

File: GCQF

Identification Badges

For the safety and security of employees and students, all certified staff members will be required to wear school district provided identification badges during contract hours. The building administrator or designee may extend these hours to include after/before school activity supervision or when other special events are taking place in the building.

Adopted: 9/24/07

School District #1, Sweetwater County, Wyoming

Key Policy

Sweetwater County School District Number One has a restricted keyway for all building door locks. The keyway is for the protection of employees and building contents.

Staff members are responsible and accountable for all key(s)/card(s)/fob(s) assigned to them. District employees shall not relinquish key(s)/card(s)/fob(s) to any non-district employee for use. Individuals or community groups using District facilities will be governed by District Policy KG – Community Use Of School Facilities.

The Superintendent/designee may issue key(s)/card(s)/fob(s) to emergency first responders to be utilized only for the purpose of school safety issues.

Vandalism, loss, breakage, or misuse must be reported to the Building Administrator and appropriate District Department Head immediately. In addition, employees or first responders must provide written documentation within two (2) working days detailing the facts related to any vandalism, loss, breakage, or misuse of the key(s)/card(s)/fob(s) assigned to them.

Adopted: 4/14/03
Revised: 2/11/13;
3/13/17

School District #1, Sweetwater County, Wyoming

Key Policy

The key(s)/card(s)/fob(s) are specially cut, identified, stamped, or programmed with a number or code specific to the key(s)/card(s)/fob(s). The building administrator shall submit a current key listing with all key(s)/access card(s)/fob(s) for the site, which employee has received the item(s), and the date the employee received the key(s)/card(s)/fob(s). This listing shall be submitted to the Facilities Office by October 1st of each year. Additional key(s)/access card(s)/fob(s) listings may be required depending on changes in item status of the building. Each item listing should have a signature and date from each individual checking out or turning in the specific key(s)/access card(s)/fob(s).

After five (5) working days, a \$20.00 non-refundable fee per key(s)/card(s)/fob(s) item will be charged to any individual or first responder who loses an assigned key(s)/access card(s)/fob(s). These funds will be paid to Sweetwater County School District Number One's Business Office. Upon receipt of the fee per key(s)/card(s)/fob(s) item, a new key(s)/card(s)/fob(s) will be issued. For safety and security purposes, if a lost key(s)/card(s)/fob(s) is found, you must return the key(s)/card(s)/fob(s) to the District.

A record of key(s)/access card(s)/fob(s) lost will be maintained by the District. Staff who terminate their positions must turn their items back into the district or a \$20.00 per keyway item will be deducted from their final pay check.

Revised: 2/11/13; 3/13/17

School District #1, Sweetwater County, Wyoming

PROFESSIONAL STAFF DRESS CODE

It is the expectation of certified staff to use good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner that:

- is appropriate for job or duties
- invokes a positive impression from the community
- provides appropriate role modeling for students
- promotes a working and learning environment that is free from unnecessary disruption and
- is conducive to high student and staff performance

Guidelines

Certified staff members are encouraged to pay particular attention to their personal appearance and dress. Grooming and attire shall not affront colleagues or community tastes or standards. The standard for professional attire should differentiate the staff from student or layman. During the student contact work day and any time employees attend work-related school activities, employees will appear in appropriate dress and footwear. School spirit clothing items or blue jeans may be worn on designated days.

Some examples of appropriate attire for men include collared shirts, dress/suitably adorned collarless shirts, dress slacks, khakis, suits, sport coats and ties. Some examples of appropriate attire for women include collared blouses, dress/suitably adorned collarless blouses, dress slacks, khakis, capris, dress coordinates, skirts and suits. It is to be noted that this set of examples is not an exhaustive list of appropriate attire for professionals.

During student contact days, items that are not acceptable in the workplace include the following:

- blue jeans, athletic wear, such as jogging/sweat suits and jogging/running shorts, unless appropriate for duties being performed by the staff member
- articles of clothing with slits, holes or in poor or faded condition
- cotton "under or gym type" tee shirts
- flip-flops or similar soft soled shoes
- shirts having necklines that are lower than a straight line from the top of the underarm across to the opposite underarm
- dresses, skirts, shorts, skorts shorter than the extended tip of the longest finger with arms hanging naturally at the sides

Adopted 1/9/12

**COMPUTER NETWORK AND INTERNET ACCESS AND USE
STAFF**

AUTHORIZATION FOR NETWORK/INTERNET ACCESS

- A. **Definition.** The Network/Internet refers to the global network of computers created by the interfacing of smaller contributing networks. Its services are intended to support curriculum, instruction, open educational inquiry and research, and legitimate business interests of Sweetwater County School District Number One, State of Wyoming ("the District"). In this document, "Network/Interface Access" refers to all information accessed through the use of the District's equipment and resources for connection to and use of the Network/Internet online services, including, but not limited to, electronic mail ("e-mail"), messaging systems, collaboration systems, social networking, bulletin board(s), and network conferencing systems.
- B. **Philosophy of Network/Internet Use.** The goal of the District is to include appropriate Network/Internet access in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication including access to online libraries and databases for education or research use. All use of District Internet access and District networks will conform to the requirements of all District Policies. Access to the Network/Internet must be for the purpose of education, research or legitimate business interests of the District, and must be consistent with the educational objectives of the District. The Network/Internet access is provided knowing that some information provided by institutions and individuals available online may include material that is not for educational or research use in the context of a public school. Some information may be inaccurate, abusive, profane, sexually oriented or otherwise in violation of applicable law. The District supports responsible use of the Network/Internet and does not condone or permit the use of inappropriate material.
- C. **Authorized Users.** Administrators, teachers, other employees of the District, and students may be authorized to use the Network/Internet, which includes all information accessed by Network/Internet sites, e-mail, online services, and bulletin board systems. Access to the Network/Internet is granted as a privilege, not a right. Individual users of the Network/Internet consent and agree to use the Network/Internet in an appropriate and responsible manner and by their use, behavior or communication shall not violate any Policy of the District or applicable law. Access to the Wyoming Equality Network and the Sweetwater #1 Network is coordinated through various government agencies, regional networks, and private entities. Authorized users consent and agree to follow applicable guidelines of each respective agency, network or entity providing Network/Internet access. In addition, volunteers, continuing education students, educational professionals not employed by the District, or designated community members may be granted permission to use the Network/Internet for educational purposes as a privilege, not a right. Authorization for such use may only be granted by a member of the District's Administration, the Building Principal, or the Director of Technology.
- D. **Staff Use.** Each certified staff member and those classified staff members desiring computer access must sign the District's "Staff Authorization for Network/Internet Access" prior to using the District's Network/ Internet connection.

STAFF USE OF THE NETWORK/INTERNET

The following safety and acceptable-use provisions with respect to Network/Internet use apply to all staff use of the District's computers and Network/Internet access, and staff agrees and consents to abide by such provisions:

1. The Network/Internet may be used for appropriate educational purposes or for legitimate business purposes of the District.
2. The Network/Internet may be used for e-mail to collaborate with others for education, research or legitimate business purposes of the District.
3. Staff should not give out personal information or confidential information of students, including grade or other non-directory information except to the person in interest. *See Policy File JO.*
4. The Network/Internet may be used for personal email providing the email content does not violate any District policies and the email cannot contain attachments or act in a malicious manner. Sending or forwarding jokes, "chain letters," gambling, solicitations, for-sale items, pictures or music files is strictly prohibited. Personal emails may not exceed 5000 characters or 15K in size.
5. The network/Internet may be used for personal purposes during non-school hours providing the activity does not violate any District policies and does not interfere with on-going or special District business. Users understand that any personal research interfering with District business must be halted when asked and the user may be temporarily disconnected from the Network/Internet so the District may complete the required business. Any costs or charges incurred as a result of personal research are the sole responsibility of the User.
6. The Network/Internet may be used for SEA general information and communication (meeting notices, issues resolution, FYI items). SEA communications must adhere to all District policies for email content.

PRIVACY

Users will have no expectation of privacy regarding files or messages stored on District-based computers. Electronic messages and files stored on school-based computers or stored outside of school using the District's Network/Internet account are deemed to be property of the District. Consequently, users should not have any expectation of privacy with respect to their files or messages. The System Administrator, Building Principal and his/her designees may review files and messages at any time to maintain system integrity and insure that the users are acting responsibly.

In compliance with the Children's Internet Protection Act (CIPA) Sweetwater County School District Number One, State of Wyoming uses specific technology protective measures to block or filter access to inappropriate matter or visual depictions prohibited by law.

UNACCEPTABLE USE OF DISTRICT COMPUTER NETWORK AND INTERNET

Uses which are unacceptable under the Policy include, but are not limited to, the following:

1. Using the Network/Internet for any illegal activity, including violation of copyright, intellectual property rights, or other contracts or transmitting any material in violation of any United States or State law or regulation, or District Policy;

File: GBCE

2. Using, sending or receiving via solicitation copyrighted material in violation of the copyright;
3. Unauthorized downloading of software, music or any other document or file, regardless of whether or not it is copyrighted;
4. Using the Network/Internet for private, financial or commercial gain;
5. Gaining unauthorized access to resources or entities, including, but not limited to, other student files, teacher files, confidential information and student-record data;
6. Invading the privacy of individuals, including revealing the personal addresses or telephone numbers of students, classified and certified employees, administrators or parental information;
7. Circumventing security, filtering and/or authentication measures, including using another user's account or password;
8. Posting materials authored or created by another without his/her consent;
9. Posting anonymous messages and/or falsifying one's identity to others while using the system;
10. Using the Network/Internet for commercial purposes or private advertising, solicitations, promotions, destructive programs (viruses or self-replicating code) or any other unauthorized use;
11. Accessing, searching, soliciting, submitting, posting, publishing, transmitting, receiving via solicitation or displaying pornographic, indecent, lewd, obscene, or vulgar content, or foul, profane or abusive language;
12. Submitting, posting, publishing or displaying libelous material;
13. Using the Network/Internet while access privileges are denied, suspended, or revoked;
14. Using the Network/Internet in any way that would disrupt its use by other users, including "chain letters," uploading or creating computer viruses or self-replicating code, and any other attempt to harm or destroy data of another user, the Sweetwater #1 Network or any other network or system connected to the Network/Internet;
15. Using the Network/Internet for the purpose of harassing, torturing, tormenting or abusing other users or other individuals;
16. Installation of unauthorized software on the computer Network;
17. Use of the system to alter documents or records, create a forged instrument or otherwise commit forgery;
18. Accessing or using personal and 3rd party email accounts (the District will provide employees with an email account to be used in conjunction with their job function and for educational purposes). Staff members are permitted to utilize college and continuing education based email accounts for the purposes of professional development, recertification and continuing their education;
19. Participating in online chat rooms and using instant messaging for non-educational purposes;
20. Using Bootable devices (e.g. USB devices, CDs, DVDs, Firewire devices, External hard drives) to gain access or alter the function of a computer or a network;
21. Using district computers and networks for non-educational purposes (e.g. games, gambling, role playing and multi-user scenarios and games).

USE OF PERSONAL DEVICES

Staff members are permitted to use Personal Computers, Mobile Devices and other Network Accessible Devices on the Sweetwater #1 Network. However, prior to their use, the Staff member must obtain permission from their immediate supervisor and the Director of Technology. Some devices will be required to have Anti-Virus software, Anti-Spyware software and Firewall capabilities. The District reserves the right to determine the best method for connecting, controlling and servicing these devices. Devices not conforming to this policy will be denied access.

SECURITY

Security is a high priority. If the user can identify a security problem on the Network/Internet, the user must notify the Building Principal or Director of Technology. The user may not demonstrate the problem to other users and must keep the user's account and password confidential. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. Any user identified as a security risk may be denied access to the Network and/or Internet.

NO WARRANTIES

- A. The District makes no warranties of any kind, whether expressed or implied, for the service of providing Network/Internet to its users, and bears no responsibility for the accuracy or quality of information or services or the loss of data. The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the District, 3rd parties or user's errors, omissions, or negligence. A user's ability to connect to other computer systems through the Network/Internet or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems. Use of any information obtained via the Network/Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Network/Internet.
- B. The District assumes no responsibility for any authorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, data plan charges and/or equipment or line costs.

INDEMNIFICATION

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Policy and any unauthorized charges or fees, including, but not limited to, telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

COOPERATION WITH INVESTIGATIONS

The District reserves the right to cooperate fully in any investigation requested by parties alleging to be impacted by the conduct or use of computer equipment on the Network by any user, and further reserves the right to turn over any evidence of illegal or improper activity to the appropriate authorities.

ENFORCEMENT

The failure of any user to abide by this Policy will result in the denial, revocation, or suspension of the Network/Internet privilege, disciplinary action up to and including termination of employment, and/or appropriate legal action. Denial, revocation or suspension of the Network/Internet privilege and/or disciplinary action will be determined by the Building Principal, Administrator or his/her designees.

HARDWARE, SOFTWARE AND NETWORKING COMPONENTS

- A. Property of the District. Hardware, software and networking components purchased by the District are the sole property of the District. All District computers shall have Network Management Software, chosen by the District, installed and enabled at all times. The Network Management Software includes, but is not limited to, network use authorization and security, remote desktop management, remote monitoring and packet capturing. All District computers shall have a computer and network access software lock enabled at all times. Users may not bypass or alter this feature. The District may assign or reassign hardware, software and networking components to any individual or building at any time without prior notification. The District may also upgrade, modify, or disable hardware, software and networking components at any time without prior notification.
- B. Authorization for Removal. All hardware, software and networking components assigned to a particular building, classroom or office must remain in the assigned location, including associated components such as keyboard, mouse and cable. Hardware, software and networking components may not be removed from assigned District premises without prior written authorization from the Building Principal or the Director of Technology. All signed authorizations for removal of hardware, software and networking components will be filed with the Technology Center.

C. SOFTWARE LICENSING

All software to be installed on Sweetwater County School District #1 computers must be approved by the Director of Technology prior to installation. All software must have appropriate licenses prior to installation.

LEGAL REFS.: Children's Internet Protection Act, Public Law 106-554, 47 U.S.C. § 254

Adoped: 1/22/96

Revised: 3/10/03 1/22/07 03/27/08 5/11/09 10/8/12

School District #1, Sweetwater County, Wyoming

**SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE
STATE OF WYOMING**

STAFF AUTHORIZATION FOR NETWORK/INTERNET ACCESS

The undersigned agrees that he or she has read Policy File _____, Computer Network and Internet Access and Use, of Sweetwater County School District Number One, State of Wyoming ("the District"). Under terms of that Policy, the undersigned agrees to abide by its terms and conditions. The undersigned understands that any unacceptable use will be grounds for the denial, revocation, or suspension of the Network/Internet privilege; may result in additional discipline up to and including termination of employment; and may result in criminal or civil penalty. The undersigned understands that the District makes no warranties of any kind, whether express or implied, regarding the Network/Internet and bears no responsibility for accuracy or quality of information or services or the loss of data.

In addition, the undersigned agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of the Policy and any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute charges, and/or equipment or line costs. In consideration for the District's Network/Internet account, the undersigned releases Sweetwater County School District Number One, State of Wyoming and its Board members, employees, and agents from any claims and damages arising from the use of or inability to use the Network/Internet.

(Signature of Staff Member)

(Date)

SECLUSION AND RESTRAINT IN SCHOOLS

I. General Statement of Policy

It is the policy of Sweetwater County School District Number One, State of Wyoming ("the District") to regulate the use of seclusion and restraint with students pursuant to W.S. §21-2-202(a)(xxxii), W.S. §21-3-110(a)(xxxi) and Chapter 42 of the Wyoming Department of Education Rules (hereinafter "Rules"). This policy shall govern all regulated use of seclusion and restraint.

It is the practice of the District to select and utilize the least restrictive behavioral interventions. In compliance with applicable Federal and State law, the District has prepared this procedure to provide administrators, teachers, staff, and parents or legal guardians with specific guidelines for the use of seclusion and restraint.

II. Definitions

All definitions used in this policy shall be consistent with the definitions in the Rules. For the purpose of clarity, the definitions are restated here:

(a) "Appropriate Disciplinary Measures" includes classroom, school-wide, and/or district-wide plans for student conduct adopted pursuant to a school policy promulgated under the authority of W.S. §21-4-308 or other appropriate authority.

(b) "Appropriately Trained Professional" or "Professional Team" includes individuals who are appropriately licensed, trained, and knowledgeable regarding the acceptable use of assistive or protective devices consistent with recognized professional standards and manufacturers' instructions.

(c) "Assistive or Protective Device" means any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child or protect a child from harm.

(d) "Behavior Intervention" is a systematic implementation of procedures developed in conjunction with the parent that result in lasting positive changes in a student's behavior. Interventions may include positive strategies, program or curricular modifications, and aids and supports required to address the disruptive behaviors.

(e) "Emergency" means a situation constituting an imminent risk to health or safety.

(f) "Escort" includes guiding a student by touching his/her back, arm, or hand, or holding the student's arm or hand to escort the student safely from one area to another as long as the student is not refusing to comply with the escort. The term does not include the use of coercion or force to move a student from one location to another.

(g) "Evidence-Based Training Program" includes programs that are externally developed and have a record of successful implementation in a variety of settings, that at a minimum, emphasize training in de-escalation procedures, the specific techniques used in safe restraint ranging from the least to most restrictive, and the specific techniques to encourage the safe reentry of the student back in to the educational environment.

(h) "Imminent Risk" means an immediate and impending threat of a person causing substantial physical injury to self or others.

(i) "Isolating" means visually, auditorally, or physically separating a student from the learning environment, school activity, or peers.

(j) "Prohibited Practices" means that certain activities or objects are prohibited from being utilized with students under any circumstances. Prohibited elements include:

(i) "Aversives" means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors.

(ii) "Locked Seclusion" means a seclusion room with a locking device that is engaged by leverage of an inanimate object, key, or other mechanism to keep the door closed without constant human contact. The term does not include a securing mechanism requiring constant human contact, which upon release immediately permits the door to be opened from the inside.

(iii) "Mechanical Restraints" include devices or equipment designed or utilized to restrict the free movement of all or a portion of a student's body. The term does not include assistive or protective devices or equipment prescribed by an appropriately trained professional or professional team that are used for the specific and approved purposes for which such devices or equipment were designed and prescribed.

(iv) "Prone Restraints" include holding a student in a face down position or in any position that will:

(A) Obstruct a student's airway or otherwise impair the ability to breathe;

(B) Obstruct a staff member's view of a student's face;

(C) Restrict a student's ability to communicate distress;

(D) Place pressure on a student's head, neck, or torso; or

(E) Straddle a student's torso.

(k) "Restraint" means the use of physical force, with or without the use of any device or material, to restrict the free movement of all or a portion of a student's body. Restraint does not include comforting or calming a student, holding the hand or arm of a student to escort the student if the student is complying, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team. The term does not encompass any of the prohibited practices described in this rule.

(i) "Supine Restraint" is when the student is placed in a face-up position on the floor and two staff members hold the student by the arms and legs. Supine restraint shall not be performed by placing pressure on the student's head, neck or torso. Supine Restraint requires two staff members to implement, each holding one arm and one leg on either side of the student's body.

(ii) "Side Restraint" is when the student is placed on the floor on his/her side with the staff member holding the student in place. One staff member can implement side Restraint.

(iii) "Seated Restraint" is when a student is placed in a seated position on the floor or in a chair and the staff member holds the student by placing pressure on the student's shoulders. One staff member can implement seated Restraint.

(l) "School" includes a school district as defined in W.S. §§21-3-104 through 21-3-104.

(m) "School Activity" means any activity taking place at school, on school premises, or to or at a school function under the jurisdiction of the state or school district.

(n) "Seclusion" means removing a student from a classroom or other school activity and isolating the student in a separate area. Seclusion occurs when a student is placed in a room or location by school personnel, purposefully separated from peers, and prevented from leaving that location. Separation in an area where the student is prevented from leaving is always considered seclusion. There are two distinct categories: i) Seclusion from the Learning Environment, and ii) Isolation Room. The term does not include a student requested break or in-school-suspension, detention or other appropriate disciplinary measure.

(i) "Seclusion from the Learning Environment" means visually or auditorally isolating the student from the classroom or other school activity, away from peers in an area that obstructs the student's ability to participate in regular classroom or school activities. The student is prevented from rejoining the learning environment or school activity until directed by staff.

(ii) "Isolation Room" means purposefully placing the student in an enclosed room built in compliance with all relevant health and safety codes. The student is not released from the Isolation Room and permitted to rejoin the learning environment or school activity until directed by staff. An Isolation Room is not the same as locked seclusion, which is a prohibited practice.

(o) "Severe Misbehavior" means behavior that threatens substantial physical injury to self or others or that creates an imminent risk to the health or safety of self or others.

(p) "Time-out" means providing the student with a brief opportunity to regain self-control in a setting that does not physically remove the student from peers or the learning environment, and the student is not physically prevented from leaving the time-out area. The use of time-out without seclusion is not regulated by these rules.

III. Staff Training

A. The District adopts the Mandt System for the purpose of training and safe implementation of seclusion and restraint (a training system that teaches graded alternatives to be used by any facility or agency likely to encounter the problem of aggressive or uncooperative behavior).

B. A core group of classified and nonclassified staff shall be certified consistent with the Mandt System for the safe and appropriate use of physical restraint. This core group of staff shall be recertified according to Mandt System standards.

- i. The initial training for each staff member shall be completed in accordance with the Mandt System program.
- ii. The ongoing training shall be completed in accordance with the Mandt System program.

C. All staff shall receive training in the prevention of physical restraint and seclusion including skills training related to positive behavior supports, safe physical escort, conflict prevention, de-escalation, and conflict management. Professional development in this area will be ongoing.

D. In addition to the ongoing training for all staff referred to above, all staff shall also annually receive information regarding the implementation of this policy, including information regarding the staff members assigned as core group of staff in paragraph B above.

IV. Seclusion and Restraint Procedures

A. Restraint

- i. **Emergency situations:** Any staff may intervene for the purpose of restoring safety in a bona fide emergency situation constituting an imminent risk to health or safety.
- ii. **Durational guidelines:** Restraint shall be utilized for the minimum amount of time necessary to permit the student to regain control and staff's ability to reestablish safety. The following durational guidelines are to be followed when implementing a restraint:
 1. **Customary Duration.** The customary duration of a restraint will be one minute. If the student displays compliant behavior (generally the cessation of the severe misbehavior accompanied with quiet, for thirty (30) seconds) the restraint will cease, even if the time is less than the customary duration. On the other hand, if the student continues to display the severe misbehavior even after the customary duration time has expired, the student may remain in a restraint until compliant behavior is displayed for thirty (30) seconds up to a maximum duration of three minutes.
 2. **Maximum Duration.** The maximum duration for the use of restraint in an individual occurrence of severe misbehavior shall be three minutes.
- iii. **Administrative review:** In the event that implementation of the restraint exceeds the durational guidelines specified above, the Director of Human Resources shall immediately review the following elements to determine if and under what conditions the restraint may continue:

- a) the reason for the restraint, including the likely harm to the student or others;
- b) the type of restraint being used;
- c) other options available to eliminate the risk of harm or safety to student or others;
- d) the likelihood that continued restraint will prevent harm to the student or others.

iv. Debriefing: After a restraint has been implemented, the following debriefing procedures will be utilized:

A conference will be held involving all staff present and/or involved with the restraint, as well as the Director of Human Resources. The debriefing will include:

- a) a discussion of the factors that precipitated the conduct necessitating the restraint;
- b) a review of all interventions and de-escalation techniques, procedures, or efforts utilized in advance of the restraint;
- c) a review of the behavior plan or other plan, if one exists, for dealing with the behaviors of the student;
- d) a review of training received by staff involved with the restraint procedure and a determination of whether such restraint was done in compliance with this policy; and
- e) a discussion of changes that could be made or implemented that might assist in preventing the student conduct or eliminating the need for restraint.

v. Documentation: The completion of an incident report containing the following documentation is required for each restraint:

- i. Antecedents, interventions, and other relevant factors
- ii. Description of the regulated intervention utilized
- iii. Time and duration
- iv. Student's response
- v. Administrative review, if necessary
- vi. Status assessment
- vii. Release or reentry factors
- viii. Injuries, if any
- ix. Debriefing

Any school district employee who is required to use restraint as outlined above, shall complete an "incident report." The immediate supervisor of that employee will review the report and conduct an investigation. A report of the investigation shall be forwarded to the Human Resources Office.

B. Seclusion

- i. There are two regulated seclusion categories: Seclusion from the Learning Environment or Seclusion in an Isolation Room.
- ii. The use of a locked seclusion room is prohibited in all school facilities.
- iii. The use of an Isolation Room will be limited to locations specifically built and/or modified for that purpose, meeting all relevant health and safety codes.
- iv. The use of appropriate disciplinary measures may be considered unregulated by this policy only if used in accordance with an approved classroom, school-wide, or district-wide student conduct plan.
- v. School staff must be able to see and hear the student in seclusion at all times.
- vi. Students placed in seclusion must be permitted access to normal meals and personal hygiene opportunities. Meals and bathroom breaks may be separate and supervised if needed to ensure safety.
- vii. Prior to being placed in Seclusion, a student will be notified of the specific, severe misbehavior and the customary duration time assigned. An audible timer shall be set to monitor the customary duration time. The timer shall have a bell or other signal that will activate after the expiration of the customary duration time to notify the student of the expectation that the behavior should have improved by that time. Before entering Seclusion in an Isolated Room, the student will be asked to remove his or her shoes and empty the contents of clothing pockets. The purpose of these requests is to prevent the student from misusing any of these ordinary articles.
- viii. Seclusion from the Learning Environment: The following requirements apply:
 1. Durational guidelines: These durational guidelines are to be followed when implementing Seclusion from the Learning Environment:
 - a. Customary Duration. The customary duration of Seclusion from the Learning Environment will be determined based upon the combination of the student's age and the student's compliant behavior. Generally, a student will be placed in Seclusion from the Learning Environment for a length of time equal to one minute per year of age. For example, a ten-year-old student would have a customary duration of ten minutes. If the student displays compliant behavior (generally the cessation of the severe misbehavior accompanied with quiet, for thirty (30) seconds) the period of Seclusion from the Learning Environment will cease, even if the time is less than the customary duration. On the other

hand, if the student continues to display the severe misbehavior even after the customary duration time has expired, the student may remain in Seclusion from the Learning Environment until compliant behavior is displayed for thirty (30) seconds.

b. Maximum Duration. The maximum duration for the use of Seclusion from the Learning Environment in an individual occurrence of severe misbehavior shall be one hour. After that time, if the student is continuing to display the severe misbehavior sought to be remedied by Seclusion from the Learning Environment, the Director of Human Resources Director.

2. Use of a debriefing procedure and an incident report following the implementation of Seclusion from the Learning Environment is recommended, but not required.

ix. Seclusion in an Isolation Room: The following requirements apply:

1. Durational guidelines: These durational guidelines are to be followed when implementing Seclusion in an Isolation Room:
 - a. Customary Duration. The customary duration of Seclusion in an Isolation Room will be determined based upon the combination of the student's age and the student's compliant behavior. Generally, a student will be placed in Seclusion in an Isolation Room for a length of time equal to one minute per year of age. For example, a ten-year-old student would have a customary duration of ten minutes. If the student displays compliant behavior (generally the cessation of the severe misbehavior accompanied with quiet, for thirty (30) seconds) the period of Seclusion in an Isolation Room will cease, even if the time is less than the customary duration. On the other hand, if the student continues to display the severe misbehavior even after the customary duration time has expired, the student may remain in Seclusion in an Isolation Room until compliant behavior is displayed for thirty (30) seconds.

b. Maximum Duration. The maximum duration for the use of Seclusion in an Isolation Room in an individual occurrence of severe misbehavior shall be one hour.

- vi. Administrative review: In the event that Seclusion in an Isolation Room exceeds the durational guidelines specified above, the Director of Human Resources shall immediately review the following elements to determine if and under what conditions the seclusion may continue:

a) the reason for the seclusion, including the likely harm to the student or others;

b) other options available to eliminate the risk of harm or safety to student or others;

c) the likelihood that continued seclusion will prevent harm to the student or others.

- vii. Debriefing: After Seclusion in an Isolation Room has been implemented, the following debriefing procedures will be utilized:

A conference will be held involving all staff present and/or involved with the seclusion, as well as the Director of Human Resources. The debriefing will include:

a) a discussion of the factors that precipitated the conduct necessitating the seclusion;

b) a review of all interventions and de-escalation techniques, procedures, or efforts utilized in advance of the seclusion;

c) a review of the behavior plan or other plan, if one exists, for dealing with the behaviors of the student;

d) a review of training received by staff involved with the seclusion procedure and a determination of whether such seclusion was done in compliance with this policy; and

e) a discussion of changes that could be made or implemented that might assist in preventing the student conduct or eliminating the need for seclusion.

- viii. Documentation: The completion of an incident report containing the following documentation is required for each incidence of Seclusion in an Isolation Room:

- i. Antecedents, interventions, and other relevant factors
- ii. Description of the regulated intervention utilized
- iii. Time and duration
- iv. Student's response
- v. Administrative review, if necessary
- vi. Status assessment
- vii. Release or reentry factors
- viii. Injuries, if any
- ix. Debriefing

Any school district employee who is required to use Seclusion in an Isolation Room as outlined above, shall complete an "incident report." The immediate supervisor of that employee will review the report and conduct an investigation. A report of the investigation shall be forwarded to the Human Resources Office.

C. Parent Notification

Parents shall be notified of each use of a seclusion or restraint procedure within 24 hours of the use of that procedure. Written notification shall be complete upon mailing, personal delivery, or electronic transmission of the written notice.

Parents shall also receive copies of all mandatory documentation upon completion of such documentation.

V. Enforcement Procedures

A. Complaint Process: Parents may, upon receipt of notice of the use of a regulated seclusion or restraint procedure, file a complaint with the school principal. If the complaint involves the principal, the complaint may be filed with the Superintendent.

B. Investigatory Process: The following investigatory process shall be utilized upon the receipt of a complaint meeting the above requirements:

Upon receipt of a complaint by a parent, the school principal shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal, a designated investigator of the District, other District officials, or by a third party designated by the District.

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 utilize other methods or resources deemed pertinent by the investigator and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed as soon as practicable. The designated investigator shall make a written report to the Human Resources Director upon completion of the investigation. If the complaint involves the building principal, the report may be filed directly with the Superintendent. The report shall include a determination of whether the allegations have been substantiated as factual and whether they are a violation of this policy. A copy of the report shall be mailed to the complainant.

VI. Publication of Policy

This Policy shall be published within the school community by providing a copy to each building for posting and to each employee of the district.

VII. Data Collection Requirements

Schools shall collect and report annually to the Wyoming Department of Education the Wyoming Integrated Statewide Education Record Identifier (WISER ID) for each student involved in the use of a regulated intervention, the number of incidents of seclusion and restraint for each student, and the type of regulated intervention utilized for each student.

References:

W.S. §21-2-202(a)(xxxii)

W.S. §21-3-110(a)(xxxi)

Chapter 42 of the Wyoming Department of Education Rules

Adopted:

SECLUSION AND RESTRAINT IN SCHOOLS – Incident Report

Any School District employee required to use Seclusion or Restraint must submit this Incident Report to their direct supervisor within 24 hours of using Seclusion or Restraint.

Circle one: Restraint / Isolation Room / Seclusion from Learning Environment

Date of Seclusion/Restraint: _____

Name of Student: _____

Student's Teacher: _____

Staff Member(s) that Implemented Restraint/Seclusion: _____

Other Student(s) Involved: _____

For the following, please describe in detail, attaching additional pages if necessary:

1. Antecedents, interventions, and other relevant factors:
2. Description of the intervention utilized:
3. Time and duration:
4. Student's response:

5. Administrative review, if necessary:

6. Status assessment:

7. Release or reentry factors:

8. Injuries, if any:

9. Summary of Debriefing:

Signature

Date: _____

Supervisor Notes:

STAFF AND STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. For purposes of this policy, staff includes any employee, including administrators, certified staff, and classified staff. Staff members have a responsibility to maintain an atmosphere conducive to learning.

Staff members should be professional at all times in their relationship toward other staff members and students. For purposes of this policy, professionalism means the display of the skill, competence, or standards expected for a member of the staff in the particular position.

As educators, staff members have an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties. Staff members are responsible for maintaining student discipline and shall be treated with respect by students at all times.

Although it is desirable that staff members have a sincere interest in students as individuals, partiality and impropriety are to be avoided. Inappropriate informal and/or social involvement with individual students should be avoided regardless of whether or not the student may have "consented" to such conduct. Such conduct is not compatible with professional ethics. At school or school-related activities, it is mandatory that students address all certified staff by title rather than on a first-name basis.

Staff members shall use good judgment in their relationships with students, both inside and outside of the school environment. Staff members shall adhere to the following, minimum guidelines:

1. Staff members shall not make deprecatory comments to students regarding the school and/or its staff that materially and substantially impair discipline in the schools or interfere with the ability to provide appropriate instruction in the classroom.
2. The exchanging or presentation of a gift to a student to coerce, gain favor or leverage over another staff member or student is prohibited.
3. Staff-sponsored school-related or extra-curricular parties, or events, at which students are in attendance, must be properly supervised.
4. Staff members shall not fraternize with students by engaging in inappropriate behavior or conversation including, but not limited to, providing alcohol or drugs to students; dating; inappropriate physical displays of affection; inappropriate touching; requesting sexual activity; or engaging in sexual contact and/or sexual relations. Frequent personal communication by any means, including telephone, email, internet, mail, texting, notes, etc., except on matters that pertain to school-related issues or reasonable communication regarding family or religious activities, is prohibited.

5. Staff members shall not associate with students at any time in any situation or activity in which the staff member is soliciting sexually suggestive behavior from the student or involving the presence or use of illegal substances.
6. Staff members shall refrain from entertaining students or socializing with students in such a manner as to reasonably create a perception that a dating relationship exists.
7. Staff members shall refrain from discussing or planning a sexual encounter with a student.
8. Staff members shall not use demeaning comments intended to be hurtful, shaming, or humiliating toward students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students off campus for personal errands on behalf of the staff member.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not exceed their level of training or expertise by attempting to counsel, assess, diagnose, or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, shall refer the student to the appropriate professional or agency for assistance.
13. Staff members shall not unreasonably disclose confidential information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, protected educational records, information concerning assessments, ability scores, grades, behavior, mental or physical health, and/or family background.

Social Networking Web Sites and Services

1. District staff members are prohibited from posting protected educational records, confidential data or documents on any web site that might result in a material and substantial impairment of discipline in the schools or interfere with the ability to provide appropriate instruction in the classroom.
2. The use of District technology to access unapproved social-networking web sites and services is prohibited.

3. Fraternization between District staff and students via the internet, social networking web sites, or other modes of virtual technology to engage or potentially engage in behaviors prohibited above is also prohibited.

Nothing in this policy prohibits District staff and students from the use of District-approved web sites and services.

If a student, staff member, or patron initiates inappropriate conduct toward a staff member, that staff member shall document the incident and report it to his/her building administrator.

If a student believes that he or she has been subjected to inappropriate behavior by a staff member or if another staff member or visitor has knowledge of or witnesses such inappropriate behavior, a report shall be made to the building administrator, the District Human Resources Director, the Superintendent of Schools or the Chair of the Board of Trustees of the District.

The District shall promptly investigate all complaints of inappropriate staff and/or student relations and will treat such complaints as harassment complaints under District Policy File JFCL and GBCC and take necessary, corrective action to stop such conduct if it occurs. Any retaliatory behavior directed toward a complaining party, witness, or other individual who participates in an investigation under this Policy is prohibited.

Any staff member who engages in prohibited conduct under this policy with a staff member or student that materially and substantially impairs discipline in the schools or interferes with the ability to provide appropriate instruction in the classroom may be subject to discipline, up to and including termination of employment, subject to all applicable due process rights.

Adopted 10/22/73

Reviewed 11/08/95; 4/26/2010

Revised 1/14/13

CROSS REFS.: GBCC Policy Prohibiting Harassment and Violence
GBCE Computer Network and Internet Access and Use
GCN and GCN-R Performance Evaluation and Rubrics
JFCL Policy Prohibiting Harassment and Violence
JHG and JHG-E Child Abuse
JO and JO-R Student Records
Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §
1232g; 34 CFR Part 99

Confidential Student Information Notice

INTRODUCTION:

As an employee/student teacher/volunteer/intern of the Sweetwater County School District, Number One (the District), you may have access to individual student records while performing your official duties. Under District Policy, the Family Educational Rights and Privacy Act (FERPA), and other applicable federal, state and local laws, you are legally and ethically obliged to safeguard the confidentiality of confidential student information, including student records.

The intentional disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law. Further, such unauthorized disclosure violates District policy and could constitute just cause for disciplinary action including termination of my relationship with the District regardless of whether criminal or civil penalties are imposed.

This Notice provides a general overview of the legal and related issues you may encounter while carrying out your duties.

FERPA AND ITS PROTECTION:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records, and gives them some control over the disclosure of the information in these records.

FERPA generally prevents the District from sharing student records or personally identifiable information in those records without the written consent of a parent or legal guardian, except in limited situations such as revealing information from student records to school officials with a legitimate educational interest in the information.

I. Education Records Under FERPA.

The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for such agency or institution.

This includes all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) and student health records, including immunization records and school nurse records.

II. Confidentiality of Education Records

Generally, schools must have written parent permission to release any information from a

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To ensure confidentiality is maintained, you are expected to abide by the following:

- You will not discuss any individual's record(s) with unauthorized individuals, whether on or off duty.
- If you are unsure about whether or not to disclose confidential student information, you will check with your direct supervisor.
- If a non-District party requests student information, you may refer that party to the custodian of student records.
- No Confidential Student Information will be given over the telephone or by email.

ACKNOWLEDGMENT AND AGREEMENT:

In connection with your duties, you will be granted access to student information only for "legitimate educational interest", the completion of your responsibilities and assigned tasks. You have a responsibility to protect the confidentiality of education records and Confidential Student Information.

I have read and understand the information shared in this document concerning FERPA and the confidentiality of student information.

By signing below I acknowledge my agreement to abide by the terms of this Notice.

Print Name _____

Signature _____

Date _____