

Snowy Range Academy Employee Handbook 2022-2023

**Adopted by the Snowy Range Academy Board of Directors: July 2019
Last Revision: September 2022**

This Handbook states Snowy Range Academy's (SRA's) and Albany County School District #1 (ACSD #1) employment practices, benefits, standards of conduct and policies as of the date indicated. Read this Handbook carefully, and refer to it whenever questions arise. This Handbook contains both SRA and ACSD #1 policies. In order to distinguish between the policies, ACSD #1 will be written in *Times New Roman* italicized font, while SRA policies will be written in Arial font.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Snowy Range Academy Employee Handbook and return to the SRA Principal.

Receipt & Acknowledgment of Employee Handbook

I have received and read a copy of the Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the SRA Board of Directors and/or the ACSD #1 Board of Trustees at any time, and that employees will be informed of these changes.

I am aware that during the course of my employment confidential information will be made available to me. I understand that this information must not be given out or used outside of SRA's premises or with non-SRA employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual.

I understand that, should the content of this Handbook be changed in any way, SRA may require an additional signature from me to indicate that I am aware of and understand any new policies.

Employee's Printed Name

Position

Employee's Signature

Date

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I. About This Handbook

The policies in this Handbook are to be considered as guidelines. SRA and/or ACSD #1, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate, subject to Wyoming law, and to the charter application and contract between Snowy Range Academy and ACSD#1.

Any adoptions, deletions, or revisions of policy or changes in SRA's or ACSD #1 procedures shall take precedence over those printed in this handbook. No one other than the Board of Directors or the ACSD #1 Board of Trustees may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

II. No Discrimination

[Snowy Range Academy] shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, age, or disability in admission or access to, or treatment, or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the SRA Principal or the SRA Board of Directors.

Persons with concerns or questions regarding discrimination of any kind are advised to contact the [SRA Principal or the SRA Board of Directors].

In addition, [SRA] shall provide equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs regardless of gender, color, race, disability, national origin, age. Individuals with concerns regarding equitable access should contact the [SRA Principal or the SRA Board of Directors].

III. Definitions

Terms used in this section include:

(i) "Board of Directors" or "Board" means the duly elected Snowy Range Academy Board of Directors, the governing body of the Academy that is responsible for governing and administering the Academy.

(ii) "Charter Contract" or "Charter School Contract" means the most current contract between SRA and the Albany County School District No. 1, as of the date of executing this Agreement.

(iii) "Charter School Policies" means the By-laws and Policies adopted from time to time by the Academy, which have been approved by the School District in accordance with the Charter School Contract. In the absence of an approved bylaw or policy, it is agreed that the most recent policies adopted by the School District shall serve as the Charter School's policies.

(iv) "Continuing Contract Teacher" has the same meaning as provided at Wyoming Statutes § 21-7-102, and means:

(a) Any initial contract teacher who has been employed by the same school district in the State of Wyoming for a period of four (4) consecutive school years, and has had his contract renewed for a fifth consecutive school year; or

(b) A teacher who has achieved continuing contract status in one (1) district, and who without lapse of time has taught two (2) consecutive school years and has had his contract renewed for a third consecutive school year by the employing school district.

(v) "Dismissal" or "Dismiss" means the cancellation of Employee's contract at any time other than at the end of the school year where proper notice has been given, as defined in Wyoming Statutes §21-7-102.

(vi) "District" or "School District" means Albany County School District No. 1, a corporate body and political subdivision of the State of Wyoming, organized pursuant to Wyoming Statutes §§ 21-3-101 et seq., which operates a unified school district within Albany County, Wyoming.

(vii) "Initial Contract Teacher" means any teacher who has not achieved continuing contract status, as defined in Wyoming Statutes § 21-7-102.

(viii) "Principal" means the person hired by the Academy to oversee the day-to-day operations of the school, including managing and evaluating the teachers and other staff at the Academy, overseeing the implementation of the curriculum, and reporting to the Snowy Range Academy Board of Directors.

(ix) "School District Policies" means the most current By-Laws and Policies of the Board of Education of Albany County School District No. 1.

(x) "Snowy Range Academy," "Academy" or "SRA" mean the Snowy Range Academy, Inc., a nonprofit corporation organized pursuant to the Wyoming Nonprofit Corporation Act.

(xi) "State law" means all applicable Wyoming state statutes, including but not limited to, the "Wyoming Teacher Employment Law," codified at Wyoming Statutes §§ 21-7-101, et seq.

(xii) "Suspension Without Pay" means the removal of a Teacher from the classroom during the school year with the termination of a salary for a period not to exceed one (1) calendar year, commencing upon completion of a hearing held under W.S. § 21-7-110.

(xiii) "Termination" or "Terminate" means the failure of the Board of Directors to re-employ Teacher at the end of the school year in any given year, as defined in Wyoming Statutes § 21-7-102.

IV. Overview

A. ABOUT SRA

The mission of the Snowy Range Academy is to offer an academically rigorous, content rich integrated educational program grounded in a common foundation and sequence of study. The Snowy Range Academy will provide excellence and fairness in education by operating according to policies based on values of inclusiveness, personal responsibility, honesty, self-reliance, and courtesy.

Snowy Range Academy recognizes the leadership of teachers in the classroom, and will develop a school structure emphasizing how students, parents, administrators, and other relevant parties can support the teachers in their delivery of academic content. Within the context of the goals listed here, the Snowy Range Academy will endeavor to instruct students in skills that they can use for the rest of their lives. The result will be a student body that has attained high levels of academic competence, comprised of individuals who are motivated to continue to develop their knowledge and skills.

The curriculum and philosophy of SRA are defined in the charter application and by Board of Directors' (BOD) policy decisions. Employees of SRA are expected to support and implement this curriculum and philosophy. SRA shall operate, in all respects, as a non sectarian, non-religious public school, and will comply with all applicable federal, state, and local laws, rules, and regulations regarding non-discrimination.

B. GOVERNANCE

SRA is administered and governed by its Board of Directors. In its complete form, the BOD will consist of ten members (seven voting members): five parents of enrolled students, two community members (who do not have children attending SRA), SRA principal, one teacher, and one Board Member Emeritus. The principal, teacher, and Board Member Emeritus are non-voting members. Parent members are elected on a staggered basis, for two year terms. Elections are held each spring at the Annual Meeting of the Membership, with each family having one vote.

The BOD will meet at least once a month to review SRA's operations, receive reports, consider and adopt policies, consider requests and concerns from parents, students, and teachers, and perform other duties and functions of the Directors.

Additional information about governance of SRA is found in the charter application, charter contract, by-laws, and BOD policy.

C. PARENT, TEACHER, AND COMMUNITY INVOLVEMENT

SRA strongly encourages parental involvement in all aspects of school life, including classroom support for teachers, helping teachers with projects, writing grants, fundraising, or serving on a school committee. Parent input will be ensured through representation on the BOD, committee participation, extensive volunteer programs and multiple channels of communication (newsletters, website, annual meetings, etc.).

Teacher input will be ensured through representation on the Board of Directors, committee liaison, faculty meetings, and a school philosophy supporting teacher autonomy within the framework of the curriculum, program, policies, and philosophy of SRA.

Community input will be ensured through community representation on the Board of Directors, committee participation, extensive volunteer programs, and multiple channels of communication.

Community Relations

The success of SRA depends upon the quality of the relationships between SRA, our employees, our parents, our students, and the general public. As an employee of SRA, you are the school's ambassador to the community.

Some of the major purposes of Academy-community relations include the following:

- Inform the public about the work of SRA;
- Improve education by uniting parents and teachers;
- Integrate home, school, and community in improving educational opportunities for all children;
- Correct misunderstandings as to aims, objectives, and work of SRA;
- Make use of community resources in carrying out the educational program.

You can help give students, parents, and visitors a good impression of SRA:

- Act competently and deal with individuals in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on questions promptly, provide professional replies to inquiries and requests, and perform all duties in an orderly manner.
- Take pride in your work and enjoy doing your very best for this new public school.

D. WHAT YOU CAN EXPECT FROM SRA

SRA's policy is to:

- Dedicate ourselves to excellence and fairness in education.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
- Promote and compensate faculty and staff on the basis of their ability and merit, and according to their effort and contribution to the success of our school to the extent that our budget permits.
- Adhere to all federal and state employment guidelines.
- Review wages, benefits and working conditions with the goal of providing maximum benefits in these areas, to the extent that our budget permits and consistent with sound business practices.
- Provide eligible employees with health, dental, life insurance, and other voluntary and required benefits, as set out in applicable documents.

- Promptly and fairly address any complaints that may arise in the everyday operation of our Academy, to the extent that is practicable, and assure employees of a system of addressing grievances.
- Maintain mutual respect and courtesy in our working relationships.
- Provide classrooms and offices that are attractive, comfortable, orderly, and safe.
- Keep all employees informed of the policies of SRA, as well as SRA's overall goals and objectives.

E. WHAT SRA EXPECTS FROM YOU

Your first responsibility is to know your own duties and how to perform them.

- You are expected to cooperate with the Principal, the BOD, parents, and your fellow employees.
- You have the right to make your own choices in matters that concern your classroom (or other area of work), as long as you are promoting the mission and philosophy of the school, and are adhering to SRA's programs, policies, and curriculum.
- We expect you to voice your opinions and contribute your suggestions to improve the quality of SRA, through the employee representative to the BOD, the suggestion box, and through verbal or written communication with the Principal and the BOD.
- We expect that you will respect the confidentiality, in both a legal and a personal sense, of the students, parents, families, employees, volunteers, and others associated with SRA.
- We encourage you to pursue opportunities for professional development. The success of the school rests upon the continuing education of the faculty.

F. SRA GUIDING PHILOSOPHY FOR TEACHERS

1. High Time on Task

Arranging instruction and procedures to optimize student learning and engagement, and minimize distractions.

Dos:

- Daily instruction is planned and organized.
- All students are engaged.
- Teacher is teaching, or actively directing and guiding student activities (Direct Instruction).
- Majority of delivery should be Direct Instruction.
- Teacher is refocusing/regrouping class with efficient transitions.
- Teacher ensures that all class activities have an academic focus.

Don'ts:

- Students should not be talking/reading/doing other things while teacher is directing/instructing.
- Students should not be walking around during instruction.
- Students should not be asked to do non-academic time fillers during class time.

- Students should not be doing non-academic classroom tasks (such as filling student mailboxes, watering plants, etc.) during class time.

2. High Expectations for All

Setting high expectations so that all students are challenged and support is provided for struggling students.

Dos:

- Teacher is doing high level questioning of students during instruction.
- Assignments challenge students to demonstrate knowledge of content.
- Teachers coordinate with the next grade level teacher to ensure that expectations appropriately increase each year.
- Struggling students are supported through after school tutoring, parent support at home, one-on-one teacher/literacy teacher support during specials and recess, and individualized literacy plans.
- Teacher will return graded daily assignments to students in a timely manner (within 1 week or earlier of the due date) to provide constructive feedback to students and parents; major projects will be graded and returned within 2 weeks of due date.

Don'ts:

- Use worksheets as a form of instruction.
- Give busy work.
- Assign projects where the major focus of the assignment is “crafts-based” rather than knowledge-based.
- Expect brighter students to teach other students exclusively.
- Hold on to graded work for more than 1 week.
- Allow students or parents to have access to other student's graded work.

3. Discipline System

Behavioral expectations are consistent across the school and must not vary from teacher to teacher.

Dos:

- Teach students the ticket system at the beginning of each school year.
- Pull tickets consistently for stated rule infractions.
- Reward and call attention to positive behavior.
- Pull tickets without discussion or interruption of class time. (Discussion with students may take place after instruction, during recess, after school, etc.)
- Make sure students are engaged, prepared for class, not talking during instruction, raising their hands/taking turns to respond to teacher prompts.
- Ensure that ticket slips are properly filled out by students.
- Ensure that consequences for tickets are carried out consistently, in a timely manner, and according to policy (e.g. teacher phone call to parents for pink tickets, no timeouts or warnings of consequences)

Don'ts:

- Make threats or provide warnings about pulling tickets—just pull them.

- Time outs will not be given in or out of the classroom. (Exception: if timeouts are required by an IEP). PARENT
- No humiliation or isolation of students (e.g. no “Siberia”) should occur.
- Give tickets back to students.
- Negotiate with students.
- Pull tickets from the entire class for the misbehavior of a few students.

4. Parents’ Role at SRA

Parents are a child’s first teachers, and often know a great deal about what motivates their child to do their best in school. We believe in the importance of allowing parents to address certain social and ethical issues at home. We also believe that it is critical for parents and SRA to partner together in instructing children to high standards of academics, character, and behavior.

Dos:

- Teach according to the Core Knowledge Sequence in an unbiased, factual manner.
- Leave personal opinions out of the lesson.
- Encourage students to discuss controversial topics with their parents.
- Call parents to discuss discipline issues (pink tickets).
- Communicate weekly through newsletters and daily homework planners.
- Notify parents of areas of student academic, behavioral, and social concerns by grading and returning student work promptly, sending home notes, and/or calling parents directly, if needed.
- Provide detailed information in weekly newsletter about academic content being covered, upcoming projects and tests, school activities, etc.
- Teach and scaffold organizational skills.
- Ask parents to help with learning issues at home.
- Send home notification if teaching controversial Core Knowledge content (e.g. human sexuality, abstinence/ contraception, world religions, drugs/tobacco/alcohol use, eating disorders, etc.)

Don’ts:

- Deviate from Core Knowledge to teach about controversial political, social, ethical, moral, or religious issues.
- Fail to send home a weekly newsletter.
- Wait to tell parents about problems until it has become a large issue

5. Character Development

SRA has a set of core values and virtues to which every student, teacher, and staff member is expected to adhere.

Dos:

- Point out the values of historical figures.
- Relate good character traits to content.
- Model good character traits and values.
- Acknowledge students demonstrating good character traits
 - Support Character Ed teacher by reinforcing virtue of the month in the classroom.

Don'ts:

- Draw attention to undesirable behavior.
- Model poor character traits, even on bad days.

G. SCHOOL SAFETY AND SECURITY

SRA will observe requirements of Wyoming law and ACSD#1 safety and security policies. Please assist the Principal by bringing any safety/security issues to his/her attention. Safety is to be given primary importance in every aspect of planning and performing all Snowy Range Academy activities. Please report all injuries (no matter how slight) to your principal immediately. Report anything that needs repair or is a safety hazard to the Business Manager.

Maintaining the security of Snowy Range Academy is every employee's responsibility. For example:

- Keep cash and personal possessions properly secured.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them.
- When you leave SRA's premises make sure that all entrances are properly locked and secured.

1. Emergency Preparedness

The Board of Trustees of Albany County School District One recognizes the responsibility it shares with other public agencies to provide a safe and secure environment for students, employees, and the public involved with school activities or on school property. To fulfill this charge the Board of Trustees has established a District Crisis Management Team and in addition a Building Crisis Management Team at each site in the District. Each site will develop flexible crisis plans for the purpose of responding to unpredictable and extraordinary events which negatively impact students or staff. All District and site emergency plans will be compatible and coordinated and are established through this policy. Administrative regulations and procedures will be developed to assure implementation of this policy.

The District will review, and if needed, revise the plans on an annual basis. These plans will be coordinated with other community agencies such as law enforcement. (Section 1 received final adoption by BOE on 7/12/95.)

2. Fire Drills

The proper order of procedure during fire drills will be issued by the principal of each school. There will be a chart of directions for evacuating each room prominently displayed in each room. Fire drills will be conducted regularly, at least once a month.

3. Visitors

Anyone other than regular employees who enter SRA should be identified and checked in at the reception desk. Parent volunteers, other volunteers, and visitors

should be issued an identification tag. All employees should stop and question any non-employee on school premises who is not identified with a visitor's tag.

4. Inspection of packages

SRA reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from SRA premises. In addition, SRA reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, computers, lockers, and so forth are the property of SRA, and are issued for the use of employees only during their employment with SRA. Inspections may be conducted at any time at the discretion of SRA.

5. Weapons

Possession of firearms or deadly weapons is prohibited on Academy grounds or during off-campus Academy activities. SRA follows ACSD#1 policy on the possession of weapons.

Weapons.

a. Definitions. Items in the following categories are defined as weapons: (1) Type 1:

Firearms (as such term is defined in Section 921 of Title 18, United States Code), or deadly weapon (as such term is defined in W.S. 6-1-104(a)(iv).

(2) Type 2: Articles other than firearms and deadly weapons as described above, used or designed to inflict bodily injury and/or to intimidate other persons. Examples are metal knuckles, switchblade/butterfly knives, chains, clubs, stars, etc.

(3) Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily injury and/or intimidate. Examples are belts, combs, pencils, pocket-knives, files, compasses, scissors, etc.

(4) "Possession" means having a weapon actually in an individual's personal possession, backpack or other personal property, or in his/her desk, or locker. (5) "Use" means threatening to, attempting to, or actually inflicting injury on another person with a weapon.

(6) "Campus" means within the boundaries of the real property used by the school district primarily for the education of any student in any grade from kindergarten through twelfth grade.

b. Possession or use of weapons.

"Possession" of a Type 1 or a Type 2 weapon on campus or within any school vehicle when school activities are in session is prohibited. "Use" of any type of weapon on campus or within any school vehicle is prohibited at all times.

c. Penalty.

(1) A student who brings, uses, transfers, carries, or sells a Type 1 weapon on any school campus, or in any school vehicle, or at any school activity shall be expelled from school for not less than one (1) year except the Board of Trustees may modify the expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.

(2) A student who brings, uses, transfers, carries, or sells a Type 2 weapon on any school campus, in any school vehicle, or at a school activity shall be subject to

administrative disciplinary action up to and including expulsion for one (1) year. The Board of Trustees may modify an expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.

- (3) A student using a Type 3 weapon on any school campus, in any school vehicle, or at a school activity shall be suspended immediately from school and may receive additional disciplinary action up to and including expulsion from school for one (1) year. The Board of Trustees may modify an expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.*
- (4) A student using any type of weapon on the campus, in a school vehicle, or at a school activity shall be suspended immediately from school and may receive additional disciplinary action up to and including expulsion from school. The Board of Trustees may modify an expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.*
- (5) Non-students (employees and visitors) and students may also be reported to the proper law enforcement authorities and district attorney for violations of Section 922 of Title 18, United States Code--The Gun Free School Zone Statute, and W.S. 21-4-305(a).*

d. Exceptions to the above policy are:

- (1) Unloaded guns lawfully stored inside a locked vehicle.*
- (2) Weapons intended for use in a program approved and authorized by the [School] as long as there are appropriate safeguards in place to ensure student safety. Each program must be approved by a school administrator.*
- (3) Weapons possessed by a law enforcement officer acting in his or her official capacity.*
- (4) Unloaded guns that are possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on school premises is approved and authorized by school authorities and provided the hunter meets the Wyoming requirement for knowledge of hunter safety standards. (Section 17. revised and received final adoption by BOE on 8/20/03.)*

V. EMPLOYMENT

A. EMPLOYMENT POLICIES

Snowy Range Academy is a public charter school within Albany County School District #1. SRA's personnel policies mirror those of the ACSD#1 "Personnel Policies" found in Chapter VIII of the ACSD#1, *The By-Laws and Policies of the Board of Education*. However, since SRA employees are not District employees, the decision-making authority in personnel matters is SRA's Principal and Board of Directors, rather than the ACSD#1 Superintendent and Board of Trustees.

ACSD#1 Employees

No ACSD#1 employee shall be required to work at SRA. Any District employee interested in working for SRA will be considered for employment.

Wyoming Statute 21-3-313(a) provides that during the first year that a teacher employed by a school district is employed by a charter school, the teacher shall be considered to be on a one- (1) year leave of absence from the school district. The leave of absence shall commence on the first day of services for the charter school. Upon the request of the teacher, the one- (1) year leave of absence shall be renewed for up to two- (2) additional one- (1) year periods upon the mutual agreement of the teacher and the school district. At the end of three- (3) years, the relationship between the teacher and the school district shall be determined by the school district and the district shall provide notice to the teacher of the relationship.

Wyoming Statute 21-3-313(b) provides that the employment status of school district employees employed by the Charter School who seek to return to employment with non-Charter Schools in the district shall be negotiated and included in the Charter contract.

The District's present leave policy complies with and satisfies the requirements of Wyoming Law, and the rights, if any, of any District employee hired by SRA to return to the District shall therefore be governed by and controlled by District policy.

B. CHARTER SCHOOL PERSONNEL MATTERS

Wyoming Statute 21-3-304(h) provides that a charter school shall be responsible for its own personnel matters. The SRA Board is responsible for adopting policies governing hiring, promotion, discipline, and termination of personnel; methods and schedule for evaluating performance; conditions of employment; compensation; leaves of absence; and a plan for resolving employee-related problems, including grievance procedures.

1. Selection Process

A Hiring Committee, appointed by the BOD, which shall include the Principal, one or two SRA Board member(s), one or more teacher(s), and one or more parent(s), is responsible for reviewing written applications and conducting personal interviews and reference checks of applicants. The Hiring Committee recommends individuals for hire to the SRA Board. Offers of employment are ratified by the SRA Board.

2. Hiring

It is the policy of SRA to be an equal opportunity employer and to hire individuals solely on the basis of their qualifications for the job for which they have applied.

Where qualified applicants are available internally, SRA may attempt to fill openings by promoting from within. When applicants are recruited from outside the organization, all available sources of qualified personnel will be utilized.

Relatives or significant others of an employee may be considered for employment provided the individual possesses all the qualifications for employment. Relatives or significant others of an employee may not be hired, however, if it would, in the opinion of SRA, create either a direct or indirect supervisor/subordinate in relationship with the relative; or create an actual conflict of interest or the appearance of conflict of interest.

These criteria may also be considered when assigning, transferring or promoting an employee. For purposes of this policy, “relative” includes employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, aunt, uncle, first cousin, or any other member of an employee's household, including a significant other.

Employees who marry while employed at SRA are treated in accordance with these guidelines. If, in the opinion of SRA, a conflict or an apparent conflict arises as a result of marriage, one of the employees will be transferred at the earliest practical time. If accommodations of this nature are not feasible, SRA will consider all options available to eliminate conflict or potential conflict of interest. If no viable options are available, however, SRA may have to consider the option of permitting the employees to determine which of them will resign. This policy applies to all categories of employment including regular, temporary, and part-time classifications. Exceptions to this will be made only with the approval of BOD.

Former employees who left SRA in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for cause may not be considered for reemployment. The previously terminated employee who is reapplying may be considered a new employee from the date of reemployment unless the break in service is less than 30 days. Length of service for the purpose of benefits is governed by the terms of each benefit plan.

3. Outside Employment

What an employee does in his or her own time is his or her own business. However, if you are employed by SRA in a full-time position, the School will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to perform properly your job duties at the School. No tutoring for a fee may be performed on school property.

4. Fingerprinting and Background Investigation

All regular, part-time, and substitute employees must submit to fingerprinting for the purposes of criminal background checks through the “Wyoming Central Registry of Abuse/Neglect”. Costs for criminal background checks through the Federal Bureau of Investigation (FBI) and the Wyoming Division of Criminal Investigation (DCI) for certified employees as part of the certification process will be paid by the employee. [SRA] will cover the cost of the criminal background check for classified employees. The fingerprints must be submitted prior to the first day of employment. In addition, SRA may require background checks with any other agency deemed appropriate and necessary.

Each person recommended for employment will be required to complete a notarized form listing any substantiated report of child abuse or neglect which has been processed through the Department of Family Services. This form must be submitted at the time of application for employment. If the results of the criminal background checks are different than the information on the notarized form, then an immediate recommendation for the termination of the employee's contract may be submitted to the BOD (if the BOD has already acted to employ the person).

Any person who is recommended for employment who was issued a teaching certificate or a substitute permit by the Wyoming Professional Teaching Standards Board after July 1, 1996, will not be required to undergo the background check since s/he went through that process in obtaining the certificate or permit.

5. Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

6. Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to SRA from time to time. Any changes in your driving record must be reported to SRA immediately. Failure to do so may result in disciplinary action, including possible dismissal.

7. Employment Contracts

SRA will require all employees to sign individual employment contracts.

Employment contracts shall clearly specify that:

- The right of the employee to continued employment is dependent upon future funding of the Charter School.
- An acknowledgment by the employee that he is not an employee of the Albany County School District #1.
- A statement that in no event shall the District owe any responsibility to any employee of SRA.
- A covenant of the employee agreeing to hold the School District harmless from any and all acts of SRA and agreeing not to sue the School District.

8. Breach of Contract

A teacher's Wyoming teaching certificate may be suspended or revoked, according to Wyoming law, if the teacher abandons or refuses to fulfill the obligations of his/her employment agreement.

9. Payroll Distribution

Employees shall be paid the last working day of the month. Electronic direct deposit will be the payment mechanism used for all regular full- and part-time employee payroll. All regular employees will be required to participate in the direct deposit program, unless subject to an exception as set forth in c below.

The following exceptions may apply under which paper check rather than direct deposit is permitted, including:

- a. First and Last Payroll Payments: Due to employee's hire/separation date and payroll processing schedules, the first and/or last payroll payments may be processed as a paper check.
- b. Substitute Employees: Paper checks, not direct deposit, will be used for

paying substitute employees.

- c. Employees must enroll in direct deposit. Employees on annualized salaries will be paid 1/12 of their salaries each payday (plus additions for overtime or reductions for docked or reduced time from the previous month). Employees whose salaries are annualized and who are on contracts of 205 days or less will be paid.

10. Basis for Fractional Pay or Deductions

For the purpose of figuring fractional pay or deductions to salaries for classified personnel, the employee's hourly rate multiplied by the number of normal hours worked in a day will be used to determine the daily rate of salary. Partial-day pay or deductions will use the employee's hourly rate-of-pay.

11. Your Personnel File

It is the policy of SRA to maintain personnel records and related information on each employee. SRA endeavors to balance each individual's right to privacy with SRA's need to obtain, use and retain relevant employment information.

The Principal and the Business Manager will handle personnel records and related personnel administration functions. Questions regarding benefits, wages, and interpretation of policies may be directed to the Principal or Business Manager.

Personnel records contain information needed by SRA to conduct business and/or which federal, state, or local law requires. This information normally will include, but will not be limited to, the following:

- Application form
- Resume
- Letters of Recommendation
- Emergency Contact/Medical Information
- W-4, I-9
- Performance appraisals
- Beneficiary designation forms
- Disciplinary records

Employees have a responsibility to keep their personnel records up to date and are to promptly notify their immediate supervisor of any changes in the following:

- Legal name
- Home address or mailing address
- Home telephone number
- Emergency contact
- Number of dependents
- Marital status (for benefits and tax withholding purposes only)
- Change of beneficiary
- Driving record or status of driver's license, if you operate any Academy vehicles
- Military or draft status
- Exemptions on your W-4 tax form
- Names and addresses of spouse/former spouse and children (for

insurance purposes only)

Employees who have a change in number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten days of the change if the change results in a decrease in the number of dependents

Employees may review their personnel files at any time. Employees interested in reviewing their personnel files should contact the Principal. Request for copies of employee personnel files or parts thereof, will be subject to the discretion of the Principal.

Employees who, after reviewing personnel files, feel that any material contained therein is inaccurate or irrelevant may submit a written request to their immediate supervisor to have the material revised or removed from the file. If such a request is not granted, the employee will be permitted to place a written statement of disagreement in his/her personnel file and can, if appropriate, pursue the matter further through the Principal or the SRA Board.

C. EMPLOYMENT OF CLASSIFIED PERSONNEL

1. Qualifications

Classified employees shall be selected on the basis of training, experience, character, and general competence. An attempt shall be made to recruit well-qualified personnel and to assign them to positions wherein they can make their maximum contribution.

2. Selection and Appointment

The selection and appointment of personnel are the responsibilities of the Principal and the Hiring Committee. The SRA Board shall consult with the Principal and the Hiring Committee Chairman regarding candidates and receive their recommendations regarding the hiring of personnel. Selection of personnel will be in accordance with the approved hiring guidelines. Appointments shall be made by the SRA Board of Directors upon the recommendation of the Principal and the Hiring Committee.

3. Normal Hours of Work

The basic day, week, month, and year for classified personnel shall be established by the SRA Principal.

4. Overtime Work

All other approved work beyond 40 hours per week shall be compensated in overtime pay at one and one-half the regular rate.

5. Salaries and Wages

Salary guides and hourly rates of pay for classified personnel shall be determined by the SRA Finance Committee.

6. Terminations

Classified employees may be dismissed for inefficiency, incompetence, insubordination, neglect of duty, justifiable decrease in the number of positions, or any other good and just cause. The Principal may suspend any employee for good cause, subject to later action by the BOD. Dismissals shall be approved by the SRA Board upon the recommendations of the Principal.

In normal circumstances, SRA shall give the employee two weeks' notice in the case of dismissal. SRA may elect to give the employee two weeks' pay in lieu of two weeks' notice. In unusual cases, SRA may suspend the employee immediately from his/her duties.

In the case of voluntary resignation, classified employees shall give a minimum of two weeks' notice.

D. EMPLOYMENT OF CERTIFIED PERSONNEL

1. Qualifications

Among the most important qualifications for certificated employees shall be ability to perform the job, professional preparation, professional experiences, personality, and general culture.

Candidates for regular teaching positions shall possess, as a minimum, a bachelor's degree from an accredited institution, and hold or be qualified for a Wyoming teaching certificate with an endorsement in the appropriate area. Substitute teachers shall hold a Wyoming teaching certificate or a Wyoming substitute permit.

Specialized personnel such as counselors shall possess or be qualified for the appropriate Wyoming certificate.

It shall be necessary for all candidates to complete and file a formal application and furnish transcripts for all college work and letters of reference.

2. Selection and Appointment

The selection and appointment of personnel are the responsibilities of the Principal and the Hiring Committee. The SRA Board shall consult with the Principal and the Hiring Committee Chairman regarding candidates and receive their recommendations regarding the hiring of personnel. Selection of personnel will be in accordance with the approved hiring guidelines. Appointments shall be made by the SRA Board of Directors upon the recommendation of the Principal and the Hiring Committee.

3. Evaluation

The process of employee evaluation will be systematically used to monitor how employees are fulfilling their individual responsibilities in meeting the [School's] mission, to recognize employee strengths, to assist employees in improving their job performance, and to make objective employment decisions. This process provides for communication regarding job

performance between employee and supervisor. The [School] will have in place evaluation programs designed specifically for each major job-function which allow this communication process to occur and which meet statutory requirements.

Initial-contract teachers will be evaluated in writing at least twice each year. Continuing contract teachers will be evaluated in writing at least once each year. Administrators will be evaluated at least once each year.

4. Re-employment of Certified Personnel

An initial contract teacher whom [SRA] plans to re-employ for the next school year shall have a contract offered to the teacher by April 15 of the school term in which the teacher is then employed. The offer must be accepted in writing by May 15 or the position will be declared open. (Wyoming Statute 21-7-109)

Wyoming law provides that every continuing contract teacher shall be deemed re-employed for the succeeding year unless the [SRA Board] shall cause notice in writing to be given said teacher before April 15 of the school term in which the teacher is then employed. The continuing contract teacher shall be presumed to have accepted the offer of employment unless the teacher shall notify the [SRA Board] in writing to the contrary on or before May 15 of the same school term. (Wyoming Statutes 21-7-104 and 21-7-107).

5. Tenure Policy (adopted May 29, 2012)

On June 13, 2011, the Office of the Attorney General for the State of Wyoming issued the opinion that the Wyoming Teacher Employment Law (W.S. § 21-7-101 et. seq.) does not apply to teachers in charter schools.

Renewal Contract:

- a. All full-time teachers initially hired for the 2012-2013 school year and beyond must work no less than four consecutive years before they are eligible for continuing contract status; and
- b. All part-time teachers, initially hired for or after the 2012-2013 school year, desiring continuing contract status must demonstrate that he/she has worked the equivalent of a full-time teacher before he/she is eligible for continuing contract status; for example, a half-time teacher (0.5FTE) would need to work for eight (8) years before being eligible for tenure.

6. Initial Contract Teacher Contract Termination, Suspension, or Dismissal

(Note: For this subsection (g) only, the following definitions apply: “Suspension with pay” means the removal of an initial contract teacher from the classroom during the school year without termination of salary pending the outcome of the process allowed in this subsection (g); and “Suspension without pay” means the removal of an initial contract teacher from the classroom during the school year with the termination of salary for a period not to exceed one calendar year upon the completion of the process allowed in this subsection (g).

SRA follows Wyoming Statute 21-7-105 and 21-7-110 for the termination, suspension, or dismissal of initial contract teachers.

In accordance with W.S. 21-7-105, "An initial contract teacher who has taught in the system continuously for a period of at least ninety (90) days shall be hired on an annual basis and shall be notified in writing of the reasons for termination, if such is the case, no later than April 15 of each year. An initial contract teacher's employment may be terminated for any reason not specifically prohibited by law, and a board is not limited to the reasons set forth in W.S. 21-7-110(a) (see below). The notice of termination shall not be disseminated to the public or to prospective employers absent the teacher's consent. Nothing contained in this section shall limit the use of the notice in any hearing.

The following statute is effective July 1, 2012.

In accordance with W.S. 21-7-110(a), "The board may suspend or dismiss any teacher, or terminate any continuing contract teacher, for any of the following reasons:

- i. Incompetency;
- ii. Neglect of duty;
- iii. Immorality including, without limitation, engaging in conduct with a student which would be a violation of W.S. 6-2-314 through 6-2-318, 12-6-101(a) or 35-7-1036;
- iv. Insubordination;
- v. Physical incapacity to perform job duties even with reasonable accommodation;
- vi. Failure to perform duties in a satisfactory manner;

- vii. Inadequate performance as determined through annual performance evaluation tied to student academic growth completed in accordance with W.S. 21-3-110(a)xvii) through (xix);
- viii. Conviction of a felony; and
- ix. Any other good or just cause relating to the educational process.

(b) Suspension or dismissal proceedings shall be initiated by the [principal] or any member of the board designated by the [principal] or designated by the board pursuant to a majority vote of the board delivering to the teacher a written notice of suspension or dismissal, together with written reasons.

(c) Any continuing contract teacher receiving notice of a recommendation of termination under W.S. 21-7-106(a), or any teacher against whom dismissal or suspension proceedings are instituted, is entitled to a hearing before an independent hearing officer provided through the office of administrative hearings on the recommendation for termination or the reasons for dismissal or suspension, upon submission of a written request to the [principal]. The request for the hearing shall be given within seven (7) days after receipt of notice of termination under W.S. 21-7-106(a) or after receiving notice of dismissal or suspension under subsection

(b) of this section. Expenses of the hearing officer shall be paid by the [school] in accordance with W.S. 9-2-2202(b)(ii).

(d) Within five (5) days after selection, the hearing officer shall set the date for the hearing and notify the teacher and [principal] of the hearing date, time, and location. In no event shall the hearing commence on a date later than forty-five (45) days after notice under W.S. 21-7-106(a) or subsection (b) of this section, as applicable. The hearing shall be conducted in accordance with contested case procedures specified under W.S. 9-2-2202(b). All [school] records pertaining to the teacher shall be made available to the hearing officer.

(e) At the hearing, the superintendent shall have the burden of proving that the recommendation for termination is based upon reasons provided in the notice of termination submitted pursuant to W.S. 21-7-106(a) or that suspension or dismissal is based upon reasons specified in the notice given under subsection (b) of this section, as applicable.

(f) NOTE: Effective 7/1/2012, this section is repealed by Laws 2011, Ch. 182, 2.

(g) The board shall review the findings of fact and recommendation submitted by the hearing officer and within twenty (20) days after receipt, issue a written order to either terminate, suspend or dismiss the teacher, or to retain the teacher. If the board terminates, suspends or dismisses the teacher's employment over a recommendation by the hearing officer for retention, the written order of the board shall include a conclusion together with reasons supported by the record. A copy of the order shall be provided to the teacher and a copy shall be entered into the school district records pertaining to the teacher. Any action by the board pursuant to this subsection shall be approved by a majority of the duly elected members of the board.

(h) Appeals may be taken from the order of the board to the district court as provided by the Wyoming Administrative Procedure Act. An electronic recording of hearing proceedings may serve as the official transcript but upon appeal, the district court may request a written transcript of the proceedings or any portion of the proceedings. The cost of transcribing the record shall be borne equally by the teacher and the school district."

The SRA grievance procedure and the ACSD #1 grievance procedure (Chapter VIII, Section 7, d. (1) and (2)) is not applicable to issues related to initial contract termination, dismissal, or suspension. All questions concerning initial teacher contract termination, dismissal, or suspension shall be resolved under this policy.

7. Continuing Contract Teacher Contract Termination, Suspension, or Dismissal

SRA follows Wyoming Statute 21-7-106 and 21-7-110 for the termination, suspension, or dismissal of continuing contract teachers.

Effective July 1, 2012, W.S. 21-7-106(a) states: "A continuing contract teacher shall be notified of a recommendation of termination by the [principal] or any member of the board designated by the [principal] or designated by the board pursuant to a majority vote of the board by giving the teacher written notice together with written reasons for termination on or before April 15 of any year. Upon receipt of notice, the

teacher may request a hearing on the recommendation before an independent hearing officer through the office of administrative hearings as provided under W.S. 21-7-110.

(a) If ordered by the board under W. S. 21-7-110(g), termination recommendation shall be effective at the end of the school year in the year in which notice of termination is given.”

The following statute is effective July 1, 2012.

In accordance with W.S. 21-7-110(a),

“The board may suspend or dismiss any teacher, or terminate any continuing contract teacher, for any of the following reasons:

- i. Incompetency;
- ii. Neglect of duty;
- iii. Immorality including, without limitation, engaging in conduct with a student which would be a violation of W.S. 6-2-314 through 6-2-318, 12-6-101(a) or 35- 7-1036;
- iv. Insubordination;
- v. Physical incapacity to perform job duties even with reasonable accommodation;
- vi. Failure to perform duties in a satisfactory manner;
- vii. Inadequate performance as determined through annual performance evaluation tied to student academic growth completed in accordance with W.S. 21-3-110(a)xvii) through (xix);
- viii. Conviction of a felony; and
- ix. Any other good or just cause relating to the educational process.

(b) Suspension or dismissal proceedings shall be initiated by the [principal] or any member of the board designated by the [principal] or designated by the board pursuant to a majority vote of the board delivering to the teacher a written notice of suspension or dismissal, together with written reasons.

(c) Any continuing contract teacher receiving notice of a recommendation of termination under W.S. 21-7-106(a), or any teacher against whom dismissal or suspension proceedings are instituted, is entitled to a hearing before an independent hearing officer provided through the office of administrative hearings on the recommendation for termination or the reasons for dismissal or suspension, upon submission of a written request to the [principal]. The request for the hearing shall be given within seven (7) days after receipt of notice of termination under W.S.21-7- 106(a) or after receiving notice of dismissal or suspension under subsection (b) of this section. Expenses of the hearing officer shall be paid by the [school] in accordance with W.S. 9-2-2202(b)(ii).

(d) Within five (5) days after selection, the hearing officer shall set the date for the hearing and notify the teacher and [principal] of the hearing date, time, and location. In no event shall the hearing commence on a date later than forty-five (45) days after notice under W.S. 21-7-106(a) or subsection (b) of this section, as applicable. The hearing shall be conducted in accordance with contested case procedures specified under W.S. 9-2-2202(b). All [school] records pertaining to the

teacher shall be made available to the hearing officer.

(e) At the hearing, the superintendent shall have the burden of proving that the recommendation for termination is based upon reasons provided in the notice of termination submitted pursuant to W.S. 21-7-106(a) or that suspension or dismissal is based upon reasons specified in the notice given under subsection (b) of this section, as applicable.

(f) NOTE: Effective 7/1/2012, this section is repealed by Laws 2011, Ch. 182, 2.

(g) The board shall review the findings of fact and recommendation submitted by the hearing officer and within twenty (20) days after receipt, issue a written order to either terminate, suspend or dismiss the teacher, or to retain the teacher. If the board terminates, suspends or dismisses the teacher's employment over a recommendation by the hearing officer for retention, the written order of the board shall include a conclusion together with reasons supported by the record. A copy of the order shall be provided to the teacher and a copy shall be entered into the school district records pertaining to the teacher. Any action by the board pursuant to this subsection shall be approved by a majority of the duly elected members of the board.

(h) Appeals may be taken from the order of the board to the district court as provided by the Wyoming Administrative Procedure Act. An electronic recording of hearing proceedings may serve as the official transcript but upon appeal, the district court may request a written transcript of the proceedings or any portion of the proceedings. The cost of transcribing the record shall be borne equally by the teacher and the school district."

The SRA grievance procedure and the ACSD #1 grievance procedure (Chapter VIII, Section 7, d. (1) and (2)) is not applicable to issues related to initial contract termination, dismissal, or suspension.

All questions concerning initial teacher contract termination, dismissal, or suspension shall be resolved under this policy.

8. Salaries and Wages

Salary and hourly rates of pay for certified personnel shall be determined by the SRA Finance Committee. Periodically SRA will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as SRA can afford to maintain market comparability.

9. Substitute Teachers

Substitute teachers must have a valid Wyoming teaching certificate or a Wyoming substitute permit.

SRA will follow the ACSD #1 rate of pay for substitutes. The substitute daily rate of pay shall apply in those cases where the substitute's work runs less than forty-five (45) consecutive workdays. When the substitute's term runs forty-five (45)

consecutive work days or longer, s/he will be put on a pro-rated "contract salary."

If at any time a teacher needs a substitute, the teacher shall call the SRA Office Manager as soon as possible.

E. OTHER JOB EXPECTATIONS

All certified [and classified] staff members shall:

- (1) Report promptly to the principal any serious accident or illness affecting any children in their charge.*
- (2) Furnish to no one, other than to school officials, any list of names or addresses of pupils or of District employees.*
- (3) Refrain from using school time to conduct matters of personal business. (4) Not absent themselves from school nor from the classroom during the school day without the approval of the principal.*
- (5) Not accept pay for tutoring, counseling, or otherwise working with students assigned to them during the year.*
- (6) For full-time employees, report to school at least one-half hour before classes begin in the morning and shall remain at school until at least one-half hour after school is dismissed in the afternoon unless specifically excused by the principal. A "regular school day" is defined as including one-half hour before class in the morning and one-half hour after class in the afternoon, plus an average of an additional two hours per week of involvement in student-related activities.*

For part-time employees whose jobs coincide with the beginning of the school day, report to school at least one-half hour before classes begin. For part-time employees whose jobs extend until the end of the school day, remain at school at least one-half hour after school is dismissed. For other part-time employees, the Principal will define the times they are to be at work. All part-time employees are expected to be at all faculty meetings, department meetings, open houses, parent-teacher conferences, in-services, training sessions, curriculum work sessions, etc., unless excused by the employee's supervisor. (This section revised and received final adoption by the BOE on 12/12/07.)

F. GRIEVANCES

An important element of the accountability process is to provide an avenue for teacher and staff suggestions and grievances that both satisfies the employee and improves the operation of the school. A procedure for soliciting and responding to the SRA personnel suggestions and grievances is outlined below. The complaint must go through the proper administrative steps before it may go to the Board (otherwise, the Board will return it to the first levels to be handled).

1. Avenues for Expression

The first element of the employee grievance process is to establish appropriate avenues for expression to allow the right people to respond to issues raised. These avenues should also be satisfactory to those with a concern, so that they know that their concerns will be addressed. The following avenues for submitting a complaint or suggestion will be provided:

2. Personnel concerns

- a. Employee Concerns – If the complaint is regarding another teacher, staff member, or principal, the person concerned should be contacted directly for an appointment to discuss, and hopefully, resolve the complaint. Both parties are encouraged to document in writing the outcome of this meeting. Documentation should include agreed upon solutions from both parties.
- b. If the complaint is regarding a specific school policy, curriculum, or discipline concern, or if the employee has been unable to resolve the concern by working directly with his/her colleague, the Principal should be contacted directly for an appointment. During the meeting of the parties with the Principal, the parties should present their written solutions offered in Step 1. The Principal should outline a plan of solution in writing and this document should be sent to the involved parties within one week of the meeting.
- c. Board Concerns – If the complaint is of a personal nature involving a particular member of SRA BOD, the person concerned may be contacted directly for an appointment. If the complaint is of a personal nature involving the SRA Board Chair, the aggrieved may contact the SRA Board Vice-Chair. The SRA Board member(s) involved as well as the aggrieved should document in writing the agreed upon solutions within one week of the meeting.
- d. In the event preliminary attempts to resolve a personnel complaint, as detailed above in paragraphs 1-3, prove unsuccessful, a written complaint (or a grievance form) from the aggrieved employee should be presented to the Board Chair or Secretary. The Board Chair will assign the complaint to a committee (normally the Accountability Committee), requesting it to review and investigate the complaint and to make a report to the Board in Executive Session at the next regularly scheduled Board meeting, or at such later time as may be agreed upon by the Board and Committee chairs.

The Board Chair (or appointed representative) shall respond to a properly presented complaint or grievance within one week, explaining the intermediate procedure that will be followed to address the complaint in a timely manner.

3. Curriculum, discipline, or policy concerns

SRA employees are valued for their adherence to the core values of the school's mission, vision, curriculum, and educational philosophy. Concerns about these matters, like personnel concerns, should be dealt with first at the level of the individual teacher or staff member; then taken to the Principal; then, if necessary, taken to the Chairman of the Board. Documentation should be made of each step of the discussion of the concern or complaint, before it arrives at the Board.

4. Protection for comments to the Board

While SRA employees are expected to conduct themselves professionally, with tact and discretion, they should also feel free to pursue their concerns within the bounds

of school policy. Complaints and constructive criticisms made in good faith by employees during a Board meeting shall not result in discipline or in any other form of illegitimate retaliation. However, employees should not discuss personnel grievances during the audience communication segments of Board meetings. Any employee continuing to pursue a complaint at a Board meeting after the Board has determined that the complaint is a personnel matter reserved for the personnel grievance procedures will not be considered to be acting in good faith and may lose the shelter of this provision.

Good faith utilization of the grievance process shall not subject employees to discipline or to any other form of illegitimate retaliation.

G. STANDARDS OF CONDUCT

By accepting employment with us, you have a responsibility to SRA and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

1. Dress Code

Employees are required to dress professionally at all times. Employees may wear slacks, khakis, or other non-denim pants and skirts. Skirts will be at an appropriate length to work with students (that is, close to the knee or longer). Jewelry will be tasteful and non-offensive. Hairstyles, including facial hair, are to be conservative, clean, and well kept. When appropriate, all employees will wear the school shirt and/or sweatshirt for certain school wide programs (including events).

2. Unacceptable Activities

SRA expects each person to act in a mature and responsible way at all times. Occurrences of any of the following violations or activities, as well as violations of any the School rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive.

- Willful violation of any Academy rule; any deliberate action that is extreme in nature and is obviously detrimental to SRA.
- Willful violation of security or safety rules or failure to observe safety rules or SRA safety practices; failure to wear required safety equipment; tampering with SRA equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Academy premises except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Academy property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence

- toward anyone on Academy premises or when representing SRA; fighting, or horseplay or provoking a fight on Academy property, or negligent damage of property.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of Academy property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft of Academy property or the property of fellow employees; unauthorized possession or removal of any Academy property, including documents, from the premises without prior permission from management; unauthorized use of Academy equipment or property for personal reasons; using Academy equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by SRA; alteration of Academy records or other Academy documents.
- Giving confidential information to other organizations or to unauthorized employees; breach of confidentiality of personnel, student, or student's family information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on Academy property
- Conducting a lottery or gambling on Academy premises
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Excessive absence or lateness, or leaving work early without permission of the Principal. Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

3. Conflicts of Interest

It is the policy of SRA to prohibit its employees from engaging in any activity, practice or act which conflicts with, or appears to conflict with, the interests of SRA and its students.

It is impossible to describe all of these situations, which may cause or give the appearance of a conflict of interest. Therefore, the prohibitions included in this policy are not exhaustive and only include some of the more clear-cut examples. Employees have an obligation to avoid conflicts of interests and to refer questions and concerns about potential conflicts to the Principal.

- Employees are not to engage, directly or indirectly, in any conduct, which is disruptive or damaging to the school.
- Employees are not to accept full-time part-time, temporary employment with any organization which does business with the school or is a competitor of SRA. These prohibitions on employment include serving as an adviser or consultant to any such organization, unless that activity is conducted as a representative of SRA.
- Employees must disclose any financial interest they or their immediate family

have with any firm which does business with SRA or which competes with SRA. SRA may require divestiture of such interests if it deems it the interest may be in conflict with its best interest. Employees and their immediate family are not to accept gifts, except those of nominal value, from any person or firm doing or seeking to do business with SRA.

- The productive efforts of an employee during work time and/or using school facilities are the sole property of the Snowy Range Academy. These efforts include, but are not limited to: artwork, audio-visual presentations, handouts, and lesson plans.

Any deviation from this policy will require a specific exception, in advance, issued by the Board of Directors.

H. OTHER POLICIES

1. AIDS, Hepatitis B, and Other Blood-Borne Diseases

The Albany County School Board recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and other blood-borne diseases such as hepatitis B. The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV infection can be transmitted by casual social contact in the open school setting. These same principles also apply to other blood-borne diseases.

It is recognized that many diseases are spread through blood and/or body fluids. Because it is impossible to determine who may be infected, all school district personnel and students shall be instructed in the safe handling of blood and body fluids.

The Board acknowledges the rights of those individuals diagnosed as having a blood-borne disease, whether students or staff, to continue their education or employment. Accordingly, it is the policy of the Board that no student shall be denied the opportunity to attend school or continue his or her education, nor shall any [School] employee be prevented from continuing his or her employment, solely on the basis of such a diagnosis.

To prevent any student or employee from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV infected or having other blood-borne diseases, all records and information concerning the medical condition, evaluation, determination, and recommendations relating to infected students or employees shall be kept strictly confidential. All persons involved in such matters shall respect the right of privacy of such students and employees. The number of school personnel who are aware of an individual's condition shall be kept to the minimum needed to assure proper care, evaluation and attention to such individual's situation.

a. [School] Personnel. Any employee diagnosed by a physician or by a verified test as having Acquired Immune Deficiency Syndrome (AIDS), or the HIV infection, or other blood-borne diseases, is encouraged to report that fact confidentially to the [Principal] or his designee. Reporting is not mandatory, but is strongly recommended.

As soon thereafter as practical, a committee composed of the employee, the employee's physical, the Albany County Public Health Officer or his designee (or in the absence thereof,

an independently contracted physician), and the [Principal] or his designee, shall meet to consider the matter. Consideration of the committee will include: 1) ability of the employee to perform assigned work; 2) potential risk to the health of others and to himself/herself (e.g., if known communicable diseases; infections are present within the employment setting, the employee may be temporarily excluded from that employment setting until such time that the risk of transmission no longer presents a threat to that individual); and 3) reasonable accommodations that should be made. Any information regarding an employee having AIDS, or the HIV infection, or other blood-borne diseases shall be confidential to this committee, unless the affected employee agrees that others should be informed.

b. Students. If a student enrolled in or otherwise eligible to enroll in Albany County School District One receives a diagnosis by a physician or by a verified test as having AIDS, HIV infection, or other blood-borne diseases, the student/or his/her parents or guardian are encouraged to report that fact confidentially to the [Principal] or his designee. Reporting is not mandatory, but is strongly recommended.

As soon thereafter as practical, a committee composed of the student, his/her parents or guardian, his/her physician, the Albany County Public Health Officer or his designee (or in the absence thereof, an independently contracted physician), the [Principal] or his designee, and an appropriate school nurse shall meet to consider the matter. Considerations of the committee will include: 1) ability of the student to function in the school environment; 2) potential risk to the health of others and himself/herself (e.g., if known communicable diseases/infections are present within the school setting, the student may be temporarily excluded from that school setting until such time that the risk of transmission no longer presents a threat to that individual); and 3) whether or not accommodations need to be made. If no accommodations are needed, the student will remain in a regular classroom. If accommodations are needed, the [School's] rules and procedures of Public Law 94-142 will be followed.

Any information regarding a student having AIDS, HIV infection, or other blood-borne diseases shall be confidential to this committee if no accommodations are needed, unless the affected student and his/her parents or guardian agree that others should be informed. If accommodations are needed, information is confidential to the committee and to the members of the child study team, unless the affected student and his/her parents or guardian agree that others should be informed.

Educational settings for children who lack control of their body fluids, who display aggressive behavior such as biting or who have uncovered oozing lesions will be determined on an individual case-by-case basis in consultation with their parent or guardian in accordance with the [School's] rules and procedures of Public Law 94-142. The Board acknowledges that the above-mentioned children may be excluded from attending regular classes.

c. Implementation Guidelines. Administrative guidelines and procedures shall be established to carry out the above policy. This information shall also include procedures for performing clean-up tasks involving blood or other body fluids, preventive measures involving students and personnel to limit the exposure to blood-borne diseases, and staff and student instructional programs.

d. Compliance with State Board Policy. The District [and SRA] will comply with the State

Board policy on AIDS, adopted November 17, 1988.

2. Copyrighted Materials

The Albany County School District One Board of Education prohibits the illegal duplication of copyrighted materials in any form. The Board also prohibits the use of illegally duplicated materials for an instructional or other district purpose. Any employee or student who disregards this policy and the copyright laws assumes all responsibility and liability for such actions.

Copyrighted printed material, non-printed material, and/or computer software may be duplicated and/or utilized in the district only when the reproduction and/or use meets "fair use" standards (section 107, P.L. 94-553 and P.L. 96-517) or when written permission for duplication and/or use has been obtained from the copyright holder.

Copies of these laws and standards will be posted in the office of each district building having equipment.

3. Distribution of Non-School Promotional Materials

Any materials distributed to the students through the school must benefit the students and be compatible with philosophy, aims, and objectives of [SRA]. In determining what to distribute or display, the school will usually cooperate with any agency in promoting activities which are in the general public interest and which promote the education or other best interests of the students, subject to the guidelines of this and any other applicable [School] policy.

Materials which may be distributed and/or displayed include:

- a. Information about [school]-sponsored programs, projects, and activities;*
- b. Information regarding school clubs and other school activities;*
- c. Materials that are distributed as part of the school curriculum or supplemental to the curriculum;*
- d. Materials that promote community youth activities, such as 4-H, Boy Scouts, Girl Scouts, City Parks and Recreation programs, youth sports programs, etc.*

Principals may, at their discretion, announce or authorize to be announced, any lecture, community activity, or other event of particular educational merit.

The District [and SRA] will cooperate whenever feasible with the University of Wyoming, Laramie County Community College, City of Laramie, and Albany County in distribution of materials to students that are related to educational or activities programs that will be beneficial to the students. As required by "No Child Left Behind Legislation", the District [and SRA] will cooperate with the branches of the military in distribution of materials.

Non-profit organizations that are youth-oriented may, with the Principal's permission, place information posters in the school. Application blanks for student participation in non-school contests, activities, or programs may be made available in the school office to interested students. These may be handed out on an individual request basis.

Individuals or organizations wishing to distribute or display materials in one school must obtain permission from the school's principal or principal's designee. Individuals or organizations wishing to distribute or display materials in more than one school must obtain

permission from the District's Curriculum Office. The cost of all copying and distribution of approved materials is to be borne by the individual or organization.

The District [and SRA] will not distribute or display materials for for-profit entities other than for fund-raisers for the school or the school's PTA or as part of an incentive program for achievement (e.g., good grades, books read, etc.) except as provided in Chapter VIII, Section 14.

[SRA] reserves the right to refuse approval for, limit, or otherwise set standards for, distribution or display of items when it deems that such action is in the best interests of the [School]. No materials shall be distributed that provide information about any purpose prohibited by federal or state law. In view of the mission of [SRA], the [School] prohibits distribution or display of any material that does the following or advocates the following:

- a. Promotes the use of alcohol or tobacco products or other products that create community concerns;*
- b. Promotes, favors, or opposes the candidacy of any candidate for election or adoption of any bond/budget issues or any public question submitted at any general, county, municipal, or school election;*
- c. Is indecent, vulgar, obscene, or pornographic;*
- d. Is libelous, slanderous, or defamatory under federal or state law; e. Invades the privacy of another person or is otherwise in violation of other's legal rights;*
- f. Creates a clear and present danger of the commission of unlawful acts, the violation of school policies or regulations, or the material or substantial disruption of the orderly operation of the school;*
- g. Threatens the personal safety of any person or group;*
- h. Materially and substantially interferes with the educational process or the requirements of appropriate discipline in the operation of the schools; or i. Advocates discrimination of any person in a category protected under the United States Constitution or federal or state law.*

[SRA's] approval of any distribution of materials is not, and shall not be, construed to be an endorsement of the individual or group or the message conveyed by the individual or group distributing or displaying the materials. (Section 8 revised and received approval by the BOE on 12/8/08.)

4. Sexual Harassment and Discrimination of Employees

Section 703 of Title VII of the Civil Rights Act of 1964 (amended), prohibits employers from discriminating against employees or applicants on the basis of sex. [SRA] does not condone nor tolerate sexual harassment or discrimination against employees or applicants. Employees who engage in conduct which is sexually harassing or who contribute to a hostile, oppressive, intimidating, or offensive work environment will be subject to disciplinary action, which may include dismissal.

- a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,*
 - (2) submission to or rejection of such conduct by an individual is used as the**

- basis for employment decisions affecting such individual, or*
- (3) *such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

b. The following list illustrates some examples of conduct which may constitute sexual harassment:

- (1) *making unwanted sexual advances;*
- (2) *making or threatening reprisals after a negative response to sexual advances;*
- (3) *offering employment benefits in exchange for sexual favors;*
- (4) *visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;*
- (5) *verbal conduct such as making derogatory comments, epithets, slurs, or jokes related to a person's sexuality; making unwanted verbal sexual propositions; graphic verbal commentary about an individual's body; using sexually degrading words to describe an individual; sending suggestive or obscene letters, notes, or invitations; and*
- (6) *physical conduct such as assault, touching, or impeding or blocking one's movement.*

c. Applicants and employees are requested to promptly report any instance of alleged or potential harassment. All complaints of sexual harassment will be investigated in a manner which protects the complainant and maintains the individual's confidentiality to the greatest extent possible. The following steps will be followed in the reporting and investigating of sexual harassment:

- (1) *Complaints of sexual harassment should be made to the employee's supervisor, principal or classified supervisor, or the [Chairman of the SRA Board]. Employees may have another person present when making such complaints.*
- (2) *A two-person team, consisting of a male and a female, will be appointed [by the SRA Board] to investigate the complaint and cause or recommend immediate and appropriate corrective action to be taken. (Sub-section (1) revised and received final adoption on 3/17/99 by the BOE)*
 - (3) *The [two-person team] will investigate the complaint and cause or recommend immediate and appropriate corrective action to be taken.*
- (4) *Any [School] employee who is found to have engaged in the sexual harassment will be subject to disciplinary action, which may include termination of employment.*
- (5) *Information about the investigation and the results will be shared with the complainant.*
- (6) *A report will be filed with the [principal] summarizing the complaint and the action taken.*

d. Bad faith allegations or use of this policy for purposes unrelated to its clear intent is prohibited.

e. Any employee who is subjected to sexual harassment at work by non-employees (e.g., salesmen, repairmen, volunteers) should report the incident immediately to the employee's supervisor.

f. Annual training regarding sexual harassment will be provided to all employees. (Section 12. revised and received final adoption by the BOE on 3/17/99.)

5. Sexual Harassment and Discrimination of Students

Albany County School District One does not condone nor tolerate sexual harassment or discrimination (as defined in Section 12) of students by employees, other students, or non employees. Any employee or student who engages in sexual harassment of students will be subject to disciplinary action.

a. Any student who is subjected to sexual harassment at school or at a school activity should report the incident immediately to the principal of the school, a teacher, or school nurse. If the complaint is made to a teacher, or school nurse, the teacher or nurse shall report the complaint to the principals. Any student who is subjected to sexual harassment on a bus route may report the incident(s) to either the bus driver or any of the aforementioned school personnel. If reported to the bus driver, the driver will immediately inform the director of transportation. All complaints of sexual harassment will be investigated in a manner which protects the complainant and maintains the student's confidentiality to the greatest extent possible.

b. A two-person team, consisting of a male and a female, will be appointed to investigate the complaint and cause or recommend immediate and appropriate corrective action to be taken. Information about the investigation and the results will be shared with the complainant. A report will be filed with the [Chairman of the SRA Board] summarizing the complaint and the action taken

(Section 13. revised and received final adoption by the BOE on 3/17/99.)

6. Drug-free Workplace

The unlawful manufacture, distribution, dispensing, possession, use, condoning and/or promotion of a controlled substance, as that term is defined in state and federal law, in the workplace or at any school-related event is prohibited.

As a condition of employment, each employee shall abide by the terms of this policy and must notify the [School] within five days of any criminal drug statute conviction for a violation occurring in the workplace or at a school-related event. Any employee receiving such a conviction will face disciplinary action by the [School], up to and including dismissal or termination of employment. The [School] may require an employee with such a conviction to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency; law enforcement agency; or other appropriate agency. (Drug-Free Workplace Policy final adoption by BOE on 9/13/89 and amended on 6/9/93.)

[SRA] recognizes that the influence and/or use of drugs, including alcohol, is capable of threatening the safety, welfare and well-being of both students and other employees and will not be tolerated. The safety and security of [School] employees and students will be maintained as a high priority, and the [School] is committed to providing an alcohol and drug-free work environment for the safety of its students and employees.

The possession, use, transfer, and/or sale of alcohol and/or any illegal drug or controlled substances while on duty or on [School] property is strictly prohibited (see Chapter VII, Section 7). Being under the influence of alcohol and/or any illegal drugs or controlled substances while on duty is also strictly prohibited.

No employee of Snowy Range Academy shall unlawfully distribute, dispense, possess, or use a controlled substance (illicit drugs and alcohol) as defined by the Controlled Substance Act, 21 U.S.C. 812, and by the Wyoming Controlled Substance Act, C.R.S. 12-22-301, et. al. on Academy premises or as a part of any of SRA's activities.

Observance of this policy is a condition of employment. An employee who violates this policy shall be subject to disciplinary action, including possible termination, in accordance with applicable policies.

Any employee who is chemically dependent is encouraged to participate in a drug abuse assistance or rehabilitation program at his or her own expense. Voluntary participation in and successful completion of a drug-abuse assistance or rehabilitation program shall be considered as a mitigating circumstance should the employee be subject to disciplinary action.

7. Smoking/Use of Tobacco Products

The use/and or possession of tobacco products by students is prohibited in buildings, in vehicles, or on property owned or operated by Albany County School District Number One [and SRA] at any time. The use of tobacco products by employees, patrons, and other non students in buildings, in vehicles, or on property owned or operated by District One [and SRA] is also prohibited at any time.

8. Solicitation

In the interest of maintaining proper environment and preventing interference of work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause on Academy grounds, unless given permission to do so by the Principal.

Non-employees are prohibited from distributing material or soliciting employees on SRA premises at any time.

9. Teaching of controversial issues

A controversial issue is defined as any current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium of communications or of any organized group; or any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group. Life demands an ability constantly to deal with the controversial; therefore, the school must offer experiences to assist students in learning to handle issues intelligently. It shall be the policy of the [School] to provide for study of controversial issues, in order that the pupil may have an opportunity to study such issues in a class atmosphere void of partisanship and bias. The rights of students to study significant issues in an objective atmosphere should be protected.

The teacher is the most important member of the school staff in the actual handling of controversial issues. Teachers have the obligation to deal with such issues in a professional manner. The issues should grow naturally out of the regular classroom learning situations, should be appropriate to the subject taught, and should be on the maturity level of the students. As many viewpoints and data as possible should be brought out in the discussion. Freedom of students to learn should be the goal of all involved. The teacher must have a thorough understanding of the role of controversial issues in the classroom; and s/he must know and appreciate the nature and extent of her/his own knowledge and biases covering any such issue, and shall not use her/his position as a teacher to impose her/his viewpoints on the students. In planning the study of a controversial question, the teacher should consider the following factors:

- a. Is this issue within the maturity level of the pupils?*
- b. Is this issue of interest to the pupils?*
- c. Is this issue socially significant and appropriate and timely for this course and grade level?*
- d. Is this issue one which the teacher feels s/he can handle successfully from a personal standpoint? (Is her/his background such that s/he can deal intelligently with the issue, setting aside personal bias in the classroom?)*
- e. Is this issue one for which adequate study and materials can be obtained? f. Is this issue one for which there is adequate time to justify its preparation? (Is there time for thorough study of the issue?)*
- g. Have community customs and attitudes been considered?*
- h. Will all viewpoints be represented?*

(Bylaws and Policies of the Board of Education, Chapter VIII, Section 6)

10. Video Viewing Policy (Revised June, 2018)

SRA is committed to providing the highest quality instruction to our students. It is the policy of SRA that teachers must choose material appropriate to the maturity level of the class, material that is clearly relevant to the curriculum and directly tied to course objectives when choosing videos to use in the classroom. Employees should also exercise good judgment, common sense and consider community and cultural sensitivity standards when selecting viewing material.

Teachers will notify parents through their newsletters in advance about any video presentations in the classroom.

Guidelines for Selecting All Video Materials:

1. Teachers must ensure that the media is grade level and age appropriate using the chart below.
2. Teachers must ensure that the video enriches and enhances the approved curriculum.
3. Videos used during class time must be meaningful and educational.
4. Teachers must preview each video in its entirety before using it in the

classroom.

5. Teachers will seek parental permission when required using SRA Video Viewing Permission Slip (see Table 1 and 2).
6. Principal approval will be sought and licensing rules followed if a video is shown as a reward or for entertainment.
7. Teachers must adhere to current federal copyright laws when showing videos (see Table 3).

Table 1: Using videos rated by the Motion Picture Association of America						
Rating	G	PG	PG-13	R	NC-17	X
K-3	No Permission Required	Permission Form Required	Never Shown	Never Shown	Never Shown	Never Shown
4-5	No Permission Required	No Permission Required	Permission Form Required	Never Shown	Never Shown	Never Shown

6-8	No Permission Required	No Permission Required	Permission Form Required	Never Shown	Never Shown	Never Shown
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Table 2: Use of movie/digital media not rated by the Motion Pictures Association of America	
Published Educational Documentaries/Videos, Television & Web-based Digital Media	Student Created Media

<ol style="list-style-type: none"> 1. Grade Level/Age Appropriateness 2. Relevance to Curriculum and Course Objectives 3. Meaningful Use of Instructional Time 4. Community and Cultural Sensitivity Standards 5. Instructional Relevance 6. Video Preview – Teachers must preview each video in its entirety before using it in the classroom. 7. If a need exists to caution parents, the teacher will consult with the principal to gain approval. The teacher will then use the SRA <p>Video Viewing Permission Slip to seek parental permission.</p>	<p>Teacher previews digital media to assure it complies with grade level/age appropriateness, relevance to curriculum and course objectives, community and cultural sensitivity standards, meaningful use of instructional time, and instructional relevance. If not in compliance, the video will not be shown.</p>
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Table 3: Use of Commercially Obtained Videos

1. Videos must be used for educational purposes in the classroom.
2. SRA must own the videotape or DVD.

VI. EMPLOYEE BENEFITS (Revised September 20, 2017)

To the extent possible, SRA intends to offer to employees benefits which mirror those benefits offered by the District to its employees, including health, dental, vision, and life insurance benefits consistent with the same eligibility requirements and benefits made available from time to time for other District employees.

In addition to the employee's regular salary and various types of leave provisions, it is the policy of SRA to provide several other benefits and services for employees.

A. WYOMING STATE RETIREMENT PROGRAM

Membership is compulsory for all school District [and SRA] employees who automatically become members of the Wyoming State Retirement System.

B. WORKERS' COMPENSATION

As required by law, [SRA] shall carry Workers' Compensation insurance with the Wyoming Workers' Compensation. Should any employee who is covered by such insurance be injured while at work, s/he is entitled to file for benefits provided by the Workers' Compensation law.

If an employee is placed on temporary total or temporary partial disability by the Workers' Compensation Division, [SRA] will follow these procedures:

- (1) The employee will be given the option of using sick leave, personal leave, and vacation leave (if applicable) in conjunction with Workers' Compensation benefits. (2) If an employee chooses to use accumulated leave in conjunction with Workers' Compensation benefits, sick leave, personal leave, and vacation leave (if applicable) will continue to accrue as long as the employee has a balance of those days, just as if the employee were on sick leave.*
- (3) If the employee chooses not to use accumulated leave in conjunction with Workers' Compensation benefits, then sick leave, personal leave, and vacation leave (if applicable) will not continue to accrue, just as if the employee were on "other" leave of-absence. In this case, the employee is responsible for paying fringe benefit insurance premiums.*
- (4) If the employee chooses to use accumulated leave while on temporary disability, [SRA] will pay the employee the difference of the employee's regular salary and the amount paid to the employee by the Workers' Compensation Division. The employee will be charged a percent of accumulated leave equal to the percent of total salary [SRA] is having to pay to make up the difference (normally 33%). At the end of each pay period, [SRA] will round the amount of leave used to the nearest one-half (i.e., 7.33 rounds to 7.5; 8.21 rounds to 8.0). An employee's combined compensation from [SRA] and Workers' Compensation may not exceed the employee's regular Academy compensation.*
- (5) While an employee is absent from work due to a work-related injury, [Academy administration] may require the employee to obtain an independent medical examination and may require monthly statements from a physician regarding an employee's ability to return to work, as permitted by state Workers' Compensation statutes.*
- (6) An employee may use all accrued sick leave, personal leave, and vacation leave while on temporary partial or temporary total disability as follows:*
 - (a) If the employee exhausts all accrued leave prior to missing ninety workdays, the employee may use extended sick leave. After missing a total of ninety workdays, the employee will be placed on "other" leave-of-absence unless the employee still has accrued leave. Per the guidelines for "other" leave-of-absence, the employee will not receive any compensation from [SRA]; no leaves, such as sick leave or vacation leave, will accrue; and the employee will be responsible for paying fringe benefit insurance premiums, or;*
 - (b) If an employee has accrued leave which allows the Workers' Compensation benefits to be combined with [Academy] leave for more than ninety days, then the employee will be placed on "other" leave-of-absence at the time the accrued leave of-absence is exhausted.*
- (7) When an employee has been absent from work for one full year from the time of the*

initial work-related injury, [SRA] will not hold a position for the employee and cannot guarantee continued employment.

Employees rated with a permanent total disability by the Workers' Compensation Division will have their employment with [SRA] terminated.

Note: Substitutes do not fall under this policy.

C. GROUP HEALTH-LIFE INSURANCE

[SRA] may provide for each qualified employee a Group Health-Life Insurance Plan. The insurance plan shall be available to the employee's family with the employee paying the family premium.

D. EMPLOYEE TRAVEL AND REIMBURSEMENT OF EXPENSES

In order to qualify for reimbursement by the school, all business travel, and the projected reimbursable cost of that travel, must be approved in advance by the SRA Board of Directors. The Principal may not implement travel procedures which are more generous than this policy.

1. Prior to Travel

Employees traveling for SRA who wish to be reimbursed for expenses must complete a School Business Travel Request form and submit it to their supervisor prior to leaving on the trip. On the form, the supervisor will indicate the maximum amount, which will be reimbursed to the employee.

2. Transportation Allowances and Guidelines

- a. Mode of Travel. Travel by plane, train, bus, school-owned vehicles, private vehicles, rental car, taxi or shuttle, or other means will serve the economical and practical requirements of the School. The routing for each trip shall be by the most commonly traveled route, from point-to-point, unless unusual circumstances warrant another route. No reimbursement will be made for personal travel.
- b. Personal Vehicle. Approved personal vehicle use will be reimbursed at \$.50 cents per mile. Employees are encouraged to carpool if attending the same conference or meeting. If two or more individuals attend the same conference or meeting, only the owner of the vehicle used will be reimbursed.

Mileage claimed should be equal to map miles per the following WYDOT mileage chart. For points traveled off main highways where mileage is not shown on the map, odometer readings will be used and must be submitted for reimbursement. Google Map will be used for all out of state mileage.

For out-of-state travel, with the exception of travel to nearby cities in adjoining states, use of personal vehicles instead of flying will only be reimbursed the maximum mileage equal to the cost of tourist or economy airfare. With pre approval, per diem may be paid one (1) travel day before and one (1) travel day after the event.

- c. Rental Vehicle. Prior approval is required for rental vehicle reimbursement. Reimbursement will be limited to reasonable rates based on the daily and per-mile rates.
- d. Common Carrier (Plane, Train, or Commercial Bus). Fare for common carrier is not to exceed economy fare (tourist, coach, etc.). The invoice issued by the travel agent or common carrier should show the name of the passenger, form of payment, and amount.

3. Lodging

For conferences, actual hotel or motel costs are limited to the rate published for the meeting or conference. Lodging for other functions is reimbursed based on actual receipts. Employees should inform the hotel or motel that they are on school district business. In Wyoming, this will mean a reduction, if not elimination, of the sales tax on the room. For travel not associated with a conference, this can also often mean a reduction in room rate.

When accompanied by a spouse, the District will reimburse only the employees cost. All additional costs are the employee’s responsibility.

4. Meals

Allowance for meals (including beverage and up to 20% gratuity) will be as follows:

	Per Diem Reimbursement Amount			
	In-State Travel <i>(Destination over 60 miles away from Laramie)</i>	In-State Travel <i>(Destination 60 miles or less from Laramie)</i>	Out-of-State Travel <i>(Destination over 60 miles away from Laramie)</i>	Out-of-State Travel <i>(Destination 60 miles or less from Laramie)</i>
Full Day <i>(travel beginning before 11:00 a.m.)</i>	\$40.00/day	\$25.00/day	\$60.00/day	\$35.00/day
Half Day <i>(travel beginning after 11:00 a.m.)</i>	\$20.00/day	\$10.00/day	\$30.00/day	\$15.00/day

Receipts for meal reimbursement are not required. Employees will be reimbursed for meals upon their return, based on the number of days traveled. Expenses for alcoholic beverages will not be reimbursed.

If registration fees pay for the cost of meals, an additional reimbursement for

the same meal(s) will not be allowed.

Expenses for meals and lodging will not be allowed when it would be more economical to the School for the employee to return to his/her official domicile.

5. Registration fees

Most registration fees should be prepaid by the school if time allows. Registration fees paid through an employee's personal funds may be reimbursed by the school if a copy of the registration form and proof of payment are attached to the reimbursement request.

6. Other reimbursable expenses

With receipts, the following other expenses may be reimbursed with approval of the employee's supervisor:

- Baggage fees
- Registration fees
- Parking/toll fees
- Taxi or shuttle to and from meeting or conference
- Phone/fax costs related to school business
- Fax cost for school business

Incentive awards, coupons, or rebates received by employees for air flights, car rentals, lodging, or other School-incurred business-related expenditures become property of the District. This does not include frequent flyer mileage or frequent lodging programs. Travel expenses will not be reimbursed from petty cash.

Failure to cancel unused lodging or other reservations will result in non-payment to the employee. An employee being reimbursed for expenses by another organization may not receive reimbursement from the School for the same expense.

7. Non-Reimbursable Expenses

Including but not limited to:

- o Transportation beyond airport-conference-airport
- o Alcoholic beverages
- o Optional conference events
- o Personal expenses:
 - Laundry/valet/room service charges
 - Tuition costs/fees for college credit
 - Credit card finance charges
 - Hygiene items/snacks/newspapers/magazines/books
 - Entertainment/television/movie charges
 - Travel insurance (not included in purchase prior to travel)
 - Expenses for spouse or guest

8. Combining Personal Travel / School Business

When an employee combines official school travel with holiday, weekend, vacation, or other personal travel, reimbursements and payments will be made only for those costs necessary for the school's business portion of the trip.

Reimbursement and payment for meals and lodging will be allowable only for the period of time the employee is on actual travel status for school business. No costs will be reimbursable for vacation/personal days. Exception: when the scheduling of a conference or meeting is such that travel over a Saturday preceding or following allows the purchase of an airline ticket with a price discount equal to or greater than the cost of any additional nights lodging and meals, the additional days would not be considered personal and the costs are allowable.

9. After Travel

The employee must complete a Summary of Overnight Travel Expenditures form or the One Day Trip Reimbursement form and attach receipts in order for all items for which the employee seeks reimbursement. This information is to be submitted to the employee's supervisor. The supervisor approves the form and submits it to the business manager for processing of the reimbursement. Reimbursement requests that do not include receipts will not be processed and will be returned.

Reimbursements with any of the items listed for non-reimbursement (alcohol, entertainment etc.) will be returned.

1) Request for reimbursement must be submitted within five working days after the employee returns from the trip.

2) Reimbursements not submitted within 60 days of the return date are subject to federal withholding tax. Attach itemized receipts for:

- Registration fees
- Baggage fees
- Mileage
 - Transportation airport-conference-airport only (taxi/shuttle)
- Parking/toll fees
- Phone/fax costs related to school business

WYOMING MILEAGE CHART

DIA 300 Miles Round Trip

E. LEAVES OF ABSENCE

1. Sick Leave

Sick leave shall be defined to include illness of the employee, or serious illness requiring bedside or household attention by the employee for spouse, child, son-in-law, daughter in-law, parents (or foster parents), mother-in-law, father-in-law, grandfather, grandmother, grandchild, and sibling, or any other member of an immediate household. Employees may use up to two days of sick leave for the birth of their grandchildren without needing documentation from a physician that their presence is needed.

Sick leave shall also include temporary disability due to pregnancy, as verified by a physician's statement.

Nine-month employees (certified teachers and paraprofessionals) will receive six days of sick leave per year; 10-month employees will receive seven days of sick leave per year, and 12-month employees will receive nine days of sick leave per year. (Note: Personnel working part-time will have their sick leave allocation prorated in accordance with their FTE.) Employees will accrue sick leave on a fractional basis each month. For example, 9 month employees who are paid over a twelve month period will accrue 0.5 sick days/month; 10 month employees paid over a 12 month period will accrue 0.583 days/month; and 12 month employees will accrue 0.75 days/month.

Unused sick leave may accumulate up to a maximum of 100 days for the 2017-2018 and 2018-2019 school years. Unused sick leave may accumulate up to a maximum of 60 days for the 2019-2020 school year and thereafter. Once an employee accumulates the maximum number of sick days, s/he will not accrue more days until the sick days drop below the maximum. Any sick leave exceeding 60 days at the end of the 2018-2019 school year will be forfeited. (Adopted March 2017).

No more than 8 weeks (40 days) of sick leave may be taken consecutively without a written physician's statement verifying illness or disability and without prior notification and approval from the immediate supervisor.

An employee may give one or more of his/her accumulated sick-leave days to another employee under the following conditions:

(1) The employee who requests sick leave donation must have used all of his/her own sick, personal, and vacation leave;

(2) (a) Full-time employees (i.e., those on 100% contracts), including administrators, may give sick leave to other full-time employees on a one day equals one day basis.

(b) Part-time employees may give sick-leave days to full-time employees in increments of half or full days so that the percent of their contracts multiplied by the number of days donated is rounded down to the nearest half-day (e.g., someone who is on a 72% contract who gives a full-day to a full-time person will have a half-day credited to the full-time person's account; someone on a 40% contract who wishes for the full-time person's account to receive a full-day must donate three days— $40\% \times 3 = 1.2$ which is rounded down to one).

(c) Full-time employees who wish to donate days to part-time employees may give sick leave days in increments of half- or full-days so that the percent of the contract of the recipient is divided into the number of donated days, and the result is rounded down to the nearest half-day (e.g., a full-time employee donating one day to a person on a 30% contract will result in the part-time employee's sick leave account being increased by three days—1 divided by 30% equals 3.33 which is rounded down to three; a full-time employee donating a half-day to a person on a 40% contract will result in the part-time employee sick leave account being increased by one day—0.5 divided by 40% equals 1.25, which is rounded down to one).

(3) The transfer of sick leave days cannot be made after the thirtieth calendar day following the employee's return to work.

(4) After an employee has submitted his/her resignation or after an employee has been notified that the Board will act on a recommendation to terminate his/her contract, the employee may not transfer any accumulated sick-leave days; and

(5) Employees must have at least fifteen days of accumulated sick leave in order to be eligible to transfer days to another employee.

After all sick, personal, and vacation-leave is exhausted, the employee will go into leave without pay unless the employee is covered by Workers' Compensation and entitled to Temporary Total Disability (loss of wages) for a work related disability or injury. Under this leave, the employee is eligible to continue under the [School]'s insurance program provided s/he pays the employee portion of the premium during the leave. Sick, personal, and vacation credits are not earned during leave without pay.

Upon returning to work, the employee must submit a physician's statement certifying that they are capable of performing his/her duties as assigned in the [School]. If the physician will not certify that the person is capable of performing his/her duties as assigned in the [School], then this will be grounds for dismissal of a continuing-contract teacher (or any other employee) pursuant to Wyoming Statute Section 21-7-110. Any employee on this phase of sick leave must provide the [School] with monthly medical reports from a physician regarding the employee's capability of performing the duties assigned to him/her by the [School]. At any time during the above process, the [School] has the right to request examination of an employee by an independent physician.

An employee may be required to furnish satisfactory medical proof of illness or disability.

Employees with four or more years of consecutive service may be granted, upon request, up to one year's leave of absence without pay for reasons of illness. The request for such leave must be accompanied by a written statement by an accredited licensed medical physician providing evidence, satisfactory to the Board. When an employee returns to the [School] from this leave, s/he will be placed back into any open position for which s/he is qualified. The employee's return to the [School] must coincide with the beginning of a school year. S/He will be placed on the salary schedule on the step s/he had attained at the time the leave was granted. Under this leave, the employee is eligible to continue under the [School]'s insurance program provided s/he pays the full premium during the leave.

A written notice of accumulated sick leave shall be provided to each employee monthly.

When an employee leaves Snowy Range Academy (SRA), s/he shall be entitled to payment for each unused day of accumulated sick leave at the effective date of his/her termination, if s/he has accumulated 15 or more days of sick leave. The rate will be determined periodically by the SRA Board of Directors. The current rate is \$51/day. The maximum number of days for which s/he can be paid is 25 days. (Adopted March 2017)

2. Professional Leave

Leave of absence without loss of pay may be granted to employees to visit other schools or to attend state, regional, and national professional meetings. Leave requests must be submitted in writing to the employee's immediate supervisor for approval. The School shall include in its annual budget funds for a limited number of such professional meetings.

3. Maternity Leave

See policies on sick leave and emergency leave.

4. Sabbatical Leave

A sabbatical leave of absence is interpreted as leave from active duty granted for improving instruction or professional skills

Any employee who has completed at least five consecutive years of service at SRA may be granted a sabbatical leave of absence for travel or study, or any other reason which will contribute to his/her cultural and professional qualifications. A sabbatical leave may be granted by the SRA Board of Directors upon the recommendation of an employee's immediate supervisor.

SRA will not give salary or other compensation to an employee while on sabbatical leave. Sick, personal, and vacation credits are not earned during sabbatical leave. The year of sabbatical leave shall not count as a year of experience for the purpose of cost of living increases or bonus pay.

The maximum period of a sabbatical leave shall not exceed 24 calendar months. No sabbatical leave shall be granted to permit an employee to take gainful employment in an unrelated field of work or to teach in a K-12 school in the United States or Canada.

A request for sabbatical leave shall be submitted in writing to the employee's immediate supervisor no later than February 1 preceding the school year for which the leave is requested. Application must include a detailed outline of the project or program to be undertaken.

The employee returning from sabbatical leave shall submit such reports as are requested by the administration.

Prior rights to re-employment and effective date of return shall be determined at

the time of approval of the application for the sabbatical. The employee shall reaffirm in writing his/her intent to return at least six months prior to the effective date of return. Failure to notify the School six months prior to the effective date of return will be interpreted as a resignation.

When an employee returns to the School from this leave, the employee will be given a position in the School for which s/he is qualified, and an effort will be made to provide the employee with a similar position to the one occupied prior to going on leave. This policy does not give an employee returning from leave additional rights not granted to an employee not on leave. (This paragraph revised and approved by the BOE on 11/12/03.)

Under this leave, the employee is eligible to continue under the School's insurance program provided s/he pays the full premium during the leave. The employee's return to the School must coincide with the beginning of a school year.

5. Jury Service

The Board of Education recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances.

Employees of the [School] shall be excused for jury duty with no jeopardy to their employment or compensation.

Substitutes, when necessary, for employees shall be obtained in the usual manner and paid by the [School].

Any compensation received by an employee, other than for expenses (such as mileage or meals), shall be endorsed to the [School].

SRA Administrators (and in the case of administrative personnel the SRA Board Chairman) shall have the authority to request that an employee be excused from service, or his/her service delayed, provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute, or if the timing of the proposed jury service affords a threat to the welfare of the school or the children concerned.

6. Political Leave

Upon notification of his/her election, an employee with at least four consecutive years' experience in the School, shall be granted political leave in order to serve in the State Legislature.

The leave will cover the period the employee officially serves in the Legislature; that is, the actual days the Legislature is in session. Leave for committee work may be approved by the Board upon special application.

During the political leave, the School shall continue the employee's regular salary minus the cost of the substitute. If an employee does not need a

substitute the substitute rate for the employee's general job classification will be used.

7. Personal Leave

Five days of personal leave are granted each year to all personnel. (Note: Personnel who are part-time will have their personal leave allocation prorated in accordance with their FTE.) Personal leave (5 days) will be accrued on the first month of employment. These personal leave days are to be used during the fiscal year in which they are generated. Personal days not used during the year they are generated will be automatically rolled into sick leave at the end of that school year unless the employee has accumulated the maximum number of sick days in which case, the remaining personal days will be forfeited.

The scheduling of any personal leave must be submitted and approved 72 hours (3 business days) prior to the leave date by an employee's immediate supervisor (and in the case of administrative personnel, by the SRA Board Chairman or designee).

Personal leave shall not be used during the last two weeks of school or to extend an existing school-calendar holiday (before and after Thanksgiving, Christmas, and Spring Break) except in very important and unusual circumstances. In these cases, the leave is subject to (1) submission of the request (in writing with reasons) to the supervisor at least two weeks in advance of the requested leave day, (2) approval of the supervisor, and (3) availability of an adequate substitute. In the case of an emergency, the supervisor may waive the two week notice.

An employee may give one or more of his/her accumulated personal leave days to another employee under the following conditions:

(1) The employee who will receive the personal leave must have used all of his/her own personal leave;

(a) Full-time employees (i.e., those on 100% contracts), including administrators, may give personal leave to other full-time employees on a one day equals one day basis.

(b) Part-time employees may give personal-leave days to full-time employees in increments of half- or full days so that the percent of their contracts multiplied by the number of days donated is rounded down to the nearest half-day (e.g., someone who is on a 72% contract who gives a full-day to a full-time person will have a half-day credited to the full-time person's account; someone on a 40% contract who wishes for the full-time person's account to receive a full-day must donate three days— $40\% \times 3 = 1.2$ which is rounded down to one).

(c) Full-time employees who wish to donate days to part-time employees may give personal leave days in increments of half-or full-days so that the percent of the contract of the recipient is divided into the number of donated days, and the result is rounded down to the nearest half-day (e.g., a full-time employee donating one day to a person on a 30% contract will result in the part-time employee's personal leave account being increased by three days – 1 divided by 30% equals 3.33 which is rounded down to three; a full-time employee donating a half-day to a person on a 40% contract will result in the

part-time employee's personal leave account being increased by one day—0.5 divided by 40% equals 1.25, which is rounded down to one).

When an employee leaves SRA, s/he shall be entitled to payment for each unused day of personal leave at the effective date of his/her termination. The maximum number of days that can be paid in any given year is five (5). The rate of reimbursement for unused personal leave will be the same as the rate for the unused sick leave.

8. Military Leave

The [School] supports its employees who are members of the National Guard or United States military forces reserve or other uniformed service. The [School] will comply with all applicable state and federal laws pertaining to these employees. The following are important parts of the laws that are directly related to employment with the [School].

(1) Training: Employees who are members of the Wyoming National Guard or United States uniformed services are authorized a maximum of fifteen days of paid military leave per calendar year (January 1 to December 31) and fifteen days of unpaid leave (personal or vacation leave may be used in lieu of unpaid leave) per calendar year to attend duly authorized encampments, training cruises, or similar training programs if the need for leave cannot be postponed to a time when the employee is not required to be on-duty in the [School]. Employees must furnish the [School] with a copy of their orders requiring them to miss work to fulfill these responsibilities. The [School] may require employees to furnish satisfactory proof that the leave cannot be postponed to another time. This leave is in addition to any other leave to which employees are otherwise entitled.

(2) Active Service: Employees of the [School] who are members of the National Guard or any other component of the uniformed service of the state, members of the reserve forces of the United States, or who are inducted into any uniformed service of the United States, are entitled to unpaid leave-of-absence without loss of seniority, status, vacation, sick leave, or other benefits while engaged in active military training or other uniformed service ordered by proper authority pursuant to law exceeding fifteen days in any calendar year. Such leave is in addition to any other paid leave or vacation time the employees may be entitled to by law if the required uniformed service is satisfactorily performed, which is presumed unless the contrary is established. Employees Receiving orders for active service are required to submit their orders to their supervisors as soon as reasonably possible after receiving such orders. The [School], in turn, will provide the employee with a notice of their rights and have the employee meet with a representative of the Payroll Department.

a. Return to work:

Upon completion of the service provided in the previous paragraph, the employees shall be reinstated to positions held at the time of entry into service or to positions of like seniority, status, and pay, if available, upon the following conditions:

i. The positions have not been abolished;

- ii. *The employees are not physically or mentally disabled from performing the duties of the position;*
- iii. *The employees make written application for rein-statement within thirty days following release from the uniformed service or within ninety days after discharge from hospitalization or medical treatment which immediately follows the termination of, and results from, the service but not to exceed one year and ninety days after termination of service notwithstanding hospitalization or medical treatment;*
- iv. *The employees submit an honorable discharge or other release by proper authority indicating the uniformed service was satisfactory; and v. The uniformed service does not exceed five years plus any period of additional service imposed by law.*

Assuming that the employee complies with the aforementioned, the employee will be reinstated and begin work no later than two weeks after his/her return to Albany County or two weeks after the receipt by the [School] of the application for reinstatement (see "iii." above), whichever is later. In the event exigent circumstances exist which make adhering to this timeline difficult, the [School] will attempt to work with the employee to reach a reasonable solution.

b. Benefits and salary:

Upon reinstatement, the employees have the same rights with respect to accrued and future seniority, status, salary schedule placement, vacation, sick leave, and other benefits as if they had been actually employed during the time of leave.

- i. *The employee will accrue sick, personal, and vacation leave (if applicable) during his/her absence at the rate s/he would have accrued if s/he had not been on leave.*
- ii. *Upon return from active duty, employees will be placed on the salary schedule at the level they would have achieved if they had not entered active duty.*
- iii. *During the absence, the [School] shall discontinue its share of payments for social security.*
- iv. *Upon return to employment, the [School] shall pay the Wyoming Retirement System the employee- and employer- premiums for what the employee would have been paid had s/he not been on military leave (plus required interest).*
- v. *Under this leave, the employee and his/her dependents are eligible to continue under the School's Insurance program for up to 24 months and provided the employee pays the full premium during the leave.*
- vi. *Upon return to employment, the [School] will reinstate the employee (and dependents if previously covered and coverage is requested) to the insurance program, without any disqualification for pre-existing conditions, if the employee had not elected to continue coverage while s/he was on leave.*
- vii. *The employee may also continue paying life insurance premiums based upon the salary s/he would have been paid if s/he had not been on leave. Any life insurance association with the [School]'s health*

insurance program will be in effect while the employee is on leave if the employee elects to continue participating in the [School]'s health insurance program.

viii. The employee may continue participating in any elective insurance coverage (disability, cancer, additional life, etc.) by paying the premiums(s) of the insurance(s) while s/he is on leave. If the employee did not elect to continue this coverage while on leave, then if s/he wishes to resume the coverage upon his/her return, reinstatement will be made without any type of qualifying exams or other requirements.

9. Witness Leave

Personnel may be absent from school, without loss of pay, to give testimony at Court appearances or administrative hearings if such testimony is necessary as a result of the person's employment by the [School]. Any compensation received by the employee, other than that provided for expenses (such as mileage or meals), shall be endorsed to the school [School].

An employee of the [School] may not testify in a court-of-law or in an administrative hearing as a representative of the District or as to information acquired as a result of being a [School]employee unless the employee has been served a subpoena to testify or unless instructed to do so by the employee's supervisor. If served a subpoena to testify as a representative of the [School] or as to information acquired as a result of being a [School] employee, the employee shall notify the employee's supervisor immediately. If the supervisor is unavailable for consultation when the subpoena is served (such as summer vacation), then the employee shall notify an [SRA Board officer]. Any compensation received by an employee, other than that provided for expenses (such as mileage or meals), for testifying at a time when the employee is being compensated by the [School] shall be remitted to the [School].

In the event an employee receives a subpoena to testify as a representative of the [School] at a time outside the employee's normal work-year, the [School] will pay the employee the lesser of the employee's daily rate-of-pay or the daily rate-of-pay for substitute teachers.

10. Bereavement and Funeral Leave

Leave for not more than three days without loss of pay or accumulated paid leave may be granted to an employee in the event of the death of the employee's spouse or the employee's or employee's spouse's child, parent (or foster parent), sibling, grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, or any member of the employee's immediate household. If more than three days are needed, the employee's immediate supervisor may grant the necessary days. These additional days will be deducted from the employee's sick-leave account.

When an employee contacts the immediate supervisor to request using bereavement leave, the time used for leave must be justified by the employee's need to travel, for funeral arrangements, legal obligations, and/or time for bereavement.

An employee may be granted a half-day of leave without loss of compensation or accumulated paid-leave for the purpose of attending the services and/or the funeral of an

acquaintance. If a full day is needed to attend the services and/or funeral, then the employee will be charged a half-day of sick leave. Leave to attend the services and/or funeral of an acquaintance shall be at the discretion of the employee's immediate supervisor.

11. Family and Medical Leave

Employees who have worked for the [School] at least twelve months and who have worked at least 1,250 hours during the twelve-month period immediately preceding commencement of leave are eligible for Family and Medical Leave. Employees meeting these criteria are eligible for unpaid leave, or paid leave if it has been earned, for a period of up to twelve work weeks (sixty work days) during any twelve-month period. Leave may be taken because of the birth of the employee's child or placement of a child with the employee for adoption or foster care; to care for the employee's child, spouse, or parent with a serious health condition; or because of the employee's own serious health condition which makes the employee unable to perform the employee's job.

For purposes of this policy "any twelve-month period" is described as the period of time commencing July 1st and ending June 30th of the following year.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health-care provider.

"Foster care placement" requires a formal agreement between a State agency and the foster family regarding care of a child.

Where the need for leave is foreseeable based on birth, adoption, or foster care placement of a child, the employee must provide the [School] with at least 30 days' notice before the leave begins, unless it is not possible because the birth, adoption, or foster care placement affords less notice, in which case the employee must provide notice as practical. Leave resulting from the birth, adoption, or placement of a child must be taken within twelve months of the birth, adoption, or placement.

When leave is foreseeable based on planned medical treatment of a family member or for the employee's own treatment, the employee is required to give 30 days' notice, where possible, or notice as is practical, and the employee is required, subject to the approval of the health care provider, to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the [School].

Intermittent leave or leave on a reduced leave schedule may not be taken by an employee whose leave results from the birth, adoption, or placement of a child, unless medically necessary. When leave is taken to care for a sick family member, or as a result of an employee's serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. Instructional employees of the [School] may be subject to certain limitations on taking intermittent leave or taking leave on a reduced leave schedule (29 C.F.R. Section 825.600 et seq.). Instructional employees are defined as those whose principal function is to teach and instruct students in a class, small group, or individual setting.

During the time an employee is on Family and Medical Leave, the [School] will continue to provide, at the [School]'s expense, coverage under the [School]'s health/dental insurance plans, if the employee was covered under the plan prior to the beginning of the employee's leave. The employee will be responsible for paying his or her entire life insurance premiums while on such leave. Payment of premiums, such as family coverage or additional life insurance, which the employee paid prior to beginning such leave will remain the employee's responsibility. If the employee fails to return to the [School]'s employment following such leave, the employee will be responsible for reimbursing the [School] for the cost of the health/dental premiums paid by the [School] for the employee during the leave unless the employee does not return to employment due to the continuation or onset of a serious health condition which would entitle an employee to such leave or due to other circumstances beyond the control of the employee. If an employee does not return to work due to medical reasons, the [School] may require the employee to furnish certification of the serious health condition.

If a husband and wife are employed by the [School], they are entitled to a combined total of twelve weeks (sixty workdays) of family and medical leave during any twelve month period if leave is taken for the birth, adoption, or placement of a child, or to care for a parent (not parent-in-law) with a serious health condition.

If the employee has accrued paid leave (sick, personal, or vacation), the employee will be required to use all of the accrued paid leave in lieu of all or part of the twelve-week entitlement of family and medical leave. Upon using all accrued, paid sick leave, the employee may elect to use extended sick leave in lieu of family and medical leave.

The [School] may require an employee taking leave as a result of the employee's or a family member's serious health condition to furnish certification of the serious health condition from a health-care provider. Such certification may be required at the beginning of the leave and then monthly thereafter. The [School], at its expense, may require the employee to obtain a second opinion from a health-care provider of the [School]'s choice.

While an employee is on unpaid family and medical leave, no seniority or benefits, such as sick leave or vacation leave, will accrue.

Following return from leave, the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Upon return to work, the employee will be restored to the same position the employee held when the leave commenced or will be placed in an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

This policy is intended to confer certain rights and privileges set forth in the family and medical leave act of 1993, and 29 C.F.R. part 825 as amended from time to time, and the regulations implementing said act are hereby incorporated by this reference.

12. Vacation Leave

Classified employees on twelve-month contracts will be given vacation leave. Guidelines for generation of vacation for classified employees are defined below:

Years of Service	Number of Vacation Days/Year	Number of Earned/Month
0-5	10	0.8334
6-10	15	1.2500
11-20	20	1.6667
21 or more	25	2.0833

The scheduling of vacation leave must be approved by the employee's immediate supervisor.

Administrators on twelve-month contracts will be given twenty days of vacation leave (1.667 days/month) per fiscal year. After 21 years of service Administrators will accumulate 25 days of vacation leave (2.0833 days/month) per fiscal year.

Vacation days for twelve month classified staff and administrators are to be used during the fiscal year in which they are generated. No more than 15 vacation days shall be taken at one time without a supervisor’s administrative approval. If the classified staff or administrator is unable to use their vacation leave during the fiscal year, the classified staff or administrator may carry the days forward to the next fiscal year. However, no more than forty days may accumulate to a classified staff or administrators leave account. All vacation leave will be taken in one day increments, regardless of hours of operation for SRA during the day(s) on which vacation was taken.

Upon termination of employment with the [School], employees will be paid for unused vacation leave at their daily rate-of-pay to a maximum of 25 days.

For employees in twelve-month positions who are employed after July 1 or who terminate their contracts prior to June 30, their vacation-leave will be prorated.

This policy allows the [School] to comply with Wyoming statute 27-4-507. (Adopted May 2017)

13. Flex Leave

This policy applies to leave situations when a teacher or staff member must leave the school building for one hour or less, between the defined work hours of 7:45 am and 3:45 pm, for the following reasons:

The following is not an exhaustive list:

- Medical Appt.
- Family Emergencies/Needs
- Sick Child
- School Functions/meetings
- Home/Vehicle needs
- Other needs approved by principal

If a staff member requires short term leave, and on-site staff is able to cover this leave internally, without the use of substitutes, they may request Flex-Leave. To qualify for Flex-Leave, staff must arrive no later than 8:45 am and leave no earlier than 2:45 pm. Inside regular staff work hours, Flex-Leave may not extend beyond one hour. Staff will not be granted Flex-Leave for issues which can be dealt with outside the regular school day.

Staff must ensure teaching assignments and duties are covered by qualified staff and they must complete and submit a Flex-Leave form to the principal for approval prior to leaving the building. Staff must notify the office manager or office staff when leaving and or returning.

The only exception to these requirements is an emergency requiring immediate attention. Leave granted under the Flex-Leave policy will not be deducted from staff member's sick or personal leave. (Adopted December, 2018)

14. Internship Leave

Employees In the [School] are entitled to up to fifty days during one school year to serve an internship through an accredited leadership agency. If a substitute teacher is needed to cover the employee's responsibilities, the employee may not serve more than 44 consecutive

days as an intern (i.e., the internship will be broken into two blocks of time with no one block greater than 44 days). Employees must obtain permission from their immediate supervisors and from the SRA Board of Directors before being allowed to serve an internship. Employees serving an internship will be paid their salaries minus the cost of a substitute for the time they spend in their internships (even if a substitute is not needed to replace the employee).

15. On-the-Job Injury Leave

When an employee who is not covered by Wyoming Workers' Compensation is injured while fulfilling job responsibilities for [SRA], any absences from work as a result of the injury will not result in a reduction of the employee's sick leave account provided that the following occur and within the parameters defined below:

(1) The employee completes an "Accident Report Form" within two work days of sustaining the injury (unless incapacitated, in which case the form should be completed as soon as the employee is able) and submit it to his/her supervisor, who, in turn, will submit the report to the director of personnel. (Failure to file a claim within the timeframe specified here will result in the policy's not being applied until the date the completed form is received by the supervisor). By signing the form, the employee shall provide a release which authorizes the [School] to obtain records and/or information from prior or current health care providers:

(2) The [School] verifies that the injury was a result of performance of job duties; and

(3) A physician verifies that the employee may not go to work as a result of the job sustained injury.

After reviewing the "Accident Report Form" and any other relevant information, the director of personnel will determine whether or not the employee is entitled to leave under this

policy. If the director of personnel disapproves the request for leave, the employee may appeal the ruling to the [School]'s Safety Committee. An appeal of the Safety Committee's decision may be made to the [SRA Board of Directors].

For the purpose of this policy, "on the job" means the employee is on [School] property or in transit between [School] properties during the employee's workday as s/he performs his/her job responsibilities. "On the job" also includes an employee's travel for and performance of duties at required school-sponsored activities (such as athletic events or field trips). "On the job" does not include transportation to or from work or participation at social or recreation events or any other event at which the employee has no duty to attend.

This policy will not apply to employees injured at work who sustain or prolong injuries through the natural aging process, normal activities of day-to-day living, intoxication by alcohol or drugs, or any unreasonable conduct in which a prudent individual would not engage. Aggravation of pre-existing conditions will also not be covered by this policy. This policy shall not cover any type of mental or physical illness claim resulting from exposure to illness, communicable disease, or stress-related health problems.

Any "lost wages and/or benefits" paid to an employee by a third party (such as any insurance company) for an injury resulting in an employee's use of this policy will be reimbursed by the employee to the [School] equal to the amount received from the third party (up to a maximum of the actual wages and/or benefits paid by the [School]).

The [School]'s responsibility to provide leave under this policy will terminate six months from the date of the injury or at the end of the contract-year, whichever is longer; any absence from work after such termination will be charged to the employee's sick leave, personal leave, or vacation leave account.

The cost of medical care of physician's statements required by this policy shall be borne by the employee. Nothing in this policy shall be deemed to require the [School] to pay an employee's medical bill, insurance premiums, co-payments, or deductibles beyond what the [School] would pay for the injured employee under normal sick leave.

The [School] may require the employee periodically to obtain documentation from the treating physician indicating the employee's health status and/or ability to return to work. The [School] may require a second opinion from a physician of the [School]'s choice at the [School]'s cost. A statement from a physician may be required before an employee may return to work.

Nothing in this policy shall be deemed an admission of fault by the [School] for any on-the job injury or illness.

VII. GUIDEBOOK

Guidebooks provide procedures for handling routine matters, clarify expectations of teachers, and provide a unified approach to our service to students and to the community. Staff members are responsible for all information in this guidebook.

1. ABSENCES (TEACHER)

Teachers should notify the Principal, John Cowper, and the Office Manager, Cheryl Hubenthal, **via text, as soon as possible and prior to 6:00-6:30 a.m.** Do not call any substitutes on your own. Lesson plans are to be available for the substitute. Upon return to school, the absence form on the Google drive is to be filled out on the day that you return.

If it is necessary for you to leave school at any time during the school day, inform the Principal, John Cowper and Office Manager, Cheryl Hubenthal. If you need to leave early or come in late, notify the principal as soon as possible. Arrangements will be made on individual circumstances.

If you know in advance that you are going to be absent, make arrangements as soon as possible. This includes completing the Staff Leave Request Google form. If approved, the Office Manager will secure your substitute and notify you of the name of your substitute. If you need to take extended leave, discuss your preferences for substitutes with the principal. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You are the key ingredient to a productive instructional day.

***See Substitute section for instructions on sub folder, lessons plans, etc.**

2. ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the office and the nurse. Accident reports must be filed by the nurse. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the Business Manager and the nurse must be notified immediately and workman's compensation paperwork completed within 24 hours.

3. ANNOUNCEMENTS

Every morning except Wednesdays, announcements will come over the school public address system at 8:20. When announcements begin, students in all classrooms are expected to rise in preparation for the Pledge of Allegiance, as a student or teacher will lead the Pledge over the PA once announcements are over. Elementary classrooms will then sing the month's patriotic song and resume instruction.

4. ASSEMBLIES

Every Wednesday we hold a schoolwide assembly at 8:20. These assemblies are announced by music playing through the PA system and all classes are to enter the gym in an orderly fashion. The assembly is led by a teacher and starts with the presentation of flags, Pledge of Allegiance, and a patriotic song. Each week one grade level will recite a Core Knowledge poem or speech as found on the Patriotic Assembly schedule provided to staff in August and available on the school's website. Any deviation from a Core Knowledge recitation must be discussed with and approved by the principal. The purpose of these recitations is for students to work on public speaking and memorization. As such, they need to be well-practiced with strong memorization and clear annunciation. If age-appropriate, hand motions, etc. are

encouraged.

5. ASSESSMENTS

Students at SRA participate in a wide variety of assessments throughout the school year. These include:

- DIBELS – Given to students in grades K through 6 three times per year (beginning, middle, and end) to monitor early literacy skills, reading fluency and comprehension.
- Measure of Academic Progress (MAP) – This State-mandated assessment is given to students in K through 8 in reading and math three times per year (beginning, middle, and end). This is a computer adaptive assessment used to determine student proficiency and growth. Students in grades 3 through 8 will also participate in the science assessment.
- Wyoming Test of Pupil Proficiency (WYTOPP) This is a State-mandated assessment held in April. The online test assesses students in grades 3 through 8 and tests their proficiency towards the State standards in reading and math. Students in grades 4 and 8 are also assessed in science, and students in grades 3,5,and 7 are tested in writing.
- National Assessment of Educational Progress (NAEP) – This is a national assessment that certain schools participate in periodically. Typically SRA is chosen every other year and students in grades 4 and 8 are assessed in reading or math. This test is usually done on paper, although an online tablet-based version has been piloted. Individuals from NAEP proctor this assessment.

Students are not to have homework assigned the night before one of the above mentioned assessments, nor are projects to be due the day of an assessment. During assessments, homeroom teachers are expected to administer the tests unless otherwise noted on the assessment schedule.

6. ATTENDANCE

Accurate daily attendance is crucial for the safety of students at school and to ensure we receive accurate funding from the state. It is imperative that we make every effort to report attendance in an accurate manner. Please make sure to take attendance in PowerTeacher at the beginning of every day and after lunch. Late students will have a tardy slip from the front office. Without a tardy slip, it's a signature/ticket (since that means the student was in the building on time, but was dawdling).

7. BOOK REPORTS

Students should be assigned at least one written book report/book analysis/research paper per semester, according to SRA policy. These book reports are long term assignments and students should be given ample time to complete them. Typically, all of the work for book reports should be completed outside of the school day and with support from parents. Book reports should enhance the skills students have learned in class in an effort to assess their application of these skills with increasing independence. Book report packets should be sent home that include details for the assignment, clear expectations, timeline, and rubric. Please discuss book reports with the principal prior to sending them home if they deviate

from previous book reports.

8. BIRTHDAYS

Students can celebrate their birthdays by bringing in treats to be shared with the entire class at lunchtime. Instructional time is not to be used to celebrate a student's birthday. If a student wishes to distribute invitations to a birthday party, all students in the class must be invited. It is the responsibility of the teacher to enforce this. Teachers are not to provide parent contact information to other parents (including phone numbers and email addresses) for the purposes of arranging birthday parties or playdates as it violates confidentiality.

9. BUILDING AND ROOM REGULATIONS

Teachers should see that their room is organized, papers picked up, lights out, and doors locked before leaving school. Please do not adjust your thermostats as they control more than one classroom. If you would like your temperature adjusted, please see the Facilities Manager, Jeff Ernster. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and will be responsible for financial restitution. Teachers should be in their rooms whenever students are present. You are liable if there are accidents or injuries to students left unattended while you are responsible for their supervision. If there is an emergency, call the office or notify a teacher next door to you to watch your class, if available. Paraprofessionals can be left to supervise a class for a short period of time on occasion but should not be expected to lead your lessons.

10. BUILDING MAINTENANCE REQUEST

If there is a problem in your room, please notify the Business Manager, Sarah Nielsen, as soon as possible so that the problem is not allowed to get worse. Do not discuss it directly with the custodians as there may be other facility needs that take a higher priority.

11. BULLETIN BOARDS

Bulletin boards are an important part of your classroom. They should be kept current and used appropriately to keep students interested and up-to-date. You may also display work in the hallways, keeping all staples on the white paint.

12. CALENDAR

Teachers should clear all speakers, trips, and academic celebrations and meetings with the principal before scheduling. This is to avoid scheduling errors and duplication of times.

13. CLASSROOM SETUP

It is important to remember that the classroom must be arranged in a manner that is conducive to learning. As a Spalding school this means that all student desks should be in rows and facing the front of the room. Additionally, rule and consequence posters should be displayed in a way that they can easily be seen and referred to throughout the day. Each student should keep a reading book in his/her desk at all times.

14. CLASSROOM VISITATION AND SUPERVISION

The Principal visits each classroom formally and informally as part of the performance based teacher evaluation process. The purpose of this is to improve instruction and

student learning. There will be both announced and unannounced visits.

15. COMPUTER USE

In the event that you are having students use computers during your class, it is your responsibility to monitor their use of computers to ensure that it meets the Acceptable Use Policy. This includes appropriate content and ensuring that students are not misusing the laptop (popping off keys, pushing too hard on the track pad, etc.). Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. Under no circumstances are students to have access to a teacher's computer. Disciplinary action will be taken against the person who is **logged in** to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period of time. Please be sure to shut down your computers and laptops every night before you leave for the day, and shut down all technology (computers, laptops, NewLines, printers, elmos, projectors, etc.) before you leave for long breaks like Thanksgiving, Winter and Spring break, etc.

When using laptops as a class, make sure that all devices are returned to their assigned location and plugged in for overnight charging so that they're ready for use the next day. Students in grades 6-8 are responsible to ensure their school laptop is charged and ready for the day.

Teachers who experience problems with school technology (computers, laptops, NewLines, printers, elmos, projectors, server access, email problems) should contact the Business Manager for assistance.

16. CONFERENCES (PARENTS)

Positive calls or emails often make a situation much smoother if a problem arises in the future. Make an attempt to do this for every student the 1st month of the school year (or within a month of enrollment) to build a strong relationship with parents. Teachers should contact parents any time there is a problem with a student whether it is academic, social, or behavioral. Parents want to know how their child is doing at school. Frequent parent contacts strengthen the relationship between the school and home. Parents do not like surprises.....contact them before report cards come out if there is a problem. Make it your goal to contact 100% of the parents at least twice during the year. Reminder: Document all communication with parents!

17. COPIER MACHINES

Because paper and toner are expensive, please consider all copying needs carefully. Copiers are located in the workroom and teacher's lounge. Paraprofessionals are able to make copies for you as long as you give sufficient time to complete the task. If you need something printed or copied in color, please let the front office know and we will be happy to assist.

18. DISCIPLINE

SRA utilizes a school-wide discipline policy that must be implemented consistently and fairly within grade levels and between teachers. All new staff members will be fully apprised of the system and how it works. All staff are encouraged to refer to the full discipline policy found in the Parent Handbook as needed. At times, issues arise that fall into a gray area. Teachers are encouraged to use their best judgment,

exercise grace (if warranted), and discuss needs for clarification with the principal to ensure consistency.

If a student has a signature for being out of uniform (middle school only), or for a respect violation, even if it's their only signature, turn it into the office.

For elementary teachers, all tickets are to be recorded in your binder. This creates a record to review for analysis in the event that it should be needed (establish a pattern of behavior, etc.). If a student gets on pink, red, or purple, those tickets need to be turned in to the front office. Any ticket with a rule 6 (respect), should be turned into the front office, whether it is the only ticket or not. All other tickets can be shredded once they are recorded in your classroom binder.

For middle school teachers, students are to turn in their signature sheets at the end of 7th period to their elective teacher. Please review the signature sheets to ensure that you have them from all of your students. If a student has three signatures or more, turn the signature sheet into the office. Any ticket with a rule 6 (respect), or rule 7 (dress code) should be turned into the front office, whether it is the only signature or not. All other signature sheets should be shredded. In the event that a middle school student does not turn in a signature sheet at the end of 7th period, please notify the middle school teachers via email so a signature can be given to that student on the next school day.

Serious Offenses

The following are considered a SERIOUS OFFENSE if they take place anywhere on school property or during a school event and will result in a written citation. The citation has two copies: You must separate the copies prior to sending home to parent for signature- green goes to parent, blue goes to office.

The consequences are 2 points, a meeting with the principal parents/teacher/student, possible temporary suspension and/or loss of field trip or extra-curricular activity privileges. The meeting will be scheduled by the principal.

1. Fighting, wrestling, provoking fights, kicking, hitting and/or any other form of assault, provoked or unprovoked.
2. Obscenity or profanity, in any form.
3. Vandalism of school property.

The student should be sent to see the principal when offense occurs.

19. DRESS CODE FOR STAFF

Teachers should dress in a manner that represents our profession and is appropriate for your position. If you have questions about what is appropriate, don't hesitate to ask. Additionally, teacher attire should not contradict anything that is prohibited for student attire. There are monthly Jeans Days sponsored by Student Council and all staff are welcome to wear jeans and a school shirt or other appropriate top for a \$2.00 donation. Jeans are only appropriate for staff on Jeans Day unless otherwise noted by the principal.

20. DRESS CODE FOR STUDENTS

It is important that students adhere to the SRA uniform code and it is the responsibility of every staff member to enforce uniform code. For full details on the uniform code,

please refer to the Parent Handbook. New changes to the uniform code will be reviewed by administration prior to the start of the new school year. If there are questions about the appropriateness of a student's attire, particularly skirt length, please feel free to ask the principal to address the student directly.

Any student not in dress code should be given a dress code violation. Elementary teachers use the Dress Code Violation form. This form has two copies: **You must separate the copies prior to sending home to parent for signature**- white goes to parent, yellow goes to office. In middle school, the students earn a signature for dress code violations (rule 7). Any signature sheet with a dress code violation should be turned into the office.

Staff should familiarize themselves with the Dress Code.

21. DUTIES

All staff members are expected to sign up for additional supervisory duties. These include morning duty, hall duty, playground duty, lunch duty, and dismissal duty.

- Morning Duty is from 7:45 to 8:15 . Typically two staff members are on each morning. One staff member must be outside by the buses and front door to greet students and parents as they enter the building and ensure safety at the crosswalk. The second staff member must be at the car circle, opening car doors, greeting and assisting students, and keeping the traffic moving.
- Hall Duty is from 7:45 to 8:15 and necessitates the monitor walk through the hallways to greet students and ensure students are going into more supervised locales (playground, library, tech room). Middle school students may use this time to straighten out their lockers or get additional assistance from teachers.
- Playground Duty is at various times during the school day including morning arrival (7:45-8:15) and recesses (both morning and lunch). The purpose of playground duty is to ensure safety on the playground and help the playground monitors enforce rules and orderliness. Monitors should spread out, and not clump together in one spot, to ensure adequate supervision of the entire playground. During inclement weather, this duty will be monitoring students during indoor recess which is held in the gym or in classrooms.
- Lunch Duty is held in the cafeteria during student lunch times. The purpose of this duty is to monitor students during lunch. This includes helping them open packages, ensuring cleanliness and order, dismissing them from their seats to line up for recess, and engaging in conversation. With middle school students especially, it is important to remember that this is one of the few times during their day that they have to socialize. Monitor conversations for appropriateness but, whenever possible, do not issue consequences for what is overheard.
- Dismissal Duty-TBD

Substitute teachers DO cover staff duties, with the exception of bus duty. If you have a pre-arranged absence, please trade bus duty with another staff member. If the absence is not pre-arranged, the office staff will find coverage for your duty.

22. FIELD TRIPS

All field trips must be approved in advance by the principal and they must adhere to the parameters outlined in the SRA Field Trip Policy. A Field Trip Request and Bus Request

must be completed by the requesting teacher and given to the principal for approval. These forms are available in the Google Drive. These must be completed at least three weeks prior to the requested date to ensure ample time for approval and timely completion of transportation requests to the ACSD#1 bus garage. When completing the bus request form, please note that the "Return Time" is the time you want to be back at SRA. All bus requests must be submitted at least 14 full school days prior to the trip.

Once approved, teachers are required to complete the Field Trip Permission Slip (found on the Google drive) and distribute it to all students. In accordance with SRA policy, students need to be academically and behaviorally eligible to attend field trips. This determination will be made by the principal a few days prior to the scheduled trip.

The teacher scheduling/sponsoring the trip is responsible for planning the details, submitting all requests in a timely manner, creating/distributing/collecting permission slips, and organizing appropriate number of chaperones to maintain supervision ratios. The chaperone to student ratio must be a minimum of 1:6 for grades K-3 and 1:10 for grades 4-8.

As you board the bus for the field trip, you must provide the front office and the bus driver with a manifest listing first/last names of all the people (students, staff, and chaperones) riding on the bus, and an itinerary of events (if relevant).

23. FILMS/MOVIES

Please refer to the Video Viewing Policy (pages 37-38). All films or movies are to be previewed by the teacher. Movies/films should reflect the curriculum of the school. Only movies with "G" or "PG" ratings should be shown. If you are considering showing a film rated PG-13, please contact the principal to discuss this and next steps to gain parental consent. The principal should be notified, directly or through lesson plans, whenever you are showing a film.

24. FIRE, TORNADO, AND EMERGENCY PROCEDURES

A drill schedule is distributed at the beginning of each school year. It is recommended that you enter these into your planbook, calendar, etc. to make sure you are prepared for them. Each classroom comes equipped with a binder and guidebook on emergency procedures and these procedures will be reviewed at the start of each school year. It is the responsibility of the staff member to ensure that emergency procedures are followed.

25. FUNDRAISING

As a general rule, Snowy Range Academy does not participate in fundraising. If you need funds for your class for a specific activity or trip, please speak with the principal directly. Grants are always an acceptable way to secure funds. However, they must be discussed with the principal prior to application. PTA also awards classroom grants to teacher members.

26. GOOGLE DRIVE

All staff are provided with an srafalcons email, in order to access our school Google Drive. The srafalcons Google drive holds many important documents that will be used

throughout the year including: permission slips and bus requests for field trips, wish lists, travel reimbursements, MAP growth sheets, staff and student contact information, etc. The drive is also a place for teachers to put important student information. This includes monthly M&M scores for their students, EnVision math baseline results, etc. It is the staff member's responsibility to become comfortable and familiar with Google Drive, what is located on there, and to keep their records up to date. For any staff members still using the server Staff Share system, every effort should be made to move documents and files from that onto the srafalcons Google drive.

27. GRADE BOOK

To ensure parents, students, and administration have access to student grades, all teachers are required to use PowerTeacher as their grade book. Assignments must be graded and entered into PowerTeacher in a timely manner (no more than a week for most assignments, longer for bigger assignments). Do not wait until the end of a grading period to enter a host of assignments! This is unfair to students and parents as they have missed the opportunity to address the issues (through corrections, etc.) due to your lack of communication.

All new teachers will receive training on PowerTeacher to help ensure that their gradebook is set up properly from the beginning. For any issues that arise with PowerTeacher, please ask a colleague or Cheryl Hubenthal for assistance.

28. GREETERS

All classrooms in all subject areas and grade levels 2-8 will have a student greeter. This is a classroom job. The student is responsible for greeting visitors to their classroom, introducing themselves, and talking briefly about what they are learning or working on. The greeter should greet tours and other visitors, but not the principal on a daily basis.

29. HALL PASSES

Students should use hall passes when going to the bathroom, office, or nurse during class.

30. HANDWRITING

Students at SRA are taught the Spalding Method for handwriting starting in Kindergarten. This includes being taught to write in cursive in 3rd grade. The instruction and use of cursive handwriting is important for the development of neural pathways and helps students read historical primary sources. As a matter of policy, all students in grades 4 through 8 are required to write all handwritten assignments in cursive. If you are aware of a new middle school student who has not been taught cursive, please let the principal know so that arrangements can be made to teach cursive to the student. Students do NOT need to write in cursive during standardized tests.

31. HOLIDAYS

As a matter of policy, SRA does not recognize holidays as they detract from one of the central tenants of the school - high time on task. This includes Halloween, Earth Day, and any religious holiday including Christmas. On Valentine's Day, students are permitted to bring in Valentine's for all students in their class. These cards are to be distributed by students the last 15 minutes of the day to have minimal impact on

instructional time.

32. HOMEROOM TEACHER RESPONSIBILITIES

Three middle school teachers will be assigned homeroom teacher responsibilities, for grades 6-8. All elementary teachers are considered homeroom teachers for their class.

Homeroom teachers are responsible for distributing reports and permission slips as directed. Additionally, homeroom teachers are responsible for their students during assembly, including behavior and dress code. Homeroom teachers must sit with their homeroom class for all assemblies. Unless otherwise noted, homeroom teachers are responsible for administering state and local assessments and attending all relevant trainings on these assessments.

33. HOMEWORK

Teachers should decide on a reasonable amount of homework to assign pupils. Studies have concluded a good rule of thumb is ten minutes per grade level. Using this, we can calculate 7th Graders can reasonably handle 70 minutes of homework per night (and 8th Graders 80 minutes per night). Avoid assigning “busy work”. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work will generally be assigned after the student has missed more than one day of school. Teachers may provide homework for pick-up upon parent request, but are not required to provide daily make-up work until the absence exceeds three days. Students will have one day for each day of excused absence to complete the work, unless there are extenuating circumstances.

If a student was present on the day the assignment was given, the work is due on the day of their return.

If a student has an **unexcused absence**, homework must be turned in on the day of their return (they do not receive the same number of their absent days to make up that school work). Work and tests missed on the day of an unexcused absence receive a zero.

Teachers are not required to provide make-up work in advance of a pre-arranged absence, however you may prepare advance materials for the student as you are willing and able. Please note- we do not provide textbooks to students traveling out of the country, or on extended leaves. All work received in advance by pre-arrangement is due on the day of the student’s return.

The following sequence of consequences applies to grades K-8 regular (daily—e.g., math homework, spelling words, etc.) homework that is not turned in during or before the assigned class time on the day that it is due:

Day Due: If homework is not turned in, a ticket or signature is pulled (= not prepared for class).

2nd Day: If homework is turned in at the start of the class period of the day after it is due, it will be accepted, but 20% will be docked from whatever the earned grade would be.

3rd Day: A zero will be given for homework turned in on the third or later day.

34. HONOR ROLL

Students in grades 3 through 8 have the opportunity to earn Honor Roll or Principal's List each quarter. A student can earn Principal's List for getting straight A's on a quarterly report card, and Honor Roll for straight A's and B's. All subjects that receive a letter grade will be included in Honor Roll calculation. It is the homeroom teacher's responsibility to determine eligibility for these distinctions, complete their Honor Roll form (list) each quarter, and be prepared to present them at the Honor Roll Assembly as marked on the assembly schedule. The Office Manager generates the certificates from PowerTeacher.

35. HOURS AND TIMES

Teachers are to arrive by 7:45 a.m., and may leave after 3:45 p.m. If you arrive late or need to leave early, please notify the office. Please arrive on time each day and be ready to greet students by 7:45 daily. Staff meeting attendance is required, and additional meeting times may be assigned to support the mission of the school (including but not limited to PLC, new-teacher orientation, etc).

36. IDENTIFICATION BADGES

Your identification badge is also your electronic key card to enter the school building. In the event that you misplace this badge, please let the Office Manager know immediately to ensure that school security is not compromised. The first replacement key card will be gratis but any subsequent key cards within a 2-year period will require a \$10.00 replacement fee.

37. KEYS

All staff have access to the building during non-school hours and keys to enter their classroom. However, with that privilege comes the responsibility of assuring when you leave the building it is secure, lights are off, etc. This is particularly true on staff development days when it cannot be assumed the custodians are working into the evening. In the event that the night custodian is not working that night, the Business Manager will notify the staff via email so they can ensure security, lights, etc.

38. LAMINATOR

Please put all laminating projects in the bin alongside the laminator so trained office staff can complete them for teachers. Typical turnaround time is 2 days on projects. If a project involves small pieces that need to be cut out, please do NOT cut them out prior to laminating as it makes the process significantly more difficult.

39. LESSON PLANS

Lesson plans are to be submitted to the principal by Monday morning for the week, or a link for your planbook provided to the principal. These can be in any format that is most beneficial to the teacher and can be electronic or paper. Daily plans should include main ideas (essential questions), activities for the lesson, books/page numbers, etc.

40. LOST AND FOUND

Jackets, clothing, lunch boxes, and other items misplaced will be put in the lost and

found bin in the front entryway of the school. Cell phones, other electronic equipment, purses, eyeglasses and jewelry will be kept in the front office. Encourage students to write their names on all possessions, and to keep a close eye on them. Items in the lost and found are not to be used by other students. For example, if a student does not have a hat on a winter day, they CANNOT borrow one from the lost and found. Items not collected by their owner will be donated at the end of each semester.

41. NO HOMEWORK NIGHTS

Monday through Thursday all students in all grades are expected to have homework to complete (reading, math, etc.). Occasionally, however, there are school events in the evening that are deemed “no homework nights”. These are limited to the following events: **Core Knowledge Music Festival** and the **Annual Meeting**. Other events such as Family Math Night, etc. homework can be given at the discretion of the teacher (for example, it would be appropriate not to assign math homework that night but other subjects are acceptable). The purpose behind no homework nights is to encourage participation in the event and eliminating homework frees up the time for families to attend. Additionally, homework may not be given the night before a standardized assessment.

42. PARENT CONTACT

All communication to parents must be completed within 1 business day. If you are uncertain about the reply or would like guidance and assistance, please speak with the principal. Teachers are always encouraged to cc the principal to emails on topics that may become contentious (grades, behavior, assignments, etc.).

Teachers are also required to complete weekly newsletters. This is the primary mode of communication to parents about the content being addressed and due dates for larger assignments and tests. Elementary newsletters are to include the following: brief letter from the teacher outlining the week ahead, the week’s spelling words, class calendar to include special events, tests, etc., a brief write-up on the content to be covered in the week, and any other classroom news. All newsletters must be submitted to the principal and office assistant no later than 8:30 the morning of the first day of school for the week. This will ensure that any special events can be uploaded to the school’s calendars in a timely manner. Elementary teachers must email out their newsletter to their parents directly. **Parent’s emails should be BCC, and not visible to others.** If you are absent on the first work day of the week, please make every effort to submit the newsletter.

If a parent notifies you of a change to email address or contact information, please forward the information to the front office so all systems can be updated.

43. PAYCHECKS

All school employees will receive their direct deposit on the last business day of the month. It is the responsibility of the employee to update the Business Manager in the event your health insurance dependent coverage, address, or banking information changes.

44. RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared

indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in the student handbook, or on the district's website.

45. RESPECT

Do not allow students to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. We should be striving to make them more culturally competent individuals. Please ensure that all interactions with students, even the jovial ones, are respectful. All adults in the building should be addressed as Miss, Mrs., Ms., or Mr. along with the teacher's last name (no first names), by students or in the presence of students.

46. RULES, REGULATIONS, & POLICY COMPLIANCE

Teachers are expected to do their best work possible, and to comply with all policies. Teachers who are out of compliance will be notified either verbally or in writing as to the improvements necessary to be in compliance. The "SRA Student-Parent Handbook" is a great resource. All handbooks can be found on the Google Drive.

47. SEXUAL HARASSMENT

Teacher-student sexual relationships and student-student sexual harassment are prohibited under Title IX. The Office of Civil Rights is becoming more involved in these cases, and this area is constantly being defined by the courts. To prevent legal liability, please be aware of the legal ramifications of these issues.

48. SICK LEAVE AND PERSONAL DAYS

No personal days will be granted the week before or after a holiday, nor the first two weeks of school, or the last two weeks of school.

Teachers will be allowed leave in accordance with the Family Medical Leave Act (FMLA). This is not paid sick leave unless the teacher has a sufficient number of sick days. Extended or decreased time for leave may be allowed with written doctor's recommendation.

49. SIGNALS

To help eliminate interruptions during instruction, several hand signals have been developed over the years to non-verbally communicate student needs. Here is a guide to those hand signals:



This is American Sign Language for the letter K and communicates that a student needs a tissue.



This is American Sign Language for the letter T and communicates th,t

the student needs to use the bathroom.



This hand signal communicates that the student needs a pencil.

These non-verbal requests allow the teacher to respond non-verbally without disrupting the flow of instruction.

50. SPECIAL EDUCATION

As a publicly-funded school, Snowy Range Academy has students who qualify for Special Education services. These services are provided by the Albany County School District. Accommodations and services provided for students will be shared with teachers at the beginning of the school year and after an annual IEP meeting. All teachers are required to comply with the accommodations as listed on the IEP and discuss progress and concerns with the special education provider and the principal to ensure that students' needs are met.

IEP meetings are held on an annual basis and are coordinated by our ACSD#1 Case Manager. Teachers will receive an electronic invitation to the IEP meeting and are required to respond to the invitation in a timely manner. If the meeting is scheduled during class time, the front office will arrange class coverage for the teacher. The teacher must provide a written report on the student's present levels of performance at least three days prior to the IEP. This report should be emailed to the Case Manager and cc'd to the principal. An outline of what is to be included in the report will be provided by the Case Manager. If there are any questions or concerns leading up to the IEP meeting, please discuss them with both the special education teacher and principal.

Every three years a student on an IEP will be reevaluated to ensure they continue to need services. These triennial IEP meetings will be similar in structure to annual IEP meetings. However, the student may participate in psychological assessment prior to the meeting and there will be additional classroom observations by a variety of professionals.

51. STORAGE

There is limited storage available in the Mezzanine for staff to store instructional materials, etc. All new staff members will be shown their allotted space during orientation. Please keep your allotted space neat, organized, and relevant at all times.

52. STRUGGLING STUDENTS

Teachers and paraprofessionals are well aware of the students that struggle to meet academic or behavioral expectations. Teachers are responsible for determining ways to meet the needs of the student and provide support for their long term success. This includes full participation in SRA's Multi-tiered Systems of Support (MTSS) process. The SRA MTSS team meets weekly to review individual student performance and

current/proposed interventions. Students participate in the MTSS process and may eventually be referred to the Site-based Intervention Team (SBIT). SBIT meets at least one time per month to discuss the needs of struggling students, determine appropriate interventions, and monitor student progress toward goals with those interventions in place. Members of the SBIT team include: the instructional facilitator, principal, classroom teacher, special education teacher(s), Interventionists, ELL teacher and parents. If a teacher is concerned and feels a student needs to be brought up with the SBIT team, please see the instructional facilitator and/or principal.

Occasionally, SBIT can lead to the Student Assistance Team (SAT), which may recommend a student for further evaluation that may result in a student qualifying for special education services. This is one of the only ways a struggling student can qualify for an IEP and additional services. Please discuss any concerns you have with the principal.

53. STUDENT PLANNERS

To help students manage their assignments, we require each 2nd–8th grade student to use a planner. Students are encouraged to write all assignments in their planners to aid their academic organization. It is the expectation of SRA that parents check their student's planner daily, to aid in managing their academic responsibilities. Middle school students in grades 6-8 must enter their assignments in the planner if the student has a C or below in a subject area.

53. SUBSTITUTE FOLDER

Every teacher should have a **substitute folder** prepared and ready at all times. The folder should include basics such as a daily schedule (for you, and your students), copies of an up-to-date class roster (with instructions to submit am/pm attendance to the office), and seating charts. This would also include instructions for when and where to collect or transition your students from another area of the building, if necessary (ex: go to playground door 2, and gather students after recess), as well as simple instructions for the NewLine or other technology needed.

When you do need a substitute, you are required to leave **detailed** sub plans to guide instruction and effectively manage the classroom in your absence. These plans should be easy to follow and provide all the relevant information for each subject area or class. In the event of a planned absence, please leave your substitute folder, lesson plans, instructions and materials in a readily-accessible, visible area on your desk/table.

In the event you are absent due to illness or emergency, you are welcome to email your plans to the principal and office manager. All instructional materials should be copied ahead of time. However, if you need materials copied in an emergency, please email the information to the principal and office manager, and copies will be made available for your substitute.

Reminder: Substitute teachers DO cover staff duties, with the exception of bus duty. If you have a pre-arranged absence, please trade bus duty with another staff member. If the absence is not pre-arranged, the office staff will find coverage for your duty.

54. SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command the respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, lunchroom, other classrooms, and grounds. Always remember you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms. Students should not be left unattended in a classroom, at any time.

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

54. SUPPLIES AND WISH LISTS

All staff members have access to a wide range of supplies found in the Teachers' Lounge and Workroom. These include lined paper, construction paper, pencils, highlighters, tape, etc. Staff members are welcome to take what they need for their classroom from the supply area. Although inventory is done periodically, if we are running low on something you need or you have taken the last of something, please let the office know as soon as possible so the supplies can be replenished.

Finance Committee will meet periodically to review all wish lists for staff. Please complete a wish list (found on the Google Drive), and place in the appropriate google drive. If there are questions about why an item is needed, the principal will follow up directly. If you need any help with this process, please do not hesitate to speak with the principal for guidance.

Wish lists for all items needed for the upcoming school year should be submitted no later than May 15. This includes curricular consumables, Spalding, EnVision mathematics, and Core Knowledge materials, as well as anything else that will be needed for the classroom for the following year. Items that are not requested by the deadline may not get funded until the start of the next fiscal year (July).

55. TEACHERS' PROFESSIONAL DEVELOPMENT

Requests to attend professional development (training, conferences, etc.) are to be discussed with the principal well in advance, and requests must be submitted to the Finance Committee for funding approval. Follow the wish list procedure above and include an estimated travel cost. Teachers attending PD activities should plan to share what they learned with their peers.

56. TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, SMARTWATCHES, & VIDEO GAMES

All staff members have access to school phones in their classroom. Unless calling the office, please do not use the telephone when students are in your room as it disrupts their learning and they may become privy to confidential information about another

student. **Students may not use classroom telephones at any time.** If a student needs to use the phone, please send them to the front office. This ensures clear communication with parents when they call back, etc.

Please dial 9 to get an outside line; you will need to dial 9 and 1 to dial an out-of-state or out-of-county phone number. This includes 911.

Staff should keep their personal cell phones on vibrate during instructional time, and refrain from using in the presence of students.

Staff may not use earbuds during teaching/contact time with students.

If students have cell phones, earbuds, iPods, MP3 players, smartwatches, or video games, they must be kept in their backpack (K-5) or locker (6-8) and kept turned off during the school day. These are disruptive to the instructional climate. Teachers who confiscate student electronics need to turn them into the principal as soon as possible. Parents will be required to come to school to retrieve their student's device.

57. VISITORS

All visitors should sign-in at the office and obtain a visitor's pass. This includes non-SRA students, parents, sales representatives, friends, guest speakers, etc. All visitors will be asked to wear a visitor badge. If you have a meeting with a parent/visitor before or after school, they do not have to sign in. However, if a morning meeting is expected to last through the start of the school day, please have them sign in before the meeting begins. This will allow the office to have an accurate count of the number of people in the building in the event of an emergency.

58. BUT WHAT ABOUT.....?

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to John Cowper at your earliest convenience so that they can appear (or be corrected) in next year's handbook.