

# LINCOLN MIDDLE SCHOOL

## *STAFF HANDBOOK*



**2019-2020**

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SWEETWATER SCHOOL DISTRICT #2 VISION

“INSPIRING EXCELLENCE  
EVERYDAY”

SWEETWATER SCHOOL DISTRICT #2 MISSION STATEMENT

“LEARNING FOR ALL”

**District Goals:** Improve student achievement

Improve wellness and safety

Improve communication and collaboration

LINCOLN MIDDLE SCHOOL VISION

The Lincoln Learning Community will

Expect more,  
Encourage more,  
and Achieve more.

LINCOLN MIDDLE SCHOOL MISSION STATEMENT

“The Relentless Pursuit of Learning For All”

## GENERAL DUTIES AND RESPONSIBILITIES OF TEACHERS

*ALL TEACHING STAFF ARE RESPONSIBLE FOR THE PROCEDURES AND POLICIES OF THE LINCOLN MIDDLE SCHOOL FACULTY HANDBOOK.*

Teachers shall be responsible for the care, instruction, supervision, and discipline of students in their charge as assigned.

Teachers shall be responsible for carrying out the policies and regulations pertaining to student conduct.

Teachers shall take attendance within the first 10 minutes of each period. Attendance is reported through the computer management software within this time. If the computers are down, please report your attendance in another manner.

All school related faculty sponsors should carefully supervise activities; this may include sports activities as well as other classroom related activities. Where the use of transportation equipment is involved, timely and proper arrangements should be made through the appropriate channels. (i.e.: attendance, transportation, activities, etc.)

Teachers shall abide by the policies and regulations of the Board of Trustees. Most of the applicable policies are in this handbook, with the complete policy manual available in the main office.

Teachers alone shall not grant permission for students to leave school during school hours. Parent permission is required prior to a student leaving campus and students are required to check out through the office. (Board Policy JEDB)

Teachers are encouraged to participate in curriculum and in-service programs as well as workshops and professional programs. They are encouraged to grow professionally during their service in the school system. The principal requires attendance at faculty meetings and parent/teacher conferences. (Board Policy GCL/GCKB)

Teachers shall not furnish any list of teacher or student names to anyone other than to SW#2 school officials.

Teachers are expected to provide close supervision of the halls and classrooms. (GCKA) Please do not leave your classroom unlocked or unsupervised in your absence. Please be in the halls before and after school and at lunch just prior to the first bell and after the last bell has rung. During passing periods please supervise the hallway near your respective classrooms.

If a teacher needs to leave the building during his/her planning period, he/she **must** sign out in the office or call the office to sign out. Teachers are asked to notify the office upon their return. (Board policy GCJ-R)

Teachers shall provide lesson plans for their substitutes that provide a meaningful continuation to instruction in their absence. *A Substitute Folder is provided to you by the office, and is required to be maintained at all times during the school year.*

Teachers will be expected to assume reasonable duties over and above their regular teaching assignments. These may include supervision of halls, cafeteria, and bus loading areas or as assigned by the principal. (GCKA)

Students will not have access to student grades or grading programs at any time.

## **ACCIDENTS**

All student injuries are to be reported to the school nurse. The nurse will decide if the student needs to see a doctor. Likewise, the nurse will contact parents/guardians for authorization if a doctor is to be seen. Under no circumstances are students to leave school without authorization. An accident report is to be completed by the person in charge and placed on file in the office.

## **ABSENCE FROM SCHOOL (Teachers)**

When it is necessary for a teacher to be absent from school due to illness or other personal reasons, the teacher shall call the proper person to report the impending absences as far in advance as possible. If the absence needs to be reported between 6:00 a.m. and 7:00 a.m. please call the designated party at the Central Office hotline number 872-8816. Otherwise absences can be called in to the office secretaries at 872-4498 or 872-4499.

If plans are made in advance for a forthcoming trip with students or other activities, please notify the designated party a week or more in advance so that a qualified substitute may be obtained.

The teacher shall provide the substitute teacher with adequate lesson plans and substitute information (subfolder) in their rooms. Teachers are recommended to call the substitute whenever possible to verbally communicate plans during their absence. Teachers are encouraged to have alternate lesson plans prepared in advance in case of an emergency absence. *A sub folder is issued to each teacher.*

Teachers are encouraged to use Infinite Campus through the building server as a communication device between home and school.

## **ANIMALS IN THE SCHOOL (Board Policy ING)**

Staff is requested to obtain prior permission from the principal before allowing a pet or animal of any kind into the classroom or on campus.

## **ASSEMBLIES**

Teachers will accompany their classes to all assemblies and sit among students for the duration of the assembly unless specifically excused by the principal.

## **ATTENDANCE POLICY**

### **Wyoming Compulsory School Attendance Statute**

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 September 15<sup>th</sup> 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:

- A. 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;
- B. The board feels that compulsory school attendance might work undue hardship; or
- C. The child has been legally excluded from the regular schools pursuant to the provisions of W.W. 21-4-306.

## **DEFINITIONS and PROCEDURES**

Refer to the Student Handbook or see administration for a detailed Attendance Policy

## **TARDIES and TRUANCY**

Refer to the Student Handbook or see administration for a detailed Attendance Policy

## **BUILDING USE REQUEST**

The facility should be used for meaningful educational projects. It has been our policy to make it available for your needs and those of the community. In order to maintain good communication, please observe the following regulations:

- If you need to use a room other than your own, request permission to use the room by way of the Facilities Usage Form through the Office.
- If permission is granted, the Facilities Usage Form will be forwarded to the custodian and Secretary for placement on the calendar to insure no duplications of usage, and schedule supervision of the building.
- **Note: supervision may be at the cost of the requesting group if after regular hours.** Use the link below for requesting facilities.

<https://1.cdn.edl.io/jTNdULbWrN9DIFvpWQzUmUH6tBrRzk1H0nGOGJLiWMcMhqXd.pdf>

## **CHILD ABUSE OR NEGLECT**

Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the LMS Principal who will then assign the LMS Counselor to contact the child. Both the Principal and the counselor will agree on contacting the Department of Family Services or local law enforcement agency or cause a report to be made. All records concerning reports and investigations of child abuse or neglect are confidential. (Board policy JHG)

### Procedure for Reporting Child Abuse/Neglect

1. The first staff member who comes into contact with a student who they believe has been abused or neglected will contact the principal.
2. When a staff member believes that a student has been abused or neglected, he/she must report it immediately. Please do not wait until the end of the day or until the next day.
3. The staff member that is responsible for conducting the preliminary assessment will inform the principal of the results of the inquiry, and they will decide whether or not to call the proper authorities.
4. The staff member will complete all of the required documentation and distribute it according to policy and procedure. This report must be signed by the principal or his/her designee and sent to the superintendent's office.
5. After being contacted the police or DFS will be allowed to interview the student without the permission of the parent, custodian, or guardian.
6. The staff member making the initial report may be required to provide a written statement about the incident.
7. The staff member conducting the preliminary assessment may call upon the school nurse, teacher or guidance counselor to assist in completing the process.
8. If the staff member assigned to carry out this responsibility is not available, the building principal may also assign this function to another staff member in the building.

## **CRISIS MANAGEMENT**

All staff in the building will be issued a Crisis Management Plan packet. Every adult in the building is responsible for this information. If you do not have this document, please contact administration immediately. Various crisis plans will be practiced during the year.

## **BUILDING SAFETY**

It is our goal to have a safe and orderly environment at Lincoln Middle School. All entrances will be locked while school is in session. We ask that all parents, visitors, substitute teachers and guests check in to the main office and pick up a "Visitor's Pass." It is building procedure to have all students check out through the office. Parents wanting to check students out must do so by coming into the office and personally signing them out.

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. A standard of reasonable care under the doctrine of **in loco parentis** compels our district to establish clearly defined policies and procedures for responding to crisis. The Trustees of the Sweetwater County School District No.2 Board believe it is necessary to have a comprehensive plan to deal with crisis.

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 Sweetwater County School District No. 2 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 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:

|                     |  |
|---------------------|--|
| <b>PREVENTION</b>   | Procedures and educational programs designed to avoid, when possible, crisis events at school.   |
| <b>INTERVENTION</b> | Procedures to prepare students and district personnel to manage and respond appropriately to crisis events.  |
| <b>POSTVENTION</b>  | 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. |



## **EMERGENCY DRILL**

Emergency drills should be treated as if a real emergency exists. Emergency exit routes are posted in each room. When the alarm sounds, students should immediately respond to educator's directions and expectations. Students will leave the building by the route indicated when directed and remain away from the building until the bell sounds. The teacher will let students know when it is safe to return.

## **DETAINED SLIP**

If a teacher detains a student from their next period class, the student should be given a pass to the next class. The receiving teacher should clear the tardy with the office. Teachers should be talking if a student is held over during a class period to avoid attendance mistakes.

## **DISCIPLINE STATEMENTS**

When a staff member has a discipline concern they are expected to communicate with parents in effort to form a collaborative partnership to support student needs. When a behavior concern is referred to the office an administrator will communicate with parents to ensure collaboration and communication is utilized to best address student concerns.

## **IN-SCHOOL DISCIPLINE**

Students receiving consequences for behavior concerns that do not require suspension from school may include: before school/lunch/after school detention, loss of privileges, removal from class for the period (timeout), parent escort to classes, and assignment to an alternative learning classroom.

## **AFTER/BEFORE-SCHOOL DETENTION (ASD)**

After-School Detention is from **2:50 --3:20 p.m.** Before-School Detention is **7:15 --7:40 a.m.** to be counted as ½-hour detention. Students are given one day to schedule an After/Before-School Detention as a courtesy for parents to make transportation arrangements if necessary.

## **LUNCH DETENTION**

Lunch detention may be assigned by teachers and will be served with them in their classrooms. Lunch detention may also be assigned by administration in the lunchroom. A student serving lunch detention will be assigned an isolated seat to eat lunch. When students in the lunchroom are dismissed to go outside, those serving lunch detention will assist the custodians and lunch room supervisors in the lunchroom until the lunch period is over.

### **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension will result in cases where the student flagrantly or repeatedly breaks school rules. The student's classroom assignments will be brought by his/her teacher. The student is responsible for completing and handling those assignments at the end of the day. Assignments to ISS are made by the principals. Parents will be informed when a student is assigned to In-School Suspension. Misbehavior while in ISS will result in additional ISS or OSS. **The school day begins at 7:45 a.m. in the ISS room unless otherwise assigned.**

### **SATURDAY SCHOOL**

Students assigned for Saturday School will report to the designated school (LMS or GRHS). This detention serves as an alternative means to sending a student home for suspension. It is also a great opportunity for students to get work done. Students will report to the school before 8:00AM and meet supervisor at front door of the school. Students will turn their phones off and not be allowed to use them during this time. Students are expected to quietly do their work. Students not meeting expectations will be sent home and referred to administration for further consequences.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Suspensions at Lincoln Middle School for serious/repeated misconduct may range from one (1) to ten (10) days. These suspensions may be either in school or out of school depending on the situation. Students suspended out of school may continue to work on scholastic obligations. However, assignments and materials must be picked up by parent/guardian after school. Students serving out of school suspension may not attend school activities or functions for the duration of their suspension.

### **BEHAVIOR PLAN**

A Behavior Plan establishes the behavioral conditions that must be met by a student in order to be successful at LMS. Administration, teachers, parents, and the student will collaboratively develop a behavior plan for students who demonstrate a pattern of behaviors preventing the student from being successful. The plan will explicitly state desired behaviors and expectations, provided a means of measuring success, and provide consequences for accountability.

### **DISPLAY OF SIGNS/POSTERS**

Windows on classroom doors must allow clear visibility into each classroom. Posters or otherwise must not cover the window. Signs and posters must be in good taste and should be done well to present our school properly to all visitors, staff, and students who see them.

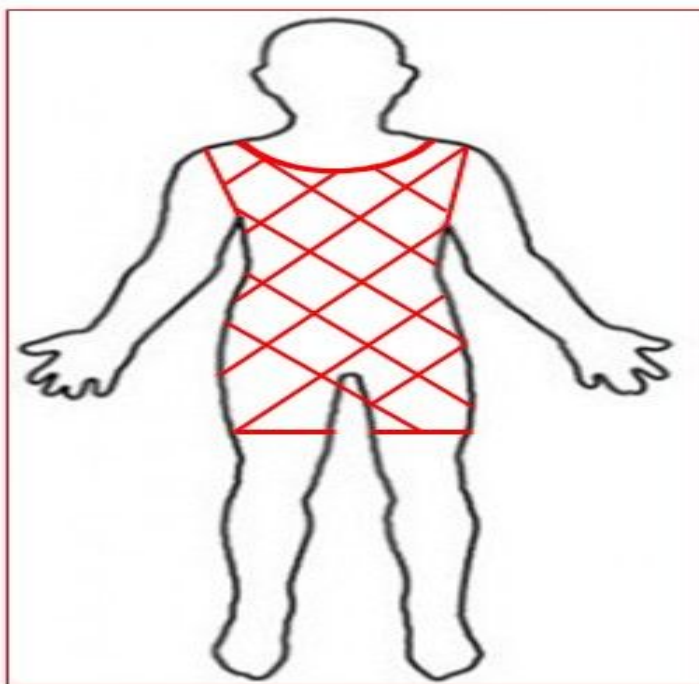
## **DRESS CODE (student)**

The student handbook contains the dress code for students, please become familiar with it. Teachers are expected to enforce school policy. If you notice a clear violation and are uncomfortable, send the student to the office.

## **STUDENT DRESS CODE**

**Students are expected to dress appropriately. Modestly dressed students will likely maintain a more professional attitude in the school building. When a student's choice of dress is inconsistent with the dress code, the student will be expected to change into acceptable clothing provided by the student, parents, or LMS upon request.**

- Shorts and skirts will be at least as long as the midpoint of thigh.
- Students wearing leggings/tights need to have their top (dress, shirt, or sweater) cover them above mid thigh.
- Pants with holes will be permitted only below fingertips standing in anatomically correct position. Sewn patches are acceptable.
- Shirts that expose a bare midriff are prohibited. Shirts must fall at the pant line when arms are extended straight up or when the student is sitting down.
- Students are not allowed to wear hats, bandanas (doo rags), or any other head coverings (such as the hood of a sweatshirt) in the building during school hours.
- Undergarments (underwear and bras) will not be visible.
- Pants **MUST** be worn at the appropriate waist level. Undergarments should not be visible.
- Modest necklines with no visible cleavage.
- Gang related dress or symbols, including graffiti on papers is prohibited.
- See through garments, string strap tops, halter tops, open panel shirts and open back shirts are prohibited – even under jackets and hoodies.
- Attire advertising drugs, alcohol, tobacco or inappropriate slogans are prohibited.
- Student dress which is disruptive or sexually suggestive is not appropriate at school.
- The student dress code will be in effect during school and all school functions, including dances.
- If a student refuses to change, they will be sent home for the day and time missed will be unexcused.
- Administration will have the final say about what is or is not appropriate dress for school.



**Dress Code Visual Aide**

- Area on silhouette which is shaded needs to be covered to be in compliance with Lincoln Middle School Dress Code.
- Top of the shoulders should be covered.
- Neckline above armpit should be covered.
- Legs should be completely covered below fingertips while student is standing in anatomically correct position.

## **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 has 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 has an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties. Staff is 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 can be reported by visiting the Lighthouse Services website at <http://www.lighthouse-services.com/sw2> or by calling Lighthouse Services at 877-472-2110. 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.

Adopted: Date of Manual Recodification

Revision Adopted: August 9, 2011

CROSS REF.: BBF-E School Board Member Ethics

## **EVALUATION OF CLASSROOM INSTRUCTION**

The teacher evaluation process has been intentionally developed to help educators in our district grow professionally with a meaningful evaluation and supervision process. To facilitate this goal, evaluations should include praise as well as constructive criticism and advice. It should stimulate an interchange of ideas between teacher and administration, teacher to teacher, and teacher to student. Administrators will make frequent visits to your classroom with this objective in mind. All certified evaluations are conducted according to the district evaluation policy. A Professional Growth Plan is required at the beginning of each school year with a written reflection on the growth plan submitted during checkout at the end of the year. Approximately 1/3 of the staff will be evaluated each year and applicable staff will be notified. (Board policy GCN-1)

## **FIELD TRIPS**

Field trips should be planned and approved at least a week in advance. All field trips and transportation requests must be approved in advance. Parent permission slips are required and must be in the possession of the teacher on the trip as well as student liability forms. Students are to be aware that all school policies apply while on the field trip. Enough supervision must be provided so that student management is effective. A roster of those attending the field trip must be submitted to the office **no later than** a day prior to departure. Enough supervision must be provided so that discipline on the trip is effective. Parents may assist chaperones. (Board policy IICA) **Also see School Transportation later in this handbook.**

## **FIRE DRILLS**

There is always danger of fire in any school building. Need for quick exit from the building to save lives may result from causes other than fire. Don't make light of fire drills. It is state law that there shall be a fire drill at least once a month.

The following general regulations will apply to fire drills in all schools:

1. All persons will immediately evacuate the building 100 feet away.
2. Each person will follow their classroom evacuation plan, leave through the designated exit and go directly to the evacuation area assigned.
3. If an exit is blocked, the class involved will go to the nearest exit
4. Teachers will close all doors and windows before leaving the rooms, if possible.
5. When outside, the teacher will conduct roll call of all students and report to the person in charge outside the building.
6. Students will remain with their teacher at all times.

## **STUDENT FUND-RAISING ACTIVITIES**

All school sponsored fundraisers must be approved via the activities request form.

- Fund-raisers must follow school district fiscal protocol.
- Fund-raisers must comply with all board policies including the wellness policy.
- Door to door fundraisers are strongly discouraged. If door to door sales is to be used the students must have direct adult supervision.
- Fundraising, through accomplished by individuals, is a group activity and money raised on behalf of the fund-raisers goes into the fundraiser account. (Board Policy IGDF)

## **GRADING**

You will be expected to record and maintain your grades, attendance, and standards using Infinite Campus. Mid-term reports for each student will be compiled by the LMS office Secretaries and issued each 4½ weeks between quarter report cards. Your grades and comments for these mid-term reports will be exported from your program. Comments on reports cards are required for all D, F and I grades.

Report cards for each student will be compiled by the LMS Office Secretaries and issued each 9 week period of the school year. Your grades and comments for these reports will be harvested from Infinite Campus. The grade reports for all quarters will be mailed home.

## **GUESTS TO CLASSROOM**

Guest speakers or participants to your curriculum are encouraged in all subject areas with prior approval by administration.

**Student Guests:** Student guests to the classroom are generally not allowed but may be approved with special permission from the principal. All student guests must be enrolled in a school, and be on an approved absence such as holiday breaks or excused absence. In all cases, a guest pass must be obtained through the office and worn during the visit. (Board policy INA & KK)

## **HARASSMENT, INTIMIDATION AND BULLYING**

### **HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION AND BULLYING**

**Students shall conduct themselves according to the rules and policies of the District, and shall conduct themselves in a respectful manner toward District employees and other students.**

**The District prohibits discrimination and/or harassment of students and by students, employees and others at school on the basis of race, color, religion, sex, national origin, disability, or any other applicable status protected by law. 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. § 2000de, et seq., and the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq.**

**The District prohibits any form of harassment, sexual harassment, intimidation, or bullying of students on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the student.**

**Harassment, sexual harassment, intimidation, or bullying may occur adult to student, student to adult, student to student, or adult to adult and may occur against members of the same sex as well as against members of the opposite sex. Students who engage in harassment, sexual harassment, intimidation, or bullying shall be subject to disciplinary action up to and including suspension or expulsion.**

**The District shall investigate all reports or complaints of harassment, sexual harassment, intimidation, bullying, and violence, either formal or informal, verbal or written, in a prompt, thorough, and impartial manner. The District shall take disciplinary action against any student or**

school personnel found to have violated this policy. District Policy is implemented as outlined in the District's Administrative Regulations JFCK-R.

The District's Title IX Coordinator oversees compliance with all aspects of the Harassment, Sexual Harassment, Intimidation, and Bullying policy. The Title IX Coordinator reports to the Superintendent, and may be reached at the District Administration Building, 351 Monroe Avenue, Green River, WY 82935, (307) 872-8813.

The Special Services Director oversees compliance with this Policy in cases of discrimination or harassment based on disability. The Special Services Director may be reached at the District Administration Building, 351 Monroe Avenue, Green River, WY 82935, (307) 872-5505.

In cases where a complaint is made against the Title IX Coordinator or Special Services Director, the Superintendent shall oversee compliance with this Policy. The Superintendent may be reached at the District Administration Building, 351 Monroe Avenue, Green River, WY 82935, (307) 872-5501.

## **CONFIDENTIALITY**

If a complainant and/or alleged target does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the complainant and/or alleged target may make such a request to the building principal, who shall evaluate that request in light of the duty to provide a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in District activities. Note that the District's ability to remedy and respond to a reported incident may be limited if the complainant and/or alleged target does not want the District to proceed with an investigation and/or the resolution.

## **RETALIATION**

The District prohibits retaliation and shall discipline any individual who retaliates against an individual who reports alleged harassment, sexual harassment, intimidation, bullying, or violence, or an individual who testifies, assists, or participates in an investigation or proceeding relating to a complaint or report 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.

## **FALSE ACCUSATION**

A false accusation of harassment, sexual harassment, intimidation, or bullying under this policy can have a serious detrimental effect on innocent parties. Any student who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline, up to and including suspension or expulsion. 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.

## **DISSEMINATION OF POLICY AND TRAINING**

At the start of each school year, every teacher shall be required to review this policy with the students in his/her class and discuss that policy with them. The District shall provide students with age-appropriate information on the recognition and prevention of all forms of harassment,



sexual harassment, intimidation, or bullying, and their rights and responsibilities under this and other District policies and rules.

This policy shall be included in the student manual or handbook and shall also be available to the public on the District's web site in a manner to be determined by the Superintendent or his/her designee. The District shall provide copies of the policy to parents in a manner and method to be determined by each building principal, which may include distribution of the student handbook to parents.

The District shall incorporate yearly training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the District who have significant contact with students.

#### **DISCLAIMER**

- A. This policy shall not be interpreted to prevent an alleged target from seeking redress pursuant to any other applicable civil or criminal law. This policy does not create or alter any civil cause of action for monetary damages against any person nor shall it constitute grounds for any claim or motion raised by either the state or defendant in any proceedings, and the defense of immunity shall be retained by the District and may be asserted in any action arising under the Wyoming Safe School Climate Act. [\[1\]](#)
  
- A. In the event of any ambiguity, this policy and associated administrative regulations should be interpreted in conformity with the Wyoming Safe School Climate Act, W.S. §§ 21-4-311 through 21-4-315.

**Adopted: November 13, 2018**

**Revised: March 12, 2019**

**LEGAL REFS.: W.S. §§ 21-4-311 et seq.**

**Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; 34 C.F.R. Part 100**

**Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq.; 34 C.F.R. Part 106**

**Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701; 34 C.F.R. Part 104**

**Americans with Disabilities Act, 42 U.S.C. § 12101**

**Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300**

## ADMINISTRATIVE REGULATION FOR POLICY JFCK-HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, OR BULLYING

### DEFINITIONS:

#### 1. Harassment, Intimidation, or Bullying

Harassment, intimidation, or bullying, means any gesture, any electronic communication, or any written, verbal, or physical act occurring or received at a school or at a school function, or that creates a hostile environment at school, that a reasonable person under the circumstances should know will have the effect of:

- A. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
- B. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- C. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or hostile environment so as to interfere with or limit a students' ability to participate in or benefit from the services, activities, or opportunities offered by the school.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Because students often experience the continuing effects of off-campus harassment in the educational setting, the District will consider the effect of off-campus conduct when evaluating whether there is a hostile environment on campus.

When such harassment is based on race, color, national origin, sex, or disability, it may violate civil rights laws.

In the case of bullying, the following three criteria must also be met:

- A. Must be intentional action meant to harm,
- B. Must be repeated behavior over time,
- C. Must have a power imbalance where a student or group of students have a hard time defending themselves.

Harassment, Intimidation, or Bullying may take many forms, including:

#### a. Cyber Bullying

Cyberbullying, as defined in District Policy JFCFA, is the use of any electronic communication device to convey a message in any form (text, image, audio, video, or other) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying.

#### b. Sexual Harassment (Title IX of the Education Amendments of 1972)

Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual

harassment may include: verbal harassment, including epithets, derogatory comments or slurs, physical harassment, physical interferences with movement or work, or visual harassment such as derogatory cartoons, drawings, pictures or posters.

Specifically, sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which:

1. Is so severe, persistent, or pervasive, as to create an intimidating, hostile, or offensive environment;
2. Interferes with a student's work performance;
3. Creates a condition such that a student believes that submission to such conduct is a term or condition to participate in a school activity or program; or,
4. Causes a student to believe that an educational decision will be based on whether he or she submits to the unwelcome sexual conduct.

c. **Sexual Violence**

Sexual Violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**EXAMPLES:** Conduct that the District considers unacceptable and may constitute sexual harassment includes, but is not limited to, the following:

1. Sexual assault, attempted sexual assault, forcible sexual abuse, sexual hazing, and other sexual and gender-based activity of a criminal nature as defined under the Wyoming Criminal Code;
2. Unwelcome sexual invitations or requests for sexual activity in exchange for grades, preference, favors, selection for extracurricular activities, homework, etc.;
3. Unwelcome and/or offensive public sexual display of affection;
4. Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motive; or intentions;
5. Unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
6. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating;
7. Unwelcome and offensive physical pranks of a sexual nature;
8. Unwelcome leers, stares, gesture, or slang that are sexually suggestive, sexually degrading or imply sexual motives or intentions;
9. Clothing with sexually obscene or sexually explicit slogans or messages;
10. Unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or implies sexual motives or intentions, or are based on sexual stereotypes;
11. Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films et., or;
12. Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

**d. Gender-based Harassment**

Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual desire.

**e. Disability/Handicap (section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act)**

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

**f. Racial/Ethnic Harassment (Title VI)**

Racial/ethnic harassment under Title IV is intimidation or abusive behavior toward a student based on the individual's race or ethnic background that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating an individual's race or ethnic background.

**g. Religious Harassment**

Religious harassment is intimidation or abusive behavior toward a student based on the individual's religious beliefs and/or practices that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating individual's religious beliefs and/or practices.

**2. Consent**

Consent is defined as knowing, voluntary and clear permission communicated either by words or overt actions by a person who is legally or functionally competent to give informed approval, to participate in mutually agreed upon sexual activity or behavior. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the sexual activity or behavior. Consent can be withdrawn at any time. Consent cannot be obtained by way of threat, coercion, force, or when an individual is incapacitated by age or use of drugs or alcohol, or because an intellectual or other disability prevents the students from having the capacity to give consent.

**3. Retaliation**

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 the District's Harassment, Sexual Harassment, Intimidation, and Bullying policy.

#### 4. School

School as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

#### COMPLIANT PROCEDURE

The District is committed to providing a balanced and fair process to resolve complaints of harassment, sexual harassment, intimidation, bullying, and other forms of violence so that everyone – alleged target, alleged aggressor, and the entire school community – is granted the right to a safe environment, free from discrimination.

In determining whether a violation of this Policy has occurred, the District uses a preponderance of the evidence standard ("it is more than likely than not that harassment, sexual harassment, intimidation, bullying, or other form of violence occurred.")

The District shall respect the privacy of the alleged target, the alleged aggressor, and any witnesses as much as possible, consistent with the District's legal obligation and the necessity to investigate the allegations. In pursuing its investigation and making its determination, the District shall ensure the alleged aggressor received the due process guaranteed to students.

The complaint process should be completed as promptly as possible, but shall not take any longer than sixty (60) calendar days, absent extenuating circumstances, communicated to the parties.

#### REPORTING PROCEDURES

All persons, whether student, parent or school staff, are encouraged to immediately report incidents of harassment, sexual harassment, intimidation, or bullying. Reports should be made as soon as possible but not later than one (1) calendar year from the date of the alleged incident.

Teachers and other District employees who are aware of or suspect that a student is the target of alleged harassment, sexual harassment, intimidation, or bullying shall report to the building principal.

Reports may be submitted in any of the following ways:

1. Complete and submit the Anti-Harassment/Bullying Complaint form which is available at any local school building or can be accessed on the District website – [www.swcsd2.org](http://www.swcsd2.org) However, use of formal reporting forms is not mandatory.
2. An oral report may be made, which will be documented by a District employee.
3. An email report may be submitted to a District employee.
4. An anonymous report may be made by utilizing the Safe2Tell™ link on the District's website – [www.swcsd2.org](http://www.swcsd2.org) or calling 1-855-996-7233 (855-WYO-SAFE). However, disciplinary action shall not be taken against an alleged harasser based solely on the contents of an anonymous report.

Any employee who receives a report under this policy and administrative regulation shall immediately inform a building principal, who will document the report and initiate the investigation as set out in this regulation.

If the complaint/report is against a District employee, the complaint/report shall be filed directly with the Title IX Coordinator. If the complaint/report is against the Title IX Coordinator, the complaint/report shall be filed directly with the Superintendent.

For complaints/reports against District staff, please see Policy GBN/GDR.

Individuals experiencing sexual harassment or discrimination also always have the right to file a formal grievance with the Office for Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

Report of harassment based on disability may also be initially directed to the Special Services Director, 351 Monroe Avenue, Green River, WY 82935, (307) 872-5505.

#### **Confidentiality**

All complaints of harassment, sexual harassment, intimidation, or bullying will be investigated in a manner, which protects the alleged target and the alleged harasser and maintains the students' confidentiality to the great extent possible. If an alleged target does not wish for his or her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the alleged target may make such a request to the building principal, who shall discuss confidentiality standards and concerns with the alleged target initially. If the alleged target continues to ask that his or her name not be revealed, the building principal, who shall discuss confidentiality standards and concerns with the alleged target initially. If the alleged target continues to ask that his or her name not be revealed, the building principal should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the alleged conduct and preventing harassment, sexual harassment, intimidation, or bullying of other students. Note that an alleged target's request for confidentiality may limit the District's ability to respond.

#### **INTERIM MEASURES**

When an alleged target reports that he or she has been harassed, sexually harassed, intimidated or bullied in violation of this policy, the building principal may take immediate interim measures, at his/her discretion, if deemed prudent to protect the alleged target, alleged harasser, or other students, and/or employees pending completion of an investigation. Interim measures may include counseling extensions of time or other class-related adjustments, modifications of class or bus scheduled, safety plans, restrictions on contact between the parties, changes in locker locations, changes in recess or cafeteria schedules, providing academic or other support, and other similar accommodations. The specific interim measures and the process for implementing those measures will vary depending on the facts of each case.

The building principal shall inform the student(s), a student'(s) parent(s), the student'(s) teacher(s), and other appropriate staff members as determined by the building principal, of steps or strategies to protect that alleged target and/or alleged harasser from additional harassment, intimidation, or bullying and from retaliation.

#### **INVESTIGATION**

All reports made under this policy shall be processed by the building principal or his/her designee. The District shall provide a prompt, fair, and impartial investigation and resolution for any report of harassment, sexual harassment, intimidation, or bullying. The building principal shall immediately initiate an investigation. Every reasonable effort shall be made to determine the merits of each complaint/report while protecting the interests and well-being of both the alleged target and the alleged harasser.

#### **Preliminary Inquiry**

Following a receipt of a report under this policy, the building principal shall engage in a preliminary inquiry to determine if there is reasonable cause to believe this policy has been violated. If the answer is yes, a formal investigation will be conducted as outlined below. The

preliminary inquiry shall be conducted and the parties notified of the outcome with five (5) school days.

The goal of the Preliminary inquiry is to gather enough information to determine whether the facts, when taken at face value, constitute a potential violation of the Harassment, Sexual Harassment, Intimidation, or Bullying policy. If the answer is yes, a Formal Investigation shall be conducted as outlined below. If the answer is no, the actions may constitute student misconduct that will be documented and addressed pursuant to school policy.

#### **Formal Investigation**

If the preliminary inquiry concludes that a violation of this policy may have occurred, the building principal shall initiate a formal investigation. At this time, the parents/guardians of both the alleged target and the alleged harasser shall be contacted, if such contact has not already been initiated. Parents of the students involved in the complaint shall be encouraged to participate at each stage of the investigation and resolution process.

The formal investigation shall be thorough and will afford all parties an equal opportunity to submit evidence and to identify witnesses relative to the complaint. The formal investigation shall include personal interviews with the alleged target, the alleged harasser, possible witnesses to the incident, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Students as well as adults may be interviewed. If sexual harassment is suspected, the allegations shall be investigated by two investigators of different gender. The investigation will also consist of any other methods and documents deemed pertinent by the investigator, including but not limited to a review of student records, video surveillance, electronic content/web content, and any tangible evidence.

In determining whether the alleged conduct constitutes harassment, sexual harassment, intimidation, or bullying, consideration should be given to the surrounding circumstances, age and maturity of the involved parties, and if in the case of sexual harassment, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. The District recognizes not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory education effect requires a determination based on all the facts and surrounding circumstances.

If the target of harassment is a student with a disability who has an Individualized Education Program under the Individuals with Disabilities Education Act (an "IEP") or a Plan under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Plan"), the investigation shall include a determination of whether the student's receipt of a free appropriate public education ("FAPE") under the IEP or Section 504 Plan may have been affected by the harassment, regardless of why the harassment occurred.

Upon completion of the investigation, the building principal shall prepare a written report of the findings and conclusions of the investigation. The building principal shall respond in writing to the parent/guardian of the alleged target and the parent/guardian of the alleged harasser as expeditiously as possible, but in no event later than sixty (60) calendar days following receipt of the report, absent extenuating circumstances that have been communicated to all parties.

The response may include:

1. Whether the District found that the alleged conduct occurred and whether the alleged action violates this policy;
2. Any individual remedies offered or provided to the target and other steps the District has taken to eliminate the hostile environment, though this information shall not be provided to the aggressor;
3. Whether disciplinary action or other sanctions are imposed on the aggressor that directly relate to the target; if not, such information is provided to the aggressor only;
4. Notice of the right to appeal as set forth below.

Either party may appeal the result of the investigation to the Superintendent. All requests for appeal must be submitted in writing to the Superintendent within ten (10) school days of delivery of the building principal's response. Appeals are limited to the following grounds:

1. A procedural error omission occurred that significantly impacted the outcome of the investigation.
2. To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the findings.

#### **DISTRICT ACTION**

If the investigation determines that a student or students engaged in harassment, sexual harassment, bullying, or intimidation of a student in violation of this policy, the building principal shall recommend corrective, remedial, and/or disciplinary action under the guidance of the District's policies, as appropriate, and based on the results of the investigation.

The District may take such action as training, counseling, or other appropriate action based on the results of the investigation.

Any school action taken pursuant to this Policy shall be consistent with the requirements of Wyoming Statutes and District policies. The District shall take such disciplinary action it deems necessary and appropriate, including warning, suspension, or expulsion to end the harassment, sexual harassment, intimidation, or bullying and prevent its recurrence.

When determining corrective and/or disciplinary action, the building principal shall consider; the age of the students involved, facts gained through investigation, the impact of harm that the behavior had on the target; the context in which the behavior occurred; the nature of sexual advances, if applicable; the relationship between the parties; and the level of severity of the behavior. Any corrective disciplinary action(s) should be consistent with appropriate past discipline imposed by the District in similar situations.

#### **RETALIATION**

The District prohibits retaliation and shall discipline any individual who retaliates against any person who reports alleged harassment, sexual harassment, intimidation, or bullying, or who retaliates against any person who testifies, assists or participates in any investigation, proceeding or hearing relating to a harassment, sexual harassment, intimidation, or bullying complaint.

Such discipline shall be in accordance with applicable Board policies, consistent with applicable state and federal laws.

#### **REPORTS/COMPLAINTS TO LAW ENFORCEMENT AUTHORITIES**

Where there is reasonable suspicion that the alleged harassment, sexual harassment, intimidation, or bullying involves criminal activity, the appropriate law enforcement agencies will be immediately contacted.

Under certain circumstances, sexual harassment may constitute child abuse or neglect under W.S. §§14-3-201 et seq. as amended. In such situations, the District shall comply with the reporting requirements contained herein.

IN the event that law enforcement agencies become involved, the District will complete its investigation and render its written findings in accordance with its policies and procedures and independent of the law enforcement agencies disposition of the case.

#### **RECORDS**

A report under this policy shall be documented and maintained by the District for seven (7) years.



In the case of sexual harassment, the Title IX Coordinator shall keep documentation of all reports and incident analyses for ten (10) years. Even if the alleged target refused to file a complaint, the building principal must proceed with the process of completing a report and the support documentation.

Adopted: July 19, 2006  
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CROSS REF: JFCC Student Conduct on Buses  
JFCK Discipline/Harassment  
JG Student Discipline  
JFCG Student Conduct

LEGAL REFS: W.S. §§21-4-311  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; 34 C.F.R. Part 100  
Educational Amendments of 1972 (Title IX), 20 U.S.C. §1681, et. Seq.; 34 C.F.R Part 106  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701;  
34 C.F.R. Part 104  
Americans with Disabilities Act, 42 U.S.C. § 12101

## **HOURS OF DUTY**

Contracted hours for teachers are from 7:15 am to 3:15 pm daily. Please notify the principal if these times need to be altered because of personal reasons. (Board policy GCJ)

## **KEYS**

Students are not authorized to be in possession of keys to any of the school's buildings, classrooms, offices, athletic areas, or otherwise. Please monitor your assigned keys carefully. If a key is lost or misplaced, you will need to complete a lost key form.

## **MEDIA CENTER PROCEDURES**

Teachers are encouraged to use the media center and should schedule their classes in advance through the media center. TV/VCR/DVD, Chromebooks, and iPads may be checked out to classrooms. Please use the Google Calendar to check out electronics. The Media Center Specialist will assist your classes with research options as required.

## **MAIL (incoming/outgoing)**

Teachers should check their mailboxes each morning when they arrive and before leaving at the close of school. Teachers are asked to pick up their mail from their mailbox. It is also necessary to check **GOOGLE email** daily, as email is a primary means of communication.

## MEDICINES

Only the school nurse can administer medication, including aspirin or acetaminophen tablets to students. Students on prescription medication that need to take it during school hours are to bring a permission slip signed by both their doctor and parent/guardian. Prescription medications are to be stored only with the school nurse. A medication log sheet and the signed permission slip will be kept in the nurse's office.

## MEETINGS

Bi-Monthly faculty meetings will be held in the media center at 7:00 a.m. or as scheduled. Any faculty member may suggest items for the agenda. Please email your suggestions to any administrator prior to the day of the meeting. (Board Policy GCKB)

## MONEY

Teachers: please be aware that potential liability exists if you are collecting, holding, paying, or receiving money from students for any reason. Please do not take money from students as a penalty for an infraction. Please note that the Wyoming State Examiner in reviewing school audits for a number of years has insisted that all "monies" be deposited through a school district controlled account. Make sure funds are properly handled and accounted for.

## PARENT CONFERENCES/CONTACTS

**Fall Conferences: Will be held the first week after completion of 1st quarter from 3:30 PM until 7:30 PM. Dates will be announced prior to conferences via the school website, marquee, the School Way App and Infinite Campus.**

**Spring Conferences: Will be held the first week after completion of 3rd quarter from 3:30 PM until 7:30 PM. Dates will be announced prior to conferences via the school website, marquee, the School Way App and Infinite Campus.**

**Appointments will be available for parents who are unable to attend scheduled evening conferences. To schedule an appointment please call 872-4400.**

**The following Friday schools will be closed to accommodate for the evening hours teachers have facilitated to meet with parents.**

## PURCHASING

All purchases must first be submitted to the office on a requisition form and approved by the principal before a Purchase Order is completed. **Local Purchase Orders** – The intended purpose of purchasing by local purchase order is threefold: 1) It allows the flexibility for staff members to pick up low cost items that are required for their jobs on very short notice; 2) It encourages purchasing from local vendors; and 3) it allows the business office to pay the vendor in a shorter time frame. You may pick Local Purchase Orders from the office. The minimum amount allowed on a local purchase order is \$5.00 and the maximum amount is \$500.00.

Wal-Mart credit cards may be checked out at Central Office. Purchases made on these credit cards must be for the communicated amounts within reason and may not be made by students. A complete register receipt and the credit card must be returned to Central Office after purchase. Office supplies, computer supplies, toner cartridges, etc., must not be purchased from Wal-Mart. Use of this credit card is closely monitored and intended for local purchases only.

No orders are to be made by teaching staff without a PO or the shipment will be held up at warehouse until the PO is processed and could be denied. All purchases include fundraiser merchandise as well.

**Personal credit cards** are not for district use unless specific approval is obtained. Use of **district credit cards** for other than the costs specifically intended is not authorized without permission by the principal. The employee will incur the costs. Use of district credit cards has strict procedures set by Central Office to be followed.

## SCHEDULE CHANGES

There will be no schedule changes allowed without Principal approval.

## SCHOOL EQUIPMENT

All school equipment (i.e.; computer equipment, tools, furniture, athletic equipment etc.) is not to be removed from the school campus without permission from the principal.

## **SCHOOL SAFETY**

School safety drills and evacuations are necessary to protect students and staff. Please keep your Crisis Management folder updated and available at all times. Periodically the office will post updates.

It is imperative that the principal know who is in the building at all times for safety reasons. Please keep the principal informed when guests or visitors are in the building by your request.

## **SCHOOL TRANSPORTATION**

All school trips require a driver employed by the Transportation Department per district policy. However, under unusual conditions field trip sponsors or activity sponsors may drive school vehicles, provided they have the proper licenses and meet other qualifications required of the district. A complete list of students participating must be left with administration/attendance office and field trip rules apply to school trips as well.

Students that are participating in a school-sponsored activity must ride to the activity in the vehicle provided by the school. This includes any sports or classroom activities away from the LMS campus. Deviating from district provided transportation takes special permission from the principal. The sponsor needs to have a copy of the student's emergency release form with them when applicable.

Staffs on professional travel close distances without students are requested to complete the travel request and take a school vehicle unless specific permission is obtained through the principal.

## **STUDENT RECOGNITION**

Lincoln Middle School hosts a recognition night in May for students. The principal should be made aware of all students that need to be recognized.

## **STUDENT TRANSPORTATION**

District Personnel shall not transport students in personal vehicles at any time.

Revised: November 9, 2010

Revised: Date of Manual Recodification

## **STUDENT WITHDRAWAL FROM SCHOOL**

If a student desires to withdraw from school during the school year, the student must secure a “Withdrawal Form” from the Lincoln Middle School Office Secretary. This form must be signed by the teachers, the media specialist, and parent and returned to the office by the student.

In some situations the office must withdraw a student from school without prior teacher contact. The secretary will handle the withdrawal process for these students. The office will send a withdrawal form to teachers for signatures. Check-out grades and any books/material fines are to be noted on the withdrawal form. It is critical that teachers complete the withdrawal form as soon as possible, as school or other institutions are waiting on this information before accepting the student in question

## **SUBSTITUTES**

Teachers shall provide lesson plans for their substitutes that provide a meaningful continuation to instruction in their absence. Teachers are requested to complete the sub folder provided and keep it up-to-date in the event the substitute experiences difficulty.

## **SUPERVISION** (Board policy JHFA)

It is the responsibility of all classroom teachers to remain with their students at all times. If for any reason a teacher may find it necessary to leave their students, it is the teacher’s responsibility to make arrangements for proper supervision prior to leaving the room.

Teachers who desire to conduct classes at locations other than those regularly scheduled should obtain permission from the principal. It is important that administrators are able to locate students and teachers in case of an emergency.

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School buses will not leave the departure site without school supervisors in sufficient numbers aboard the bus.

School personnel have a definite legal duty to students in their school, the duty of protecting them from reasonable foreseeable risk of harm (see memo on overnight trips, p29).

The Board expects all students to be under direct adult supervision when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

Other types of supervision responsibilities may be assigned by the principal. This may include lunch duty, hall duty, activity supervision, building detentions, and possible alternative school dates.

### **SUPPLIES**

Class record books, lesson plan books, all forms and pass permits may be secured at the office. Classroom/office supplies can also be obtained through the office.

### **SURVEYS**

Surveys, as part of a learning experience, can be valuable. However, if students or staff is going to seek opinions, conduct polls, etc., either in or out of the school building, the survey process must have approval from the principal.

### **TEACHER DRESS AND APPEARANCE**

All staff members are required to dress in an appropriate and professional manner for their assigned teaching area.

### **TEXTBOOKS**

A complete record of textbooks and materials issued to students must be kept. Please keep in close communication with the office on all student fines so that student records are accurate. When a fine is turned into the office the following information should be included: book number, book name, and total amount assessed.

### **VIDEO SURVEILLANCE**

Video cameras are installed at Lincoln Middle School for safety purposes and assisting in protecting the rights of all students and employees to be in the school environment.

### **VIDEO (FILMS, MOVIES)**

Videotapes (DVD's or internet streaming) should be selected for the direct relevance to the instructional program. Each program must be selected for age and grade level appropriateness and viewers maturity level. The teacher will obtain prior permission from the principal before showing of any video rated PG or PG-13. Movies rated "R" or above are not acceptable at LMS. The teacher will then provide prior notification and obtain parental written permission a minimum of 3 days before showing a video of the above rating if approved. (Board Policy IIA)

## **VISITORS**

Former students are considered visitors as well as students from other schools. All visitors must check in the office and receive a visitor's pass. Please limit student visitors to after school or during prearranged times when instruction will not be impacted. Loitering is prohibited. (Board Policy KK) All approved visitors will display a VISITOR badge.

## **SUPERVISING OVERNIGHT TRIPS**

On overnight field trips or excursions, all staff, including teachers, coaches, bus drivers, and others, should observe the following guidelines to help ensure student safety. Review these guidelines with chaperones. The staff member organizing the trip is responsible for securing necessary adult supervision for the trip and providing orientation regarding what is required of chaperones. The staff member shall review the district policy and student code of conduct in the student handbook and activities handbook.

1. **RULES.** All school rules, including the code of conduct, apply during overnight field trips. Review these rules with students. Remind students that they must respect each other and that there must be no bullying, harassment, hazing, fighting, or other misconduct. Ask students to report any misconduct. Warn student on serious disciplinary action that can result from misconduct on a trip. Also, warn students at the beginning of the trip that their property can be subject to searches.
2. **SUPERVISION.** Trip chaperones must provide reasonable supervision to students at all time during the trip, including in the middle of the night. Do not schedule any unsupervised time for students.
3. **SEARCHES.** Administrators and the school Resource Officer may conduct searches of students' personal property, purses, backpacks, and bags if you have reasonable suspicion that a student is violating school rules or a law. These searches may occur at any time during the field trip, including in hotel rooms or before students board buses. More information on conducting searches can be obtained in the LMS Office. Chaperones may not conduct searches.
4. **RELEASE OF STUDENT.** If a student violates school policy or the law, notify the student's' parents or guardians. If a student violates the law, such as possessing drugs/alcohol, or a weapon, also call the police. Despite the violation of law and/or school rules, you may *only* release a student from the trip if parents or guardians pick them up. *Do not* send a student home alone from a trip. (Please refer to Activities Handbook)

## **SCHOOL SPONSORED TRIPS**

These guidelines are designed for when school staff facilitate/sponsor students overnight trips, out of the country or out of state, that are not typically part of the curricular or extracurricular program.

- Trips should have an academic focus and must be tied to academic standards. The sponsor must identify which standards will be addressed and how they will be addressed.
- All aspects of student safety must be addressed and an appropriate number of chaperones must be provided.
- Sources of funding must be clearly identified, including the student's' fiscal responsibilities.
- All aspects of the trip must be clearly communicated to the parents.
- Approval of administration and the Sweetwater County School district #2 School Board must be secured prior to any fundraising or encumbering of district resources.
- Administration and the Sweetwater County School District #2 School Board approval for travel must be secured a minimum of two months prior to the travel.
- Any requests to the School board or BOCES for funding must be approved by administration.



## **NATIONAL TRAVEL GUIDELINES**

National Travel funds are for use when a student(s) have earned the privilege to compete at the National level as a result of W.H.S.A.A. sanctioned, district approved state competition.

Permission to obtain National Travel funds is requested through the building principal. A request to obtain funding is through the National Travel Fund Committee who will review the request and principal's recommendation. Funding support for travel to nationals will be based upon money available in the designated National Travel account.

1. Request for National Travel funds are made as early as possible before the event, but not later than 4 weeks prior to the event due to travel costs, registration, and reservations.
2. The staff member requesting the funds is responsible for submitting the necessary information to the principal four weeks prior to travel.
3. Funding will generally be 25% per student and 100% for the committee approved sponsor(s).
4. Receipts are required when travel is complete. Authorized amount for meals is *per diem* as defined in district policy.
5. Transportation to/from airport required through district transportation procedures.
6. Parent permission forms for travel is required and mandatory.
7. Staff shall be given the appropriate leave of absence from duty if needed and approved by their supervisor.
8. The committee reserves the right to refuse any request they deem inappropriate or not in the best interest of the district.
9. Final approval: SW2 Superintendent of Schools.

# Appendix:

## Anti-Harassment/Bullying Witness Disclosure Form

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

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Any other information: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

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

## **Anti-Harassment/Bullying Complaint Form**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of Misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attached evidence if possible):

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Sweetwater County School District #2  
Lincoln Middle School  
Transportation Request**

This is to certify that my son/daughter, listed below, has my permission to ride home from the \_\_\_\_\_ (contest),  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, at \_\_\_\_\_,  
(Location of Event)  
with \_\_\_\_\_.

I understand that the Sweetwater County School District #2 Activity Rules require that student/athletes ride the buses to and from all school sponsored events. By transporting the student/athlete, I agree to release the Sweetwater School District #2, its employees and officers from all liability with reference to the above stated transportation.

Approval must be obtained from the individuals listed below. The Lincoln Middle School Principal must sign this form prior to leaving Lincoln Middle School campus. This form must be returned to the Office prior to leaving for the event. A copy will be made and sent with the student/athlete for the coach.

\_\_\_\_\_  
Signature of coach or sponsor

\_\_\_\_\_  
Signature of Lincoln Middle School Principal

**Name of Student/Athlete** \_\_\_\_\_

**Name of Student/Athlete's Parent** \_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

**Name of Student/Athlete's Parent** \_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

**Name of Parent Transporting Student Athlete** \_\_\_\_\_  
Please Print Name

\_\_\_\_\_

**Sweetwater County School District #2  
FUND RAISER  
Activity Request Form**

Name of Organization Requesting Fundraiser: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ Name of Person requesting: \_\_\_\_\_

Fund-raiser is not approved until all signatures are secured. The building principal has final approval responsibility.

**Fund Raiser Information**

Description of the Fund Raiser: \_\_\_\_\_  
· \_\_\_\_\_  
· \_\_\_\_\_

**Fundraisers will follow the District Wellness Policy Guidelines.**

Will this Fundraiser Require Door-to-Door sale? YES NO

Will Items be Sold? YES / NO (circle one)

|          |       |                      |
|----------|-------|----------------------|
| If Yes – | Item  | Cost (to the public) |
|          | _____ | \$ _____             |
|          | _____ | \$ _____             |
|          | _____ | \$ _____             |

What account will the money be deposited into? \_\_\_\_\_

What will the funds be used to purchase? \_\_\_\_\_

Name of the Adult in Charge of the Event: \_\_\_\_\_

Note: This form must be completed and approved a minimum of 7 days prior to the scheduled event.

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Fundraiser Sponsor)

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Student Council Sponsor) High School Only

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Principal)

APPROVED / DENIED

Completed form should be submitted to the activities director office. (IGDF-E)  
Sweetwater County School District #2  
**Student/Athlete Travel Release**

This is to certify that my son/daughter, listed below, has my permission to ride home from  
\_\_\_\_\_ (activity), \_\_\_/\_\_\_/\_\_\_, at  
\_\_\_\_\_ (Location of Event)

I understand that the Sweetwater County School District #2 activity rules require that student/athletes ride the bus to, and from all school sponsored events. By transporting my student/athlete, I agree to release the Sweetwater County School District #2, its employees and officers from all liability with reference to the above stated transportation.

Your signature below states that you will take responsibility for your son/daughter's care and welfare from the time of bus departure.

Please Note: This release involves your child only. Transporting other children must have pre-approval from the Activities Office prior to leaving Green River.

\_\_\_\_\_  
Signature of Coach or Sponsor

\_\_\_\_\_  
Signature of Activities Director or School Administrator

**Name of Student/Athlete**

**Parent/Guardian Signature**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

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- \_\_\_\_\_

Additional names may be listed on the back of this page.