

PLATTE COUNTY SCHOOL DISTRICT

#1



Faculty Handbook

2016-2017

School Website – <http://platte1.org>

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DISTRICT MISSION, VISION & GOALS



The mission of Platte County School District #1 is to ensure that each student is actively **engaged** in learning, **connected** to the school and broader community, and **prepared** for an ever-changing world

NONDISCRIMINATION STATEMENT

Platte County School District #1 hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights including:

Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment:

Title VI & VII of the Civil Rights of 1964 which protects people from discrimination on the basis of race, color, or national origin;

Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex:

Section 504 of the Rehabilitation act of 1973 prohibiting discrimination on the basis of handicap (disability): and the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.

All employees, students and potential employees have the right to equal admission, access, treatment of employment in its educational programs and activities.

Inquiries concerning Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to this districts Business Manager of the Wyoming Department of Education, Office for Civil Rights

Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-9950 or phone (307) 777-6198.

HIGHLY QUALIFIED TEACHERS

As part of the No Child Left legislation, parents have the right to know if their child is being taught by a “highly qualified” teacher and to know what that teacher’s qualifications are for the content area they teach. Teachers in PCSD #1 schools are highly qualified and meet the requirements of the law. Any parent wanting more information about their child’s teacher can contact the Superintendent of Schools at the central office, located at 1350 Oak Street, Wheatland, WY.

DISTRICT EXPECTATIONS

PCSD#1 School Board Policies

All PCSD#1 Policies will be adhered to with fidelity and rigor. Updated Policy books are located in the School and District Office and Online at Platte1.org.

District Policy Manuel

The school district has a complete set of policies and regulations in the District Policy Manual. The manuals are located in our teacher's workroom, office, and the district administration office.

Duties for Teachers

It is the policy of PCSD #1 to allow as much professional discretion as circumstances will permit. However, some matters cannot be left to the discretion of the teaching staff, and regulations regarding these matters should be complied with strictly, namely:

1. Provide quality instruction based on the state and district standards and approved curriculum.
2. If you must be absent from school, be certain you follow carefully the procedure for securing a substitute. Reporting your absence to the principal as soon as possible via text, phone message, email or district system.
3. If you find it necessary to leave the campus during duty hours, you must clear this first with the principal and sign out in the office with the secretary. When requesting to leave campus during your preparation period, keep in mind this time is provided so that teachers can further development and refine their professional skills and for instructional effectiveness.
4. Keep an accurate roll of attendance in AM and PM every day at the elementary and every period at the secondary schools and report absences in the manner prescribed. Grades and Rubrics must be issued for each student in your class. Verification of grades will be recorded through PowerSchool. Report daily lunch count using PowerTeacher.
5. Make it a practice to be in the hallway before and after class, and do not leave students for whom you are responsible without adequate supervision.
6. Do not release your class early or permit individual students to leave during class time except in cases of an emergency or at the school office request or approval.
7. Attendance at faculty meetings, and supervision of assigned duties, is compulsory.
8. All members of the staff, including teachers, are legally and morally obligated to supervise students at all times and places while school or school events are in session.
9. Faculty members are to check their email at the beginning and end of the day for possible updates. Teachers are also asked to check their mailboxes and the school webpage on a regular basis.

Attendance and Lunch Count

Classroom attendance will be recorded in PowerTeacher by the classroom teachers. Lunch count will be reported to the Main Office before 8:30 a.m. each morning. At the elementary schools PM attendance will be reported by 12:45. If classroom teachers are contacted directly by parents to report absence, either by telephone or note, the teacher will inform the office in a timely

manner. If a student leaves the school after the initial attendance is taken they will be required to sign out in the office. Students and Parents will be directed to sign out at the office.

Teachers' Hours

Teachers are expected to be at school at 7:30 a.m. unless a meeting is scheduled. Duty responsibilities will begin at 7:30 a.m. and end at 3:45 p.m. (File: GCJ) unless alternate schedules have been made and approved by the building principal. School will begin as directed at each campus. Students will be dismissed at 3:25 p.m. Monday-Thursday and 2:00 on Fridays. All teachers are on duty until 3:45 p.m. each day unless you are scheduled for a meeting or released by the Principal. Teachers meetings will be scheduled and held as needed. Attendance of all teachers is required unless prior arrangements have been made with the building principal. Teachers are to supervise the halls before the first class and during all transitions with their own class as well as any other area assigned by the administration throughout the school year. Elementary teachers are also required to accompany their own class to pick up areas after school and remain until all students have been picked up.

Classified Staff Hours

Non-exempt classified staff, including all substitutes, are required to have a record of hours worked. Employee hours are set by building and district administrators. Employees are required to clock in and clock out using the district's time clock system and the use of a PIN number. Clock in time is restricted to no more than 5 minutes prior to the start of a shift or 5 minutes following the end of a shift. Hours may not be adjusted without prior approval of the building administrator, business office, and/or superintendent. Performing time clock operations on behalf of another employee is strictly prohibited. Employees are responsible to check their time entries on the time clock or computer for accuracy and report any problems to their supervisor. Prior to using the time clock system all staff must sign a memorandum of understanding.

Closed Campus

Faculty and Students will remain on campus throughout the school day. The building principal or administrative designee must approve all faculty and students leaving campus. Faculty and Students will sign out and report in at the Main Office. **Please inform the Main Office when you are leaving the building, if not scheduled on the official calendar.**

School Keys/Doors

Each teacher will be issued a set of keys, both physical and electronic, and is entirely responsible for their use. Any misuse or loss of keys presents a serious problem, as locks must be changed, etc. You will be required to sign out your set of keys and list all school keys you have in your possession. Students are NEVER to be allowed to use or possess school keys. Make sure ALL doors are locked and windows closed prior to your departure each day. Exterior doors are to remain locked and closed during school hours.

Use of Telephones/Cell Phones

School telephones are maintained for the primary purpose of conducting school business. Personal cell phones will be placed on silent during instructional periods. Text or voice mail alarms are to be turned off. Respectful and professional use of cell phones is expected. Personal calls or texting should occur ONLY during non-instructional times (when students are not present), and not during class, meetings, or trainings. Please ask that emergency calls come

through the office. We will come and get you immediately if you are needed for an emergency. Teachers should check their district phone mailboxes daily. Students may use cell phones prior to school and after school or with permission of the teacher during school. Cell phones may be used at the secondary levels during passing periods and lunch (see policy IIBH).

Video Surveillance

In an effort to maintain the health, welfare and safety of students, staff and visitors, Platte #1 Schools uses video surveillance to monitor activity. Though this monitoring is not real-time, principals and other administrators can request footage by submitting a request to the technology department director.

Internet Use

As an employee of PCSD working at a school district facility, you have certain responsibilities to ensure that the materials and services that you access while serving as an employee are educationally appropriate. If you or your students are utilizing the Internet as a part of your school instructional activities, you must:

1. Supervise all student use and communications via the Internet and assume responsibility for what students do while on-line;
2. Use only those services, information, or communications which support instruction or professional development.

Attendance at After School Events

Teachers may be required to attend after hour programs. These will be announced during the school year. See the principal if issues arise.

Faculty Communication

Platte County School District #1 maintains an open door policy. All staff members are encouraged to meet at any time with the counselor or principal to ask questions, discuss concerns, or offer suggestions. Other means of faculty communication will include the following:

- Collaborative Meetings
- BLT Meetings
- SIT Meeting
- General Faculty Meetings
- Parent Forum Meetings
- Weekly Bulletin
- Monthly/Year Calendar
- Individual Conferences
- Email
- District or School Web Page
- Blackboard Connect (Emergency / Special Event Notification Service)
- REMIND

*All communication with outside agencies (Police, DFS, Fire, etc.) must be cleared through the principal unless it is an emergency situation. If contact is made in an emergency situation, please contact the principal or superintendent ASAP following the contact and give a detailed description.

Morning Procedures

Each morning teachers must afford students the opportunity to listen to the announcements. During these daily announcements, the student body will be asked to salute our flag. Teachers are to ask their classes to rise, face the flag, and recite the Pledge of Allegiance to our country. All students are required to rise and adopt a respectful attitude. The daily announcements will follow the pledge. All other classroom interruptions via the intercom will be kept to a minimum and must receive an administrator's permission prior to being made. Please email the principal or school secretary by the previous day for any announcements that need to be read.

Professional Dress Code

Professional dress is important for establishing positive public relations, credibility with parents, and authority with students. Dress and grooming of employees in the Platte County School District shall conform to business, occupational and professional standards. Employee dress and appearance play a vital part in the projection of a professional image, contributes to the establishment of a positive learning environment; enhances administrator, teacher, and support staff effectiveness in working with students; models for students appropriate dress and appearance in the workplace; and enhances the professional image of school personnel within the community. Exceptions will be made for special events.

Absence from Work

Certified staff are credited nine days of absence due to illness during each school year. Classified staff are credited 5-9 days of absence (dependent on job assignment). These absences are granted to an employee who is unavoidably absent because of personal illness or accident, or because of serious illness or accident in the immediate family. An employee's immediate family is any one of the following: mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, foster child, step child, step parent, or any person living in the immediate household of the employee.

Unused sick leave shall be accumulated from year to year. Staff requesting extended sick leave must do so in writing. Such requests must be approved by the principal before being referred to the superintendent. The superintendent and/or business manager may require an employee to have a physical examination or to submit a written certificate from a physician of the employee's choice confirming the necessity of an absence due to illness.

Personal Leave

If you have earned personal leave per policy GCBD, you must request its use at least 48 hours (a week is preferred) in advance by completing and submitting the form to the building principal. Forms are located in the school office. Leave may be denied if a qualified substitute cannot be obtained. Please Note: Personal leave cannot be used on the first or last day of school or the day before or after a holiday. All exceptions must be approved by the superintendent.

Professional Leave

Professional leave must be tied to the district, school or professional growth plan and directly benefit our students, school or district. **Teachers and staff receiving training will be requested to share information with colleagues at the next PLC Meeting or at a scheduled meeting for**

the purpose of information sharing.

When applying for professional leave, the following steps need to be followed:

1. Complete a Professional Leave request;
2. Building principal or District Curriculum director must approve and sign;
3. Superintendent must approve and sign.

Leave request needs to be completed and signatures obtained before any scheduling is done. Leave requests need to describe training, rationale for attending the training, location of the training, date leaving, date returning, means of transportation, anticipated costs, and need for a substitute.

Conference registration, motel reservations, and airline tickets will be coordinated through the building or district office secretary. **All pertinent information should be given to the office (Principal or Secretary) so scheduling can be completed at the same time.** If several District Staff are attending the same conference, they will be expected to travel together if the District is paying transportation.

When Staff are traveling with students/teams, a Professional Leave form is not required, only a Staff Absence form.

For other leave see policy GDBD.

Substitutes

When you are absent you are to call the designated site between 6:00 and 6:45 a.m. unless you've made prior arrangements with the school office. All non-emergency absences should be discussed with and approved by the principal. It is the teacher's responsibility to make sure substitute teacher is arranged and confirmed with the secretary. When you are absent and will be unable to return the following day or days, call the office at least thirty minutes before classes end for the day so that the school can arrange for a sub to be held over or obtain a new sub. If you have been absent and do not call your school indicating that you will be unable to return, it will be expected that you are returning to your assignment and your substitute will be released.

You and Your Substitute

Without doubt, the hardest person to replace on any campus is the classroom teacher. Whenever a substitute enters a classroom, we are asking much from that person; i.e. to keep order, to protect the classroom equipment and supplies, and above all, to see that the student's education isn't seriously interrupted. In order for the sub to accomplish these responsibilities, he/she must have adequate instructions from the regular teacher.

In most cases a substitute is able to handle and continue the lesson plans being used by the teacher and needs only seating charts, plan book, and grade book. There are instances, however, when the teacher does not want a substitute to use the regular lesson plans or is unable to get them to school. For these occasions, teachers may prepare the day's lessons for the day and email a copy to the school secretary and principal.

Teachers are required to have the following available for their substitutes:

- a. Attendance materials
- b. Lesson plans and class schedule
- c. Seating chart if used
- d. A copy of the normal duty schedule and lunch schedule.

- e. Crisis Plan

Lesson Plans

Curriculum guides (MAPS) or course syllabi and State Standards will serve as the basis for instruction for each teacher. Submission of lesson plans will be left to the individual building administration.

- a. Teachers shall develop instructional plans consistent with curricular and instructional requirements as specified by the Performance Standards as determined by the district. The development of specific teaching techniques is the responsibility of the teacher and shall be consistent with Platte County School District #1 and individual school goals and objectives and proven principles of best practice learning.
- b. Teachers are expected to consistently incorporate best practice strategies in planning. (i.e. Learning objective, student engagement strategies, CRISS, 21st Century Skills, DOK, etc.)
- c. Teachers may use their own forms for instructions and recording instructional plans. Please see the principal for forms if desired.
- d. Weekly lesson plans should be complete by 8:00 AM on the first school day of each week.

GRADING REGULATIONS

Student Progress Grading

- 1. The Platte County Schools report student’s achievement in terms of:

Middle School and High School	Elementary
<ul style="list-style-type: none"> ● A - Excellent Achievement ● B - Above Average Achievement ● C - Average Achievement ● F - Failure to Meet Acceptable Standards of Achievement 	<ul style="list-style-type: none"> ● Advanced ● Proficient ● BAS Basic

(Percentage for each indicator noted in student handbooks)

- 2. These grades are used for all subjects and schools.
 - 3. It is expected that all teachers will teach objectives stated in district curriculum guides/ State Standards, and grades will be determined in relationship to those objectives.
 - 4. Should a question arise as to the appropriateness of a grade earned by a student, the principal or designee may review the teacher’s grading procedures and the teacher’s justification for the grade issued.
- The teacher must be given the opportunity to substantiate the grade that was given. After review, the principal may determine and assign the appropriate grade.

- In the event there is no agreement between the principal and the teacher on the final grade, the principal will provide written rationale to the teacher and the superintendent. The superintendent may review the rationale and if appropriate may determine and assign the appropriate grade. This determination shall be final.

Academic Zero Tolerance Practices and Consequences

Academic zero tolerance practices and consequences are not appropriate in dealing with students. While deadlines are important and students should be expected to adhere to them, consequences should be measurable. Students who are late with work may be penalized however, the penalty should not be so inflexible as to not accept work under any circumstance(s). Adhering to such punitive measures results in students who have no incentive to turn work in if the deadline has passed.

Zero tolerance consequences for situations such as leaving a name off a paper or using pencil instead of pen are also inappropriate. Students can be asked to write their name or re-do the assignment in ink.

Students may not be penalized in the awarding of grades for actions required of others. In particular, while teachers can require that parents sign various documents including homework, tests, or any other assignment, failure of the parent to sign cannot be used to withhold the grade the student has otherwise earned.

Homework

The purpose of homework is to provide an opportunity for students to independently practice previously learned concepts, provide students with direct meaningful connections to the instructional program, and act as an extension of classroom assignments.

- Homework should be completed at home.
- Homework must be directly related to the day's objective(s), or to objectives previously taught.
- Guided practice must be utilized to model what the student is expected to complete for homework. If guided practice demonstrates a lack of understanding of the day's lesson, homework must not be assigned.
- Quality of homework is more important than quantity. The value of any homework assignment must be evident.

We believe that:

- Distinction is to be made between citizenship grades and subject grades
- Subject grades must be a true reflection of the student's knowledge in the content area as required by the state standards, and district benchmarks.
- If using a grading rubric, a copy of this rubric must be provided at the time the project is assigned.

Extra Credit

No extra credit will be given to any student to increase a content area grade. Students may be given multiple opportunities to demonstrate content area proficiency.

Arts, Crafts, Projects and Games

Within every content area there is an opportunity to have students complete arts and crafts projects, or play games to enhance the lesson being taught. Additionally there are learning strategies and outcomes to go along with the project. Creating an arts and crafts project or playing a game in and of itself does not demonstrate any knowledge of the subject matter in the curriculum without subsequent assessment <https://ssl.gstatic.com/docs/common/profile/T.png>. Students should not be graded on the quality of a project or game if there is no evidence to support what the student has learned. Assessment should be appropriate to stated educational goals.

Grade Books

It is the responsibility of each individual teacher to keep and maintain accurate class rolls and to be responsible for the issuing of grade for each student.

This responsibility lies in no other place. Teachers must keep an accurate, up-to-date grade book throughout the year using the PowerTeacher program. The following information must be completed in the roll book. (see policy IKA)

Report Cards/ Progress Reports

Report cards are issued every quarter at the elementary/middle schools and each semester at the high schools to help parents understand the achievement of the student in the school program.

Teachers are to confer with students and to notify parents advising them of work that constitutes failure or below average grades. If, at that time, a student's citizenship is unsatisfactory, it should be so noted and parents contacted. Progress reports will also be completed midway through each quarter. Teachers will be asked to comment on any grade or citizenship mark that is unsatisfactory. A schedule will be provided at the beginning of each year.

Teachers should take the initiative in setting up parent conferences for students who are making unsatisfactory progress. Teachers should maintain records of parent-teacher conferences, whether by phone or personal contact.

It is the teacher's responsibility to keep a record of absences. Notify the attendance clerk, counselor, or principal if you have concerns about the attendance patterns of a student.

Teachers are also requested to report progress above students' expectations to parents. These reports may be in the form of online reports, phone calls, emails, or letter of commendation.

Grades are not to be used for discipline purposes. Academic grades on report cards at the middle school and high school levels academic grades on report cards should be A, B, C, or F. At the elementary levels grades on reports cards should be ADV, PRO, BAS. At all levels "I" will be used for incomplete and "IP" for In Progress. See the principal for appropriate use.

DEALING WITH STUDENTS

School / Student Safety

Teachers should constantly draw attention to safety. Such instruction should be designed to cover all contingencies that might arise during the hours the students are under the care of the school. Safety precautions should be stressed at all times. When supervising the playground be sure to pay particular attention to student behavior (i.e. safe use of equipment and respectful treatment of others)

Each teacher is responsible for teaching the evacuation, shelter-in-place, lockout and lockdown procedures and for the application and enforcement of the rules. Fire regulations should be posted in each room. If you do not have a copy, contact the principal. Please make sure you review and practice the drills and are very familiar with the procedures. A copy of the emergency plan is included in teacher handbook.

Maintenance Requests

Maintenance requests must be made online at the school website under the staff tab. If the problem is a safety issue, please contact the Main Office or the Principal as soon as the problem is observed.

Student Supervision

Teachers will be assigned duties to supervise as necessary or required. Teachers are expected to assist with the supervision of students in the hallways between class changes during the day and for approximately 10 minutes at the end of the school day. Teachers are asked to correct or report students who fail to follow acceptable patterns of movement within our school.

No groups of students are to be left unattended by staff, either in the classroom and/or outside the classroom door. Students are not to be directed to stand unsupervised, outside a classroom door, or told to leave class without a proper pass to a specific location. Teachers are responsible for all students on their roll for the entire class period. If a student must be sent from the room, either call for an escort or follow up with a responsible student.

In an extreme emergency, when a teacher must escort a student to the office, the teacher should call the office for assistance.

Except for an unusual circumstance, no more than one student should be out of the classroom at a time. Bathrooms should be used between classes or occasional use except for those students who suffer from an illness or dysfunctional ailment. These students will be identified by memo from the school nurse.

Control of Students Outside of the Classroom

It is the responsibility and duty of each staff member to exercise control over the conduct of each student within their sight or hearing anywhere in the building or on the school grounds.

Permit to Leave Campus

In Grades K-12 we operate a closed campus, with the exception of WHS that has an open campus for grades 11 and 12. Students cannot leave campus unless they have a pass that is authorized by the office staff. Teachers should never send students on errands off the campus.

Student Dress and Appearance

The School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and those students shall be required to show proper attention to personal cleanliness. Fashions and fads that become a health or safety hazard to oneself or others will not be allowed. Student's dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The school administration shall have the right to designate which types of dress or appearance disrupt or detract from the educational program.

Homework Requests

When a homework request is made by a parent/guardian, it will be delivered to the homeroom teacher. It is important that work is received when requested. Parents/guardians will be told when they request the homework that they will not be able to pick it up until after 3:45 p.m. If the homework is not picked up after a request has been made, completed and returned within the three day limit, the packet will be returned to the teacher and, no further work may be requested for the absence. Teachers should have a copy of all work sent home in case work is not completed or lost. Special arrangements for homework may be made for extenuating circumstances and/or prolonged absences.

Make-up for Students

Students who are suspended will be allowed to make up the work they missed. This make-up work will be treated the same as any other work turned in due to absences.

Holding Students After Class

Teachers should not keep students beyond the normal class time if it would cause them to miss part of another class, except in extreme emergencies in which case a written explanation should be sent to the next period teacher. To keep students from another class is to imply that what you have for them to do is more important than what the other teacher has for them. Students should not be denied the opportunity to have lunch for any reason.

Detention Before/After School

Teachers may keep students before/after school for make-up work, for extra help or for disciplinary action. Parents will be notified when and why a child is to be detained. If there is a conflict with having the student stay that day, or if the student is a bus student, parents will have 24 hours to make arrangements for the child's transportation. Parents are responsible for the transportation of their children.

Student Responsibility for Supplies etc.

Students are to be held accountable for the proper use and treatment of all school property. It is the responsibility of each teacher to make periodic inspections of desktops, tables, equipment,

etc. and to hold students responsible for unwarranted damage or vandalism. Any such case should be reported to the principal.

In some cases students may be charged for materials required to construct “special projects” selected by the students that are to be taken home. Any fees charged should reflect the actual cost of the materials used by the student and the school may not “make a profit” on materials sold to the student. Careful accounting of student expenditure of classroom fees is critical, as all unencumbered totals must be returned at the end of the year or when the student withdraws. Teachers may expect payment for projects. Any student paying with cash must receive a receipt. All money is to be turned into the office using the appropriate procedure. Teachers will be responsible for money left in his/her room.

Injury or Accident Reports

Coaches, teachers, and other personnel affected will be responsible for notifying the school office when students have been injured.

If a student is injured while under your jurisdiction, use the following procedures:

1. Render only the amount of first aid that is necessary to meet the immediate emergency.
2. If the student can safely be transported, take the student to the Office.
3. If the student cannot be safely transported, call the nurse or administrator to the scene of the accident.
4. Complete an Accident Report in detail and present it to the office where it will be forwarded to the principal.
5. Use established universal precautions when coming into contact with body fluids.
6. If a 911 call is necessary it should be made by the office, school, nurse or administrator if possible. If 911 is called, contact the office and/or principal immediately.

Any student illness, injury, or emergency that occurs within the school is to be reported to the school office. In the event the nurse is not there, the office personnel will take over -- or will call the nurse at another school site. The school nurse will give emergency care and call the student's parents. As a reminder teachers are not to dispense any other medication to students. All medication shall be given by the school nurse or designee. Students must have a pass/note to enter the office (except in cases of accident or genuine emergency), the same as any other visit to an office. A continuous record is kept of all students who report to the school nurse.

First aid procedures are set up by the School District and approved by the County Health Officer. A list of first aid procedures is available in the Nurse's Office. Teachers should familiarize themselves with these procedures.

Guardianship

According to Wyoming Statute 20-2-201, “unless otherwise ordered by the court, the noncustodial parent shall have the same right of access as the parent awarded custody to any records relating to the child of the parties, including school records, activities, teachers and teachers' conferences as well as medical and dental treatment providers and mental health records.” In situations where there might be a question of guardianship, documentation in the student cumulative folder should be reviewed.

Parental Rights to Student Records

Parents have access to their child's school records and should you want to examine them, please stop in at the office. School employees respect the privacy of student records and recognize that only important, factual information should be in permanent records. In addition, policies limit information which can be given to people outside the district without the permission of parents.

Child Abuse and/ or Neglect

It is important to keep anecdotal records of observable student behavior. If a child is suspected of being the victim of abuse or neglect, proof in the form of documentation is necessary for successful prosecution. Referrals will be made to the building principal.

The Platte County School District No. 1 School Board Policy: JHG states:

Wyoming State Law requires that every teacher, principal or counselor report all cases of suspected child abuse or neglect to appropriate authorities. Any teacher suspecting that any child under his or her care has been the victim of abuse will immediately report this fact to the building principal. The principal will immediately make an oral report to the Department of Health and Social Services, followed by a written report, if requested. The reports will contain the name of the child, his or her parent's or guardians' name(s) and address, the child's age, the nature and extent of injuries, and any other information that will be helpful in establishing the cause and nature of the abuse and the identity of the perpetrator. For policies that concern teachers, please refer to the County School District No. 1 School Board Policy Manual. An updated policy manual can be accessed in the principal's office or on the school district web site.

NURSING SERVICES

All schools in PCSD1 have access to a Registered Nurse (RN) who regularly visits the buildings where they are housed. Although buildings do not have a full-time nurse, a nurse can be reached by phone as needed. For additional nursing or medical information visit the Nurse's webpage under the department heading on any district or school webpage.

Health Records

Upon entering PCSD1, a health record is established by the nurses for each student. The health record contains information regarding the student's individual health needs, immunizations and allergies. Records indicating the need for accommodations for the student are also maintained. Please make sure the school nurse is aware of any conditions/situations which may prohibit your student from participating in normal school activities. Also included in the health record are the results of routine screenings done by the nursing staff or other health care professional. This includes hearing, vision, height, weight, dental, and in some cases, blood pressure screenings. Any abnormal screenings are reported to parents/guardians so that follow-up can be planned with the student's health care provider. If you don't want your student screened, you must notify the school nurse in writing each year. The health record is maintained until the student graduates, is projected to graduate or leaves the district. If the student leaves the district, upon request, health records can be forwarded to the new school. Only immunization records are kept in state archives after graduation.

Confidentiality

Information contained in each student's health record is considered confidential and is treated as such. However, if your child needs accommodations for conditions, such as asthma, diabetes, or other chronic illnesses, your child will benefit if the nurses and teachers know of the student's condition. In this way, your student can receive the health services needed to be successful in school.

Students With Special Healthcare Needs

The school nurse will work with you and your student to make necessary accommodations according to specific medical needs. Every year students come to school with casts or on crutches, or following hospitalization/surgery. Notify your school nurse if this happens and your student needs help with things like wheelchair use, excuses from physical education classes, a transportation plan, etc.

School Attendance and Illness

When an illness prevents a student from going to school, notify the school when the student is absent. Students with fever, vomiting, nausea, chills, repeated diarrhea, severe cough, earache, severe sore throat, skin rash or draining sores need to stay home until 24 hours after the symptoms go away. If you have questions, call your school nurse for guidance. If these symptoms remain longer than a day, contact your health care provider to see if your student needs to be evaluated. In cases of certain communicable diseases (example: strep throat, pink eye) students can be re-admitted to school after the school nurse reviews a note from the health care provider. The State Department of Health has identified certain diseases as "reportable diseases" (example: chicken pox). School nurses notify the State Health Department when these diseases occur so the outbreak can be tracked.

Illness and Accidents at School

Parents will be notified if a student becomes too sick to remain at school. First-Aid treatment is available for minor accidents or injuries. Staff or school nurses will notify parents if they need to follow up on an injury or illness. If your student is hurt at school, encourage your student to tell an adult immediately. In the case of serious injuries or illnesses, parents will be immediately notified. If parents cannot be reached, the emergency numbers listed by parents will be contacted. Staff may call 911 if the nurse or administrator determines that it is needed for potentially life-threatening conditions. Please make sure all phone numbers are current and the school knows your back-up plans if you are out of town or work out of town.

Medications at School (policy JHCD)

Parents must sign permission before any prescription medicines are given at school. The school nurse will review each request and will work with parents if there are any questions about the medicine. Please work with your school nurse to make sure all procedures are followed. Safety of medication administration is extremely important. Medicine must be received in the original container and have a current expiration date. Prescription medicines must be received in the original container from the pharmacy with the physician's name, the student's name, name of the medicine, dosage and the times to be given. For your student's safety, medicines received in plastic bags or other non-pharmacy containers will not be given to students. Send only the amount of medicine that is to be taken at school. Students are responsible for coming to the nurse's office at the designated times for medications. If a medication is ordered by the doctor as

“three times a day,” it should be taken before school, after school, and before bedtime. Talk to the school nurse if you have questions. If a medication is ordered by the doctor as “four times a day,” it should be taken before school, lunch, after school and before bedtime. Administration of insulin, inhalers and other emergency medications are an exception and are available as needed. W.S. 21-4-310 requires Wyoming school districts to permit a student to possess and self-administer asthma medication within any school of the district if the proper form is submitted to the district containing: Parental/guardian verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of asthma medication; Healthcare provider identification of the prescribed or authorized asthma medication and verification of the appropriateness of the student’s possession and self-administration of the asthma medication. Please discuss short term use of over the counter medications with your building nurse. Parents must supply any over the counter medication for their student.

Immunizations

Wyoming State Law requires each student to be immunized against certain diseases prior to school attendance. Each school nurse communicates with parents/guardians regarding missing immunizations. It is very important that parents follow up on letters and messages from the school. Students must be fully immunized within 30 calendar days of the first day of school. By state law, students who are not fully immunized by the deadline may be excluded from school by the district administrators. Note: Because some vaccines are given in a series, students will not be initially excluded if the series has been started. Parents are required to complete the series as scheduled. The only exception to this law is for parents who have received a medical or religious exemption from the State Department of Health. See your school nurse for the forms so you can start this process before the deadline occurs.

Reporting Child Abuse and Neglect

By Wyoming State Law, any school employee who has reasonable cause to witness the results of or suspect that a student has been subject to abuse or neglect, is required to immediately inform the building administrator. The administrator or designee will make a report to the Platte County Department of Family Services (DFS) or to the appropriate law enforcement agency, if necessary. Once the report has been made, these agencies assume the responsibility for the investigation.

Physical Examinations and Insurance (Secondary schools)

Any student who participates in interscholastic sports must have a physical and insurance for that school year. Physicals must be dated after May 1 prior to the new school year. Insurance must be verified or can be purchased through the school. Forms are available in the offices.

Children’s Health Insurance Program

Kid Care CHIP is a children’s health care program that offers complete health care coverage for children including dental and vision coverage. This income-based program is available to qualifying children from birth through the age of 18. If your children are uninsured, take the first step and make sure you have the medical care they need. For more information visit www.health.wyo.gov/CHIP or call 1-888-996-8786 visit <http://kidcare.state.wy.us>

BUDGET

The school's annual budget is established, coordinated, and audited by the Platte County School District #1. Schools receive funds based on student enrollment and special program needs. All teacher requests for funds must be approved and cleared through the principal. Upon approval teachers are to submit the completed request to the principal.

Requisition Procedures

Teachers who desire supplies, books, or equipment will fill out a requisition for this purpose. A requisition is required for items ordered on approval. If the requisition is approved by the Principal for items to be purchased locally, **a voucher will be obtained from the Principal before a purchase can be made. If you make a purchase without this voucher, you may be held responsible for payment of this bill.** *Please note that the district will not reimburse for sales tax on any item unless repayment of tax is pre-approved.*

Management of School Generated Funds

School-Generated funds are those associated with school wide fundraising activities. Examples of fundraising activities include, but are not limited to: Pie Sales, Craft Fair, FFA Fruit/Nut Sales, Cookie dough etc.. Items purchased with student or organization money must be substantiated by receipts. All purchases must be preapproved by the principal.

Fundraising

ALL fundraising activities will be approved at the district level prior to starting the fundraiser. All federal guidelines that pertain to food sales must be met. Nothing will be ordered or purchased, or any money collected prior to the approval from the school and district. Any money that is collected during an official fundraiser will be verified and secured by the Fundraiser Coordinator and turned into the Main Office for deposit to the appropriate accounts and for organizations/companies to be paid. No Fundraiser Coordinator will attempt to cash checks or deposit money. All transactions will be made by the Main Office.

Textbooks

All textbooks are issued to students free of charge. When books are received by students the books become their responsibility. If a book is lost, stolen, or damaged, it must be paid for. Students will be given one week to either find the misplaced book or purchase another. If lost books are found and are returned in good condition, the money will be refunded. When books are checked in at the end of the year, the same book that was issued must be returned. All textbooks are checked out to the student by number. A record will be maintained by each teacher issuing textbooks to students. This record should be maintained in the teacher's grade book. Teacher and student name must be written in the book.

Teachers are to be diligent in the supervision of students in the care and use of materials and supplies. School employees are to practice economy at all times in the use of materials, supplies, and utilities.

Teachers whose assignment requires the use of equipment of any kind (laboratory, athletic, technology, art) are requested to organize their respective departments so as to provide records on equipment issued and used, breakage, loss, and replacement. Where there is loss, carelessness, breakage, or undue wear, the student or parent is expected to reimburse the school.

Lunch Balances

Staff may not carry more than a \$20 negative balance in their lunch account.

REQUEST FOR INFORMATION ABOUT STUDENTS

No one, other than the parent/guardian listed on the student enrollment form is to be given any information about or access to the student. Information of any kind (including pictures and videos) about students must not be given out or posted unless you are sure that the person receiving the information has the appropriate rights. Information from a student's permanent record is not to be given out unless you are positive that the person seeking the information is authorized to have it.

Privacy Rights for Students and Parents

In compliance with the Family Educational Rights and Privacy Act of 1974 (HR69/PL93-380), Platte County School District Number One shall not enact policies which will deny or effectively prevent the parents of students attending any school of Platte County School District Number One the right to inspect and review any and all official records, files and data directly related to their children, including all material that is incorporated into each student cumulative record folder, and intended for school use or to be available to parties outside the school or school system, specifically, including, but not necessarily limited to identifying date, academic work completed, level of achievement (grade standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observation and verified reports of serious or recurrent behavior patterns. Platte County School District Number One has established appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the records.

Platte County School District Number One shall not release personally identifiable records or files (or personal data contained therein) of students without the written consent of their parents to any individual, agency, or organization, other than the following:

- A. Other school officials, including teachers of Platte County School District Number One who have legitimate educational interests.
- B. Officials of other schools in which the student intends to enroll, upon

conditions that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

- C. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, the administrative head of an education agency, or state education authorities.
- D. In connection with a student's application for, or receipt of financial aid.

Platte County School District Number One shall require all persons, agencies, or organizations desiring access to the records of a student to sign a written form which shall be kept permanently with the file of the student. The form shall indicate specifically the legitimate educational or other interest that each person, agency, or organization has in seeking this information. Such form shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of the system.

Platte County School District Number One accepts the premise that whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education the permission or consent required of and the rights awarded to the parents shall thereafter only be required of and accorded to the student.

GENERAL INFORMAITON

Building Intervention Team (BIT) Process

The purpose of this team is to discuss a student's educational and behavioral progress and identify intervention strategies to be implemented in the classroom. This might include individual, small group, or large group instruction.

Bullying, Harassment, and Intimidation Policy

All incidents of Bullying or suspected Bullying of a student or staff member will be reported to the Main Office and the Principal as soon as possible. All schools in PCSD#1 will strictly comply with School Board Policy File JFCK.

Drugs and Alcohol in School

Possession, use, sale, and/or distribution of alcohol or any illegal controlled substance or its substitutes is prohibited. Platte County School District provides a program that helps to maintain a drug free learning and working environment. Staff members are responsible to report any offending student or staff member to the principal. Staff members should refer to Employee Policy GBCB and appropriate regulations and Student Policy JFCH/JFCI.

Facility Use

Platte County School District staff are welcome to use school facilities for job related meetings

and activities. Please complete the appropriate forms, inform the principal and custodial staff prior to use, and check for conflicts. All other use of school facilities will be subject to established district rules and charges (files KG, KG-E, KG-R)

District Wellness

As part of the district wellness plan staff may utilize the weight rooms and gyms for personal and family fitness when they are not otherwise in use. If you are planning to use the WMS or WHS weight room please complete the use form. These may be picked up in the WMS or WHS office.

Fieldtrips – Transportation Requests

The field trip request form must be completed by teachers and approved by building principals before a transportation request for the trip is completed. The form is located on the school web page under central office tab (online forms)

If you need school transportation for approved field trips, please notify the Main Office and fill out a transportation request form and field trip request form at least two weeks in advance of the scheduled date (File IICA, also IICA-R). These forms are available in the principal's office. Payment of fees, meals, or other expenses will be determined by school administration on a case-by-case basis.

All students must have written parent permission to attend any fieldtrip. A copy of notes sent home to inform parents about each field trip must be uploaded to the grade level field trip folder.

Sack Lunch: Students may order a sack lunch for the field trip from the school cafeteria. Please provide this option for parents on initial notes sent home. Lunch counts (with student names) for sack lunches must be received by kitchen staff two weeks prior to the field trip date. All lunches will be charged to the student's lunch account.

Parent Teacher Conference

Parent/Teacher Formative Conferences will be held the last week of October after school and in the evening. Teachers will contact parents for concerns and recognition when appropriate. A Spring Parent/Teacher Conference will be scheduled on a student by student basis. Please remind Parents that they can access PowerSchool by phone or computer to regularly check on their student's grades.

Sexual Harassment

In accordance with School Board Policy GBAA, Platte County Schools maintain a learning and working environment that is free from sexual harassment. The District prohibits any form of sexual harassment.

It shall be in violation of this policy for any student or employee of the District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of this District. Joel McDaniel is the Title IX coordinator for the district.

Homeless Liaison

Displaced families or children are entitled to various services. Referrals should be made to Shannon Brow.

Animals in the School:

Animals will be allowed in the school under the following conditions.

1. The principal shall approve all animals that are brought into the schools for instructional purposes.
2. Responsible staff is responsible for following all state, county and/or city regulations regarding the housing of animals. This includes any special licensing and appropriate vaccinations.
3. Animals will be treated in a humane manner at all times.
4. Animals shall be housed in suitable, sanitary, self-contained enclosures appropriate to the size of the animal.
5. Animals and/or their enclosures shall not be cleaned in areas where food is prepared or served, classrooms or in restroom sinks.
6. Teachers will be responsible for ensuring enclosures are kept in a sanitary condition.
7. Care of the animal is the responsibility of the classroom teacher.
8. Animals shall not be allowed to roam freely in the school.
9. Animals shall not be left in schools during holiday periods, and the teacher responsible will make arrangements for their care in other locations.
10. Prior to introducing any animals into the classroom, teachers shall be certain that:
 - a. Students and school personnel are not allergic to their presence;
 - b. The animals are free from any disease or parasites;
 - c. Students will be instructed in proper care and handling of the animal;
 - d. Students will be instructed in proper hygiene to protect themselves.
11. Where the animal constitutes a health risk or a student or staff member suffers from an allergy that is aggravated by the presence of animals, the animal must be removed.

Social Media (Facebook, MySpace, Twitter, etc.)

Social media pages should not be open in any classroom during instructional time or when students are present if not related to curriculum or content students are studying.

This will be considered a disruption to the learning environment. Chats should take place on your own time. (See PTSB Code of Conduct: <http://ptsb.state.wy.us/LinkClick.aspx?fileticket=0-7WRtF-4ek%3d&tabid=234>)

Teacher Evaluation

To deepen the expertise of teachers to engage students in high quality learning the 5D+ evaluation rubric will be used to evaluate teachers and provide regular feedback on instructional practices Teachers will be expected to have yearly goals and self-assessment completed by the first week of September. Observations will be completed through the use of multiple principal walkthroughs (forms emailed to staff member following each walk through). For full evaluation guidelines see (file GCN-1-R (Also AFC-1-R) all Summary evaluations must be signed and new goals completed prior to end of year checkout.

**An Overview of the
5D+™ Rubric for Instructional Growth and Teacher Evaluation, Version 3**

Code	Indicator
PURPOSE dimension	
P1	Learning target(s) connected to standards
P2	Lessons connected to previous and future lessons, broader purpose and transferable skill
P3	Design of performance task
P4	Communication of learning target(s)
P5	Success criteria
STUDENT ENGAGEMENT dimension	
SE1	Quality of questioning
SE2	Ownership of learning
SE3	Capitalizing on students' strengths
SE4	Opportunity and support for participation and meaning making
SE5	Student talk
CURRICULUM & PEDAGOGY dimension	
CP1	Alignment of instructional materials and tasks
CP2	Teacher knowledge of content
CP3	Discipline-specific teaching approaches
CP4	Differentiated instruction for students
CP5	Use of scaffolds
ASSESSMENT FOR STUDENT LEARNING dimension	
A1	Student self-assessment
A2	Student use of formative assessments over time
A3	Quality of formative assessment methods
A4	Teacher use of formative assessments
A5	Collection systems for formative assessment data
CLASSROOM ENVIRONMENT & CULTURE dimension	
CEC1	Classroom arrangement and resources
CEC2	Learning routines
CEC3	Use of learning time
CEC4	Student status
CEC5	Norms for learning
PROFESSIONAL COLLABORATION & COMMUNICATION dimension	
PCC1	Collaboration with peers and administrators to improve student learning
PCC2	Communication and collaboration with parents and guardians
PCC3	Communication within the school community about student progress
PCC4	Support of school, district and state curricula, policies and initiatives
PCC5	Ethics and advocacy