

Staff Handbook

Fremont County School District #24



2023-2024

THIS HANDBOOK IS NOT A CONTRACT

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL OPERATION OF FREMONT COUNTY SCHOOL DISTRICT NO. 24 AND ITS EMPLOYEES. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. NOTHING CONTAINED HEREIN CONFERS ANY CONTRACTUAL RIGHTS TO EMPLOYMENT OR OTHER BENEFITS, EITHER EXPRESS OR IMPLIED. FREMONT COUNTY SCHOOL DISTRICT NO. 24 RETAINS THE SOLE AND EXCLUSIVE RIGHT TO ADD, DELETE AND/OR AMEND THIS HANDBOOK, PROCEDURES AND/OR BENEFITS DESCRIBED HEREIN AT SUCH TIMES AS FREMONT COUNTY SCHOOL DISTRICT NO. 24 DEEMS IT NECESSARY AND IN THE MANNER IT DEEMS BEST FOR THE SCHOOL DISTRICT, WITH OR WITHOUT NOTICE. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO ALTER THE AT-WILL RELATIONSHIP OF THE AT-WILL EMPLOYEES EMPLOYED BY FREMONT COUNTY SCHOOL DISTRICT NO. 24. NO EMPLOYEE OF FREMONT COUNTY SCHOOL DISTRICT NO. 24 ACTING INDIVIDUALLY HAS THE AUTHORITY TO ALTER OR CHANGE THE EMPLOYMENT STATUS OF ANY EMPLOYEE.

Revisions History and Board Approval:

12/18/2018 - Reviewed and approved with suggestions by Tracy Copenhaver P.C., Attorney at Law

2/7/2020 - Added School Closure Section

7/2020 - Removed some ancillary pay amounts for positions under Pay for Various Positions and added info on budget considerations for pay rates

7/13/2020 - Board Approval

7/2021 - Updated Policy GCBH (Sick Leave/Maternity/Paternity Leave Banks)

7/19/2021 - Board Approval

9/2021 - Added Fundraiser Procedure, Updated Ordering Supplies & Materials, Updated Substitute Teacher Rate of Pay, Added updated policy GCQC Resignation of Professional Staff, removed requirement of DOT physicals for staff in Travel/Transportation of Students with the exception of bus drivers, Added Volunteer Procedure, Added Website/Facebook/Twitter Instructions, Updated Wyoming Workers' Compensation Injury Reporting to include FMLA leave, approval of light duty agreements, requirement of release by physician and fitness for duty assessment, and termination of employment once leave is exhausted based on the needs of the district. Changed Vacation to allow 5 days of carry-over into the next school year.

10/18/2021 - Pending Board Approval

06/2022 - Minor Revisions and Board Approved

06/2023 - Salary Schedule advancement, OT pay, Meal Prices

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District Vision & Mission

VISION

We empower all learners to succeed in an ever-changing world.

MISSION

To partner with students, parents, staff, and community, as learners together, to create a safe, progressive educational experience where students are inspired to reach their full potential and success is an expectation for all.

Alcohol, Drugs & Tobacco (Policy GBEC & GBED)

In order to protect the health, welfare, and morals of students, no student, teacher, employee or other person will be allowed on the school premises who, while on said school premises:

1. Has in his or her possession any alcoholic beverage, drug, or any substance prohibited by the Controlled Substance Act of 1971, and any amendments thereof.
2. Is under the influence of, or has in his or her bloodstream, any alcohol, drug or any substance prohibited by the Controlled Substance Act of 1971, and any amendments thereof.
3. Dispenses or in any way transfers possession of an alcoholic beverage, drug, or any substance prohibited by the Controlled Substance Act of 1971, and any amendments thereof.
4. Manufactures any substance identified and prohibited by the Controlled Substance Act of 1971, and any amendments thereof.

Smoking or other use of tobacco products, including electronic cigarettes, shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students or staff on school property shall be prohibited.

Any violation of this policy will be dealt with in a timely and appropriate manner.

Assemblies and Special Events

From time to time, special events or assemblies will be held during school hours.

Teachers and pupils will be invited to attend; however, teachers will be responsible for the supervision of the pupils within their charge.

In celebration of holidays and other special occasions, students may be treated with parties or other activities. As long as such activities do not take undue time away from instruction.

School facilities other than the classroom may be used as long as a "Facilities Use Form" is filled out and approved by the principal.

When the activity is added to the calendar, the maintenance director should be informed by the requesting party and proper arrangements will be made.

At-Will Employment (Policy GD)

Non-contract employees of the district are at-will employees. As an at-will employee, both the employee and the District have the right to terminate employment at any time. Employment is subject to the policies adopted by the Board of Trustees and rules and regulations adopted by the Board of Trustees or the Superintendent. It is the employee's responsibility to be familiar with and comply with those policies, rules, and regulations.

No relative of an employee will be shown a preference for employment.

Board Policy

Staff members must make themselves familiar with pertinent Governing Board Policies and Rules. Board Policies and Rules are accessible in BoardDocs by visiting the district website at shoshonischools.org, select About Us, Governing Board, and Agenda and Minutes on the right side of the page. Once in BoardDocs select Policies in the upper right-hand corner and you can browse policies and rules by section.

Board/Staff Communications (Policy GBD)

The Board desires to maintain open channels of communication between itself and the staff. In the interest of efficiency and good administration, however, the basic line of communication between the Board and its employees, including principals, teachers, and support staff will be to your direct supervisor first and then up the chain of communication to the superintendent.

Care of Equipment

Staff will be responsible for the proper care of all books, furniture, athletic equipment, and apparatus furnished by the district for their rooms.

They will keep a complete record of the supplies as directed by the principal and shall exercise the economy in their

use.

Textbooks and uniforms shall be inventoried, checked out, and checked back in prior to year-end.

Cash Handling Procedures

Employees that deal with cash must follow procedures to ensure the safeguarding of funds and to maintain reliable records for financial and managerial reporting.

The following procedures should be adhered to as a minimum requirement when employees collect cash or checks at school:

- Any employee who collects money on behalf of the school district for any reason should provide a receipt to the student or parents. All funds collected by the employee should be taken to the appropriate school secretary each day for a deposit.
- Money should be locked in a vault or safe at all times.

Certifications & Endorsements

At all times during Employment, teachers shall provide to the district a valid and appropriate certificate issued pursuant to the rules and regulations of the State Board of Education, and the laws of the State of Wyoming, certifying that the teacher is certified to hold the position specified in their Employment Contract. If at any time during the term of the Employment Contract the certificate lapses, or is revoked or suspended, the teacher cannot be paid salary or benefits for the time during which the teacher is without a valid certificate. The teacher shall be required to reimburse the district for any sums paid during the time the certificate has lapsed. The teacher will not be allowed to teach until the teacher again presents a valid and appropriate certificate to the district. Failure to retain a valid and appropriate certificate is a breach of contract and may also constitute grounds for further disciplinary action, including dismissal. All teachers are required to remain certified and/or endorsed in all areas of certification and endorsement, including endorsements for extra duty positions as reflected on the teacher's teaching certificate.

Child Abuse Reporting (Policy JHG-R)

Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example malnutrition, dangerous conditions, neglect) should immediately report the situation to the principal or the superintendent. This oral report should be followed at once by a written report sent by the employee through the principal to the superintendent.

The written report should include:

1. name, age and address of the child;
2. names and addresses of the child's parents, guardians, and/or persons with whom he/she is living;
3. the nature of the child's injury or condition; information on conditions leading to abuse—all with dates as appropriate;

4. any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The superintendent or his designee shall contact the department of social services, using such procedures and forms as may be required by that department.

After the report is made to the department of social services, district and school staff members will make themselves available for meetings with the department's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative. As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the department of social services, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not:

1. make home visits for investigative purposes;
2. take the child for medical treatment (this does not preclude taking action in an emergency situation);
3. convey messages between the agency and the parents/guardians.

Authorized school and district personnel may make available to the Department of Social Services personnel assigned to investigate incidents of child abuse student records in accordance with the requirements of the Family Education Rights and Privacy Act. Absent parental consent, such agencies may be requested to provide a subpoena, warrant or court order in order to enable the district to facilitate providing the student records.

Child Safety (Policy GBAD)

Fremont County School District No. 24, Fremont County, Wyoming ("District") is dedicated to providing a child-safe environment for all children that interact with its workplace and its employees and volunteers.

Responsible adults understand that students are vulnerable to abuse from adults and other children and that staff, not just parents and guardians, must make a concerted effort to create and maintain a child-safe environment at the District's facilities while traveling in District vehicles or attending extracurricular events at which children are participating.

What is Child Abuse?

Child abuse is a crime as defined and controlled by the laws of the State of Wyoming as now enacted and hereinafter amended and includes physical, emotional and sexual abuse and/or neglect.

Child sexual abuse as defined and controlled by the laws of the State of Wyoming as now enacted and hereinafter amended can include unwanted and unnecessary touching or fondling of students, voyeurism, exposing students to sexual acts or pornography, requests for or offers of sex to student, solicitation of sex from students, sexual exploitation of students, lewdness or exposing private body parts to student and other sexual acts to students such as intercourse, penetration, rape, incest and sodomy.

Relationships with Students Prohibited

Employees and volunteers are prohibited from having any type of sexual relationship with a student.

Employees, volunteers and other workplace participants that commit or are charged with committing child abuse while performing their job duties will be reported to the proper legal authorities and subject to termination.

Proper Interaction with Students

The District demands that all employees, volunteers and workplace participants interact with students in a safe and proper manner including:

- Eliminating, if at all possible, but at the least limiting the times they are alone with students without other safe adults being present, accessible or in view;
- Never being with a student in a concealed area, including a locked room or a place where other adults cannot see or hear your interaction with a student;
- Never inviting students that are not related by blood or consanguinity to the employee or volunteer to their home without the presence of the student's guardians, parents or multiple safe adults as part of an approved function;
- Never entering a home with a student that is not related by blood or consanguinity to the employee or volunteer unless the student's guardians or parents are present and/or without the guardian or parent's consent;
- Never giving a student a gift over [\$5, \$10] in value or money without the consent of the District and the Guardian and or parent(s) of the student;
- Never providing drugs or alcohol to students or purchasing drugs or alcohol for students;
- Never going to an event with a student without receiving the written consent of the student's guardian or parents and the District;
- Never providing transportation to a student or students without approval of the District, other safe adults being present.
- Never communicate to a student on matters unrelated to the performance of your job duties.

Reporting

If you have reasonable suspicion to believe that child abuse or neglect is occurring or that a student is in danger, you should report to the appropriate building principal or the superintendent, who will thereafter report the abuse or neglect to the proper legal authorities and/or Department of Family Services. If you have concerns that an employee or volunteer of the District is placing students at risk through their contact with the student via the District then you should first report your concerns to the applicable building administrator or supervisor or, if you are not comfortable with that individual, then to the superintendent, and then comply with the reporting requirements of any applicable school policy. If you have concerns that a teacher, volunteer or adult is placing a child at risk independent of the District then you should first report your concerns to the Department of Family Services or the Fremont County & Prosecuting Attorney's Office.

Questions

If you have questions about this policy, direct them to your principal. If you feel uncomfortable discussing your questions with your principal, you can direct your questions to the Superintendent.

Classroom Time Schedule

All personnel are to perform duty at 7:40 a.m. each morning.

If it is necessary to leave the classroom for any reason, the room must be supervised by a neighboring teacher or administrator.

Teachers and paraprofessionals are expected to monitor restrooms and student areas during recesses and passing times. Your presence will improve our safe learning environment.

Staff may not leave during the regular workday without prior approval from their principal/supervisor.

Communications

An Elementary Bulletin is published every Thursday. The bulletin contains the school lunch menu, important announcements and calendar events for the upcoming week. Please send information for the bulletin to the elementary office by Wednesday afternoon.

School announcements are sent via email to staff. Activities and events are published under the “Events” tab on the school website at www.shoshonischools.org.

The district maintains a Facebook account “Shoshoni Schools” where information and events are posted.

The district uses Infinite Campus Messenger to convey important announcements, including emergency school closures. Please make sure your contact information is up to date in Infinite Campus.

The Elementary and Secondary principals publish a weekly staff newsletter. Important and relevant information is contained in the newsletter and it will be necessary for all staff to read the pertinent newsletter each week to ensure staff remain connected and informed.

Computer Access

An “Acceptable Use Technology Procedures” agreement for the Internet/Network must be signed by all students and staff. Signing the agreement is a requirement for employment at School District 24.

Please read it carefully, sign, and it will be placed in your personnel file.

A password-protected screensaver should be in place on all staff machines left unattended. This can be accomplished by going to System Preferences, Desktop and ScreenSaver, selecting a screen saver. To lock the screen, go to Security and Privacy, under the general button, choose “Require password for sleep and screensaver.”

Workstations should be locked whenever a staff member is not at his or her desk. A hot corner can be set to accomplish this task easily.

ONLY staff members should work in the student management system (currently Infinite Campus). ABSOLUTELY no student access is allowed to a computer where a staff member has logged in. Information in the student management system is very sensitive and confidential and must not be compromised. Student information will only be made available to staff who have a legitimate educational need to access the information. Access to student records falls under state and federal requirements. Also, see Policy EHBL - Workstation Security Policy.

Conflict of Interest - Staff (Policy GBCA)

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

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

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

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

There should be no conflict of interest in the supervision or evaluation of employees. At no time may any administrator be responsible for direct supervision or evaluation of any employee directly related to him.

Counseling/Social Work Philosophy

The philosophy of the counseling/social work program is that it exists for the maximum benefit of the student. Therefore, the faculty should feel free to utilize the services at any time they feel that such services will aid the student in his or her total development.

The emphasis is always on the individual, even when students meet in groups for guidance purposes.

Counseling/Social Work can best be defined as the services available to each student to:

- Facilitate academic success in school;
- Help better understand his/her strengths and limitations;
- Identify his/her interests;
- Aid him/her in planning for and obtaining realistic goals.

Information such as school grades, health and attendance records, standardized test results, interests, hobbies, educational plans, and interviews will be found in the permanent record folders of each student. Faculty members are encouraged to review the records of students in their classes and log on to the FERPA access sheet.

Dress Code for Staff

A staff member's personal appearance affects the behavior and attitude of students. Staff should always project a professional image by modeling professional attire and exemplary hygiene. Professional dress and personal cleanliness are required by all staff.

School Spirit Day is every Friday and nice jeans may be worn with Blue & Gold attire.

Emergency Drills/Procedures

Fire/emergency exit route maps detailing primary and secondary routes must be posted in each classroom along with the Emergency Procedures Handbook. ALL STAFF members are required to familiarize themselves with the information in the handbook.

Each teacher is required to carry the handbook, a class roster, and wear a fluorescent vest (provided by the school) during drills and real emergencies and follow the guidelines provided.

Equal Opportunity, Title VI, Title IX, Immigration Act and Section 504 (Policy GBAC)

Fremont County School District #24 is dedicated to the nondiscrimination in employment and program offerings. Persons who feel discrimination has taken place should contact the Superintendent's Office for a statement of rights and grievance procedures.

The district is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, religion, national origin or disability. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based on these grounds.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Officers and employees of Fremont County School District #24 are prohibited from discriminating on the basis of race, color or national origin in relation to admission, treatment of students, and terms and conditions of employment.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex by any educational institution receiving federal financial assistance. Officers and employees of Fremont County School District #24 are prohibited from discrimination on the basis of sex in relation to admission, treatment of students, and terms and conditions of employment.

In accordance with the Immigration Reform and Control Act of 1987, Fremont County School District #24 will employ only United States citizens or aliens lawfully authorized to be in the United States.

In accordance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified person will, solely by reasons of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by Fremont County School District #24.

In accordance with Amended Section 9525 of the Elementary and Secondary Education Act of 1965 (ESEA), officers and employees of Fremont #24 are prohibited from denying equal access or a fair opportunity to meet or from discriminating against, any group officially affiliated with the Boy Scouts of America (Boy Scouts) or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within the District's designated open forum or limited public forum.

Legal Reference: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Immigration Reform and Control Act of 1987; Section 504 of the Rehabilitation Act of 1973; Amended Section 9525 of the Elementary and Secondary Education Act of 1965 (ESEA)

See Also Policies and Regulations - AC, ACE, ACE-E, AC-R

Facilities Use

Facilities Use Forms are typically needed for any event outside of school hours and athletic practices that utilize a space that is not their own classroom or gymnasium. These forms are located in Frontline Central, for our staff, and on the website under Department Facilities for the public.

Family Medical Leave Act (FMLA)

Pursuant to the provisions of the Family and Medical Leave Act (FMLA) (P.L. 103-3) of 1993 and amendments in section 585 of the National Defense Authorization Act for FY 2008 (H.R. 4986, the district has adopted a policy relating to family and medical leave for eligible employees of Fremont County School District #24.

BENEFITS

Eligible employees are entitled to a total of up to twelve (12) weeks (60 working days) of unpaid, job-protected leave and paid leave per year (based on the 12-month period measured forward from the date of the first FMLA leave usage). Employees who have available paid leave will be required to utilize paid leave in lieu of unpaid leave to the extent they have available paid time off leave and vacation time accrued. Family medical leave may be taken for the following five leave situations:

1. The birth of a child, or placement of a child with the employee for adoption or foster care;
2. The employee's own "serious health condition";
3. Because the employee needs to care for their spouse, child, or parent due to his/her serious health condition;
4. Because of a qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
5. Because the employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. The employee is entitled to up to 26 workweeks of leave in a single 12-month period to care for the service

member, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

For the full policy, please refer to the Board Policy Manual, specifically, Policy GCCAB, Family and Medical Leave.

Field Trips

A Travel Form must be completed online for approval by the principal.

Field Trips- Events that are not demonstrated to be tied to curriculum currently being taught in a respective course that can supplement instruction or provide exhibits tied to an in-class project are not reimbursable by the state. To be reimbursable, Field trips should be taken as an extension of the classroom, tied to curriculum and in a fleet vehicle. Trip should be required and for a grade. Provide a list of educational activities of the trip. Student travel in excess of one hundred fifty (150) miles from the Wyoming border into another state are non reimbursable expenses.

All field trips must be planned carefully and at least one month in advance. All athletic events must be planned for two weeks in advance.

Bus requests must be made two weeks in advance.

All teachers taking students on trips will supply the staff, via email, a list of students who will be absent from classes for school-sponsored activities at least one full day before the trip.

If a student wishes to drive themselves to an event, we require a Waiver of Indemnification be signed by the student and guardian prior to the event.

Fringe Benefits and Supplemental Benefits

The district provides benefits to benefit-eligible employees including:

- Wyoming Retirement Pension Plan
- Health Insurance - UMR (WSBAIT and includes MASA)
- Term Life Insurance (CIGNA)
- Personal Accident Insurance (AIG)
- Short-Term Disability (TransAmerica)

Supplemental benefits are available to employees at their expense including:

- Vision Insurance (VSP)
- Dental Insurance - UMR (WSBAIT)
- Supplemental Term Life Insurance (CIGNA & NCPERS)
- Life Flight (MASA)

All employee benefits end on the last day of the month of the employee's termination date.

Fundraisers

Fundraiser form must be completed/approved by your supervisor. Please check the calendar and be mindful of other fundraising occurring during that time which may prevent you from conducting the fundraiser until a later date. The form can be found in [Frontline Central](#). The building secretary will deposit the money raised in the appropriate activity account. You will need to know the amount of the deposit when you turn in the funds. **Always keep money in a secure location and turn in to the appropriate building secretary as soon as possible.**

Hours of Duty and Responsibility

Hours of duty are 7:40 a.m. to 3:45 p.m. Monday - Thursday and 7:40 a.m. to 1:45 p.m. on Friday as established by the Building Principals and/or Supervisors. Professional Learning Communities (PLC's) for Elementary begin at 7:15 a.m. bi-monthly and will end by 7:55 a.m.

Unless otherwise notified, staff may leave after school on Fridays at 1:45 p.m. Staff support hours are also determined by their supervisor.

Keys

- Keys are the responsibility of the staff member to whom they are checked out.
- Staff should keep their keys with them at all times to allow access to required areas. Lanyards can be obtained from the Secondary Office. Pouches that can hold your magnetic key card can be obtained from the Secondary Office.
- Magnetic key cards/fobs are expensive and employees that misplace their keys expose the school district. Misplaced keys should be reported to the High School Secretary and also their Supervisor immediately so the key card can be deactivated and locks rekeyed if necessary. Misplaced keys will be re-issued to the staff member for a fee of \$6.00 each. Damaged keys will be replaced at no cost.
- Keys are to be inventoried at the end of the school year.
- They are not to be loaned to others, especially students or non-school personnel, **for any reason.**
- Trained student aides and student athletic managers may have limited access to keys in order to perform their duties.

Leave for Staff

Leaves and Absences

All staff must provide advance notice of absence by requesting an absence in Absence Management with the correct Leave Code. If the leave is unexpected in cases of illness or emergency, and leave occurs less than 24 hours from when you request the leave, you are required to enter the leave in Absence Management by 6:00 a.m. so Absence Management will immediately schedule a substitute, if applicable.

If a position is "unfilled", the building secretary will attempt to contact subs by phone to fill the position.

NOTE: Absences must be entered in Absence Management within 24 hours of the leave or your Supervisor will have to enter the leave for you. Absence Management does not allow you to enter a leave after 24 hours has passed.

Due to the impact on student education, Certified Teachers will be held to the following requirements for use of Paid Time Off.

- PTO days that are not due to illness will require a minimum of five (5) days' notice.
- No more than three (3) PTO days in a row granted unless prior approval by the building administrator.
- Leave on Fridays only allowed with prior approval.
- Leave days connected to holidays allowed with prior approval only.
- Professional Leave: Employees may be granted professional leave at the discretion of the administration.
- Leave will not be granted on the first day or last day of school.

Teachers must put together a substitute teacher folder containing the following:

1. An up-to-date class list and seating chart;
2. Materials needed for the day or days of absence and detailed instructions for completion;
3. Any special information about the classroom, students, or day's activities that would make the substitute's job easier, including any extra duty schedules, if applicable;
4. A workable set of lesson plans for use in case of emergency.

Teachers need to inform students at the beginning of the year what is expected when there is a substitute teacher and remind them of these expectations prior to anticipated absences.

Leave Types

Paid Time Off (See Paid Time Off Section)

Vacation (See Vacation Section)

Academic Leave: leave with students—field trips; testing, athletic events

Professional Leave: conferences; workshops.

Witness or Jury Duty: School employees chosen for jury duty or receiving a subpoena to appear as a witness in a trial shall be permitted to do so. Employees called for such duty shall continue to receive school salary but will return all jury stipends, other than meal and travel allowance to the district. The district will pay the cost of the substitute if applicable.

Unpaid Leave: leave the employee chooses to take without pay.

Holiday Pay for 12 Month Employees

(including Building Secretaries during months of Employment)

Paid Holidays are paid at 8 hours per day regardless of the schedule worked during the time of the Paid Holiday (i.e. staff working 4 - 10 hour days)

- Independence Day
- Labor Day

- Thanksgiving (2 days)
- Christmas (2 days)
- New Year's Day
- President's Day (or February alternate day)
- Good Friday
- Memorial Day

Paid Time Off

Paid Time off is earned at twelve (12) days per year for 10-month employees and fourteen (14) days for 12-month employees, to be used for personal leave, doctor's appointments, illness of a staff member, or immediate members of his/her family, bereavement. PTO is calculated in hours.

All permanent part-time employees (not including substitutes) will earn Paid Time Off. One day is equivalent to one of the employee's workdays (i.e. work 4 hours per day schedule, counts as one full day).

Paid Time Off is cumulative to 120 days for all staff. The district offers PTO Buyout for unused PTO for departing staff at the rate of \$75/day for full-time staff and prorated for part-time staff based on their percent of full-time status.

Paid Time Off can only be taken during your normally scheduled workdays and not during school holidays, summer breaks, weekends, etc.

Vacation Time - 12 Month Employees

In addition to Paid Time Off, Vacation is accrued on a monthly basis. Vacation can be used as approved by the supervisor; however, in the event of termination before June 30, the employee will be charged back for vacation used but not earned. Five (5) days of unused vacation may be carried forward into the next school year. All other unused vacation earned from the prior fiscal year must be used by the end of the summer or it will be forfeited.

Vacation leave will not be compensated for in lieu of time off. If a person terminates employment with the school district, unused vacation leave earned by the employee will be paid at the employee's daily rate up to the amount earned to date by the employee.

Vacation for 12-month employees is earned as follows:

- 1-4 Years of Service - 10 days
- 5-9 Years of Service - 15 days
- 10+Years of Service - 20 days

Checking Your Leave Balances

Leave Balances are tracked in Absence Management. Log into Absence Management, click on the Account Tab, and then on the left, select Absence Reason Balances to view current balance.

Lunch Period for Staff

The lunch period for staff will be the same as for students unless otherwise noted in exchange for duty during student lunchtimes.

Staff may leave during the lunch period if they are not required to be on lunch/bus duty or otherwise required to supervise students.

Staff is never allowed to have a negative lunch account balance.

Lunch Supervision (Secondary)

- Staff is asked to be aware of what students may or may not do during the noon break and enforce the following policies:
- After students finish eating in the lunchroom, they are to stay in the commons area or go to the Assigned area.
- Students are not allowed to pass through the halls. Food and beverages must be consumed in the commons area.
- The parking lots are off-limits.
- Students are asked to use the garbage can provided; littering is unacceptable.
- Four staff members will have noon duty each week: Two for lunch room and two for outside.
- Responsibilities for noon duty will begin at the start of lunch and will continue until the first bell rings calling students back to class.
- Staff members will monitor their assigned areas during lunch.

Maintenance/Work Order Requests

Staff should complete a Maintenance/Work Order request for all repairs or issues that do not require immediate attention. Items that require immediate attention should be directed to the Maintenance/Custodial staff. The Work Order Request is available on the district website under the Employee Portal ([Public School Works](#)).

McKinney Vento - Homeless Assistance Act (Policy JECD)

In collaboration with school personnel and community organizations, the school liaison will affirmatively seek out and identify children and youth experiencing homelessness. The school liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth experiencing homelessness, and procedures for forwarding information, including homelessness to the school liaison. Our liaison is the Superintendent, Bruce Thoren. Additional information can be found by contacting Superintendent Thoren or reviewing Board Policy JECD.

Non-Discrimination - Equal Employment Opportunity (Policy GBA)

Fremont County School District #24 is an equal employment opportunity employer. It is the policy of the School District to not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, or veteran status. The School District promotes the principle of equal employment opportunity.

All personnel actions such as compensation, benefits, transfer, promotions, layoff, educational programs, and use of School District facilities, will be administered without regard to race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, or veteran status, except where age, sex or type of handicap is a bona fide occupational qualification.

Nurse's Office and Health Practices

Teachers and other staff members are in a position to observe the day-to-day health of students and should be aware of symptoms of illness and disease.

Any student who is ill or shows symptoms of illness should be sent to the nurse's office. If the nurse is not available, parents should be called.

A Student Accident Report must be completed by the appropriate staff member in Frontline Central, for any student that is injured at school or a school activity. The completed report is submitted to the School Nurse and Business Office.

Ordering Supplies and Materials

All ordering is done by the Accounts Payable Clerk in the District Office if not ordered with your BMO card.

If you want something ordered from Sam's Club, Amazon, or Quill (tax exempt), please add the items to your cart, then Copy (Not screenshot) your list from Shopping cart to subtotal and paste in an email to the AP Clerk (do NOT proceed to checkout). This will allow the ability to click the links and know quantities on Amazon. The items will be ordered on your BMO card and a receipt sent to you to reconcile in BMO.

If you are not using your BMO card, you will need to enter a requisition through Weblink The requisition must be approved by the building principal or appropriate supervisor including the budget account number for the order and vendor name.

Once approved, items will be ordered through the business office or with a district credit card (that can be checked out).

Individuals who place a phone order or other purchases without supervisor approval may be personally responsible for the purchase.

Employees that lose a receipt will have the option to obtain a copy of the receipt from the vendor. If that is not possible, the employee will be required to reimburse the district for the amount of the receipt.

BMO Reconciliation

It is imperative that staff balance their BMO card statement, attach receipts, and double-check coding on all charges in a timely fashion. This has to be done by the last day of the month.

[HERE](#) are the instructions on reconciling your BMO card. This has to be completed in a timely manner by the end of the month. If you have any issues, notice charges that are not yours, etc, please let the AP Clerk know ASAP. This is also located on the Employee Portal under the "[Purchasing](#)" tab.

BMO App

[HERE](#) are the instructions on downloading the BMO app. If you use this option, make sure you hit "edit" by the code box, if you have multiple budget codes you use.

Requisitions

Requisitions are usually only done for extracurricular activities (to check out a separate credit card) or when it's time to build the budget for the following year through [Weblink](#). Occasionally, you may be asked to do one for something out of the ordinary. This purchase will be reviewed by your supervisor and Business Manager before approval. You can see the instructions for day to day requisitions [HERE](#). This is also located on the Employee Portal under the "[Purchasing](#)" tab.

Account Balances

Balances for your accounts can either be found on your BMO homepage or on weblink for extracurricular. [HERE](#) are the instructions to get your balance off weblink. This is also located on the Employee Portal under the "[Purchasing](#)" tab.

Overtime and Compensatory Time (Policy GDBG)

This section only pertains to hourly non-exempt employees. All overtime and compensatory time must be approved IN ADVANCE. Employees are not authorized to work overtime or earn compensatory time unless it is approved by the supervisor of the department.

The superintendent, principal, or immediate supervisor shall determine whether it is necessary for employees to work overtime hours. Employees shall be required to perform all overtime hours assigned to them by the superintendent, principal, or immediate supervisor.

The superintendent, principal, or immediate supervisor shall have the option of providing either overtime compensation or compensatory time off to employees who work overtime and shall notify employees accordingly before the performance of overtime work. The employee must indicate the option selected in writing to the

Business Office.

If overtime hours are compensated in cash, payment shall be made in accordance with Section 7 of the Fair Labor Standards Act for all overtime hours worked.

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the hourly rate(s).

If overtime hours are compensated with time off, compensatory time shall be provided at a rate of one and one-half hours for each hour of overtime worked. Compensatory time may be accumulated to a maximum of 240 hours. Any employee who has accrued 240 hours of compensatory time off shall be paid overtime compensation for additional overtime hours of work. If compensation is paid to an employee for accrued compensatory time off, such compensation shall be paid at the regular rate earned by the employee at the time the employee receives the compensation.

Upon termination of employment, employees who have accrued compensatory time shall be paid for unused compensatory time at a rate of compensation not less than (1) the average regular rate received by the employee during the last three years of the individual's employment, or (2) the final regular rate received by the employee, whichever is higher.

Employees who have accrued compensatory time off may request the use of compensatory time and shall be permitted to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operations of the employee's office or department.

Legal Ref: 29 USC 201 et. Sec. The Fair Labor Standards Act of 1938 as amended.

Pay Rate for Various Positions (not on salary schedules)

Rates of pay are subject to change based on budgetary considerations and needs of the school district.

Athletic Helpers - Volleyball and Basketball - \$20/game; Football - \$30/game; Wrestling \$80/day-long tournament and \$20/dual meet

Substitute Teachers - \$150/day Monday - Thursday; \$135/day Friday. Substitute jobs for half-days are paid at half the rate listed above. Positions are generally paid based on a full day or half-day. This rate of pay was increased for the 21-22 school year by Board approval and will be revisited yearly and may be adjusted based on budgetary constraints.

Driver's Ed Teacher - Hourly Rate calculated from Teacher Salary

Summer School, ESY, After-School Tutoring (Wrangler Roundup & Red Zone), and other district program rates of pay are determined by Administration on an annual basis based on budgetary considerations and needs of the school district.

Payday

Payday is the fifth of each month (Friday if the 5th falls on Saturday and Monday if the 5th falls on a Sunday). Certified Staff will be paid September through August on or about the 5th of each month.

Timesheets are due by the 26th of each month. Employees and supervisors must sign the timesheets (electronically if applicable) before timesheets will be processed for payment.

Any changes to payroll deductions must be submitted by the 25th of each month to the payroll office.

Professional Conduct Guide

The district enforces the PTSB Professional Conduct Guide Published by the *PROFESSIONAL TEACHING STANDARDS BOARD*. All Employees are responsible for reading and following the guidelines as set forth in the conduct guide.

[PTSB Professional Conduct Guide](#)

Resignation of Professional Staff (Policy GCQC)

The Board of Trustees believes all contracts with teachers and administrators are binding upon the District and the teacher or administrator and the obligation of the contract should be respected and performed by both parties. Therefore, requests to be released from such contracts are discouraged and will only be granted for a legally sufficient reason.

Each request by a teacher or administrator to be released from a contract will be considered on its merits by the Board of Trustees.

In each instance in which such a request is granted by the Board of Trustees, the teacher or administrator shall pay to the District an amount to be determined by reference to those factors set out below to compensate the District for its costs incurred by reason of releasing the teacher or administrator from his or her binding contractual commitment to the district. The District recognizes that it is impossible to ascertain or estimate the entire or exact cost that it may incur by reason of releasing the teacher or administrator, and such sum is agreed on as compensation for the costs incurred by the District, and not as a penalty.

Factors:

Hourly value of :

- personnel time to recruit and select individuals to recommend to the Board of the District to consider to replace the teacher or administrator released from the contract.
- Advertising costs.

- Travel costs.
- Meals and Lodging.
- Background checks and Review of Curriculum Vitae.
- Recruitment fees, employment agencies costs, and other costs associated with finding a replacement.

Buyout (see Policy GCBG-Paid Time Off Buyout), as liquidated damages to cover costs of securing a replacement, as follows:

If the request is received:

- On or before April 30th - Forfeit 0% of accumulated PTO days
- May 1st - May 31st - Forfeit 50% of accumulated PTO days
- June 1st and later - Forfeit 100% of accumulated PTO days

The District reserves the right, in its sole discretion, to waive the right to collect liquidated damages to which it is entitled from a teacher or administrator who is released from his or her obligations under a contract of employment with the District.

Rehired Retirees from Wyoming Retirement System

Employees who retire from Fremont County School District 24, and are eligible for Wyoming Retirement benefits, may be considered, along with other qualified applicants for positions for which they are qualified and if they have met the following mandatory break in service requirements:

To be hired into a substitute, coaching/sponsorship, part-time, or other non-benefit eligible positions there must be 26 consecutive weeks of “no service” from this district from the termination date of the employee’s insurance benefits with this district. This requirement is defined by the Federal Affordable Care Act. This policy supersedes any modifications set or modified by Wyoming Retirement System and Wyoming State Statutes (See Policy GCR - Hiring of Retired Staff to see the entire policy)

Required Teacher Reporting

1. Daily Absence and Lunch Count – All classroom teachers must enter morning attendance and a lunch count for students planning to each lunch into Infinite Campus by 8:10 (secondary) and 8:45 a.m. (elementary) each morning. An accurate lunch count is imperative to allow the kitchen to plan accordingly.

- Elementary teachers will enter afternoon attendance by 1:00 p.m.
- Secondary teachers will enter attendance into Infinite Campus at the beginning of each class period. Any changes to attendance, such as tardies, should be made during the same class period because calls are made to parents each class period to inform them of their child’s absence from the class. Please inform the secretary so the system does not make calls unnecessarily.

2. Outside Agency Reports-Reports to outside agencies (including vocational) shall be cleared with both school and

business offices before being sent out.

3. End-of-Year Reports-At the end of each school year, each staff member will be given a check-out sheet to complete. It will contain a checklist of items to be accomplished as well as a commentary assessment or evaluation of the yearly program. It is to be handed in as part of the final checkout.

4. Report Cards and Standards Reports-Each teacher is responsible for posting grades for each student in a class. Grades must be posted in Infinite Campus no later than 8:30 a.m. the Monday following the close of the quarter unless otherwise noted.

Report cards will be available to parents at parent/teacher conferences in the fall and spring and will be mailed to parents on the first Friday following the close of the remaining quarters.

Standards should be created as a “work in progress” and be included with report cards.

5. Pupil Withdrawal-Upon a pupil’s withdrawal from school, the classroom teacher will be required to prepare two copies of the Withdrawal Form (located in each office). This form must be completed in its entirety inclusive of the new place of transfer. One copy is given to the pupil for presentation to his/her new school and the other is handed in to the office for filing.

6. Hall Passes-Fill out passes thoroughly so if a student is stopped, the principal or another teacher knows exactly who is to use the pass; where the student is going; when the student was released; and who issued the pass.

Salary Schedule Advancement

In order to advance on any salary schedule, an employee must work in the prior fiscal year to receive a step in the new fiscal year.

School Closure

Upon weather or other closure declared by the Superintendent or designee, an employee shall not be charged for time off from their regular schedule for the period of the closure unless the employee had been previously authorized any type of leave and is on leave at the time of the closure. Employees unable to report to work due to a weather-related road closure when the school district remains in operation are required to use available Paid Time Off or Vacation to cover the absence. The Superintendent reserves the right to modify this practice on a case by case basis with consideration of what our budget will allow at the time of the school closure and may include adding days to the calendar to meet contract, state, and federal requirements.

Securing the Premises

Be certain when leaving the building in the evening that all outside doors are shut tightly and locked; windows are closed and secured, and the lights are turned off. ***It is the responsibility of all staff to ensure that they check all doors they have used at the school when outside of normal school hours to make sure they are locked. Never block open a door for any purpose.***

Staff and students should never allow entrance to non-district personnel or students. Visitors should always be directed to the Secondary or Elementary offices to check-in and get a badge. If you see someone without a badge, ask them if you can help them, and direct them to the offices to check-in.

Sexual Harassment (Policy GBAB)

No School District employee shall engage in sexual harassment, retaliation against any person for opposing sexual harassment, or aid or abet sexual harassment of any student or employee.

Sexual harassment is defined as unwelcome sexual advances or requests. Sexual harassment consists of:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Unwelcome verbal or physical behaviors related to a person's gender, which creates an intimidating, hostile or offensive environment.
- Unwelcome verbal or physical conduct that interferes with an individual's work, professional or academic performance, productivity, physical security, participation in extracurricular activities, academic or career opportunities or services/benefits of institutional programs.

Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including, but is not limited to, offenses of sexual flirtation, advances or propositions, continued or repeated verbal abuse of a sexual nature, display of sexually suggestive objects or pictures, demanding sexual favors accompanied by implied or overt threats, or any offensive or abusive physical contact. This includes inappropriate or adverse conduct or communication directed to an individual because of that individual's sexual orientation (i.e. lesbian, gay, bisexual).

No employee, male or female, shall:

- a. make a submission to or rejection of sexual harassment the basis of any employment decisions affecting any employee;
- b. make a submission to or rejection of sexual harassment the basis of any decision affecting a student;
- c. create an intimidating, hostile or offensive working environment by sexual harassment
- d. make false claims or aid or abet false claims of sexual harassment.

Any employee or student who believes that he or she has been subjected to sexual harassment by any school employee should report the alleged act immediately to the principal of the school involved, or his or her immediate supervisor, and if such person should be involved, then directly to the superintendent. If the superintendent is involved, the report should go directly to the Board Chairperson.

Upon receipt of any report of what is believed to be sexual harassment, a confidential investigation will be undertaken immediately.

Any employee of the School District who is found, after appropriate investigation, to have engaged in sexual harassment of another employee or any student may be subject to immediate discharge. Any action taken by the district does not protect those involved in sexual harassment activities from any other remedies that can be taken legally or procedurally by the victim of such harassment.

Certified Teachers may request a hearing before a hearing officer assigned by the Office of Administrative Hearings. Non-certified staff are not entitled to a hearing.

See Also Policy ACA, Sexual Harassment, ACA-E-1, Witness Disclosure Form, ACA-E-2, Sexual Harassment Complaint Form and ACA-R, Administrative Procedure for Sexual Harassment Investigations

Sick Leave Bank & Maternity/Paternity Leave Banks (Policy GCBH)

The District will maintain a Sick Leave Bank and a separate Maternity/Paternity Leave Bank with a maximum number of days that can be accumulated on a yearly basis of 150 days. All District #24 employees are eligible for the leave banks if they apply for membership to the respective Leave Banks (See Membership Applications) during the Leave Banks enrollment period which is within 30 days of employment or during the enrollment period of September 1 to October 1 of each year. Membership will be continuous unless written notification is provided to the Business Office to terminate membership.

See GCBH-R - Sick/Maternity/Paternity Leave Bank Regulation for detailed information regarding the Leave Bank process and requirements.

Staff Meetings

Staff meetings are generally scheduled as follows or when otherwise deemed necessary:

- Elementary—Monthly as needed
- Secondary— Monthly as needed

Attendance at staff meetings is required.

Staff Responsibilities

When an individual signs a contract (Certified Staff) or Letter of Employment (Professional and Classified Staff), an obligation is made to adhere to the professional ethics of the district and to follow the district's chain of communication (principal or supervisor/superintendent/school board).

District Employees are required to maintain confidentiality at all times. Student information should not be discussed or shared with others that are not directly involved with the student and/or staff member and should never be discussed outside the school setting.

Teachers shall fulfill all phases of their contract including teaching assignments, workshops, professional meetings, faculty meetings, extra-curricular activities, assistance at school activities, and any other duties as set forth in the applicable job description.

Teachers must also prepare lesson plans, identifying standards, benchmarks, objectives, and assessments. Extra duties (bus, recess and lunch duty) must be listed in the plan book.

Staff Use of Electronic Communication Devices (Policy GBQ)

Staff may possess and use cellular telephones, pagers, or other electronic communication devices, subject to the limitations of this and other policies of the District. "Electronic communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Use of an electronic communication device shall be limited to the period before classes begin in the morning, during passing periods, during the lunch period, planning time and after school. Such devices shall not be used during instructional time. The definition of instructional time is anytime between 8:00 a.m. and 3:35 p.m. except for lunch and passing periods in halls or commons areas. Classrooms are instructional settings at all times.

Building principals may circulate rules to enforce this policy at the building level. Staff members violating this policy will be subject to disciplinary actions as deemed appropriate by the building administrator.

Student Discipline

- All teachers are to cooperate in and are primarily responsible for maintaining good order and discipline throughout the building.
- Teachers as professionals need to refrain from using sarcastic or ironic statements when reprimanding pupils.
- When students are referred to the office for further disciplinary action, the referring teacher must enter a report of the infraction into the student management system under "Behavior Management."
- Office personnel will also enter a resolution statement of the incident.

Supervision of Students

All staff are responsible for supervisory duties of students in the classrooms, hallways, lunchroom, and assemblies.

Staff should never allow students **(including their own children)** to remain in the building without direct staff supervision.

Keys should never be loaned out at any time. Trained student aides and student athletic managers may have limited access to keys in order to perform their duties.

Students are never to be released early to go to lunch, assemblies, athletic practices, or extra-curricular activities.

Class and club meetings must have sponsor approval and be cleared with the principal five days in advance of the planned meeting.

Earn respect from your students by giving it. Consistency is key when enforcing school rules.

When student attendance is required, all staff will also attend.

Time Clock Policy (Policy GDBH)

To ensure an accurate record of staff attendance and time worked for proper compensation, Fremont County School District #24 requires the use of time clocks.

All hourly, non-exempt staff must clock in and out using the approved time clocks. It is the employee's responsibility to clock in and out and to report any problems to their supervisors. Supervisors will determine the employee's work hours and weekly schedule.

Employees with remote workstations or the inability to use a standard time clock due to their job location will work with their supervisor to ensure their proper time is recorded on an approved timesheet.

Travel/Transportation of Students

- **No staff member can drive a school vehicle until a motor vehicle request has been completed and is on file at the business office and the employee has been approved by the district's insurance carrier.**
- Students must be transported in school vehicles **ONLY. AT NO TIME** shall a student be transported in a staff member's private vehicle.
- The state requires that the district charge for any district vehicles used for non-district purposes. This is in addition to paying for insurance, gas, oil, and driver. The rate is established by the state.
- **Transportation Requests** must be submitted for the entire season as soon as you get your schedules. Forms are to be submitted at least 5 days prior to the week the bus is needed. A separate itinerary is required for the transportation department by email before the trip a minimum of 2 days before the trip including:
 - leave time from Shoshoni
 - event start and end time
 - return time to arrive back in Shoshoni
 - a roster with all students, sponsors and/or coaches
 - all equipment to be transported
 - all stops to be made on the way to the event and back to Shoshoni
 - any other pertinent information concerning travel arrangements

Travel - Meal Guidelines

Students:

1st meal out during an Activity Trip is at the student's cost:

- Breakfast \$10 (if breakfast is included in your hotel, please utilize it)

- Lunch \$12
- Dinner \$15

Adults:

- Breakfast \$13 (if breakfast is included in your hotel, please utilize it)
- Lunch \$15
- Dinner \$26

The budget still plays a part in this. Do not feel that you NEED to spend this much on meals, but please do not spend more.

1. Staff requesting travel with students must complete an **academic leave request in Absence Management**. Once approved you will receive an email confirmation.

2. *After your leave has been approved*, complete the online Travel-Student Form in Frontline Central. Once approved, you will receive an email confirmation.

3. The business office will book your hotel rooms for your trip unless it is for athletics, then the AD will book them. You will check out a district credit card for meals and will be required to turn in detailed and final receipts to the business office, if the money is not on your BMO card. Flights will be booked by the business office.

The district encourages rooms to be shared by 2 of the same gender staff or **4 of the same gender students** unless extenuating circumstances determine the need for other arrangements.

Refer to the Employee Portal for more information

Travel for Staff

1. Staff requesting travel must complete a **professional leave request in Absence Management**. Once approved you will receive an email confirmation.

2. *After your leave has been approved*, complete the online Travel-Staff Form in Frontline Central. You can complete 1 form for your group. Once approved, you will receive an email confirmation.

Once leave and travel requests have been approved, the business office will register you for your conference and book your room. . If a flight is needed, the Business Office will work with you and will book the flight at the District's expense.

Staff will be responsible for paying for their meals. Those expenses will be reimbursed after the trip on a Per Diem basis and will require online submission of the Travel Reimbursement Form, following the GSA Guidelines (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) unless prior written approval from the business office for a different rate has been obtained.

Employee Group Travel: Follow Steps 1 & 2 above.

3. The district encourages rooms be shared by 2 of the same gender staff unless extenuating circumstances determine the need for a separate room. If a group of people is traveling together, please coordinate those hotel plans with others in your group.

Refer to the Employee Portal for more information.

Valuables

Staff should keep their rooms locked and keys secure. Keys should not be given to students at any time with the exception of trained student aides and student athletic managers to perform their duties.

Money, jewelry, and other valuables should not be left in classrooms/offices unattended. Staff doing so is at your own risk.

Vehicle Request

- The employee must check with Human Resources to make sure they are cleared to drive a school vehicle.
- The employee is responsible for contacting the transportation director prior to the leave to determine which vehicle is assigned and to make arrangements to pick up the keys.
- Mileage for use of a personal vehicle will be reimbursed at the standard IRS reimbursement rate. The Personal Vehicle Liability Form must be completed before leaving and a reimbursement form upon return.

Visitors

Visitors are required to check-in at the appropriate office and obtain a visitor's badge before proceeding into the building. Office staff will notify the appropriate staff member of the visitor in order to grant permission to visit.

Any inappropriate behavior on the visitor's part should be reported immediately to the principal or superintendent.

Parent meetings should be held in the teacher's classroom during planning time, if possible. Other arrangements can be made before or after school as needed.

Please keep a log of individual/group contact as this is pertinent to the accreditation process.

Volunteers

Volunteer packets are available in the business office or can be printed from [HERE](#). If a volunteer would like to help with a fieldtrip, in the classroom, with sports, etc., we need this packet completed annually. If they are helping for

more than 36 hours a school year or on any overnight trips, they need a fingerprint background check completed. This can be done at the business office. The background check must be completed by the Division of Criminal Investigations BEFORE the trip, so please plan ahead to allow a minimum of two weeks for processing.

Website/Facebook/Twitter

All staff have the ability to post information they would like pushed out to parents, community, etc. It will be approved by the business office or supervisor before being posted. Instructions are [HERE](#) for using the Thrillshare (Apptegy) app or website.. You will receive instructions via email when you are set up.

App for Website

Download the school app on [Android](#) or [iPhone](#) or login.

You have the option to set up notifications through the app for postings. You will click the Menu button in the top left corner (3 lines)>Settings>Turn on Notifications. You can pick if you want them for Secondary, Elementary or both.

Wyoming Unemployment Provisions

Section 27-3-308 (a) (i) of the Wyoming Employment Security Law states that an individual is not eligible for unemployment benefits based on service in an instructional, research, or principal administrative capacity for an educational institution for any week of unemployment beginning between two (2) successive academic years, two (2) regular terms whether or not successive or during a paid sabbatical leave and he/she has a reasonable assurance to perform services in any such capacity for an educational institution in the second academic year or term or end of the paid sabbatical leave.

Section 27-3-308 (a) (ii) states, in part, that an individual is not eligible for benefits based on service in any other capacity for an educational institution for any week of unemployment beginning between two (2) successive academic years or terms if he is employed in the first academic term for any educational institution.

Wyoming Workers' Compensation Insurance

For employees in hazardous positions as defined by the state, injuries and job-related illnesses suffered by Fremont County School District #24 employees while on the job will be covered by Wyoming Workers' Compensation Insurance. Employees covered by Wyoming Workers' Compensation Insurance are those employees working in jobs defined by the state as extra-hazardous occupations. Positions that are determined to be extra- hazardous and therefore require the district to have workers compensation coverage under statute 27- 14-108 are as follows:

1. Janitors, groundskeepers and maintenance workers
2. Cafeteria workers
3. Nurses
4. Diagnostic and analytical laboratory employees
5. Hazardous substance workers
6. Power equipment operators
7. Bus drivers
8. Workshop employees, bus mechanics, shop teachers, home economics teachers
9. Educational teachers and assistants who provide services to special-education students
10. Federal programs which require coverage for their participants

Wyoming Workers' Compensation Injury Reporting

An injured worker must file a Staff Accident Report and Public School Works as soon as possible but no later than 72 hours of the date of injury, and when applicable, an injury report must be filed with Workers' Safety and Compensation within 10 days. Injuries that are reported after more than 72 hours, or injury reports that are received more than 10 days after the injury need to have a written explanation from the injured worker stating why the injury was reported late or the report was filed late.

Temporary Total Disability (TTD) payments are not allowed for the first three (3) days of disability unless the incapacity extends beyond eight (8) days. Except under extraordinary circumstances TTD will not be paid for more than 24 months. TTD is paid bi-monthly at the rate of $\frac{2}{3}$ (.6667) of the injured worker's actual monthly earnings.

While on Workers' Comp leave, the employee will be placed on Family Medical Leave if they are eligible. Once the FMLA leave is exhausted by the employee, the district is under no obligation to keep the position open and may terminate the employee based upon the needs of the district. Light Duty Agreements will only be approved in certain positions out of care and concern for the employee to prevent further injury while they are on medical leave. The employee must be able to be fully released by their physician with no restrictions to return to work, and a fitness for duty assessment may be obtained by the district using a provider of their choice and paid for by the district.