

**Student Teacher**

**Packet**



**Cheyenne, WY 82001**

 **307-771-2692**

**District Student Teacher, Practicum and Internship Application Packet**

Hello Future Educator,

In order to apply for placement in Laramie County School District #1 for your preservice experience you will need to complete the following packet.

* This application packet to needs to be completed, which will provide the preliminary information needed to consider your interest in student teaching. Please complete the application packet in its entirety and return it to the district placement coordinator. Placement will not occur until all required materials have been received by the prospective preservice student or intern.
* Please keep in mind there are limited spaces and a placement cannot be guaranteed in Laramie County School District #1.
* All contacts for placement must be done through the university placement coordinator and the LCSD #1 placement coordinator. Do not contact teachers or principals directly. If you do so, you may not be placed in the district.
* The LCSD#1 Student Teacher packet will be sent electronically to the university contacts to be distributed to their prospective Student Teachers.
* Due dates are November 15th for spring placements and April 15th for fall placements.
* The Board Policy on Preservice Teachers and Interns is included below.
* When you have completed your packet in its entirety, please return to the LCSD #1 District Placement Coordinator:

 Kristen Siegel

 Central High School

5500 Education Drive

 Cheyenne, WY 82009

Or Via email siegelk@laramie1.org

* Files are not considered complete until we have received the completed packet items and the background check.

Thank you,

Kristen Siegel

**Section 14. PRESERVICE TEACHERS AND INTERNSHIPS.** Accredited teacher training colleges and universities may place preservice teachers in various schools of the District. Preservice teachers in District schools shall be placed and supervised in accordance with policy and the provisions specified in negotiated agreement between the Cheyenne Teachers Education Association and the Board.

The Assistant Superintendent of Instruction shall be responsible for recruitment of mentor teachers and for placement of preservice teachers. The Assistant Superintendent of Instruction or designee shall maintain records of all assignments and act as liaison between the colleges and the District and monitor the preservice and internship program as it is implemented in the various schools in the District.

The University of Wyoming, participating colleges, and the local clinical faculty shall be responsible for coordinating the college programs with those of the District and for assisting preservice teachers and mentor teachers. All placements shall be approved by the building principal.

Building principals shall be responsible for continued orderly progress of the educational program during the service of preservice teachers and shall give input to the Assistant Superintendent of Instruction.

The principal shall recognize the legal and professional responsibilities of a mentor teacher by not requiring the preservice teacher to substitute for other teachers except in emergencies, or to assume other duties that would interfere with supervisory responsibilities.

The mentor teacher shall retain overall responsibility for monitoring and reporting the preservice teacher's performance to the University of Wyoming and participating colleges. He shall be concerned not only that the experience of the preservice teacher is successful, but also that District students benefit from it. He shall regularly evaluate the preservice teacher's work and submit a final evaluation provided by the university to the university or appropriate college.

The preservice teacher shall follow the directions and accept the duties reasonably assigned by the mentor teacher. The preservice teacher shall have the same responsibility for the welfare and educational progress of students as the mentor teacher.

The mentor teacher shall retain responsibility for all aspects of classroom instruction and management, including grading and evaluation of student progress.

Cross Reference - Cheyenne Teachers Education Association Constitution, By-Laws and Negotiated Agreement between the Board of Trustees of Laramie County School District Number One and the Cheyenne Teachers Education Association.

Adopted 6/11/84

Revised 8/1/97

Revised 7/19/06

*LARAMIE COUNTY SCHOOL DISTRIST #1*

**Required Paperwork**

All of the following items must be completed in their entirety and return before the due date to be considered for placement in the district. Remember not all requests are a guaranteed placement.

1. \_\_\_\_\_\_ **District Student Teacher Application – p. 5 and 6**
2. \_\_\_\_\_ **Student Teacher Information Form – p. 7**

This has been developed as a quick reference for the district to reach the student the building principal in case of an emergency.

**­­**

1. \_\_\_\_ **Resume**
2. \_\_\_\_ **Teaching Philosophy – p. 8**

May type in document or attach separately.

1. **\_\_\_\_ MOU between LCSD#1 and University - p. 9-11**
2. **\_\_\_\_\_\_ Signed Acknowledgement of LCSD #1 Board Policies p. 12**
3. **\_\_\_\_\_\_ Signed Exhibit 49 regarding LCSD #1 District Technology Policy p. 37-38**
4. **\_\_\_\_\_\_ Mandated Reporter Status Acknowledgement Form – p. 32**
5. \_\_\_\_\_\_\_ **Signed Acknowledgement of “Drug and Alcohol Free Workplace Policy” p. 33**
6. **\_\_\_\_\_\_ Signed Acknowledgement of "PTSB Code of Conduct" p. 36**
7. **\_\_\_\_ Sub License – Info from PTSB/Background Check (ptsb.state.wy.us)**

A current Wyoming Substitute License should be presented prior to the first day of student teaching.



 **Student Teacher Application Form**

**PERSONAL INFORMATION:**

Name:

*Last First MI*

Maiden Name or if known by any other name:

Address:

*Street City State Zip*

Phone Number: ( ) -

Emergency contact:

Phone:

 **PLACEMENT INFORMATION:**

Time Frame of Student Teaching: Graduation Date: / / First Semester Second Semester

 Dates of Placement \_\_\_\_\_\_\_\_\_\_\_

 1st Choice 2nd Choice 3rd Choice

 Preferred Building placement: \_\_\_\_

Preferred Grade Level placement: \_\_\_\_

Preferred Subject placement: \_\_\_\_

Preferred Cooperating Teacher: \_\_\_\_

 **CONTACTS:**

Please list the advisory contact at your College or University:

1.

*Name Phone*

2.

*Name Phone*

3.

*Name Phone*

 **BACKGROUND INFORMATION:**

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a student teacher. Laramie County School District #1 reserves the right to reject any applicant for any legitimate, nondiscriminatory reason.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you?

Yes No

If yes, please explain:

Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding?

 Yes No

If yes, please explain:

 **WAIVER OF LIABILITY**

Laramie County School District #1 does not provide insurance coverage to non-District personnel which include individuals serving as Student Teachers. The purpose of the following information is to inform the Student Teacher and to document your acknowledgment and agreement that you are acting as a Student Teacher at your own risk. Therefore, Laramie County School District #1 does not provide insurance coverage for the Student Teacher for any loss, injuries, illness or death resulting from the Student Teacher’s unpaid service to the District.

You agree to assume all risk of injury, illness, damage, or loss of any nature or kind, arising out of your Student Teaching assignments, whether supervised or unsupervised, and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents or assigns, or their successors for the loss due to death, injury, or damage of any kind arising out of the Student Teacher’s supervised or unsupervised service to the District.

Student Teacher Signature Date

Print Name

 

 **Student Teacher Information Form**

Please complete the following information relating to your current status. Anytime this information changes please notify the unit office. This information will be kept in your personnel file should a situation arise that the district needs the information.

|  |  |
| --- | --- |
| **Name:** |  |
| *(Last Name) (First Name) (Middle)* |
| **Address:** |  |  |  |  |
| *(Number) (Street) (City) (State) (Zip Code)* |
| **Telephone #:** | **( )** |
| **Name & Telephone # to contact in case of Emergency****(Name)****( ) -**  | **Emergency contact’s place of employment** |
| **Dates of student teaching \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Cooperating College or University:** |
| **Contact at College or University:** |

 In case of an emergency please provide at least1 energy contacts

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Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BRIEF STATEMENT OF TEACHING PHILOSOPHY and THE GOALS YOU HOPE TO MEET DURING YOUR EXPERIENCE (max 500 words--attach additional document, if necessary):**



**Laramie County School District #1**

**2810 House Avenue**

**Cheyenne, Wyoming 82001**

**Memorandum of Understanding**

**AGREEMENT BETWEEN THE LARAMIE COUNTY SCHOOL DISTRICT #1**

**AND**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. This agreement begins upon signature by the two administrators for the respective units and remains in effect through July 31, 2016. This agreement supersedes all previous agreements.
2. The Laramie County School District #1(LCSD#1) and the LCSD #1 Director of the Pre-Service Professionals Development Program reserve the right to the following:
	1. Upon receipt of a request for a placement for practicum, methods, student teaching or internships, LCSD #1 will review applications and make pre-service teacher placements (elementary and secondary) based on the discretion of the district
	2. LCSD #1 may deny a pre-service placement due to limited capacity, incomplete application, incomplete coursework, unsatisfactory academic record, or application received after the deadline (listed below).
3. Deadlines for application are as follows:
	1. For **spring** semester placements, all applications and materials must be complete and submitted by **November 15th** of the semester prior to the pre-service experience.
	2. For **fall** semester placements, all applications and materials must be completed and submitted by **April 15th** of the semester prior to the pre-service experience.
	3. Requests received after these dates will not be considered.
4. Placement requests should be submitted to LCSD #1 Director of the Pre-Service Professionals Development Program (electronic requests preferred):

Kristen Siegel

Central High School

5500 Education Drive

Cheyenne, WY 82009

siegelk@laramie1.org

(307) 771-2680

1. A minimum stipend (paid to cooperating teachers) is required for all pre-service candidates. The stipend is to be paid directly to the Laramie County School District # 1 cooperating teacher by the college or university requesting the placement. Compensation for cooperating teachers will be as follows:
	1. A minimum of $50 per candidate for a practicum placement of 30 hours or more.
	2. A minimum of $100 per candidate for a methods placement
	3. A minimum of $200 per candidate for a student teaching placement or internship.
	4. When a half-semester placement is necessary for a candidate, these stipends will be split equally for the cooperating teachers.
2. Pre-service placement requests from the University of Wyoming and other Wyoming colleges take precedence over requests from any other institution. Placements for colleges or universities other than U.W. will be made on a case by case basis.
3. A limited number of placements are available each semester in all subject areas and at all levels. Once capacity is reached, no other placements will be made for that semester.
4. A site supervisor will be assigned to each pre-service candidate by the university or college requesting the placement. LCSD #1 will receive contact information for the site supervisor prior to the beginning of the pre-service experience. All pre-service candidates will meet with the site supervisor (along with their assigned cooperating teacher) within the first two weeks of their placement.
5. Pre-service candidates are not to arrange their own placement. All requests for placement must be submitted through the Clinical Faculty Committee.
6. When a suitable placement is found, information will be communicated directly with the Office of Teacher Education/Placement Coordinator of each participating institution, including all contact information for each cooperating teacher, so that stipends can be processed efficiently.
7. All pre-service candidates will contact their cooperating teacher in a timely manner after learning of his or her placement.
8. It is the responsibility of the college or university making the pre-service placement request to be aware of these policies prior to making the request.

LARAMIE COUNTY SCHOOL DISTRICT #1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Superintendent Date

COLLEGE/UNIVERSITY REPRESENTATIVE

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **College or University**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address**

**Laramie County School District #1**

**Board Policies**

On the following pages you will find the following Board Policies that you will need to be aware of and adhere to during your student teaching:

* USE OF TOBACCO PRODUCTS
* SEXUAL HARASSMENT/ DISCRIMINATION
* DEFINITION
* ADMINISTRATIVE REGULATION FOR CHAPTER VI, SECTION 23, SEXUAL HARASSMENT
* DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM
* PERSONAL SECURITY AND SAFETY OF STAFF
* VIOLENCE IN THE WORKPLACE
* EMPLOYEE IDENTIFICATION
* VOLUNTEER SCREENING
* SUSPECTED CHILD ABUSE OR NEGLECT (there is an additional form you will need to fill out and sign regarding this policy)

Please sign below acknowledging that you have read and understand the following policies and how they will apply to you as a student in Laramie County School District #1.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name

Section 20. USE OF TOBACCO PRODUCTS. The Board of Laramie County School District Number One recognizes the major negative effects of the use of tobacco products on personal health and health-care costs. The use of tobacco products or lookalike tobacco products (including but not limited to electronic cigarettes) are prohibited in buildings, vehicles, or on property owned or operated by the District

Revised 7/1/92

Revised 7/19/06

**Revised** 7/'1 4

**Section 23. SEXUAL HARASSMENT/DISCRIMINATION.** Laramie County School District Number One strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination, harassment, and/or retaliation in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, Laramie County School District Number One prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, or any other basis protected by federal, state, or local law. This policy applies to all employees throughout the organization and to all individuals who may have contact with any employee. Furthermore, Laramie County School District Number One will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health, or safety concern.

The District will promptly and carefully investigate all complaints of sexual harassment. An individual filing a complaint is requested to complete Exhibit 37, Personnel Sexual Harassment Report. All complaints, both written and verbal will be investigated regardless of completing Exhibit 37. Every reasonable effort will be made to determine the merits of each complaint while protecting the interests and well-being of both the accuser and the accused.

The District will act forthrightly to discipline, or dismiss as appropriate, considering the seriousness of the offense, any employee who has been found to sexually harass a student or another employee of the District, or any employee making a false or malicious complaint of sexual harassment. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical

conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination when the person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. It also may be considered harassment and/or discrimination. This behavior can include but is not limited to: suggestive or insulting noises, facial expressions, vulgar language, nicknames, and slurs, derogatory comments, cartoons, jokes, written materials, emails, "sexting", published materials, social networking, Facebook, or Twittering and offensive gestures or touching.

 **DEFINITION**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII and Title IX of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et seq. and the Wyoming Fair Employment Practices Act of 1965. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexual jokes, sexual graffiti, or other verbal or physical conduct of a sexual nature which:

1. is made an employment condition so that submission to such conduct is a term or condition of employment;

2. is an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee;

3. is an offensive job interference, so that such conduct has the purpose or effect of reasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment;

4. is made a condition such that a student believes that submission to such conduct is required to participate in a school program or activity;

5. causes a student to believe that an employee will make an educational decision about the student based on whether the student submits to the unwelcome sexual conduct;

6. is as severe, persistent, pervasive, or deliberate as to create an intimidating, persistent, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to: verbal harassment. Including epithets, derogatory comments or slurs, sexual jokes, sexual graffiti, physical harassment, physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings, or posters.

Laramie County School District Number One expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should report that conduct to his/her immediate supervisor, another member of management, or the Assistant Superintendent of Human Resources within three calendar days of the offense. Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of management. The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

Laramie County School District Number One will conduct its investigation in a confidential manner as is possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, Laramie County School District Number One will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

Laramie County School District Number One prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to his/her immediate supervisor, another supervisor, or the Assistant Superintendent of Human Resources within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management.

**OUTSIDE CONTRACTORS**

The District will take similar measures through the actual employer of contractors whose employees have been reported for sexual harassment. If the contractor is not responsive in investigating and resolving the matter, the District will prohibit the offending employee(s) from any involvement with the District, or may choose to terminate the contract.

Adopted 7/11/88

Revised 7/8/91 & 8/1/97

Revised 7/10/00

Revised 6/21/04

Revised 6/20/11

Revised 5/7/12

**ADMINISTRATIVE REGULATION FOR CHAPTER** VI, **SECTION** 23, **SEXUAL HARASSMENT--**

1. Reporting Procedures

Any person who believes he/she has been the victim of sexual harassment by an employee of the District should report the alleged acts immediately to an appropriate District official as designated by this procedure. The District requests the reporting party or complainant use the report form Exhibit 37 available from the principal of each building or available from the District Human Resources office. However, use of formal reporting forms is not mandatory.

a. In each District building: The building principal or supervisor is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal or supervisor must notify the Assistant Superintendent of Human Resources immediately. The written report will be forwarded simultaneously to the Assistant Superintendent of Human Resources. If the report was given verbally by the complainant, the principal or supervisor will reduce it to written form within 24 hours and forward it to the Assistant Superintendent of Human Resources. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal or supervisor, or the building principal or supervisor has been unresponsive to the expressed concerns about sexual harassment, the complaint shall be filed directly with the next higher level or supervisor.

b. Filing in good faith of a complaint or report of sexual harassment will not affect the individual's future employment, evaluations, or work assignments.

2. Investigation and Recommendation

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

a. Upon receipt of a report or complaint alleging sexual harassment the Assistant Superintendent of Human Resources or designee will immediately initiate an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party will provide a written report of the status of the investigation within ten working days to the Superintendent of Schools and the Assistant Superintendent of Human Resources.

b. In determining whether alleged conduct constitutes sexual harassment, the District will consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

c. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

d. In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

e. The Assistant Superintendent of Human Resources shall make a report to the Superintendent upon completion of the investigation.

3. District Action

a. If the complaint is found to be valid, the District will take such action as appropriate based on the result of the investigation.

b. Discipline or discharge of a District employee alleged to have violated this policy will follow the procedures established in the policies of the Board of Trustees, and respective employee agreements where applicable. Suspension or dismissal of District teachers alleged to have violated this policy shall also be governed by the Wyoming Teachers Employment Law, W.S. 21-7-101 et seq.

c. District employees who believe they have been the subject of sexual harassment during the course of their employment may also employ the District's grievance procedure as set forth in the Rules and Regulations of the Board of Trustees, Chapter II, Section 9, and respective employee agreements where applicable.

4. Reprisals

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

5. Non-harassment

The District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether or not a particular action or incident is a personal, social relationship without a discriminatory employment effect or constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, consequently careful evaluation and sound judgment will be applied.

6. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing the complaint with the next higher level or supervisor, filing charges with the Wyoming Fair Employment Commission, the Equal Employment Opportunity Commission, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

7. Sexual Harassment as Child Abuse or Neglect

Under certain circumstances, sexual harassment may constitute child abuse or neglect under Section 14-3-201 et seq. Wyoming Statutes 1977 as amended. In such situations, school districts shall comply with the reporting requirements.

8. Discipline

Any school district action taken pursuant to this policy will be consistent with requirements of applicable negotiated agreements, Wyoming Statutes, and District policies. The District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or discharge to end sexual harassment and prevent its recurrence. False and/or malicious accusations may also be dealt with through appropriate discipline procedures.

Adopted 7/8/91

Revised 7/1/93, 8/1/97

Revised 7/10/00, 6/21/04, 5/7/12

**Section 24. DRUG AND ALCOHOL TESTING/EMPLOYEE ASSISTANCE PROGRAM.**

In order to provide for a drug/alcohol free workplace, and to comply with the Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq., Laramie County School District Number One shall implement a drug and alcohol testing program supported by an Employee Assistance Program (EAP). This policy shall cover all employees of the District.

The purpose of this policy is to enhance and protect the health, safety, and welfare of students and employees of the District; and to ensure to the greatest extent possible that the schools and other places of work within this District are drug/alcohol free. The Employee Assistance Program is intended to assist employees who are identified as having a drug and/or alcohol abuse problem. It is the express intention of this policy to ensure to the greatest extent possible that employees of the District do not have a detectable level of alcohol or any controlled substance, as defined in the following administrative regulations, in his/her body while performing duties for the District.

No employee shall unlawfully manufacture, use, possess, distribute, or dispense controlled substances while performing duties for Laramie County School District Number One. Furthermore, no employee shall have a detectable presence of alcohol or any controlled substance (as defined in W. S. 35-7-1001 et seq.) in his/her body while performing duties for the District.

Administrators/supervisors must submit their recommendations for reasonable cause drug/alcohol testing to the Superintendent or designee for approval. Only the Superintendent or designee may authorize reasonable cause drug/alcohol testing.

Adopted 8/13/90

Revised 4/8/91

**Section** 25. **PERSONAL SECURITY AND SAFETY OF STAFF.** The following procedures shall be followed in instances of assault, harassment, knowingly false allegations of child abuse, or alleged criminal offense by a student, parent/guardian directed toward a teacher or school employee.

1. The teacher or employee shall file a written complaint with the school principal/immediate supervisor, and the Superintendent's office.

2. If the student is the offending party, the appropriate suspension/expulsion policy shall be initiated.

3. The Superintendent or designee shall report the incident to the District attorney or appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings. (Reference Exhibit 40A)

Adopted 7/1/95

Revised 7/13/15

**Section 26. VIOLENCE IN THE WORKPLACE.** The District recognizes the need for a school and work environment free from violence for all employees, patrons, and visitors. Violence in the workplace will not be tolerated. The District and the Board of Trustees are committed to maintain an environment free from all forms of violence, including but not limited to, verbal or physical threats, assaults, or other acts of intimidation, or abusive language. Employees shall report, in writing, all threats or violent actions to their immediate supervisor and the Superintendent or designee, except where the threat or act of violence is committed by their immediate supervisor, in which case the occurrence shall be reported, in writing, to the District's Assistant Superintendent of Human Resources.

Confirmed acts of violence could result in disciplinary and/or legal action. (Reference Exhibit 40A)

Adopted 7/13/98

Revised 7/10/00

Revised 7/13/15

**Section** 27. **EMPLOYEE IDENTIFICATION.** School safety is paramount to the Board of Trustees. All employees shall wear District or school identification badges while at work. Employees of the District visiting a school are to advise the school office by checking in and wearing appropriate employee identification when they are on District-owned property. Any violation of this policy shall be reported at once to the building administrator.

Adopted 7/18/07

VOLUNTEER SCREENING

Ali individuals who volunteer for more than five days, or a cumulative of more than 40 hours, in any school year for activities not associated with their own children will be screened through the Wyoming Department of Family Services. The Assistant Superintendent of Human Resources may require a Division of Criminal Investigation criminal history check.

Cross Reference- District Job Description Handbook – Office of Assistant Superintendent of Human Resource

Adopted 6/11/84

Revised 7/1/95 &7/8/96

Revised 10/1496 &7/10/00

Revised 7/2/01, 7/1/02

Revised 7/7/03 &6/21/04

Revised 7/19/06, 6/7/10

Revised 5/7/12, 7/1/13

**Section 16. SUSPECTED CHILD ABUSE OR NEGLECT.** Any person who knows or has reasonable cause to believe or suspect that a student has been abused or neglected or who observes any student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall immediately report it to the child protective agency or local law enforcement agency or cause such a report to be made.

District personnel reporting suspected child abuse or neglect shall notify their building principal or designee as soon as possible. The building principal is then also responsible to make the report or cause the report to be made.

Nothing in this policy is intended to relieve individuals of their obligation to report suspected child abuse or neglect on their own behalf unless a report has already been made or will be made.

District personnel suspecting abuse or neglect may consult with the school nurse, social worker, and/or counselor regarding the situation.

If it is determined that the suspected abuse or neglect should be reported, then a report in writing shall immediately be made to the building principal and telephone contact made with the Department of Family Services. If the Department of Family Services cannot be contacted, the local law enforcement agency shall be called.

If it is necessary that an investigation be conducted on District premises by a local law enforcement agency and/or other civil agencies, the principal shall designate which school personnel may be present at the investigation. A written summary of the action shall be submitted to the principal by the employee who is present.

If the Department of Family Services requests a written summary of the suspected abuse or neglect, the principal shall use Exhibit 65 to supply the information.

A summary of the information on the case shall be forwarded to the Director of Special Services as soon as possible.

Legal Reference- W.S. §14-3-201 through 14-3-215

Cross Reference - Chapter IX, Section 9, Relationships With Community Organizations.

Adopted 6/11/84

Revised 7/1/94, 7/1/13

 **EXHIBT 65**

**LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE Cheyenne, Wyoming**

**SUSPECTED CHILD NEGLECT/ABUSE SUMMARY**

This report is to be completed IN DUPLICATE by the building principal and forwarded to the office of the Director of Special Services. (Use attachments for clarification.)

SCHOOL: DATE OF REPORT: \_

NAME OF CHILD REFERRED: \_\_\_\_\_\_\_\_\_ NAME OF OTHER FAMILY MEMBERS REFERRED (if applicable)

ADDRESS: \_ PERSON RESPONSIBLE FOR CHILD: \_ PERSON MAKING REPORT OF SUSPECTED NEGLECTED/ABUSED CHILD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE REPORT MADE: \_\_\_\_\_\_\_\_\_

OTHER INFORMATION RELATED TO THIS REPORT:

REFERRAL MADE TO: DFS LOCAL LAW ENFORCEMENT AGENCY BY: PHONE. .PERSONAL WRITTEN

OTHER COMMENTS: \_

DATE AND TIME REPORTED TO PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 EMPLOYEE'S SIGNATURE

PRINCIPAL'S FORM SUP116

Adopted 6/11/84

Revised 7/1/94, 7/1/13

Laramie County School District #1

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I,

(Name)

understand that when I am working and/or

volunteering for Laramie County School District #1 in my official capacity and/or professional:

I will become a mandated reporter under the Abused and Neglected Child Reporting Act [ Section 16].

This means that I further understand that the privileged quality of communication between me in my professional or official capacity is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature

Date

 ACKNOWLEDGEMENT, AGREEMENT, AND RECEIPT

 OF

**DRUG AND ALCOHOL FREE WORKPLACE POLICY**

The undersigned hereby acknowledges receipt of a copy of the Drug and Alcohol Free Workplace policy. The undersigned hereby acknowledges and agrees that nothing contained in the policy including practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend the policy or terminate any policy unilaterally without notice at any time and the Student Teacher’s continued opportunity to student teach in Laramie County School District #1 will be deemed acceptance of such revisions and modifications.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed student name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

 \_\_\_\_

 ***Professional Conduct Guide***

The Best Way to Teach is by Example- *Einstein*

The following examples of appropriate professional conduct are presented by the Professional Teaching Standards Board in sup­ port of Wyoming educators' commitment to ensuring safe, healthy environments for students. The Professional Teaching Standards Board strongly recommends that all school staff become knowledgeable of their local district's policies regarding professional conduct. Support a school culture of professionalism by helping to create a culture of intolerance for unprofessional behavior. Ignoring unprofessional conduct sends the message that such behavior is acceptable.

HEALTHY BOUNDARIES: All students have the right to be safe emotionally, physically, and intellectually. More than ever, kids need healthy, clearly-defined relationships with adults. Educators are mentors; and as such, have the responsibility to model, teach, encourage, and support positive, healthy human relationships.

• Maintain a professional relationship with students inside and outside of school property.

 o Going to parties or socializing with students is inappropriate.

o Assigning or requesting students to do errands to meet personal needs is inappropriate. o Inviting students to your home, especially when no one else is present, is inappropriate.

o A pattern of writing passes, making excuses, or rides home, for a particular student, or students is inappropriate.

• Use caution in the way you touch students.

o Lingering massages or touches, kisses, or asking for a hug are inappropriate.

o Do not engage in, solicit, or consummate any inappropriate written, verbal, or physical relationship with a student.

• If you need to speak with a student privately, leave your classroom door open.

• Maintain a professional relationship with students at extracurricular activities. Loose, inappropriate boundaries set the stage for inappropriate gender and harassment issues.

• Ensure that a chaperone is present and available to students during off-campus school sponsored activities. It is recom­

mended that there is a male chaperone for male students and a female chaperone for female students.

• Remind students of the limits of your relationship as an educator.

o Affirm the helping nature of your relationship with students.

o Assist students to obtain the additional supports they may need; counseling, medical interventions, etc. o As an educator you are a role model, not their friend, not their confidante, or surrogate parent.

• Model appropriate language for students. The use of profanity, vulgarity, put downs, sarcasm, or name calling is inappropriate at all times in the presence of students.

o Student-educator communications should be open and void of any "hidden messages".

• Dress professionally -regardless of current trends. Dress in a manner in which you can be actively involved in student learning and activities.

o Clothing with vulgar statements, sexual innuendos, discriminatory put downs, or that promote the use of illegal and unauthorized drugs or alcohol should not be worn at school.

• Students need to be supervised at all times while in your classroom.

• Do not use, possess, be under the influence of, or encourage the use of alcohol, illegal drugs, or the unauthorized use of drugs while on school property or at a school sponsored activity involving students.

o Do not encourage the use of or supply any illegal or unauthorized drug to students.

TECHNOLOGY

• Do not use your personal phone to text or call students. If required to use- or recommended to use- by your school, request that the school issue you a phone specifically to use with students.

• Email students via your school sponsored web site, computer, or email. Do not use your personal email account. Con­

sider all emails public.

• School computers are to be used for school purposes at all times -whether used at school or away from school. o Do not download sexually explicit or any inappropriate or questionable material on school computers.

• My Space, Facebook: *If you don’t want the Superintendent reading it aloud to you in a meeting, don’t post it.*

o Be aware, once you post something it is there forever. You may take it off- but information you want deleted may

already be out on the internet - without any future control by you.

o Set up your site as private. (Understand that "privacy" on the internet is an oxymoron.)

o When adding photos select the option "do not satire photos". o Delete any off-color comments made by friends.

o Do not "tag" your photos with your name or the names of others. Tagging photos means listing the people in the

photos by name, either partial or full. "Tagged" photos automatically link to others' sites.

o Keep blogging work friendly. Do not use names of co-workers, bosses, or students in a rant about a bad day at school.

o Do not allow students into your site.

o Do not give out personal information.

• Movies, TV programs, internet sites, reading material; etc. used at school by you for students need to comply with school district policy.

PROFESSIONAL EDUCATOR Maintain confidentiality.

o Grades, test scores, reports from related services personnel (school psychologist's reports, nurse, etc) and informa­

tion from community agencies (Department of Family Services, police department, etc), and sensitive information shared by family members to you are confidential.

o Disclosure of information to persons who do not have *both a right and a need to know* is a violation of the

law.

• Respect differences; plan for inclusive groupings for instruction and other school activities.

o Assign leadership roles equitably.

o Be careful not to group on the basis of race, gender, family, social, or cultural background, national origin, political or religious beliefs, or disability.

o Actively participate in and comply with Individual Educational Programs (IEP) and 504 plans.

o Students should not be labeled based on race, gender, sexual orientation, family, social, or cultural background, national origin, political or religious beliefs, or disability. Do not undermine a student's beliefs by criticizing, making fun of, or "subtle" sarcasm.

• Adhere to federal and state laws, professional licensure requirements, and local school policies.

• Recommend for employment only those educational professionals who have demonstrated professional and ethical behavior

Act with honesty and integrity in administering standardized tests. o Follow the directions for administering the test explicitly.

o Do not read sections that students are required to read independently. o Do not lead a student to the correct answer.

o Do not falsify answers or copy and teach to specific test items on the test. o Do not edit or change any student answers or results.

• Conduct financial business with integrity and by honestly accounting for all funds committed to the educator's charge and collect and report funds consistent with the school and district policy.

• Comply with inquiries regarding investigations and hearings initiated by the Professional Teaching Standards Board.

• Provide truthful information on all documents and applications for licensure.



Additional References:

*Wyoming Rules and Regulations Governing Licensure of School Personnel,* Due Process, Ch 9. (<http://ptsb.state.wy.us/RulesRegulations/tabid/62/>Default.aspx )

*Code of Ethics tffthe Education Profession:*

<http://sites.nea.org/aboutnealcode.html>Created January 20 I 0

1920 Thomes Ave, Suite 400

Cheyenne, VVY 82002

Phone: (307) 777-6261

Fax: (307) 777-8718

Website: *httb:llptsb.stote.wy.u*

ACKNOWLEDGEMENT AND RECEIPT

 OF PTSB PROFESSIONAL CONDUCT GUIDE

Please sign below acknowledging that you have read and understand the following policies and how they will apply to you as a student in Laramie County School District #1.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name

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**PTSB Sub License info**

Those who wish to substitute teach in Wyoming must meet the standards set by the Wyoming Professional Teaching Standards Board (PTSB). A substitute teacher's license is valid for five years before teachers must renew.

Want to learn how to earn a professional teaching certification? Contact schools offering [teaching certification programs in Wyoming](http://www.teaching-certification.com/wyoming-teaching-certification-programs.html).

**Education Requirements**

There are two ways candidates are eligible to become substitute teachers in Wyoming. For candidates who have attended college, completion of 65 credit hours from an accredited college or university is required.

For candidates who have not attended higher education, a high school diploma or GED is necessary, in addition to completion of teacher training.

### **History Background Check**

In Wyoming, all teachers must undergo fingerprinting and background checking, and this also applies to substitute teachers. Fingerprint cards must be requested from any school district administration office, or by contacting the PTSB at 307-777-7291.

### **Additional Information**

Wyoming substitute teachers must also complete courses on the U.S. and Wyoming Constitutions, giving them a solid foundation on history prior to 1865. Teachers can also complete examinations proving they have this knowledge, allowing them to circumnavigate the coursework.

Candidates interested in earning a substitute teacher's permit in Wyoming must fill out the [application packet found here](http://ptsb.state.wy.us/Applications/tabid/94/Default.aspx) and meet all listed requirements.

Then, candidates must turn in their applications with the application fee of $50 to the PTSB. The address for the PTSB is:

Professional Teaching Standards Board
1920 Thomes Avenue, Suite 400,
Cheyenne, WY 82007

ptsb.state.wy.us