact calls depending on NCSD1, WYVA, and/or K12 initiatives and programs. These calls may be required and tracked on a weekly or monthly basis dependent on Homeroom caseloads, a rotating call matrix based on subject area caseloads, or other assigned students. Typically, these calls are documented in PowerSchool Notes as assigned or required by WYVA administration. Administration will work closely with WYVA Teachers to format the procedures each semester for required student call plans and procedures for teachers.

Passing Rates

A priority metric for WYVA staff is the Passing Rate for any given student, grade level, or school. All WYVA staff work toward the priority of every student passing all classes. WYVA Teachers as subject area instructors or Homeroom Teachers should be focused on students who are failing courses and building supports for these students beyond simply delivering content in Live Sessions and grading assignments. The virtual school program requires important added scaffolding of student supports, and with abundant hours each day of prep time for Teachers, all Teachers are expected to utilize these hours for support of students generally and especially those who might be failing a course.

WYVA Testing Calendar 2024-25 School Year

Various dates in Sept.	Fall STAR360 Testing- (online remote testing)
Various dates in Jan.	Middle of Year STAR360- (online remote testing)
October 1	ACT Senior Retake (optional)
January 21 –Feb 28	ACCESS for ELL (in person- only if identified as ELL)
March 5 - April 12	WY-ALT Testing
April 8	ACT Testing- (Must be in-person, no remote testing allowed)
April 15 - May 9	WY-TOPP- (Must be in-person, no remote testing allowed)
Various dates in May	End of the year STAR360- (online remote testing)
Various dates in May	AP Testing

Administering Medicines to Students

In the event that a student needs to have medication given to them while at testing or at an outing, the following conditions must be met:

- 1) The Parent or Guardian must be present to oversee administration of medication.
- 2) Prescription medication must be brought to the site in the original prescription bottle and label. Written parent/guardian and physician consent must accompany the medication.
- 3) Non-prescription medication must be sent to school in its original container and accompanied by a note from the parent/guardian.
- 4) Medication will be administered by the Principal or Principal's designee.

Students may keep a small amount of non-prescription medication, such as Tylenol, for their personal use. All students may carry their prescription inhalers with them, if they have signed consents (updated yearly) from their parent/guardian and physician.

The form for families is linked here. Parents complete the following Authorization and Administration of Medication form, [here](#)

Once the form is complete, the parents submit it to the Principal.

ELL Students and Referrals

English Language Learner students will be identified upon enrollment by Home Language Surveys or with documents provided by prior schools. WYVA provides ELL services through an ELL Teacher. If a WYVA Teacher or staff member suspects a student who has not been identified through enrollment as ELL, the WYVA Teacher or staff member will refer the concerns to the ELL teacher and administration who will evaluate the student.

The WYVA ELL Director/Teacher is Danielle Opitz.

Family Education Rights and Privacy Act (FERPA)

All WYVA staff will adhere to the federal protections of individual students and family rights to privacy designated as FERPA. The Family Educational Rights and Privacy Act (FERPA) provide *parents or guardians* and students over 18 years of age ("eligible students") certain rights regarding the student's education records. These rights are:

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

To request an inspection and review, the *parent or guardian* or eligible student should submit a written request to the Operations Manager that identifies the record(s) they wish to inspect. The Operations Manager makes arrangements for access and notify the *parent or guardian* or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the *parent or guardian* or eligible student believes are inaccurate.

Parent or guardian or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Operations Manager, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the *parent or guardian* or eligible student, the school notifies the *parent or guardian* or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the *parent or guardian* 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 allows disclosure without consent.

One exception that permits the school to disclose information without consent is when the school discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to 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 Board of Directors of the school; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); parent or guardian 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 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 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 Ave., S.W.

Washington, D.C. 20202-4605

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued

subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

(5) FERPA requires that the school, with certain exceptions, obtain a *parent or guardian* or eligible student’s written consent prior to the disclosure of personally identifiable information from a child’s education records. However, the school may disclose “directory information” without written consent, the *parent or guardian* or eligible student, have advised the school in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the school to include the following information from education records in certain school publications or disclose it to certain parties. Examples include:

- Shipment of computer and school materials to and from student’s home
- Entry of student enrollment information into a computer database for use by school officials
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- School yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a *parent or guardian* prior written consent. In addition, federal law requires the school to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless *parent or guardian* or eligible students have advised the school in writing that they do not want their student’s information disclosed without prior written consent.

The school has designated the following information as directory information:

- name
- address
- telephone number
- E-mail address
- photo
- athletic information
- honor roll status
- grade level

- activities and clubs
- awards

If there are certain items the school has chosen to designate as directory information that parents or guardians do not want disclosed from their student’s education records, without their prior written consent, parents or guardians are encouraged to send an email identifying the information they do not want disclosed, the student’s name, and the name of the virtual academy or affiliate school in which the student is enrolled to: directoryinformation@k12.com. This email must be sent within 30 days of the first day the student attends school.

Notice of these rights is available, upon request, on audiotape, Braille, and in languages other than English.

McKinney Vento Act – Homeless Education

Contact: WYVA Principals, Lisa Williams (K-8) and Jennifer Copeland (9-12)

WYVA has an obligation to support the needs of children in an MKV or Homeless situation upon enrollment. The NCSD1 district Homeless Education or MKV Plan will guide the practices of WYVA staff.

“It is the policy of the Wyoming Department of Education (WDE) to view children and youth as individuals. Therefore, we will not refer to children as homeless; we will instead use the term ‘children and youths in transition.’ Under federal law, children and youths in transition must have access to appropriate public education, including preschool education when applicable, must be able to fully participate in school and extracurricular activities, and must have access to educational, transportation and other services that they need to assist them in meeting the same challenging State student academic achievement standards to which all students are held. Our schools will ensure that children and youths in transition are not stigmatized or segregated and are free from discrimination and harassment. In addition, children and youths in transition may not be separated from the mainstream school environment based solely on the fact that they are experiencing homelessness.”

Children and youths in transition have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Stay in the school that they were attending before being in transition, the school they last attended, or the local enrollment school if that is their choice and it is in the best interest of the child;
- Enroll in school immediately, even if they do not have all the paperwork, such as school or medical records or any other documentation required by the school district to enroll;
- Unaccompanied youths must be accorded specific protections, including immediate enrollment in school without proof of guardianship;
- Be provided transportation to or from the child’s school of origin;
- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education;
- Receive the same public education that is provided to other children, including preschool where applicable. (Your child cannot be separated from the mainstream school environment because they are in transition. They cannot be segregated in a separate school, separate programs within a school, or separate settings within a school);
- Parents, guardians, and unaccompanied youths have the right to dispute an eligibility, school selection, or enrollment decisions.

<https://edu.wyoming.gov/for-district-leadership/federal-programs/homeless-ed/>

WYVA MKV Procedures:

- The WYVA Operations Manager provides weekly Child find trackers or reports to the Principals
- Principals or other designated staff will follow up with each identified family to determine potential student status and support needs
- Typically, the Principal will work with the family, Learning Coaches, and any other agency staff involved in an MKV or Homeless Education situation
- If a student is found to be no longer be in an MKV or Homeless Education situation, then the system will be cleared for further reports
- In the case a student is found to be in an MKV or Homeless Education situation, Principals or other designated staff will document the family contact and provided supports in the PowerSchool system either in student notes or a reporting document
- WYVA Principals will inform parents of their rights to dispute an administrative withdrawal or any other determination made by WYVA in providing supports for the students; and the WYVA Principal will work with the NCSD1 liaison to ensure proper procedures are followed.
- WYVA will provide staff training annually

MKV or Homeless Education Dispute Resolution

It is the practice of WYVA to administratively withdraw students from the optional virtual program and return them to their district of residence if the online virtual program is not the best environment for these students. Data such as attendance, grades, time spent in the online learning system, time spent in assignments, the number of submitted assignments, student and parent attendance in support sessions or meetings, and student and parent communication with staff are all used to determine administrative withdrawals that we believe are in the best interest of the student. At times, WYVA may determine that the local district of residence with “on-the-ground” supports immediately available to the student are needed.

If a parent of a student in an MKV or Homeless Education situation desires to dispute the administrative withdrawal, the procedures for a formal dispute will be followed per the NCSD1 MKV or Homeless Education Plan following state and federal guidelines. In such a case, the NCSD1 MKV or Homeless Education Liaison will guide the process along with the WYVA Principals for resolution. WYVA Principals will refer to the NCSD1 plans for procedural clarity.

WYVA Principals will inform parents of their rights to dispute an administrative withdrawal or any other determination made by WYVA in providing supports for the students; and the WYVA Principal will work with the NCSD1 liaison to ensure proper procedures are followed.

Resources for MKV or Homeless Education from the Wyoming Department of Education can be found here:

<https://edu.wyoming.gov/for-district-leadership/federal-programs/homeless-ed/liason-resource-center/>

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home, or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Campgrounds

Children and youth staying temporarily in campgrounds because they lack adequate living accommodations will be considered homeless. Those living in campgrounds on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in “doubled-up” accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or another similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

WYVA has an obligation to support the needs of children in Foster Care upon enrollment. The NCS1 district Foster Care Plan will guide the practices of WYVA staff.

“The provisions are intended to ensure educational stability, minimize disruptions for students in foster care, ensure collaboration between state and local education agencies and child welfare agencies, and place an emphasis on cross-agency collaboration as defined in the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). ESSA guidance encourages educational and child welfare agencies to consider ways to support better outcomes for students in foster care and facilitate successful transitions.”

<https://edu.wyoming.gov/for-district-leadership/wyoming-youth-in-foster-care/>

WYVA students may be in Foster Care situations that require special supports and services. WYVA students in Foster Care will be identified and offered support as needed in the online program. A cooperative relationship will be established with the Foster Care providers to build these supports and possibly determine if the online program is the best situation for the student.

Procedures:

- The WYVA Operations Manager provides weekly Child find trackers or reports to the Principals
- Principals or other designated staff will follow up with each identified family to determine potential student status and support needs
- Typically, the Principal will work with the Foster Care family, Learning Coaches, DFS caseworkers, and any other agency staff involved in a Foster Care situation
- If a student is not in Foster Care, then the system will be cleared for further reports
- In the case a student is found to be in Foster Care, Principals or other designated staff will document the family contact and provided supports in the PowerSchool system either in student notes or a reporting document

- WYVA will provide staff training annually

WYVA's Foster Care Liaison's role will be filled by the WYVA Principals unless designated to another staff member. If a designee is appointed, all staff will be notified, and the WYVA website updated.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they were living in inadequate accommodations. Children and youth that are under the care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Migrant Education

WYVA may have students enroll who meet the qualifications of Migrant Education. In this case, WYVA will follow the plans and procedures of NCSD1. Students in this situation may be in need of ELL, health, reading, math, or writing supports in addition to other potential areas of need.

Procedures:

- The WYVA Operations Manager provides weekly Child find trackers or reports to the Principals
- Principals or other designated staff will follow up with each identified family to determine potential student status and support needs
- Typically, the Principal will work with the family, Learning Coaches, and any other agency staff involved in a Migrant Education situation
- If a student is found to not be in a Migrant Education situation, then the system will be cleared for further reports
- In the case a student is found to be in a Migrant Education situation, Principals or other designated staff will document the family contact and provided supports in the PowerSchool system either in student notes or a reporting document
- The Principal or other designated staff will work with various WYVA departments such as Reading interventionists, Homeroom Teachers, ELL, Counselors, and others to build a system of supports for students
- WYVA will provide staff training annually

Academic Integrity Violations – Procedures for Teachers

When a student is suspected of violating the academic integrity policy, teachers will do the following:

1. Assume best intentions of the student and fully research the issue to ensure an infraction occurred.
2. View the Academic Integrity tracker and see if the student has any other violations. Based on the number of any previous violations, fill out the tracker according to the Academic Integrity Policy:
 - a. Warning: Phone call and/or email with learning coach to explain circumstances and consequences of further infractions.

- b. 1st Offense: Score of “1” AND phone and/or email contact with learning coach to explain circumstances and consequences of further infractions.
 - c. 2nd Offense: Score of “1” AND student/parent meet with advisor, Academic Director or designee, and course teacher in online session. Student/parent sign agreement that any further infractions will result in student receiving failing grade in all courses that the student has submitted plagiarized assignments.
 - d. 3rd Offense: Failing grade for any course in which plagiarism has occurred
3. Parent contact must be made for any of these violations. If a teacher is unable to reach a parent, they will inform administration.

Teachers will refer to the Parent-Student Handbook for the school policy on ChatGPX and other AI tools being used for possible cheating.

Literacy and MTSS Grant-Funded Temporary Positions

Wyoming Virtual Academy will maintain a grant-funded Literacy and MTSS Teacher position for the school years, 2022-2023, 2023-2024, and 2024-2025. It is expected that the position will be assigned to Literacy and MTSS responsibilities for Grades K-8.

Literacy

This position will be evolving as the three-year period unfolds, and WYVA Teachers or assigned staff are expected to work closely with the assigned Principal and fellow Teachers (both regular education and Special Education) to develop and implement an effective Literacy and MTSS program. The following responsibilities may be included within the Literacy dynamic of the position:

- Assess students to determine literacy intervention needs
- Work with classroom teachers and caseworkers to develop a potential list of literacy intervention students across the grades
- Work with classroom teachers to develop a program of literacy interventions that may include combinations of direct instruction, supplemental assignments (especially within an online intervention program), or assistance with core classroom reading assignments
- Work with classroom teachers to develop the program in coordination with the existing class schedules of students and teachers – this may include the Literacy Teacher attending core reading classes to assist the classroom teacher and/or it may include separate supplemental small group or individual literacy intervention time with students
- Progress monitor students within the literacy interventions program or course of instruction and study and make determinations for movement within the program or exit from the program
- Work closely with the Principal and Teachers by sharing data within PLCs, staff meetings, and DDI meetings
- Determine potential curriculum, online programs, assessments, and progress monitoring tools in cooperation with the Principal and Teachers to develop and implement an effective Literacy program

MTSS

This position may include MTSS Coordinator and/or Instructor roles to assist the staff with moving students through an MTSS process. MTSS stands for Multi-Tiered System of Supports. The MTSS process is laid out in the WYVA Handbooks. This position may include the following responsibilities with the MTSS dynamic of this role:

- Work with Principal, Teachers, and Special Education Teachers to identify potential students who may be in need of formal MTSS processes
- Implement a program of interventions for these students
- Progress monitor the program of interventions
- With the Principal and Teachers, schedule and run MTSS meetings as needed to move students through the MTSS process
- Coordinate group determination on outcomes of MTSS process and interventions
- Assist the Principal in working with Special Education staff to formally move students, if needed, to evaluations leading to potential IEPs

WYVA Math Instruction and Attendance Policies

To address historical performance data on WY-TOPP, the following policies will be enacted program-wide within WYVA. We will expect to see these principles applied in all Grades K-10 for Math Classes (adapted if needed for specific grade level dynamics under the direction of the Principals).

The following will be refined/revised and placed in the Teacher Handbook and the Student/Parent Handbook. We will regularly message parents our motives for implementing these policies – explaining clearly that Math has a building/sequential nature that requires good high-quality instruction along with removing as much opportunity for finding answers to assignments and assessments from the internet.

Principals will work closely with staff to adjust these principles and policies for adaptation in the best interest of the students and families at each grade or school level.

Principle 1 – Replace Potential Cheating on K12 Online Assignments – “Rewriting Part 2’s”

- High School completely rewrote the Part 2’s that pushed kids to then demonstrate they knew the learned content or processes – it removed a significant cheating dynamic
- Using Kuta Software or Formativee to assist with writing original content
- Learn how to reword original content so that kids can’t “Google Cheat” or using Math Cheat websites (this is what Kuta helped with for high school)

Principle 2 – Spiral and Review – Checkpoints of Review and Understanding

- The K12 curriculum often does not embed spiral and review – they just move on
- When creating Part 2’s or original content, throw in past learning problems from prior lessons, units, quizzes – have built in review days or even weeks that reach back and review learned content to that point
- Comprehensive Reviews at Quarters, Semesters, and just before WY-TOPP
- Provide Graphic Organizers or Review Handouts that help kids see the Scope of Learning and Critical Concepts at these Checkpoints of Review and Understanding

Principle 3 – Live Class Connect Sessions at Least 4x Per Week

- We would prefer 5x per week but 4x will be acceptable if data shows students are learning
- All students required to attend Daily Math Instruction (we might make some exceptions at higher grade levels with variations like A or B students don't have to attend, but in Grades K-8, we feel strongly that every student needs to be in class – we can discuss this dynamic if needed)
- This rule will be specific to Math with explanations to parents that children in online programs who do not attend Math each day begin to show deficiencies that follow them up through the grades – for the sequential-building nature of Math, they need high quality instruction
- This might mean that we consider offering separate sessions for leveled students in Math each day (maybe Grade 4 Math has a session that moves more quickly for higher achieving Math students while offering a session that is slower moving and repetitive with scaffolding for lower achieving students)
- Students who demonstrate poor attendance in required Math sessions may be administratively withdrawn at semester-end

Principle 4 – Quality Over Quantity – Replacing Content with Class Connect Instruction

- With the move to require attendance in class, we would encourage carefully trimming down the busy content work within lessons
- If you open a lesson and see 15 components for that day, and you covered 10 of them in Class, consider removing this busy work so that kids are not choosing to miss class to have time to cover content online
- We realize some high-end kids will be frustrated by this requirement to attend class and not work solely on their own, but remind them that this applies to Math and is part of a schoolwide effort to improve Math learning with Live, Daily, High Quality Instruction
- *The guiding Principle here is that kids should be able to leave class and complete their assignment or Quiz and be done and have truly learned the content (possibly needing some Tier II or III or follow-up help as needed)*

Principle 5 – Notebooks

- Kids must turn in notebooks that are handwritten – teach them what those look like and show examples regularly (weekly or even daily) of a good page of notes
- Binder checks on Review Day before the test – “show me your best 5 pages of notes”
- This might need to look different for the lower elementary, but is there something along these lines that could be required?

Principle 6 – 50% of Grade will be Teacher-Graded Assignments

- With the other principles above, this ensured students were demonstrating learning and led to true test scores at WY-TOPP and other original content assignments

Principle 7 – All Graded Assignments Are Handwritten

- Send a picture or scan, but show your work by hand – this eliminated the easy cut and paste nature of pulling things off the internet
- With the other principles, it builds on the non-cheating, show what you actually learned emphasis

- This might need to be adapted at the lower elementary levels

To repeat, Principals will work closely with staff to adjust these principles and policies for adaptation in the best interest of the students and families at each grade or school level.

Summer School Employment

WYVA Teachers and staff may have the opportunity to teach summer school or to administer summer programs under the supervision and approval of WYVA and NCSD1 administration and board.

Historically, Summer School at WYVA has been focused on the high school grades, though other grades may be implemented with approvals. Teachers are approved to teach specific courses with the required days, hours, and overall timeframe set through the planning process under the direction of the Secondary Principal and Executive Director. Typically, timesheets are provided by the NCSD1 offices and hours are documented and submitted to the NCSD1 administrative secretary in the business office. Basic pay parameters are as follows:

- NCSD1 sets the pay rate for Summer School (historically this has often been in the \$40 per hour range)
- Summer School hours and schedules are set through the planning process under the direction of the WYVA Secondary Principal in advance of the summer session
- Pay will include hours for the following: Direct Instruction (Live Class Sessions), 1:1 meeting times with students, Small Group meetings with students, staff meetings, and Preparation/Grading Time. The number of hours for each teacher/course a teacher may claim each week of the scheduled summer session will be planned and approved in advance of the summer session beginning. The plan will be submitted to the WYVA Executive Director by the Secondary Principal for approval in advance of the summer session.
- All claimed hours on timesheets for Summer School must be pre-approved through the Summer School planning process

Student Resolution Matrix

TOPIC:	GO TO:	EXAMPLES:
Course/grade question	Course teacher	"My student's grade isn't right."
Student is ill for 3 days or longer.	K-6 – grade level teacher MS – Homeroom teacher HS – Homeroom teacher	"My student has the flu and is going to be out for a few days." "My student had strep for a week, that's why we haven't logged in."

General Questions: Policy and Procedure	1. Student Handbook 2. Homeroom/Classroom Teacher	When does the semester end?
Curriculum: Locking and Unlocking	9-12 – Jennifer Copeland jecopeland@wyva.org K-8 Principal - Lisa Williams lisawilliams@wyva.org	Student X is locked, and I do not know why.
Curriculum: Scope & Sequence, Standards	Homeroom/Classroom Teacher	"My student is struggling with a concept, what resources are available to help them?"
High School Courses	Counselor – Jeanie Stukey jstukey@wyva.org	"My student is struggling with their HS courses, what should we do?" "I don't think my student can stay in this course next semester; can we change?"
Parent Concerns	Executive Director - Joe Heywood jheywood@wyva.org 9-12 – Jennifer Copeland jecopeland@wyva.org K-8 Principal - Lisa Williams lisawilliams@wyva.org	LC needs to talk about the weekly checkpoints affecting their student's grades and wants to talk to an administrator. I have an LC that would like to talk to an administrator about the work sample policy.

<p>K-6 Student Concerns: Academic</p>	<p>Elementary Principal - Lisa Williams lisawilliams@wyva.org</p>	<p>My student is falling behind and not completing work samples, what should I do?</p> <p>I have a student with an illness that is causing him to fall behind.</p> <p>I do not think my student will be ready to promote at the end of the year, how should I discuss this with the family?</p>
<p>MS and HS Student Concerns: Academic</p>	<p>Middle School Principal – Lisa Williams lisawilliams@wyva.org</p> <p>High School Principal – Jennifer Copeland - jecopeland@wyva.org</p> <p>Counselor –Jeanie Stukey - jstukey@wyva.org</p>	<p>My student is falling behind and not completing work samples/homework, what should I do?</p> <p>I have a student with an illness that is causing him to fall behind – what should we do?</p>
<p>System Issues: for Escalation</p>	<p>Operations Manager – Kristen Stauffer – kstauffer@wyva.org</p>	<p>How do I get my issues with platforms resolved? ***When emailing, include SID, name.</p>
<p>Special Education</p>	<p>Special Education Director – Taylor Wagstaff</p> <p>Assistant Special Education Director – Kelly Bilbrey – kbilbrey@wyva.org</p> <p><u>*Special Education Teacher – See below</u></p>	<p>I would like to review my student with special needs accommodations.</p>
<p>Section 504/ADA</p>	<p>9-12 – Jennifer Copeland jecopeland@wyva.org</p> <p>K-8 - Lisa Williams- lisawilliams@wyva.org</p>	<p>"I would like to see if my student meets a 504 requirement."</p>

Updated contact information.	Registrar or Operations Manager, Kristen Stauffer kstauffer@k12.com	"We changed our phone number."
Student Emotional Concerns – NOT emergency	WYVA Staff or Contracted Therapist	"We just found out our relative is ill, student may have tough time with this."
Course/grade question	Course teacher	"My student's grade isn't right."
Student Emotional Concerns – EMERGENCY	WYVA Contracted Therapist/County Agencies Executive Director - Joe Heywood jheywood@wyva.org High School Principal – Jennifer Copeland – jcopeland@wyva.org K-8 Principal - Lisa Williams lisawilliams@wyva.org	Student has emotional health needs.
Community resource needed.	County Agencies facilitated by Principals	We need to find a clinic for immunizations.
Student Computer Requests	Operations Manager – Kristen Stauffer kstauffer@wyva.org	Student is interested in finding out eligibility for a school-issued computer.
Student Tech/Computer Help	K12 Customer Care - 1.866.512.2273	Student/LC having difficulty logging in; Receiving error messages; questions about equipment/hardware; troubleshooting, etc.

ELL Lead – English Language Learner	ELL Coordinator – Danielle Opitz dopitz@wyva.org	Questions on being tested for ELL.
Foster Care Coordinator	WYVA Principals or assigned staff	Assess and coordinate the care of youths in foster care.
McKinney Vento Lead	WYVA Principals or assigned staff	Questions on McKinney-Vento/Homeless assistance
NCAA Lead	HS Academic Director – Jennifer Copeland – jecopeland@wyva.org	Questions of student sports in NCAA
AP Coordinator	Jeanie Stukey jstukey@wyva.org	Questions about taking AP courses or AP exam.
Interpreter Services/Disability Accommodations	Special Education Director – Taylor Wagstaff	Questions on Interpretation or accommodations
Career Learning Coordinator	Christina Jewett cjewett@wyva.org	Add/modify a Career Prep Pathway
Special Education Teachers		
Jennifer Corbet Grades K-6	jcorbet@wyva.org	
Andrea Osborne K-6	aosborne@wyva.org	
Dallas Myers		
Angie O’Leary Grades 7-8	aoleary@wyva.org	
Yvonne Perry Grades 9-12	yperry@wyva.org	
Sheila Georgen Grades 9-12	sgeorgen@wyva.org	

Mandi Williams (Speech)	mwilliams@wyva.org
Chelsie Pantle (Speech)	cpantle@wyva.org
Lead Teacher	
Data Lead – Kimberly Dillon	Kdillon@wyva.org
MS Lead – Caolon McNamee	Cmcnamee@wyva.org
HS Lead - Selena Pope	spope@wyva.org

Voucher Instructions

Pink will need to be filled in by teacher requesting the reimbursement. Blue will need to be a real signature and not a typed version. Be sure to double check the federal mileage rate. A quick Google search will show you what the current rate is currently.

Line Ref	Date	Category	Description	Travel from	Travel To	Round trip/One Way	Dollar Amount	Account Code	Amount
1		Supplies						11 004 3321 410 000	\$ -
2		PD & Testing Expenses						20 110 2213 332 000	\$ -
3									\$ -
4									\$ -
5									\$ -
6									\$ -
7									\$ -

- Double check your categories that you are using. Be sure that they correspond with the expense.
- All expenses will need to be submitted to the Operations Manager no later than **30 days** from when the expense occurred.
- In the description area of the Expense Sheet, be very descriptive of what the expense was.
- For expenses at field trips please list out staff that attended and how many students and family members attended.
- Be sure to print the document to one page. Vouchers printed on numerous pages can't be accepted. Example on where to find that is found below.
- If emailing the voucher to the Operations Manager make sure the voucher is saved as a PDF. The Voucher and the Expense Sheet will both need to be sent in along with any accompanying receipts. NO PICTURES OF SHEETS WILL BE ACCEPTED.
- All expenses will need an itemized receipt attached to the voucher. **A Credit Card receipt with the total can't be accepted.** The receipt will have to be completely itemized showing exactly what was purchased.
- All receipts must be for the employee only. If you are with your family, your meal must be itemized separately.
- Any other expenses that would involve a hotel invoice will not be reimbursed. IE: extra items charged to the room, pet fees.
- If emailing receipts they must be scanned and sent as PDF. JPEG or pictures of receipts will not be accepted. Receipt must fit on one page and must be legible.

Printing documents to one page is below in the print settings. You will still have to save these settings if you are saving as a PDF.

Admin Blank WYVA Expense sheet Zerbot-Stauffler, Kristen (WYVA Admin)

Print

Copies: 1

Printer
 Canon IR-ADV C5235 UFR II...
 Ready [Printer Properties](#)

Settings

Print Active Sheets
 Only print the active sheets

Pages: to

Print on Both Sides
 Flip pages on long edge

Collated
 1,2,3 1,2,3 1,2,3

Landscape Orientation

Letter
 8.5" x 11"

Narrow Margins
 Top: 0.75" Bottom: 0.75" Lef...

Fit Sheet on One Page
 Shrink the printout so that it...

No Scaling
 Print sheets at their actual size

Fit Sheet on One Page
 Shrink the printout so that it fits on one page

Fit All Columns on One Page
 Shrink the printout so that it is one page wide

Fit All Rows on One Page
 Shrink the printout so that it is one page high

Custom Scaling Options...

Line	Ref	Date	Category	Description	Travel From	Travel To	Round Trip/One Way	Dollar Amount	Account Code	AS
1			Supplies						11 004 3321 410 000	\$
2			PD & Testing Expense						20 110 2213 332 000	\$
3										\$
4			PD & testing Mileage						20 110 2213 332 000	\$
5										\$
6										\$
7										\$
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20										\$
21										\$
22										\$



Niobrara County School District #1 Staff Handbook 2024-2025

MISSION

Inspire learning, Empower innovation, and Honor community, Everyday.

VISION

All students enter the world with the skills and confidence to meet their challenges and, in turn, grow and serve others.

Core Values

T-Teamwork

I-Integrity

G-Gratitude

E-Empowerment

R-Respect

S-Success

...achieving excellence!

Expect More, Do More!

NCSD#1 Staff Handbook Contents

TO THE STAFF OF NIOBRARA COUNTY SCHOOL DISTRICT #1:

The information in this handbook is provided to all staff in order to facilitate building management, and to make you aware of routines and procedures, which govern the operation of NCSD#1. Please read this and keep it convenient as a reference.

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Absences and Tardiness (Students)

If a student is developing a pattern for tardies and absences, communicate with the parents early to prevent continued occurrences. If the pattern continues, **please notify the secretary and the principal** who will also communicate with the parents. Students with 5 or more tardies or unexcused absences are subject to a letter from the office.

An ‘excused absence’ is one in which the student’s absence is determined by the principal to be permissible and occurring as a result of personal illness, a death in the family, or other such reasons approved by the principal.

Absences and Tardiness (Building Staff)

If you are ill, please **call your building secretary as soon as possible**—call the night before if you know you will not be able to come in the next day. If you call in the morning, please do so by **6:30 AM** or as early as possible to better the chances of getting the right substitute for you. Also, please contact the building principal so that a person knows that you will be gone.

Building secretaries arrange for substitutes. Please DO NOT arrange your own substitute.

Your building principal must approve all personal and professional leave requests. Please request them as soon as the dates are confirmed. **Forms are available in the office.** Personal leave can be declined if no substitutes are available, or if shorter than 3 days is given for the request.

Assignment

Employees shall be assigned to a position that fits the needs of the District in accordance with their Wyoming Teacher Certification endorsements. Assignments may be changed by the Superintendent or designee whenever the best interest of the district will be served.

Activity Assignment:

A certified teacher could be assigned to an extracurricular activity if no suitable candidate can be located through a district employment search. See certified contracts “other duties as assigned”.

Salary Schedule:

As per Current Professional Salary Scheduled based on 175 days per year.

Education Requirements, Certifications, and Endorsements:

All certified employees will have valid Wyoming Professional Teaching Standards Board certification with endorsement(s) in their assigned field(s) of teaching. It is strongly encouraged that teachers placed at the seventh and eighth grade level have a subject area endorsement that matches their major teaching assignment.

Essential Skills and Knowledge:

Interpersonal communication skills; Oral and Computer hardware and software application.

Purpose:

To provide instruction or services to the students of Niobrara County School District No. 1.

General Duties and Responsibilities:

Certified (**Exempt**) employees shall:

- Look directly to the principal for rules and suggestions covering all normal school procedures and activities.
- Not be absent from school without the approval of the principal. Teachers, who have planning periods shall remain in the building in which they teach during this time, unless explicitly excused by the principal or the principal's designee.
- Abide by the policies and regulations of the Board of Trustees.
- Be responsible for the care, instruction, and discipline of pupils in their charge as assigned by the principal.
- Be responsible for carrying out policies and regulations pertaining to pupil conduct as directed by school handbooks.
- Report promptly to the school administrator or designee any serious accident, illness, or suspected abuse affecting any child in their charge, completing any paperwork that pertains to this event.
- Prepare and submit all required records.
- Be prepared for daily lessons or services and provide lesson plans if requested by the building principal.
- Administer evaluation of pupil achievement.
- Participate in curriculum and building in-service programs.
- Attend staff meetings as directed by the principal.
- Participate in close supervision of halls, rooms, bus loading, cafeteria, and playgrounds as directed by the building principal.
- Compile an inventory of books, supplies, and other equipment as directed by the building principal.
- Assist in the planning and evaluation of curriculum and assessments.
- Notify the building administrator of absence due to illness or emergency as directed in the handbook.
- Follow building procedures (in handbook) for scheduling parties, activities, field trips and schedule transportation services through the Activities Office of the District.
- Not furnish student or district employee names and addresses to anyone but school officials. Exception: Student names (not addresses) for valentines.
- Follow building procedure for release of students from class or building.
- Use and distribute items from commercial advertising only as approved by the Superintendent or building administrator.
- Follow the chain of command for complaints and grievances (Policy GBM).
- Complete a physical examination at the request of the Superintendent.
- Be encouraged to discuss their problems with the Superintendent. No teacher should approach the Superintendent without having first consulted the principal unless following a specific policy, (i.e. sexual harassment). Any complaint or grievance that a teacher may have, that merits the attention of the Board, shall be submitted through the Superintendent. This provision shall not be construed to deprive any teacher of a hearing before the Board.

Classified (Non-Exempt) employees shall:

- **All non-exempt employees assigned to educational support, will follow the conditions stated for Certified staff.**
- **All other non-exempt staff shall be assigned duties by their supervisor.**
- **Not be absent from work without the approval of their supervisor.**
- **Abide by the policies and regulations of the Board of Trustees.**

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- **Report promptly to the school administrator or designee any serious accident, illness, or suspected abuse affecting any child in their charge, completing any paperwork that pertains to this event. You are a mandated reporter.**
- **Attend staff meetings as directed by your supervisor.**
- **Compile an inventory of books, supplies, and other equipment as directed by their supervisor.**
- **Assist in the planning and evaluation of curriculum and assessments.**
- **Notify their supervisor of absence due to illness or emergency as directed in the handbook.**
- **Not furnish student or district employee names and addresses to anyone but school officials.**
- **Use and distribute items from commercial advertising only as approved by the Superintendent or supervisor.**
- **Follow the chain of command for complaints and grievances (Policy GBM).**
- **Complete a physical examination at the request of the Superintendent.**
- **Be encouraged to discuss their problems with the Superintendent. No staff member should approach the Superintendent without having first consulted their supervisor unless following a specific policy, (i.e. sexual harassment). Any complaint or grievance that a staff member may have, that merits the attention of the Board, shall be submitted through the Superintendent. This provision shall not be construed to deprive any staff member of a hearing before the Board.**

Board of Trustees

- A. The Board invites employees to attend their meetings. Regular meetings are generally held on the 2nd and 4th Monday of each month except in December (only the 2nd Monday) and July (on or before July 15th for budget approval). Meetings begin at 6:00 p.m. in the Niobrara County District Office Board Room. Yearly meeting dates are established each December.
- B. Employees who wish to address the Board may do so by attending the meeting and speaking during the visitor section of the agenda. To make a formal presentation to the Board, employees should contact the superintendent at least 1 week prior to a scheduled meeting to determine if they can be placed on the agenda. Written correspondence should be sent to all Board members since they are required to make decisions as a group, not as individuals.

Books or Fines

The school library aide will communicate with classroom teachers about overdue books at report card time. Damaged textbooks should be assessed a penalty depending on the extent of the damage. Textbook penalties will be determined by the building principal.

Building Intervention Team (BIT)/Multi Tiered System of Support (MTSS)

Guidelines for referring a student to the BIT/MTSS will be reviewed at the beginning of each school year. We will collect data from our classroom, district and state assessments. When a child is considered "at risk" we will monitor that child. When progress (academic, social emotional and/or behavior) is not improving at a rate that will bring the child up to the average of the class, the teacher should contact the child's parents and let them and the building principal know there is a concern. At that time the child should be referred to BIT so more intensive interventions can be documented and data on the individual child can be tracked. The following are guidelines for the BIT and Special Education Referral Process:

- Assessment data and classroom data are compiled.
- Classroom teacher contacts parents with concerns and shares the discussed information with the building principal.

- Classroom teacher fills out a referral packet for BIT/MTSS and returns it to the school psychologist.
- Classroom teacher calls a BIT/MTSS meeting so the classroom teacher can discuss concerns and interventions that have been tried. Parents should be part of this team, and should be informed of all meetings from this point on.
- BIT/MTSS will generate ideas to be tried and assist the classroom teacher in compiling data and searching for research based interventions to implement. Progress monitoring should be done every week until the next meeting.
- The team will meet again regarding the child in 6 to 8 weeks to discuss the child’s progress (or lack thereof) and to see if (a) progress is being made at an appropriate rate, (b) another intervention is needed, or (c) testing for special education services is warranted. If the answer is “a” or “b” steps 4-6 are repeated. If the answer is “c” move to step 7.
- The testing process is explained to the parent(s). Parental procedures and safeguards are offered and parents are asked to sign a permission to test forms. Taylor Wagstaff, Special Education Director, will be notified by the school psychologist.
- A multi-disciplinary assessment team and a case manager are designated.
- Testing and observation takes place. When completed, the case manager schedules a child study committee meeting to discuss results and make recommendations.
- A staffing is held, with the parent, and members of the MDT, to discuss testing results.
- If warranted, an IEP is written and signed. Time may be given to the parent to review the findings and make a decision.
- Should the child not qualify for special education services, the child should continue in the BIT process. Once the team has established enough evidence that a child needs assistance, a BIT/MTSS team would be able to override testing to qualify the child.

Building Security

All exterior doors are to remain locked at all times when school is in session. Visitors will check in at the office and will be asked to provide identification if we are unsure of who they are. Visitors will be provided a building pass. It is everyone’s responsibility to ask to see the pass when you encounter a visitor without one. Ask those without a pass to check in at the office.

Calendar/Contract Hours and Days/Work Day Starting and Ending Dates

Days / Hours	Position/Assignment	Starting Date	Ending Date
260 days	Superintendent Business Manager Transportation/Maintenance Director Technology Coordinator	7/1/2024	6/30/2025
220 days	SPED Director/Bricks	8/1/2024	6/18/2025
205 days	Building Principal Mental Health Specialist SPED Director/WYVA	8/1/2024	6/7/2025
195 days	School Psychologist	8/07/2024	5/31/2025
175 days	School Counselor Social Worker Certified Staff	8/14/2024	5/24/2025

	Speech Therapist Occupational Therapist (¾ position)		
40 hours per week	Building and Grounds Custodians Maintenance Accounts Payable Payroll/Board Administrative Assistant	7/1/2024	6/30/2025
36 hours per week	Building Administrative Assistants/Secretaries	8/7/2024	6/7/2025
32 hours per week	Paraprofessionals	8/21/2024	5/24/2025
40 hours per week	Food Service Director (summer school is not reflected)	8/17/2024	5/24/2025
7.5 hours per day	Head Cook (summer school is not reflected)	8/17/2024	5/24/2025
4.5 hours per day	Cook (summer school is not reflected)	8/17/2024	5/24/2025

Education Days

As a part of their contract certified staff members are required to participate in all building and district professional development, which are listed on the school district calendar as “green” and “blue” days. They are also to participate in half of the “gray” Fridays, which will be scheduled by the administration. The purpose of these days is to work on district and building level initiatives such as curriculum and assessment development, instructional strategies, and school improvement plans.

Two additional days (16 hours) are specifically designated for Parent-Teacher Conferences. These days are scheduled by the principal of each building and may be divided over the course of two or more days (i.e. Thursday evening and Friday morning; a couple hours each night of the week of conferences; etc.).

Daily Work Schedule

- Principals are available from 7:30-4:00 each day school is in session.
- Certified employees are required to be in the building from 7:45 – 4:00 or until after buses have left the building.
- Paraprofessionals starting and ending times are determined by the building/department administrator but may not exceed the total number of hours per week/year. Support staff may not work more than 32 hours in any week without prior approval from the administrator. A 30 minute lunch break is included in the paras 8 hour day and is scheduled by the building principal or SPED director; however, will be unpaid when the employee leaves the premises.
- All other positions should reference the chart above for hours of work.

Vacations

- Full time support staff who work a 12-month year are entitled to vacation with pay which varies based on the number of years employed by the district.
- Full time administrative staff who work 260 days per year are entitled to vacation with pay which varies based on the number of years employed by the district.
- Certified staff working less than 260 days per year will be entitled to 10 personal days per year. These days will carry over as sick days up to a total of 460 hours. Personal days must be used before accumulated sick leave.
- Staff can donate a personal day to the sick leave bank each year. The sick leave bank is to assist with lengthy illnesses and injuries once a person is out of sick leave.

Payroll Dates

- A. Support (classified) staff are responsible for signing in and out each day using TMS (Time Management System). A work week begins Sunday and goes through Saturday.
- B. Certified staff are responsible for completing vouchers for salary payments for additional work on approved activities (such as curriculum and assessment development, summer school, professional development projects) and securing the appropriate administrator's signature.
- C. All payroll vouchers and timesheets must be signed by the administrator and sent to the business office by the ~~8th~~ **5th** of each month in order to be processed by the 20th, or the closest business day before if the 20th is on a weekend.

Children in the Classroom during Recess

The district asks that we not use recess as a punishment on a regular basis per our Wellness Policy. If a child must stay in because of missed work or because of behavior, please notify the principal. If you do keep a child in from recess, make sure the child is under the supervision of you or another staff member. **Do not leave children alone in the classroom.**

Children who are to stay in due to illness must have a note from home (or permission from the office if a parent has called). These students are to be sent to the office. Please send them with a book or some kind of work to do. If a child has to stay in for more than two days we ask that a note from a doctor is presented.

Classroom Supervision

You are responsible for the well-being of students in your room. They must be supervised at all times. If it is necessary for you to leave your classroom briefly, please ask a fellow staff member to cover for you.

Class Attendance

Take roll in the morning on Infinite Campus by 8:10 a.m. If you know you will be gone, please leave a class list for attendance with your lesson plans on your desk. Take roll again after lunch by 12:00 p.m. Students coming to school after **8:05 AM, but before 8:25 AM** are marked tardy by the office. If a child comes to **school after 8:25 AM** he/she is counted as being absent ½ day. If a child leaves **school before 3:00 PM**, that child will also be marked absent for ½ day by the office. **After 3:00 PM**, it will be considered an early dismissal with no penalty to the child. Students must check into the office if they come late and must leave through the office if they leave early. Please ask for an admit pass or call the office if a child has come into your classroom late. Lunch count should be done on IC with attendance (see "Lunch Count").

Computer Use

Each staff member is required to read, sign and follow the "Technology Terms and Conditions" in order to have computer access through Niobrara County School District #1. We will have a follow up training yearly to review these expectations. **All staff should read their email at least twice daily as important memos and reminders are sent via email. Also see "Technology".**

Confidentiality

Students and staff have the right to confidentiality. It is vital that information regarding staff and students **not be shared**. If you need to discuss a child or a staff member it should be done privately. Please don't talk about staff, parents or students in hallways, the teacher's lounge, the grocery store, etc. Keep your conversations professional, even when someone else starts the conversation. (Please read section on FERPA).

Crisis Management Policy

A school crisis is defined as an event that threatens the safety and security of staff or students, is likely to escalate in intensity, interfere with normal functioning of the school, involve the media, interfere with learning,

and/or jeopardize the school's image. It is the policy of the Niobrara County School District No. 1 Schools to respond quickly and effectively to crisis in our schools by:

1. Developing, implementing, and periodically updating a district crisis management plan. This plan will establish a District Crisis Management Plan, provision for safe building environments and procedures, and communication with the media.
2. Development of building crisis management plans to include training for all personnel.
3. Crisis management procedures will be reviewed annually by all personnel.

Each crisis plan will include the following:

PREVENTION: Procedures and educational programs designed to avoid, when possible, crisis events at school

INTERVENTION: Procedures to prepare students and district personnel to manage and respond appropriately to crisis events

POSTVENTION: Post-crisis procedures to help students and staff get through the pain and trauma of the crisis, learn from the crisis, and return to a normal, productive educational environment as quickly as possible

STANDARD RESPONSE PROTOCOL

Depending on the given situation one of four different commands will be delivered:

- **Lockdown**
- **Stay Put**
- **Evacuate**
- **Shelter**

Each protocol has specific staff and student actions that are unique to the action. In the event a student or staff identifies the initial threat, calling 911 and administration is advised.

Stay Put: "Secure the Perimeter"

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside of building
- Increase situational awareness
- Take roll and account for students
- Do business as usual

Lockdown: "Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain Silence

Teachers are trained to:

- Lock Classroom Door
- Lights out
- Move away from sight
- Maintain Silence
- Do Not open door

- Take roll, account for students

Evacuate: “To a Location”

Hazards might include:

- Fire Drill

Students are trained to:

- Leave stuff behind
- Bring their phone
- Form a single file line

Teachers are trained to:

- Grab a roll sheet if possible
- Lead students to evacuation Location
- Take roll, account for students

Shelter: “For a hazard using a safety strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to a shelter area
- Seal the room
- Drop cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and safety strategies

Teachers are trained in

- Appropriate Hazards and Safety Strategies
- Take roll, account for students
- Report Injuries or problems, at the evacuation assembly, to first responders

The protocol carries an obligation. An implicit part of the SRP is that authorities and teachers tell students what is going on. While tempered at the elementary school, middle school students and above need accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

Curriculum and Assessments

- Development** – Regular courses of studies and learning activities are being developed, reviewed, and modified through an on-going process by district staff. All teachers have the professional obligation to use the curriculum for developing learning activities in their classroom and to continue refining the curriculum by working on curriculum committees. The curriculum is intended to assure that the learning in classrooms is aligned to state standards, is developmentally appropriate, provides continuity K-12 and is systematically evaluated.
- Common Assessments** - The District is involved in a process of developing Common Assessments in all content areas. **The expectation is that all staff members will use these assessments with all students once they are developed.** Common Assessments will be reviewed annually.

- C. **CCC (Curriculum Coordination Committee)** – This committee of classroom teachers, community members, building administrators, special education teachers, content area teachers, the superintendent and a facilitator from CLI will serve as the District Curriculum Leadership Team.
- D. **Selection of materials and textbooks** – Replacement of curriculum materials is completed by a process of review, selection, and recommendation by staff members who will be using the materials. Final decisions will be made by the Superintendent. A rotational replacement schedule for subject areas textbooks will be followed: Language Arts, Science, Math, Social Studies, Fine Arts, Vocational, Foreign Language, PE, and Health. This year we will be looking at math and ELA materials.
- E. **Graduation Requirements**– A diploma will be awarded to high school students when they earn the required high school credits and demonstrate proficiency on the state content standards required for their graduating class. A demonstration of proficiency will be based on a collection of work on common district assessments taken in indicator courses. (IKF)
- F. **Homework** – Each school and teacher should have specific written guidelines to define and limit homework. Any assigned homework should have specific objectives, be reasonable length, should be evaluated and returned to the student, and should encourage application of skills acquired in class. No homework should be sent home for “busy work” or that has not been presented in the classroom and understood by the student.
- G. **Adding/Eliminating Courses or Programs** – The CCC serves as a clearing house to add or eliminate a course or program from a school. Requests must be discussed with the building administrator.
- H. **State Assessments** – Students in grades 3-10 will be taking the summative state WYTOPP assessment in late April/early May. Helping students become familiar with the test format, encouraging test commitment and maintaining a positive attitude about the testing is the teacher’s responsibility. Data will be used to determine and monitor school improvement goals, to produce information about student achievement on the state level, and to provide information to district stakeholders. Interim testing will take place in the fall and the winter, which is a shorter version of the summative assessment.
- I. **District Assessments** – Our system of common district assessments will be reviewed and revised by staff members this year. It is expected that all teachers become familiar with their course assessment schedule. Assessments should be given on schedule, with uniform application, and information should be reported. Principals can assist you in the assessment area. Data from common assessments will be used to monitor student progress, to monitor school improvement plans, and to develop district and school professional development programs.
- J. **Classroom Assessments** – Periodic assessment of student progress is an important measure of student progress. Rich assessment opportunities with multiple ways of demonstrating proficiency should be used in the classroom. Information should be shared with students and parents in a manner that shows where progress is taking place as well as areas in need of improvement. Students should be able to gauge their own performance and know how to improve their skills by using the assessment information. Teachers should use the results to plan the next steps in the instructional process.

Delegation of Authority during Principal’s Absence

Should your building principal be gone and an administrative substitute is not available, a designee will be delegated to cover administrative duties.

Discipline

At the beginning of the school year, introduce each student to the school expectations of *kindness, safety, respect and responsibility*. This will include class discussions of what a positive learning environment should look like and how each individual should act to help make a positive learning experience. This means that children

will help their teachers establish responsible rules and procedures that will lead to a responsible and respectful classroom.

A discipline problem exists when a student keeps a teacher from teaching, other students from learning, or the health and safety of others is put in jeopardy. At any time that learning is affected, or when any physical or verbal aggression is occurring, please send for help from the office or send the child to the office (call and let us know to expect this child or children if an adult can't accompany him/her to the office.) All discipline issues will be entered into SWIS by the staff member who initiated the response to discipline.

Discrimination/Harassment Policy

Niobrara County School District #1 is committed to providing equal employment opportunities to all individuals. It is the policy of this District to maintain a working environment that is free from discrimination and/or harassment.

The District prohibits discrimination and/or harassment by employees, supervisors, or non-employees based on sex, race, color, creed, religion, national origin, age, political belief, marital or parental status, or sexual orientation. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq., the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq., and the Wyoming Fair Employment Practices Act of 1965. The prohibition against sexual harassment applies whether the alleged sexual harassment is between members of the same sex or members of the opposite sex.

The District is committed to taking any immediate and appropriate corrective action necessary to eliminate existing discrimination and/or harassment and its effects. The District shall conduct a prompt, thorough, and impartial investigation of all complaints of discrimination and/or harassment filed pursuant to its policies and procedures. The District is committed to taking affirmative steps to protect employees and all others who participate in the investigation of complaints of discrimination and/or harassment.

The District will discipline as provided in this policy and administrative regulation and considering the seriousness of the offense, any employee who has been found to be in violation of this policy, or any employee making a false malicious complaint under this policy.

The District requests students, parents, and staff to assist the Superintendent and the Board of Trustees in identifying barriers to a discrimination-free working environment in the District. Inquiries regarding discrimination and/or harassment should be directed to the Title IX supervisor, Taylor Wagstaff.

Confidentiality

The District will respect the confidentiality of the complainant and the respondent to the extent reasonably possible and consistent with the District's legal obligations and the necessity to investigate allegations of discrimination and/or harassment and take appropriate disciplinary action when the conduct has occurred.

Retaliation

The District shall discipline any individual who retaliates against any person who reports alleged discrimination and/or harassment or any person who testifies, assists or participates in any investigation, proceeding or hearing relating to a complaint under this policy. Retaliation includes, but is not limited to, any form of intimidation, harassment, threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to this policy.

Such discipline shall be in accordance with applicable Board policies, consistent with applicable state and federal laws.

Consequence for False Accusation

A false accusation of discrimination and/or harassment under this policy can have a serious detrimental effect on innocent parties. Any individual who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline in accordance with this policy and administrative regulation. A finding that a claim under this policy is not substantiated after investigation does not equate to a false accusation, if the claim is made in good faith.

Right to Alternative Complaint Procedures

This policy and related administrative regulation do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission, the Wyoming Fair Employment Program, or the Office for Civil Rights (U.S. Department of Education), or from initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Dissemination of Policy and Training

This policy shall be included in the employee handbook and shall also be available to the public on the District’s website in a manner to be determined by the Superintendent and his/her designee. The District shall incorporate yearly training and education on this policy in its professional development programs.

District Office and Administrative Contacts and Responsibilities

<p>Dan Schmidt, Superintendent</p>	<ul style="list-style-type: none"> ➤ School and District Improvement ➤ Accreditation ➤ Federal Programs ➤ At-Risk ➤ Teachers on Special Assignment ➤ Professional Development ➤ Administrator Evaluations ➤ ESSA ➤ Title II ➤ Safe/Drug Free Schools
<p>Taylor Wagstaff, Bricks Special Education Director</p>	<ul style="list-style-type: none"> ➤ Special Education, Bricks ➤ Title IX ➤ Special Education, WYVA Support
<p>Katie Caffee, Business Manager</p>	<ul style="list-style-type: none"> ➤ Budget ➤ School Facilities Commission ➤ Food Service ➤ Facilities ➤ Employee Benefits ➤ Federal Grants ➤ ESSA
<p>Katherine Kruse,</p>	<ul style="list-style-type: none"> ➤ NCHS Activities and Sports

Secondary Principal	<ul style="list-style-type: none"> ➤ Homeless/McKinney-Vento ➤ Curriculum & Assessment ➤ Staff Supervision & Evaluation ➤ 504 Coordinator, Grades 7-12 ➤ Hapara
Penny Bolinger, Elementary Principal	<ul style="list-style-type: none"> ➤ Lance Creek School & Lusk Elementary Principal ➤ LEMS Activities and Sports ➤ District Assessment Coordinator ➤ PTSB Uploads ➤ Curriculum & Assessment ➤ Staff Supervision & Evaluation ➤ Foster Families ➤ 504 Coordinator, Grades PK - 6 ➤ 21st Century Grant
Joe Heywood, WYVA Head of School	<ul style="list-style-type: none"> ➤ Head of WYVA ➤ Liaison to Stride
Kelly Bilbrey, WYVA Special Education Director	<ul style="list-style-type: none"> ➤ Special Education, WYVA ➤ Special Education, Bricks Support ➤ Literacy Grant Coordinator
Jennifer Copeland, WYVA Secondary Principal	<ul style="list-style-type: none"> ➤ WYVA MTSS
Lisa Williams, WYVA Elementary Principal	<ul style="list-style-type: none"> ➤ Literacy Grant Coordinator
Amanda Dawson, Payroll & Executive Secretary	<ul style="list-style-type: none"> ➤ Board Correspondence ➤ Staff Leave (TMS) ➤ District Directories ➤ Employee Files/ Mandatory Trainings ➤ General Information
Corey Keyser, Accounts Payable & Transportation Secretary	<ul style="list-style-type: none"> ➤ Accounts Payable ➤ District Calendar/ Website Updates ➤ District Purchases
Kevin Gaukel, District Transportation & Maintenance	<ul style="list-style-type: none"> ➤ Grounds and Buildings Supervision ➤ Transportation Supervision ➤ Vehicle Care, Upkeep and Replacement
Patrick Weisbeck, Technology Coordinator	<ul style="list-style-type: none"> ➤ Albert Liaison ➤ Hardware Repair and Replacement ➤ Staff Technology Support ➤ Technology Purchase Approval ➤ Hapara ➤ Canvas

Jamie Erskin, Literacy Coach	<ul style="list-style-type: none"> ➤ Literacy Team Facilitator ➤ District Literacy Data Coordinator
Laura Lyons, ELA Instructor & Coach	<ul style="list-style-type: none"> ➤ Step Up to Writing Coordinator & Instructor
Cora Fitzgerald, Elementary ELA Teacher	<ul style="list-style-type: none"> ➤ Step Up to Writing Coordinator & Instructor
James Lyons, Business	<ul style="list-style-type: none"> ➤ Google Support ➤ Infinite Campus Teacher Support
Traci Bruegger, Administrative Assistant	<ul style="list-style-type: none"> ➤ Infinite Campus Coordinator ➤ Raptor Coordinator ➤ LEMS Purchasing
Megan Matthews, Administrative Assistant	<ul style="list-style-type: none"> ➤ Infinite Campus Support ➤ NCHS Purchasing
LaVonne Skrukud, SPED Secretary	<ul style="list-style-type: none"> ➤ WYVA SPED Registrar
Danielle Opitz, ELL Coordinator	<ul style="list-style-type: none"> ➤ District ELL
Shelly Bruch, Title 1A Coordinator	<ul style="list-style-type: none"> ➤ Title 1
Chris Skeen, Social Studies	<ul style="list-style-type: none"> ➤ Canvas

Dress Code

Staff members are expected to dress according to the same dress code as students (see student hand book). We ask that you dress as professionally as possible, understanding that each of us have different styles as well as unique responsibilities. Thursdays are casual, and most staff wear Tigers shirts (or a favorite sport team) and nice jeans.

Duty Assignments

Teachers and other staff assigned to recess duty incur a responsibility for the welfare and safety of each child. Keep a record of when you are on duty, be prompt and be consistent with established school/playground rules. Show your duty assignment in your lesson plans in case you have a substitute in your room. All staff may have duty times during the regular school week. Supervision must be provided when children are present on the playground. Playground rules need to be consistently and uniformly enforced by all staff members. Before going outside, please pick up a two-way radio. When outside, supervisors should not stand together but locate themselves at strategic points to adequately monitor the playground activities. Since we have multiple areas to cover, please have one person in each area being occupied by students.

Emergency Evacuation

Maps for emergency evacuation are to be displayed prominently in every schoolroom where classes are held (right next to the door). These maps and procedures for evacuation must be thoroughly explained to and understood by the children. We will have an emergency drill sometime every month when children are in school. We will have emergency drills of some kind every month paired with an alarm. We will let you know when the first two are, but after that, the drills will be at any time during the day/week/month.

Employees Acceptable Use of Personally Owned Electronic Communication Devices

Overview:

This policy governs an employee's use of electronic devices during the workday and during other assigned duty times including, but not limited to, instructional time, school-sponsored programs or activities, meetings, in-service training, parent/teacher conferences, or any other time where there is a reasonable expectation of quiet and/or attentiveness.

The possession and use of personally owned electronic communication devices by District employees is appropriate. The District is not responsible for any damages that may be incurred to personal devices. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Districts' network. All personal devices used within the District are required to have virus protection that is kept up to date in order to protect the District.

Definitions:

An 'electronic communication device' includes cellular and PCS telephones, camera telephones, Personal Digital Assistants (PDAs), two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information (i.e. iPads, iPhones, Chromebooks, cell phones, Android devices). Personal laptops must be approved by the Technology department and must have an up to date virus protection.

Description:

Employees are expected to use electronic communication devices in an ethical and responsible manner, and in compliance with all applicable federal, state and local laws and regulations. Employees are also to refrain from subjecting others at school and at District- or school-sponsored activities from video or audio capture, recording, or transmission of others' words or images without express prior notice and explicit consent for the capture, recording, or transmission of such words and images. Employees may carry and use personally owned electronic communication devices on school property subject to rules and regulations promulgated by the Board of Education. Employees who violate this policy may be subject to disciplinary action.

Electronic communication devices should not be used during scheduled work hours and Extra Duty Contract hours except under the following conditions:

- when being used for instructional purposes
- during school-related emergencies or school-related situations that require prompt communication to ensure health and safety
- with pre-approval from the Superintendent, the building principal or designee
- during normal break times, lunch times and preparation times

Employees operating a school bus, or any other District-owned or leased vehicle, are prohibited from operating the vehicle while using an electronic communication device, whether personally owned or District-issued, except

- during an emergency situation
- when the school bus or other vehicle is parked
- (after stopping the vehicle) to call for assistance if there is a mechanical breakdown, other mechanical problem, or if student information is needed

If a phone rings while you are driving a District vehicle, do not answer it immediately. Pull over safely and stop the vehicle.

Expenditures

Ordering Supplies and Materials

Staff members may order necessary supplies and materials with administrator approval using requisition or voucher forms. All expenditures must have **prior** administrator approval. In no case may orders be “called in” to a vendor. **All reimbursements to staff must be pre-approved by the supervisor, it is not a guaranteed reimbursement without prior approval.**

Travel Vouchers

Individually numbered, two part vouchers are used for supplies purchased locally and in-state travel. Vouchers are available at the office of each school. Purchases using vouchers **must** be pre-approved by the appropriate administrator and must be accompanied by a receipt for the purchase.

Requisitions

Paper Requisitions are required by the Business Office **for any purchase that has a quote or proposal**. The form to complete is found on ~~the school office~~ **Web Link**. Once the form is completed by an employee it will ~~need to~~ **electronically** go to the supervisor for authorization, then it ~~needs to go to~~ **electronic approval at** the Business Office. Staff may ~~make~~ **print** a copy for your records. You should use this form when ordering supplies, when contracting for any professional or repair services, and for out-of-state travel. Once the properly approved form is received by the Business Office, it is converted into a Purchase Order. The individually numbered Purchase Order is signed by the Business Manager, and the order is placed by the Business Office.

Use of Credit Cards (P-Cards)

Credit cards are checked out from the business office.. Use of the cards must be pre-approved by the appropriate administrator. All credit cards are kept in the Business Office. Signed vouchers and **itemized** receipts must be accompanied with every purchase and turned into the Business Office immediately following a purchase.

Local Purchase Orders (LPO)

Local purchase orders are obtained through the office. The white must always be returned to the school office. Local purchase orders are good only with vendors who charge school district purchases and may only be written for orders in the amount of \$500.00 or less. The building secretary has a list of approved vendors. These must be pre-approved by your building principal. P-Cards are never to be used when a local business accepts LPOs.

Evaluation

Each teacher shall have at least one observation/evaluation no later than March 1st of the given school year. New teachers (within the first three years if new to the district) shall have one observation/evaluation by November 15th and one by February 15th of a given school year. The district currently uses McREL as the evaluation tool for classroom teachers. Other tools have been created for specialty positions (aka SLP, OT, SPED, school nurse, counselors, etc.).

Classified staff shall be evaluated at least one time before May 1st of a given school year. Tools have been developed by administration in conjunction with classified staff that are appropriate for staff to use.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Field Trips

Field trips need to be pre-approved by your building principal. All approved transportation requests for field trips must be submitted to your school secretary at least 10 school days prior to the field trip. **All field trips must be connected to a district standard**, which should be documented on the transportation request. See district guidelines for "School Sponsored Trips" should you wish to request an out of state trip. You must notify food service at least 10 school days in advance when your students won't be eating school lunch, and (if possible) four weeks in advance if you will be requesting school sack lunches.

Fire/Crisis Drills

Teachers need to familiarize themselves with all evacuation routes prior to having students.

- When the alarm sounds, classes should wait for the announcement from the office for direction of which drill/evacuation we are performing.
- The class should follow the first person out of the door to the designated place (away from the school)
- The teacher should close the windows and door(s) and turn off all lights.
- ~~The following teachers are responsible for checking restrooms:~~
 - ~~Commons Boys and Girls: Nurse Hansen~~
 - ~~C Wing: Mrs. Nelson/Mrs. Wurdeman~~
 - ~~K-2 Boys and Girls: Mrs. Swisher~~
 - ~~Title Area Boys & Girls: Mrs. Bruch~~
 - ~~3-6 Boys and Girls : Mrs. Gordon~~
 - ~~Nurse's Office: Office Personnel~~
 - ~~Preschool staff will check Preschool Classroom Restrooms~~
- When the students reach the assigned area, the teacher is to call roll to account for each child.
- Do not re-enter the building until the all-clear signal is given.
- Special teachers should stay with all students under their supervision at the time of the drill.
- If a hall is blocked or if a door is locked, go to the nearest alternate exit on your own.

See the crisis management packet for instructions on additional drills. These will all be covered in staff meetings throughout the school year.

First Day of Class

On the first day of school following introduction and assignment of seats, please include time for the following items: hand out and discuss the contents of the student handbook, go over playground rules, and explain emergency exit procedures. Please be sure to inform your students of the procedure to exit from the lunchroom and the media center. Review school expectations of *being kind, respectful and responsible*. Review TIGER Core Values: *Teamwork, Integrity, Gratitude, Empowerment, Respect – Achieving Excellence!* Special teachers please take time to teach exit procedures during the first meeting with each of your classes.

Food Service

Lunch – Employees may purchase an adult meal at a cost of \$4.50 from the school office. Employees may also “pre-load” an account with the school office for ease of payment or you can pay by debit or credit card on Infinite Campus..

Breakfast – At this time, employees may participate in the Universal Free Breakfast Program.

Staff Meals – The only staff members that receive a free meal from the Food Service Program are the kitchen staff and secondary staff who are on lunch duty assigned during their lunch period. All other staff members may purchase a meal at the regular price.

Grades and Grading Procedures

Keep your grades current and posted on Infinite Campus. If you know of parents who do not have internet access, please send copies of their child’s progress throughout the quarter.

Grades for Transfer Students

For grading purposes, a transfer student must be enrolled in Niobrara County School District #1 for 20 school days in order to receive grades at the end of the current nine-weeks. If enrolled longer than 20 days, grades will be averaged into previous school grades, if available, and entered on the report. Otherwise, the previous grades will be given. Conferences will still be provided to parents of new students and any data we have on the child (FastBridge, WYTOPP, etc.) should be shared.

Ill or Injured Children

Injured or ill children should be sent to the office for treatment. If you suspect a serious injury, do not hesitate to contact the office for assistance rather than taking the child to the office. **All calls to home due to an illness need to be made in the office or nurse’s office or main office.** Please use common sense when deciding whether or not to respond to a child’s request to visit the nurse or get an ice bag. Many seem frivolous and can be a waste of time, but sometimes that extra attention can make the child’s day go better.

Library Use

The library is available for teacher use whenever classes are not in session in the library. When the library is not attended by a librarian or aide, do not send your children to the library without an adult. Our library is not secured so it is important to teach your students that they should only be there with an adult.

Lunch Count

Lunch count is to be turned in with your attendance on Infinite Campus within the first ten minutes after the tardy bell. Lunch is the number of students that are going to eat the main meal. Adult is the number of adults in the room that will be eating school lunch.

No children will be allowed to go home for lunch without written permission from their parents on file in the office. They will not be released to go without an adult (with parental permission) to accompany them.

Lunchroom

In the lunchroom children are asked to be considerate of those around them. They may talk in the lunchroom, but must stay in their seats until their class is dismissed. Children should raise their hand at their seat when they are finished eating and then ask to scrape their trays. The duty person(s) will check their area to make sure it’s clean. Students will visit quietly at their seats until their class is dismissed.

Meetings

Staff meeting dates and times will be posted by your building principal. Staff members are expected to attend all general staff meetings unless otherwise excused by your building principal. Those on morning duty should

leave at 7:45 and those on bus duty should come after all students have left the school.

Certified staff may also be asked to attend BIT/MTSS meetings and special education meetings, school wide staff development meetings and teacher staff development days.

New Teachers

New teachers will be assigned to a mentor who will guide, teach, encourage, and support them through an orientation period. This will include, but not be limited to, use of equipment, familiarity with facilities, introduction to staff, where to locate things, and general routines and procedures. Responsibilities and expectations of new teachers and mentors will be discussed at the mentoring meetings throughout the school year.

Parent Teacher Conferences

This year fall conferences will be the evening of Thursday, October 19th and the morning of Friday, October 20th and spring conferences will be Thursday, March 13th and the morning of Friday, March 14th . Appointments will be available for parents who are unable to attend an evening conference. Some teachers provide conferences the entire week of conferences. Please work with your building principal as you schedule conferences.

Parties

Classrooms will celebrate three building wide parties: Halloween/Fall, Christmas/Winter, and Valentine’s Day. Party times will be determined by the classroom teachers and shall not exceed one hour in length. **Please let the office know the times of your classroom parties.**

Pets on the Playground and in the School

Occasionally, we have problems with pets in the play area. If any dogs or cats (or other random creature) are on the playground, report it to the office immediately. Our Lusk Animal Control Officer will be called. No animal should be brought for “Show and Tell” unless a parent can bring it and take it home afterwards. Due to allergies to pet hair, we ask that these “Show and Tell” days happen when the weather is good and they can be held outside. We have 2 students and a staff member who are highly allergic to both dogs and cats. We ask that you not bring your pets into the building on weekends unless you notify your building principal. .

Phone Calls and Staff Messages

Log all calls to parents in the Contact Login Infinite Campus so we can document contacts. Training for this will be provided. Log both positive and negative contacts. When you contact a parent about a discipline issue, this must also be documented on SWIS.

Unless it is an emergency, you will not be interrupted during class time to take a phone call. Messages will be delivered at your prep time or before the end of the school day.

Playground Rules

Playground rules are listed in the student handbook. Be sure to review the rules with your class. Make sure new children in your class also become familiar with the rules. When on playground duty, enforce all the rules listed and be consistent. We need the cooperation of both teachers and children.

Policy

NCS D policy is stored on the website.

Professional Development

District, Building, Department, and Personal Professional Development Goals – NCSD#1 recognizes the importance of developing, improving, and extending staff skills. Opportunities are provided to systematically ensure that staff personnel will remain current with education practices that increase student achievement and improve instructional skills. A Professional Development Plan is developed and maintained by the district to encourage this continuous growth, recognize efforts of staff who are striving for excellence, provide opportunity to meet district goals, and to identify and address the needs of students and staff. (GCL)

College Courses/Advanced Degrees – All staff members are encouraged to continue their education. A plan of action for advanced degrees should be filed with the building administrator and superintendent before beginning the program. Tuition reimbursement and salary credits are offered as incentive. (DLC-R2, DLC-E2)

National Certification – Acquiring National Certification is valued and supported by the district. Certified staff who choose to participate in the program will be reimbursed for the cost of the certification and receive an annual salary supplement upon certification.

Sabbatical – Teachers with a minimum of 12 years teaching experience, eight within the district, are eligible to apply for one year leave for educational travel, research work or to attend college. If approved, they will receive 40% of their annual salary while on leave.

Required Training – Different departments may need to be involved with required training for their field. Support staff will be paid their regular hourly wage for required training.

Salary Schedules - are available on the district website, under Human Resources.

College Course Approval – A link to the college course approval form can be found on the District website. Complete one form for each course and submit it to your immediate administrator who will submit it to the Curriculum Director. Once the course has been approved, keep your copy of the form since you will need it for reimbursement.

Reimbursement for Tuition – To receive reimbursement for tuition you must have pre approval for the class(es) you want to take. The course must relate to your current job or a position the district is trying to fill.

Releasing Students

All releases must go through the office—**no exceptions**. See student handbook. **Do not call parents from the classroom to come and get students. Students need to be sent to the school nurse or principal’s office.**

Reporting Suspected Child Abuse

Wyoming State Statutes require any person having reasonable cause to believe that a child under the age of eighteen is or has been the subject of child abuse as defined, shall report the matter to the administrator, social worker, counselor, or school nurse. Should a report be filed, the building principal **must** be informed of the incident.

Room Care

Children are expected to pick up the mess they make. If glue, paint, milk or any other substance that can stain the carpet is spilled in your room please have someone notify the custodian to clean it immediately.

Please use the Gaffer’s Tape (see custodian) if you are going to tape out areas on your carpet. This tape does not leave permanent adhesive on the carpet and is easily removed.

School/District Improvement

School improvement is a systematic process involving the school community with the purpose of improving individual student performance. Each school will form a School Improvement Team (SIT) for the purpose of reviewing data on student performance and designing a School Improvement Plan (SIP) which will improve student learning. The SIT, as well as the SIP, will meet all accreditation requirements set forth by the state. Annually each school shall analyze student performance data, revise their plan as needed, and submit the SIP by the date established by the Superintendent. Other timelines for submissions may be designated as needed. The District will develop a District Improvement Plan (DIP) based on the criteria established for individual schools as specified above. All staff members will be required to participate in the School Improvement Process by completing surveys, serving on committees, and/or implementing the SIP.

Sign-Out Sheet

The office has a teacher sign-out sheet for you to record your early departure on when you must leave the building before 3:55 PM. Before signing out, please clear your departure with the principal if you are leaving during the contract day.

Smoking on School Premises at Public Functions and Smoking on School Premises:

Smoking or the use of electronic cigarettes (e-cigarettes) and the use of tobacco products shall be prohibited on school district property. This shall include school buildings, grounds, and school owned vehicles.

Special Classes

Specials will begin immediately the first day and will go to the end of the school year, unless approved by the staff and building principal.

Staff Conflict of Interest

No employee of the district shall be interested in any way directly or indirectly in the sale of any supplies or services to the district.

Staff Ethics

All District employees serve as role models to students and, as such, are expected to model positive, healthy human behavior and relationships that are emotionally, physically and intellectually safe. Such safe and healthy relationships are to be evidenced by Staff through appropriate boundaries in their relationships with students on and off District property, appropriate usage of technology, and respectful interactions with others. For purposes of this policy, Staff includes any District employee, including administrators, certified staff, and support staff. Staff have a responsibility to maintain an atmosphere conducive to learning, modeling self-control, understanding, respect and cooperation. Staff should be professional at all times in their relationships with other staff members, students, and student guardians. For purposes of this policy, professionalism means the display of respect and work ethic, within our job roles and throughout our work hours, to teach, model and encourage honesty, productivity, the honoring of confidentiality, and the acceptance of differences. Staff have an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties. Staff are responsible for maintaining student discipline and shall be treated with respect by students at all times. At school or school-related activities, students will not address Staff on a first-name basis. Although it is desirable that Staff have a sincere interest in students as individuals, partiality and impropriety are to be avoided. Inappropriate involvement with individual students should be avoided regardless of whether or not the student may have "consented" to such conduct. Such conduct is not compatible with professional ethics. Staff shall use good judgment in their relationships with students, both inside and outside of the school environment. Unethical behavior should be reported to your direct supervisor or the district

superintendent. Any staff member who engages in prohibited conduct under this policy may be subject to discipline, up to and including termination of employment, subject to all applicable due process rights.

All employees are expected to abide by the Professional Teaching Standards Board's Professional Code of Conduct (see Appendix A).

Student Handbooks

Please go over information contained in the Student Handbook early in the year. Feel free to refer to them frequently. Please refer to this handbook for the following information:

Student Transportation in Private Vehicles

District Personnel shall not transport students in personal vehicles at any time. File: EEAE

Teaming

All teachers are expected to be a part of the educational team at the building and district level and teaming is expected and encouraged. Teaming is the intentional focus on the task of teaching the District Curriculum by planning together, and using the District adopted Instructional Process and working with other teachers in the building and throughout the district to provide opportunities for students to exceed.

Technology

Albert (K12itc) is the district's managed network provider.

Infinite Campus is a web-based student information system that simplifies data-driven decisions by providing real-time information to all stakeholders over the Internet. Administrators get accurate, up-to-date information to make effective decisions. Teachers gain timesaving administrative tools. Parents gain immediate access to their children's grades, and students can track their own progress. District teachers use a web-based electronic grade book in IC. It will be the responsibility of the staff member to keep grades current (daily or weekly) for parent and student access via the Web.

Classroom Integration – It is the goal of the District to integrate the use of technology into all subject areas. Support for Technology integration and training in using the programs is available for District Employees free of charge. Periodic District and regional training sessions will be held on Fridays and other scheduled times to facilitate the use of integrated technology in our schools.

Acceptable Use – The District supports the use of the Internet to facilitate learning and teaching. Use of the network shall be consistent with the curriculum and the varying needs, styles, abilities, and development levels of students. Staff should make every effort to ensure that this resource is used responsibly by students and staff. The following uses are prohibited: illegal activity, for-profit purposes, political lobbying or product advertising, reproduction of copyrighted materials, access to obscene or pornographic material, inappropriate language, offensive material, and modifying data belonging to other users, or loading unauthorized games. Using any method to bypass the District Internet Filter is prohibited. If you are blocked from an educational website, submit an email request to the District Technology Coordinator at the Central Office. More information on acceptable use is listed in the Board Policy Book.

Email – An email account will be provided for each employee by the district. It can be accessed from the district or from home. The format for email addresses will be (user-name)@lusk.k12.wy.us. Staff members are expected to check email on a daily basis because much of our communication is done via email. Employees are

reminded that if they receive a suspicious email, they should not open it without the assistance of the technology department. Virus protection software installed by our Technology Department personnel should prevent any problems, but it is good practice not to open attachments including pictures if the email is suspicious or from an unfamiliar source. Please refer to the Acceptable Use Policy later in this document regarding the use of your district email account. Once an employee leaves our employment their email account will be eliminated.

Email Policy – District email is provided to conduct business. All electronic messages created and stored on school computers is the property of the District and should not be considered private. The District retains the right to access e-mail if it has reasonable ground to do so. All email is backed up by the District. Once a staff member leaves our employment their email account will be canceled.

Energy Use/Power Down - All classroom technology devices should be powered off at the end of the day. This includes computers and interactive screens. All thermostats are remotely controlled to run on a schedule for overnight and weekend operation. If a manual adjustment is made to a thermostat for after-hours work or meetings, cancel the hold upon leaving that area.

Title IX/Section 504

NCSD #1 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the SPED Director and/or his/her designee as the coordinator for Title IX. Building principals are the coordinators for Section 504, respectively. Title IX and 504 questions or complaints should be directed to Taylor Wagstaff.

Travel/Professional Development Requests (When not involving students)

Travel for Professional Development outside of Lusk must be approved initially by your building principal. Staff members must fill out a Travel/Training Authorization Request (available through your building secretary). Once this form is completed and approved by your immediate supervisor it should be sent to the budget administrator who will be paying for the PD (i.e. Curriculum Director, Director of Special Education, etc.) The budget administrator will approve the request and send it on to Katie Caffee at the District Office.

Travel/Students

Please see “Field Trips”

Windows, Doors and Lights

It is imperative that all windows and doors be locked at the end of the day. Lock your classroom door at the end of the day when you leave. The front doors must be checked when leaving the building after hours. Please turn off lights every time you leave your classroom and/or other rooms in the building.

**MEMORANDUM OF UNDERSTANDING BETWEEN TOWN OF LUSK, WYOMING AND THE NIOBRARA
COUNTY SCHOOL DISTRICT #1 FOR SCHOOL RESOURCE OFFICERS**

1. Parties. This Memorandum of Understanding (hereinafter referred to as “MOU”) is made effective on the ____ day of _____, 20____(hereinafter “effective date”), by and between the Town of Lusk, Wyoming, a Wyoming municipal corporation (hereinafter referred to as “Town”), whose address 201 East 3rd Street, Lusk, Wyoming 82225, and the Niobrara County School District #1, (hereinafter referred to as “School District”), whose address 702 West 5th, Wyoming 82225 and Niobrara County (hereinafter referred to as “County”) and hereinafter collectively referred to as “Parties.”

2. Purpose. The purpose of this MOU is to establish the terms and conditions under which the Town will assign a certified police officer to serve as School Resource Officer (hereinafter referred to as “SRO”) in School District during the Term of this Agreement. The officer shall provide law enforcement service, information and educational services as more specifically provided herein. In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, the parties agree as follows.

3. Term of Contract. The Term of this Agreement is effective immediately upon execution and shall remain unless terminated by either party with written notice of non-renewal to the other party, which notice shall be delivered by hand or mailed by certified mail to the address listed above, at least thirty (30) days prior to the end of the applicable term. This MOU may also be terminated pursuant to the termination provision of paragraph 7.05 or in the event of non-appropriation as provided in paragraph 6 and all its subparts.

4. Payment.

4.01 The SRO Program (training, equipment, salary, benefits, etc.) will be funded by all entities in the following: Town, forty percent (40%), School District, forty percent (40%) with a maximum \$40,000 and the County (20%) with a maximum of \$20,000. All entities shall pay to the Town the percentage amount for the school year 2024/2025 Term, increased per school year term as approved by all parties, subject to appropriation of said amount as provided herein, for the SRO services provided by Town hereunder. Payments toward the School District’s obligation under this MOU and those of Niobrara County may be made quarterly or as agreed upon by the Parties.

4.02 Town shall be responsible for all costs in excess of the School District and County payments for SRO services hereunder. Nothing herein, including School District’s payments, reporting requirements, and close cooperation between officers and the School District shall be deemed to make any SRO an employee of School District for any purpose, including but not limited to the Wyoming Governmental Claims Act.

4.03 Any educational materials required and provided by the School District or through provisions of this contract will upon completion of this contract, become the property of the School District.

4.04 Payments made pursuant to this MOU by the County shall be made upon services provided hereunder and a voucher being completed and submitted to the County Clerk on an annual basis, no later than **June 25th** of each year. Upon review and approval of such voucher, the County will issue payment.

5. Responsibilities of the Town.

5.01. Town of Lusk shall provide one (1) fully trained and certified peace officer assigned to School District as SRO for the entire 2024/2025 school years and the entire school years of any Renewal Term to the extent the request does not entirely deplete its resources of available peace officers to respond to law enforcement requests within Town jurisdiction by complying with this MOU unless specifically authorized to do so by Chief of Police. The Town Police Chief agrees to notify School District's Superintendent of any significant reassignment of Town peace officers which results in Town peace officers being unavailable to provide services under this MOU. If Town determines that Town peace officers are required to respond to law enforcement requests within Town jurisdiction, School District may request the assistance of other law enforcement agencies. If Town is unable to provide the assigned officers as contemplated herein for a substantial period of time, or if the Town and Superintendent agree that a reallocation of Town's peace officer resources provided hereunder is appropriate, the Town and the Superintendent shall, in good faith, negotiate a proportionate rebate of the payment provided in Paragraph 4 above.

5.02. Town shall determine which peace officers of the Lusk Police Department will be assigned as SRO. The Town shall consult with the School District's Superintendent related to assignment of the peace officers designated herein, however, Town shall have absolute discretion to appoint peace officers as it determines appropriate. Peace officers of Lusk Police Department who are assigned and performing duties pursuant to this MOU are subject to the direction and control of Town and shall have full authority on School District premises for the purposes of performing the law enforcement duties described herein. Nothing in this MOU shall be interpreted to authorize any peace officer of the Lusk Police Department to exercise any power that the Town is not authorized to exercise.

5.03. Town shall provide each SRO a police motor vehicle and maintenance thereof. Town shall provide each SRO any additional training in focus areas as mandated by law.

5.04. Each SRO shall be an employee of the Town of Lusk. The Lusk Police Department shall reserve the right to remove any peace officer appointed to serve as SRO. In the event Town removes any SRO, Town agrees to follow the selection process as outlined in Paragraph 5.02

5.05. No less than annually, and at such other intervals as may be required by statute, rule, regulation, contract, grant or upon the reasonable request of School District, Town shall report to the School District in a format to be determined by the School District on the Town's actions pursuant to this MOU. Said reports shall include, but not be limited to the following:

5.05.01. Such reports, statistics and information required under any grant contributing to the officer's salaries, duties, or responsibilities hereunder.

5.05.02. The Town's progress toward meeting the goals and objectives outlined in Paragraph 5.06 herein.

5.05.03 Such other information as the parties may agree from time to time.

5.06. Role of SRO.

5.06.01. The SRO shall provide law enforcement and school security services to School District to help promote the safety and welfare of its students and employees as follows:

5.06.01(a). The SRO shall act swiftly and cooperatively with School District personnel in responding to disruptions and criminal activity on or adjacent to School District property involving students, School District personnel or the public. SRO shall become familiar with School District policies relating to school security and law enforcement.

5.06.01(b). The SRO shall help to protect the lives and property of students, employees and the School District on or adjacent to School District Property.

5.06.01(c). The SRO shall enforce Federal, State and local criminal laws and ordinances and assist School District personnel with the enforcement of Board of Education Policies and specific school policies as such relate to school security and law enforcement.

5.06.01(d). The SRO shall investigate criminal activity committed on or adjacent to School District property.

5.06.01(e). The SRO shall, in cooperation with School District personnel, assist other law enforcement agencies with outside investigations concerning School District students attending schools to which they are assigned.

5.06.01(f). The SRO shall take all acts deemed reasonable and necessary to Town and School District to provide for and promote safety and security in an orderly learning environment in all the schools.

5.06.01(g). The SRO shall notify the School District superintendent, principal, or designee of any known threat, incident or the filing of charges relating to instances on or off school premises of any alleged offenses under Title 6 of the Wyoming Statutes by any person and directed towards another student, teacher or employee of School District or school property which rise to the level of a public or personal safety concern

for students and personnel of School District, including but not limited to the following: assault; battery; robbery; menacing; theft; extortion; child abuse; sexual assault; criminal mischief; harassment; stalking; endangering public transportation; hazing; false imprisonment; kidnapping; inciting a riot; engaging in a riot; ethnic intimidation; arson; cruelty to animals; possession, distribution or use of a controlled substance; false report of explosives; illegal possession, use or sale of a deadly weapon; prohibited use of a weapon; illegal discharge of a firearm; interference with students or faculty, potential gang activity, terroristic threats or any other issue which, within the sole discretion of SRO, constitutes a threat to the health, welfare or safety of School District student(s), employee(s) or property.

5.06.02. The Sheriff's Department and Lusk Police Department ("LPD") have previously entered into a MOU for Law Enforcement Extraterritorial Assistance and Activities, specially allowing the LPD to perform law enforcement functions and enforce the state's statutes within those portions of unincorporated Niobrara County as necessary in the interest of public safety and as authorized under state statute, as requested by the Sheriff. Sheriff, in accordance with said MOU, is hereby requesting the SRO provide services, as outlined in this MOU, to schools located in the portion of unincorporated Niobrara County, namely Lance Creek Elementary School. All terms and conditions of the MOU for Law Enforcement Extraterritorial Assistance and Activities shall apply herein.

5.06.03 SRO and other law enforcement agencies' specific law enforcement contacts with School District students shall occur as follows:

5.06.03(a) To the extent possible, School District personnel shall cooperate with law enforcement officers to provide access to students for arrests and service of legal documents, which shall be conducted by the officers in a manner to be least disruptive to the school, least likely to embarrass the student and which provides the student with the most protection from public view. Notice of an arrest or service of legal documents to the student's parent, guardian or custodian shall be provided by the School District principal or designee as soon after the event as reasonably practicable.

5.06.03(b) Law enforcement interviews of students at school are permitted when the officer and principal or his designee agree there is imminent danger to the physical or mental health or welfare of a student child, when the interview involves a crime alleged to have occurred on or adjacent to School District property, or when exigent circumstances exist as defined in paragraph 5.06.03(i) herein.

5.06.03(c) Any law enforcement officer, including but not limited to SRO, shall inform the School District principal or designee of the officer's desire to interview a student on school premises and the reason for the interview. The officer shall provide proper identification evidencing affiliation with an identified law enforcement agency if the officer is not known to the principal or designee. It shall be the law enforcement

officer's responsibility to conform to all applicable procedures and due process before, during and after the student contact

5.06.03(d) The School District principal or designee will take reasonable steps to notify the parent, guardian or custodian of all student interviews by law enforcement officers.

5.06.03(e) The School District principal or designee shall attend all law enforcement interviews except when the officer and the principal or designee agree that it is in the best interest of the child to proceed without the attendance of the principal or designee.

5.06.03(f) All interviews with students shall be conducted in a manner to be least disruptive to the school, least likely to embarrass the student and which provides the student with the most protection from public view.

5.06.03(g) Nothing herein shall be deemed to make any School District employee an agent of any law enforcement agency. No School District personnel shall search or interview any student in the place of and at the request or direction of any law enforcement officer. Nothing herein shall be deemed to require School District personnel to adopt or apply additional procedures or processes, notify a parent, guardian or custodian or give "Miranda" or similar warnings to students when conducting routine investigations of instances of student misconduct or other disciplinary matters; nor shall anything herein be deemed to restrict School District personnel from conducting routine investigations of student misconduct or other disciplinary matters.

5.06.03(h) Searches and interviews of students by law enforcement officers on campus shall be reasonable under all the circumstances and otherwise comply with applicable law.

5.06.03(i) Exigent Circumstances Defined. As used in this agreement, "exigent circumstances" includes any one or more of the following situations: there is a need for immediate action due to a significant risk to public safety, school safety, or the safety of students, employees, or property of the School District; there is a need to prevent the flight of a person subject to immediate arrest; there is the danger that evidence may be lost, concealed or destroyed; the officer is in hot pursuit; there is an immediate need to prevent the commission or concealment of a crime; or a crime is in progress.

5.06.04 SRO shall function as a liaison between School District personnel, students, parents, guardians, custodians and the legal system, building relationships and creating respect and trust for the law enforcement function. The officers shall be mentors and role models for students and shall participate in the whole school learning community and educational process and shall keep School District apprised of the changes in law enforcement procedures as such relate to the School District.

5.06.05. SRO may initiate conferences with School District personnel, students, and parent(s), guardian(s) and custodian(s) when providing law enforcement knowledge or advice is appropriate on a variety of subjects that affect school safety and students, including but not limited to understanding the law, the law enforcement process, drugs, safety, crime and violence prevention, training and community awareness of these issues. The SRO shall participate in the creation, evaluation and modification of emergency and crisis planning and implementation.

5.06.06. SRO may offer advice, mediation, intervention and direction to School District and act as referral and/or resource agent for School District personnel, parents, guardians, custodians and students.

5.06.07. SRO will assist in the investigation and enforcement of applicable State truancy statutes and other attendance-related matters.

5.06.08 SRO shall act as Town Police Department/School District liaison to provide law enforcement functions for special School District events.

5.06.09. SRO shall perform all other duties as recognized or assigned by Lusk Police Department.

5.06.10 School District hereby appoints each SRO as a "School Official" for purposes of sharing student information under FERPA.

5.06.11. School District shall provide office space at School District including but not limited to a telephone and basic supplies for SRO.

5.06.12. SRO shall regularly attend scheduled meetings with School District administrators.

5.06.13. SRO shall abide by School District's policies, rules, and regulations except as may be required by law and by Lusk Police Department policy. If conflict arises between the policy of Lusk Police Department, State statutory duties of a peace officer and School District, Lusk Police Department policy and/or State statute will be followed. The School District is required to allow SRO to enforce State statutes and local ordinances while on School District property.

5.06.14. SRO may provide emergency transportation within Niobrara County as deemed appropriate by SRO to destinations which include but are not limited to the student's home, Youth Crisis Center, the parent, guardian or custodian's place of employment, the hospital, etc. A parent, guardian or custodian will be contacted before transport unless exigent circumstances exist.

6.0 Non-appropriation.

6.01 As indicated in Section 4.01, School District is obligated only to pay periodic payments under this Agreement as may lawfully be made from funds budgeted and appropriated for the purpose during School District's then current Fiscal Year. Should School District fail to budget,

appropriate or otherwise make available funds to pay payments following the then current Initial or Renewal Term, this Agreement shall be deemed terminated at the end of the then current Initial or Renewal Term. School District shall give notice to Town of any such failure not less than thirty (30) days prior to the termination of the then current Initial or Renewal Term, but failure to give such notice shall not extend the term beyond such Initial Term or Renewal Term. School District is a political subdivision of the State of Wyoming with School District's fiscal year ending on June 30th of each calendar year.

6.02 School District represents that the funds necessary to pay any payments due in School District's now current fiscal year have been appropriated.

6.03 School District shall have an annual option to terminate this Agreement which termination shall be conclusively determined by whether or not the governing body of School District has, on or before the last day of each fiscal year during the Agreement Term, duly enacted, or represented its intention to enact, an appropriation resolution for the ensuing fiscal year which includes by specific line item reference sufficient amounts authorized and directed to be used to pay the payments due in the following fiscal year. School District shall give Town immediate notice of School District's termination of this Agreement for non-appropriation.

6.04 In the event of an early termination of this Agreement under this Section, all obligations of School District to make payments, which would otherwise be due hereunder after the Termination Date, shall cease. Termination of this Agreement shall be Town's sole remedy for non-payment due to non-appropriation.

7.0 General Provisions

7.01. Amendments. Either party may request changes to this Agreement. Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by and between the parties to this Agreement shall be incorporated by written instrument, and effective when executed and signed by all parties to this Agreement.

7.02. Applicable Law. The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this Agreement and over the parties, and the venue shall be the Eighth Judicial District of Niobrara County, Wyoming.

7.03. Entirety of Agreement. This Agreement, consisting of eleven (11) pages, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations and Agreements, whether written or oral, including but not limited to that certain.

7.04. Liability. Any assigned employee of a Party acting under this Agreement shall be deemed to be acting within the scope of his duties for purposes of the Wyoming Governmental Claims Act and the local government self-insurance program or commercial insurance, Wyo. Stat. §§1-

42-101 through 1-42-207. All privileges and immunities from liability, and all pension, disability, worker's compensation and other benefits which normally apply to assigned employees of the Parties while in the performance of their duties in their own jurisdiction shall also apply to them when acting pursuant to this Agreement.

7.05. Termination. Either party upon thirty (30) day written notice may terminate this Agreement, without cause, which notice shall be delivered by hand or mailed by certified mail to the address listed above.

7.06. Indemnification. Each party to this Agreement shall assume the risk of liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.

7.07 Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

7.08. Governmental Immunity. The parties and their respective governing bodies do not waive their governmental immunity by entering into this Agreement, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

7.09. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.

7.10. Other Interagency Agreements: All partners to this agreement acknowledge that this agreement does not preclude or preempt each of the agencies individually entering into an agreement with one or more partners to this agreement or other partners outside of this agreement. Such agreements shall not nullify the force and effect of this agreement. An SRO advisory group will be created consisting of the Chief of Police, Sheriff, Superintendent, Board Chairperson or an acceptable designee and SRO. This group may meet quarterly or more frequently as needed.

7.11 Prior Agreements: Any and all prior agreements between the parties concerning substantially similar subject matters shall be of no further force and effect.

7.12. Disclosure and Custody of Student Records: The parties agree that any disclosure of student records that is made by School District to any other party or parties to this agreement, or employees or agents of any parties, shall be made only:

- (1) to appropriate parties in connection with an emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual,
- (2) when the disclosure is for the purpose of providing services to a student before adjudication, or
- (3) as the law may otherwise permit. Any such further disclosure shall be limited to instances where reasonable steps are taken with such third parties to preclude any improper further dissemination by such third party of information exchanged hereunder.

The parties also agree that, in the event that School District makes any disclosure of student records pursuant to this Agreement, the person requesting the records will sign a Certification form provided by School District which states that the records will not be disclosed to any other person or party, except as permitted by law and as necessary to carry out the purposes of this Agreement. Any individual routinely requesting records under this or any other agreement between the parties may sign one Certification to govern all records requested during any given one-year period.

Parties recognize that, the parties to this agreement qualify as a "law enforcement" or "social services" agency within the meaning of 20 U.S.C. § 1232g and 34 C.F.R. Part 99. The representatives of the Parties are also "School Officials" for purposes of sharing student information under FERPA. Therefore, this Agreement shall also serve to authorize said parties to provide for the routine disclosure of information among the Parties to this agreement.

7.13. Independent Contractor, The SRO and Town shall function as Independent Contractor from the County for purposes of this MOU and shall not be considered an employee of the County for any purposes. Consistent with the express terms of this MOU, the SRO shall be free from control or direction by the County over the details of the performance of services under this MOU. The SRO/Town shall assume sole responsibility for any debts or liabilities that be incurred by the SRO/Town in fulfilling the term of the MOU. Nothing in this MOU shall be interpreted as authorizing the SRO/Town or its agents or employees to act as an agent or representatives for or on behalf of the County or to incur any obligation of any kind on behalf of the County. The SRO/Town agree that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to County employees will inure to the benefit of the SRO as a result of this MOU.

IN WITNESS WHEREOF, the Lusk Town Council has caused this Agreement to be signed and executed in its behalf by its Chief of Police, and duly attested by its Mayor and approved by its City Attorney, and the

School District and County has signed and executed this Agreement, the day and year first written above.

TOWN OF LUSK, WYOMING:

By: _____

Jacob Gordon, Chief of Police Date

Attest: _____

Doug Lytle, Mayor Date

Approved By: _____

Dennis Meier, City Attorney Date

SCHOOL DISTRICT:

By: _____

Alexis Ashurst, School Board Chair Date

Attest: _____

Dan Schmidt, Superintendent Date

Attest: _____

Penny Bolinger, LEMS Principal Date

Attest: _____

Katherine Kruse, High School Principal Date

NIOBRARA COUNTY:

By: _____

Patrick Wade, Commissioner Chair Date

Attest: _____

Becky Freeman, Clerk Date

Attest: _____

Randy Starkey, Sheriff Date

Extra Duty Stipend Schedule SY25

\$50,000-All percentages are based on the current Certified Base Salary

- 15% ACTIVITIES DIRECTOR
- 11% HS HEAD COACH-BB,FB,WR, XC,VB,TR, GOLF(F&Spr)
- 10% Nationally Chartered (FFA, SBLA, FCCLA, Skills USA, NHS)
- 8% HS ASST. COACH-BB,FB,WR,VB,TR,GOLF, PEP BAND
- 7% MS HEAD COACH-BB,FB,WR,VB,TR
- 6% MS ASST. COACH-BB,FB,WR,VB
- 6% HS/MS/Elem. MUSIC
- 5% STUDENT COUNCIL

Experience (same activity/same level)

0-3 yrs	4-6 yrs	7-10 yrs	11+ yrs
15%	15%	15%	15%
11%	12%	13%	14%
10%	10%	11%	11%
10%	10%	11%	11%
10%	10%	11%	11%
10%	10%	11%	11%
8%	9%	10%	11%
7%	8%	9%	10%
6%	6%	7%	7%
6%	6%	7%	7%
5%	5%	6%	6%

FLAT RATES

ANNUAL HS & MS	\$1,600
CONCESSION STAND	3,300.00
LEGOS/ROBOTICS	\$1,500
SPEECH COACH	3,000.00
SPELLING BEE	\$400
Asst. Speech	\$2,500
Teammates	\$3,000
Jr. Play	\$1,500
Jr. Class	\$800
Sr. Class	\$500
Drivers Ed	TBD
Canvas	\$3,000
Teammates	\$3,000
Spelling Bee	\$500
SEL	TBD
Panorama	TBD

SUBSTITUTE TEACHER RATES

Sub certificate	\$100
Certified Teacher	\$120
LONG TERM SUB	\$150

SUBSTITUTE NURSE RATES

RN	\$40/hr
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EDUCATIONAL ASSISTANTS

HS-BB,FB,WR,VB	\$1,500
MS-BB,FB,WR,VB	\$1,000
TRACK	\$1,000