



**CARBON COUNTY SCHOOL DISTRICT NUMBER ONE**

# **STAFF HANDBOOK**

**2022-2023**

**Inspiring Excellence – Every Child, Everyday**



## **CCSD#1 School Board**

Mike Mann, Chairman  
Matt Feldmann, Vice-Chair  
Brandon Taylor, Treasurer  
Pam Thayer, Trustee  
Mike Young, Trustee  
Rick Greene, Trustee

## **CCSD#1 District Administration**

Mike Hamel, Superintendent  
Vickie Cooper, Supt/Board Executive Assistant  
Tanya Wall, HR Director  
Chuck Kern, Curriculum & Instruction Director  
Dr. Stacey Kern, Special Services Director  
Janell Archuleta, Special Services Assistant Director  
Margaret Quintrall, Business Manager  
Denver Allard, Athletic/Activities Director  
Joshua Jerome, Technology Director  
Jesse Martinez, Maintenance Director  
Seth Dishman, Federal Programs Coordinator  
Athena Gerzanic, Transportation Director  
Tamera Ratcliffe, Food Service Director

---



Dear CCSD#1 Employees,

As we enter the 2022-2023 School Year, it is important to provide all our employees with a synopsis of procedures and practices. While all specific health protocols related to the Covid-19 pandemic have been lifted, it is still important to remember and implement basic health safety standards such as frequently washing hands, keeping a safe distance from people when appropriate, and being cautious about choosing to attend work when feeling under the weather. More detailed information is available in our CCSD#1 Policy Manual and from your supervisor. The policy manual contains the official policies and supersedes any statement contained in this handbook.

Our goals are to support, recruit, and retain dedicated and committed staff. Working together we can promote a culture that enhances building relationships as well as productivity and loyalty.

This Employee Handbook is a compilation of District policies, procedures, working conditions, and behavioral expectations that guide employee's actions in the workplace.

All employees are required to review the enclosed policies carefully and discuss with your principal or director the policies or expectations you do not clearly understand. These policies are located on our CCSD#1 website (<http://www.crb1.net>) under "About our District", then you will click on "Policy Manual".

Also included in this Employee Handbook is a signature page verifying you have read and reviewed the following: Pertinent Policies and Guidelines, Department/School COVID-19 guidelines and protocols, Technology Acceptable Use Policy, District-Wide Key/Badge Procedures, Confidentiality Acknowledgement, and the Handbook Acknowledgement. This page needs to be signed and returned to the Human Resources Office by September 26, 2022.

We are all looking forward to a great year! Please feel free to call or email with any questions.

Mike Hamel

Superintendent

Carbon County School District #1

307-328-9200

---

## **CCSD #1 Human Resources Goals**

### **It is our goal to...**

- Improve staff and student's growth and achievement
- Operate as a healthy, safe and effective learning and supportive community
- Recruit, hire, support and retain highly qualified dedicated and committed staff.
- Monitor and implement the hiring process to ensure adherence to fair and equitable procedures that meet the local, district, state and federal regulations, statutes, guidelines and policies.
- Work with and communicate in multiple formats the process of building relationships among community members, staff, businesses, and potential employees to successfully recruit and hire highly qualified employees.
- Invest in district employees and promote a culture that enhances productivity, loyalty, efficacy, and commitment.



### **DISCLAIMER**

INFORMATION CONTAINED IN THIS PACKET IS INTENDED AS A GUIDE. IF THERE IS A CONFLICT HEREIN, THE LAWS OF THE STATE OF WYOMING, CARBON COUNTY SCHOOL DISTRICT #1 BOARD POLICY AND ITS ACCOMPANYING ADMINISTRATIVE RULES SHALL PREVAIL. THIS HANDBOOK IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT WITH THE DISTRICT, EITHER EXPRESS OR IMPLIED. NOTHING IN THIS HANDBOOK IS TO BE CONSTRUED AS CREATING A PROMISE OF FUTURE BENEFITS. THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THESE GUIDELINES AT ANY TIME.

---



## TABLE OF CONTENTS

---

- 3-4**     **REQUIRED TRAININGS: GCN & JASON FOUNDATION**  
These are the trainings required for all district employees to complete. Administrators and Directors may require additional trainings for their staff if they so choose, however above are the required trainings required for our district. When you complete these trainings, you may print out your certification. Please remember these trainings are to be completed by **September 23, 2022.**

- 5-11**    **PERTINENT POLICIES AND GUIDELINES**  
District Policies - 5  
Professionalism - 6  
Technology Acceptable Use - 7-9  
District Key/Badge Procedures - 9-10  
Confidentiality - 11

### **CCSD#1 RECRUITMENT AND RETENTION PLAN**

These are the trainings required for all district employees to complete. Administrators and Directors may require additional trainings for their staff if they so choose, however above are the required trainings required for our district. When you complete these trainings, you may print out your certification. Please remember these trainings are to be completed by **September 23, 2022.**



## GCN Required Trainings

All employees are required to complete GCN online training modules.

Go to: <http://site.gcntraining.com>

Enter our District Organizational ID: 26015

### Complete the following tutorials:

Bloodborne Pathogens (Est Time: 20 min)

Bullying (Est Time: 18 min)

Discrimination (Est time: 18 min)

Ethics and Boundaries for School Employees (Est Time: 21 min)

Homeless Students (Est Time: 28 min)

Sexual Harassment (Est Time: 22 min)

Title IX (Est Time: 19 min)



# Suicide Prevention

The Jason Flatt Act of Wyoming  
SF 0078 / Enrolled Act No. 31, Senate  
Effective July 1, 2014

According to SF 0078 / Enrolled Act No. 31, Senate (The Jason Flatt Act Wyoming):

Commencing with school year 2014-2015 and each school year thereafter, with funds made available to the district under the Wyoming education resource block grant model as defined under W.S. 21-13 101(a) (xiv), require each teacher and school administrator within the district to receive at least eight (8) hours of suicide prevention education every four (4) school years using suitable materials reviewed and recommended by the state superintendent under W.S. 21-2-202(a) (xxxv).

All employees are required to complete a Suicide Prevention training module.

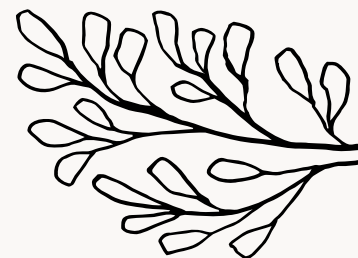
Go to:

(Est Time: 60 min)

# PERTINENT POLICIES & GUIDELINES

SCHOOL YEAR 2022-2023

CERTIFIED AND CLASSIFIED



*All District Policies are found on the District Web Site (<http://www.crb1.net>). Go to Board of Trustees and click on Policy Manual.*

*The following policies are **REQUIRED** to be reviewed by each employee and signed off that they have been read and understand what they mean.*

## **All Employees**

**Policy GA** - Professionalism

**Policy GBGA, GBGA-R** - Family a& Medical Leave

**Policy GBEC, GBED-R** - Drug-Free Work Place

**Policy DJB, DJB-R** - Purchasing Procedures and Regs

**Policy KFA** - Public Conduct on School Property

**Policy EEAF** - Use of District Owned Vehicles

**Policy KF, KF-E** - Community Use of District Facilities & Facilities Agreement

### **Updated Policies:**

**Policy DLA** - Meal Charges and Unpaid Charges

**Policy AC** - Non Discrimination

**Policy ACA** - Title IX Sexual Discrimination

**Policy JICFA, JICFA-R** - Bullying

**Policy AC-R** - Grievance Procedures

## **Classified Specific**

**Policy GDC** - Support Staff Leaves and Absences

**Policy GDCA, GDCA- E (1, 2,3)** - Non-Certified Employee Sick Leave Bank

**Policy GDF** - Support Staff At-Will

**Policy GDJ, GDJ-E** - Support Staff Transfers

## **Certified Specific**

**Policy GCC** - Certified Professional Staff Leaves and Absences

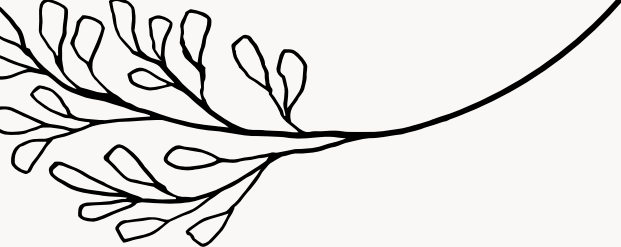
**Policy GCOA** - Evaluation of Teaching Staff

**Policy GCCAA, GCCAA-E (1, 2, 3)** - Certified Employee Sick Leave Bank

**Policy GCBAA, GCBAA - E** - Channeled Horizontal Growth

**Policy JB** - Homework/Independent Practice





# PROFESSIONALISM

Carbon County School District Number One employees serve as role models for students. The manner in which District employees dress contributes to the perceptions that others form of the District.

An individual's personal appearance can create a favorable or unfavorable impression on co-workers and the public. It is especially important for staff, as representatives of the District, to present a positive image. All employees are expected to come to work well groomed and observe modesty, appropriateness, and neatness in clothing and personal appearance.

Building principals and other district supervisors may provide additional specifics on the expectations for professionalism.

# Technology Acceptable Use Policy IJE

## Details

Each employee and student must turn in a completed, signed Technology User Agreement prior to accessing district computers; accessing the district network or the Internet; or being issued email, network, or other login information.

Internet filters are in place to protect all users from inappropriate content.

All activity on district computers and/or the district network may be monitored.

Video teleconferencing (VTC) equipment and distance learning service circuits (DLSC) are available for district-approved uses only. This includes communication between district sites and distance learning programs. Other uses are subject to district approval.



# Technology Acceptable Use Policy IJE

## Prohibited

- Access any form of device or service, including computers, without prior technology administrator permission.
- Access any resource or device that does not have permission or authorization to access (includes attempted “hacking” or accessing of emails that do not belong to the person).
- Access resources (such as websites) or install files without technology administrator permission.
- Connect any device to a computer or the network without prior approval from the technology department.
- Write on, damage, or otherwise deface or devalue any district device or materials.
- Violate any state or federal intellectual property laws, (such as downloading files like music, movies, or software or utilizing text or media for assignments without adhering to Fair Use and Copyright laws).
- Violate applicable website or product terms of use or agreements.
- Disable, change, uninstall, or delete any setting or file not created by the person
- Instigate or take part in cyber bullying. Report of such abuse is also required.
- Access or distribute pornography, weapons-related, or other illicit, illegal, or inappropriate materials.
- Share passwords or other login credentials (whether belonging to the user or not).
- Use inappropriate language in email and other communications.
- Waste school resources (such as printer paper or bandwidth).

**Violation(s) of these offenses will be handled by administration with consequences appropriate to the offense(s) determined by the administrator.**

# District-Wide Key/Badge Procedures

*All employees receive key(s)/badges to the buildings. These recipients are entrusted with key(s)/badges to the District to carry out the educational objectives of the District. Since possession of a district key/badge gives authorized persons unfettered access to the building, to the students, and to sensitive records, all parties in possession of a key/badge must keep the goals of confidentiality and safety in mind always. In furtherance of these goals, the following District Key/Badge Procedure must be followed by anyone who is an authorized key/badge holder:*



- Only authorized persons can be in possession of a key/badge to the District. Authorized persons are only those persons with documentation of authority to possess or control a key/badge. Authorization is specific to each key/badge issued.
- No person may give her or her key to an unauthorized user for any period. Any keys/badge found to be in the possession of an unauthorized person will be confiscated and any person found to have provided a key/badge or a copy of a key/badge to an unauthorized user may be disciplined up to and including termination.
- Unauthorized duplication of a key/badge is strictly prohibited. No person may duplicated a key/badge or request the duplication of a key/badge without written permission

# District-Wide Key/Badge Procedures

- Lost or stolen keys/badges must be reported to the District leader immediately. A lost key may require one or more buildings to be rekeyed. This process may cost a substantial amount of money. The District may withhold the cost of rekeying the building(s) from a teacher, staff, or administrator's check or final paycheck if a violation of this procedure resulted in the loss or stolen key/badge.
- Employees must return to the District administrator immediately upon request of all keys/badges assigned to them or that are in their possession of control in the event of termination of employment, resignation, or layoff.
- Violation of these requirements may result in the loss of key/badge privileges and may result in disciplinary action up to and including termination.

## School Safety

Keyholders agree to refrain from compromising the security of the campus or a building. Keyholders are required to report to the school leader any doors that are unsecured or in violation of the District procedures.



# CONFIDENTIALITY



**Confidentiality is one of the most critical and important aspects of an employee's job.** Students, parents, and school personnel have a legal and ethical right to privacy. Below are guidelines for maintaining confidentiality when working within the school system.

Consider, as a rule, putting yourself in a student's, parent's and fellow employee's position: What information would you want discussed with others regarding your child or yourself as an employee? In what settings and with whom?

Never use student's/employee's names or share information regarding anything that happens or you have heard at your job.

Information regarding specific students or staff should remain confidential and should not be shared in lunchrooms, staff rooms or in the community.

If a District employee has questions concerning school policies he/she should go through the proper school-designated channels, generally beginning with their direct supervisor.

District employees need to support fellow employees in the presence of students, parents, and others. Questions should be directed to the specific individual privately.

When having conversations or writing information regarding student's, family or another employee, be aware of those around you who may be within hearing/reading distance. Look for a private place within the building.

**No information** (phone number, address, etc.) can be given out to anyone (example parents or students) concerning other students or District employees or administration

---



# CCSD #1 Recruitment and Retention Plan

## VISION

INSPIRING EXCELLENCE - EVERY CHILD, EVERY DAY

## MISSION

EDUCATING TODAY'S STUDENTS FOR TOMORROW'S  
OPPORTUNITIES

## CORE VALUES

PASSION FOR LEARNING, RESPONSIBILITY,  
EXCELLENCE

## GOALS

IMPROVE STUDENT GROWTH AND ACHIEVEMENT  
OPERATE AS A HEALTHY, SAFE, AND EFFECTIVE  
LEARNING COMMUNITY



# CCSD #1 Recruitment and Retention Plan

## WE VALUE

TEACHERS WHO TEACH BY EXAMPLE, PRINCIPALS WHO LEAD BY EXAMPLE, AND SUPPORT STAFF WHO SERVE BY EXAMPLE

DEDICATED EDUCATORS WHO SERVE AS MENTORS TO DEVELOP SUCCESSFUL TEACHERS IN OUR MENTORING PROGRAM

DISTRICT LEADERSHIP WHO RESPONSIBLY MANAGE OUR DISTRICT FISCAL RESOURCES

PROFESSIONAL DEVELOPMENT THAT DIRECTLY IMPACTS STUDENT ACHIEVEMENT

TEACHING AND LEARNING THAT INTEGRATES ACADEMICS, FINE/PERFORMING ARTS, PHYSICAL FITNESS, AND EXTRACURRICULAR ACTIVITIES IN A TECHNOLOGICALLY-ENRICHED ENVIRONMENT



# CCSD #1 Recruitment and Retention Plan

Outcome	Strategy/Activity	PartyResponsible	AccountabilityMeasures	Timeline(Start / End Date)
Recruitment				
CCSD#1 has implemented attending Job Fairs, advertising in newspapers, websites both locally and nationwide and District Facebook	Update and maintain a recruitment plan that reflects best recruitment practices	Human Resources	Frontline (on-line method on which applicants can apply)	Continuous year-long process
CCSD#1 applies successful technology methods to attract highly effective employees	District websiteHuman Resource websiteFrontline - elicit applicant information that is relevant to the position and useful to the supervisor who reviews applications	Human Resources	Web pagesReferrals indicated on applicationsSkype (or related Web-based interview systemApplications	Continuous year-long process
CCSD#1 offers a \$2,000 sign on bonus for recruitment of new teachers	Provides newly hired teachers with money to relocate/assist with expenses	Human ResourcesTitle IIA Funds	Money distributed by Title IIA Funds	When newly hired teachers are presented a contract
Selection				
CCSD#1 utilizes effective applicant methods to successfully identify potential job candidates	School Administrator Hiring Procedures	Administration	Screening Systems Information	On-going
CCSD#1 performs reference checks to further screen candidates based on their previous employment behaviors	Implement a reference check form for hiring	Human Resources Administrators	Reference Forms and Surveys	On-going

# CCSD #1 Recruitment and Retention Plan

Orientation and Professional Development				
CCSD#1 provides orientation and teacher induction for newly hired employees to facilitate their successful transition into employment	Develop Orientation for all newly hired employees in all departments	Human Resources Technology Team Administrators Supervisors Superintendent Curriculum Team Mentors	Presentation Materials Agendas Sign-in sheets Evaluations	On-going
Mentor Program	Newly Hired Teachers are assigned a Mentor Teacher	Mentor Teachers are given a stipend of \$500.00 per year and need to meet the requirements of being a Mentor Teacher	Monthly Meetings Sign-in Sheets Agendas Evaluations	
Employee Evaluation Framework	Evaluation Training for Administrators	Human Resources Superintendent	Sign-in sheets Agendas Evaluations	
McGrath Training	Training for Administrators	Superintendent Human Resources	Sign-in sheets Agendas Evaluations	
Retention				
CCSD#1 establishes and maintains an evaluation process for all employees to promote expected performance and behaviors	Evaluation Framework is used to guide evaluations Administrative Walkthrough, PD Coaching,	District Administration Human Resources Governing Board	Agendas Training Evaluation instruments Evaluation guide Presentation Materials Sign-In Sheet Evaluations	
Compliance				
CCSD#1 complies with employment policies and laws	Review and revise District employment procedures, as necessary to maintain compliance with federal and state mandates. Continue to provide mandated training to employees to ensure district-wide compliance with employment policies and laws. Institute involuntary/voluntary employee transfers, as needed, to effectuate appropriate placement of personnel	District Departments Administration Human Resources	Revised procedures Evaluation samples Discipline samples Presentation materials Handouts Forms Sign-In sheets	On-going

# CCSD#1 HR Investigation Process

First and foremost, always refer to the CCSD#1 Policies and School Handbook.

When there is a safety issue, please call HR immediately if there are any questions!

Administrators have been trained in McGrath Response System Investigation Procedures.

## Purpose:

To present an overview of the importance, benefits of, and key elements of conducting an impartial and prompt workplace investigation.

No matter how hard an employer tries to treat all employees in a fair manner, chances are a time will come when a staff member will react to an employment decision negatively and perceive that he or she was treated unjustly.

Taking the time to conduct even a short and informal investigation offers several benefits to the employer.

Self-monitoring ensures that principals, supervisors, and employees are complying with employment laws, and company policies and guidelines.

Avoids embarrassment by minimizing the risk of disciplining or terminating an employee for something he or she didn't do (things are not always as they seem).



Where do I make a report?  
Any district administrator can take your report!

## **Informal vs. Formal Investigation**

Not all investigations require a formal and comprehensive approach. Sometimes an informal and relatively quick inquiry provides all the information needed to reach a conclusion and resolution.

The initial meeting should be with the complaint filing employee and all the issues and facts should be identified including who was involved and what, when, why, where and how the incident happened. This information should assist in determining whether a formal investigation is necessary. Usually, an informal approach will usually result in resolution if the matter contains:

- School/District Policies
- Concerns lack of communication between complaint filing employee and his supervisor
- Needs no other facts to resolve the issue
- Requires no other resources for impartial and timely resolution
- Is amenable to informal resolution.

An event that is subject to an informal investigation should be handled just as seriously and expeditiously as a more serious matter. It is here that the employer can prevent an issue from playing itself out in a larger arena.

Additional investigation of a more formal nature may be necessary if the following criteria apply:

- Additional facts are needed
- Employee is unable to supply the investigator with those facts
- Others need to be interviewed
- Documents need to be reviewed
- Special expertise is required to get in-depth data and analysis



## Planning the Investigation:

It is important to take the time to lay out as many details as possible prior to interviewing your employee.

### Things to think about:

- What district policies/ handbook policies apply to this situation?
- What is our obligation?
- How have similar incidents been handled in the past?
- Who will be interviewed and in what order?
- What questions will be asked?
- Does the potential for violence exist?

### Interviews

- Reason for investigation
- Role of the interviewee in the inquiry
- How information will be used
- Assure them that no conclusion has been reached
- No reprisal will be taken for coming forth with information
- Keep all discussions confidential
- Question if anyone else has possible relevant information
- Establish comfort level
- Identify all issues
- Gather all facts

## **CCSD #1: McGrath Response System**

The McGrath Response System thoroughly addresses Title VI (discrimination based on race, color and national origin), Title VII (sexual harassment in employment) and Title IX (discrimination on the basis of sex, sexual harassment, and sexual misconduct in education), in addition to intake and investigation of bullying concerns. It covers student-to-student, student-to-staff, staff-to-staff, and staff-to student issues and is compliant with the new Title IX Final Rule.

---

# CCSD #1 CODE OF ETHICS

(TAKEN FROM STATE OF WYOMING'S COWBOY CODE OF ETHICS)



LIVE EACH DAY WITH COURAGE

TAKE PRIDE IN YOUR WORK

ALWAYS FINISH WHAT YOU START

DO WHAT MUST BE DONE

BE TOUGH, BUT FAIR

WHEN YOU MAKE A PROMISE, KEEP IT

RIDE FOR THE BRAND

TALK LESS AND SAY MORE

REMEMBER THAT SOME THINGS AREN'T FOR SALE

KNOW WHERE TO DRAW THE LINE

---

**Carbon County School District #1**  
**Certified/Support Staff Handbook**  
**Signature Page**

The Certified/Support Staff Handbook describes important information about Carbon County School District #1 and I understand I should consult the Principal/Supervisor regarding any questions not answered in the policies and procedures. I have access to these policies online. I understand it is my responsibility to read, know, and understand, and comply with the policies contained therein and any additions made to it. Please initial next to each item and sign at the bottom indicating you have been provided a written copy of the following policy/procedures/handbook:

**Policy/Procedure/Handbook**

**Initials**

---