

Substitute Handbook



**PROCEDURES HANDBOOK
2024-25**

SUBSTITUTE TEACHER HANDBOOK

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Vision, Mission, Values, Strategic Focus Areas, Goals

VISION

Building learners of tomorrow...

MISSION

To prepare individual learners for success in life, the Platte County School District provides meaningful experiences in a safe and caring environment.

VALUES

*Student Focus • Collaboration • High Expectations • Integrity
Visionary Leadership • Innovation • Results Orientation*

PRINCIPLES OF LEARNING

Everyone can learn.

Learning is a process.

Each learner's personal best looks different.

We learn from taking risks and making mistakes.

We learn at different rates, times, and in different ways.

Timely feedback is essential for high levels of learning.

Learners should set goals and be able to track their own learning.

Positive relationships are necessary to prepare individual learners for success.



Welcome

Welcome to another exciting year in the Platte County School District. You are a vital part of our district and we value the contributions you make. It is your involvement and availability that enables our mission to continue - to prepare individual learners for success in life, the Platte County School District provides meaningful experiences in a safe and caring environment.

This handbook has been prepared for you to provide the guidance necessary for program continuity and coordination with the regular teacher's assignment.

We appreciate your service to our district and its students, and extend our best wishes for an enjoyable and productive experience as a substitute in the Platte County School District.

If we can be of assistance, please call the District's central office at: 816.858.5420.

Sincerely,



Ashley Jones, Executive Director of Human Resources



Platte County R-3 School District Buildings At-A-Glance

Federal ID # 44-6001444 | Missouri Sales Tax Exemption # 12585424 | DESE District Code # 083-003

District Education Center

998 Platte Falls Road, Platte City, MO 64079
 Superintendent: Dr. Jay Harris; Deputy Superintendent: Dr. Drew White
 Phone: 816-858-5420 | Fax: 816-858-5593 | Office Hours: 7:30am to 4:30pm

<p style="text-align: center;"><u>Barry Elementary (Grades K-5)</u> DESE Building Code - 4070 2001 NW 87th Terrace, Kansas City, MO 64154 Phone: 816-436-9623; Fax: 816-468-6046</p> <p style="text-align: center;">Principal: Kacie Ambrose Assistant Principal: Dr. Mindy Wheeler School Hours: 8:50am - 3:50pm Office Hours: 8:15am to 4:30pm</p>	<p style="text-align: center;"><u>Pathfinder Elementary (Grades K-5)</u> DESE Building Code - 4020 1951 NW 87th Terrace, Kansas City, MO 64154 Phone: 816-436-6670; Fax: 816-436-2130</p> <p style="text-align: center;">Principal: Dr. Anna Bohn Assistant Principal: Emily Miller School Hours: 8:50am - 3:50pm Office Hours: 8:15am to 4:30pm</p>
<p style="text-align: center;"><u>Compass Elementary (Grades K-5)</u> DESE Building Code - 4060 401 Kentucky Avenue, Platte City, MO 64079 Phone: 816-858-0172; Fax: 816-858-4982</p> <p style="text-align: center;">Principal: Dr. Eric White Assistant Principal: Allison Page School Hours: 8:50am - 3:50pm Office Hours: 8:15am to 4:30pm</p>	<p style="text-align: center;"><u>Siegrist Elementary (Grades K-5)</u> DESE Building Code - 4030 1701 Branch Street, Platte City, MO 64079 Phone: 816-858-5977; Fax: 816-858-3942</p> <p style="text-align: center;">Principal: Johna Sutton Assistant Principal: Michael Powers School Hours: 8:50am - 3:50pm Office Hours: 8:15am to 4:30pm</p>
<p style="text-align: center;"><u>Platte City Middle School (Grades 6-8)</u> DESE Building Code - 3000 900 Pirate Drive, Platte City, MO 64079 Phone: 816-858-2036; Fax: 816-858-3748</p> <p style="text-align: center;">Principal: Dr. Chris Miller Assistant Principal: Robert Mueller School Hours: 7:40am - 2:50pm Office Hours: 7:15am to 3:15pm</p>	<p style="text-align: center;"><u>Platte Purchase Middle School (Grades 6-8)</u> DESE Building Code - 3020 9400 N Platte Purchase Drive, Kansas City, MO 64155 Phone: 816-436-1433; Fax: 816-710-5127</p> <p style="text-align: center;">Principal: Jessica Hoffecker Assistant Principal: Dr. Jeff Adams School Hours: 7:40am - 2:50pm Office Hours: 7:15am to 3:15pm</p>
<p style="text-align: center;"><u>Platte County High School (Grades 9-12)</u> DESE Building Code - 1050 1501 Branch Street, Platte City, MO 64079 Phone: 816-858-2822; Fax: 816-858-7067</p> <p style="text-align: center;">Interim Principal: Kiel Giese Assistant Principals: Matt Messick, Michelle Howren, Dr. Mandi Tolen School Hours: 7:30am - 2:40pm Office Hours: 7:15am to 3:45pm</p>	<p style="text-align: center;"><u>Northland Career Center (Career/Technical)</u> DESE Building Code - 1100 1801 Branch Street, Platte City, MO 64079 Phone: 816-858-5505; Fax: 816-858-3278</p> <p style="text-align: center;">Director: Jeff Green Assistant Director: Megan Drummond School Hours: 8:00am - 10:40am / 11:30am - 2:10pm Office Hours: 7:30am to 4:00pm</p>
<p style="text-align: center;"><u>Pupil Services & Great Beginnings Preschool (Pre-K)</u> District Education Center & Barry Elementary Phone: 816-858-5420; Fax: 816-858-7109; SPED Fax: 816-858-7421</p> <p style="text-align: center;">Executive Director: Dr. Jennifer Beutel Director of Student Services: Dr. Chad Sayre School Days: Monday, Tuesday, Wednesday, Thursday DEC School Hours: 8:45am - 11:45am / 12:30pm - 3:30pm Barry School Hours: 8:50am - 11:50am / 12:50pm - 3:50pm Office Hours: 7:30am to 4:30pm</p>	<p style="text-align: center;"><u>Transportation Department</u> 998 Platte Falls Road, Platte City, MO 64079 Phone: 816-858-4820; Fax: 816-858-7038</p> <p style="text-align: center;">Director: JT Thomas Assistant Director: Kimberly Schwichtenberg Office Hours: 6:00am to 5:00pm</p>



Buildings At-A-Glance | June 1, 2023



Prohibition Against Discrimination, Harassment, and Retaliation

The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities, and provides equal access to the Boy Scouts and other designated youth groups. In accordance with law, the District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Platte County R-3 School District is an equal opportunity employer. The Board also prohibits:

1. Retaliation actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the District, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the District for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impact the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Mrs. Ashley Jones, Executive Director of Human Resources
998 Platte Falls Road
Platte City, MO 64079
816.858.5420, Fax 816.858.5593
Email: jones.ashley@pcr3schools.org

Platte County R-3 School District policies can be accessed through the school's website:
plattecountyschooldistrict.com. > Leadership > School Board Policies

The grievance form is a part of this handbook, and can be identified as AC-AF 2. This form can be requested by contacting Ashley Jones through the communication channels noted above. The employee is encouraged to review AC Grievance Procedure.

Title IX

The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or



treatment or employment in, its programs, services, activities and facilities. In accordance with Title IX of the Education Amendments of 1972 and Part 106 of Title 34 of the Code of Federal Regulations, the District strictly prohibits discrimination and harassment against employees, students and others on the basis of sex in its programs, activities, admissions and in employment.

Any person may report sex discrimination – including, but not limited to, sexual harassment – whether or not the person reporting is the person alleged to be the victim of the conduct. This report may be made: (1) in person; (2) via mail; (3) via phone; or (4) via email. This report may be made at any time – including non-business hours.

The following individual has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX. Information concerning the provisions of this act, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries or concerns regarding the application of this notice may be referred to our district’s Title IX Coordinator. Any person who is unable to resolve a problem or grievance arising under Title IX may contact the Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, MO 64106, phone number (816) 268-0550.

Title IX Coordinator

Dr. Chad Sayre, Student Services Director
998 Platte Falls Rd, Platte City, MO 64079
Phone: 816-858-5420, Fax: 816-858-5593
Email: sayre.chad@pcr3schools.org

To find more detailed information regarding the District’s Title IX grievance process rights employees are encouraged to review [Policy ACA](#).

The grievance form is a part of this handbook, and can be identified as AC-AF 2. The employee is encouraged to review AC Grievance Procedure.

Platte County R-3 School District policies can be accessed through the school’s website: plattecountyschooldistrict.com, Leadership>School Board Policies

Acknowledgement of Board Policy AC and GBCB

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, and administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees



- of the district and all patrons of the district.
3. Transact all official business with the appropriate designated authority in the district in a timely manner.
 4. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
 5. Attend all required staff meetings called by district administration, unless excused. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
 6. Submit all required reports or paperwork at the time requested. Employees shall not falsify records maintained by the school district.

All investigations are classified as confidential and details of any complaint should not be discussed unless authorized by an Administrator of Platte County R-3 School District. Details and information regarding any complaint or investigation should be kept confidential until the investigation has been concluded.

You should be aware that state and federal law, as well as Board of Education Policy (AC), absolutely forbid retaliation against any person who has reported misconduct or who participates in the investigation of such report, whether as complainant, witness or investigator. Accordingly, you are specifically directed to refrain from any conduct that is or that may be construed as retaliation against any person involved in the reporting or investigation of a complaint.

You are further directed not to interfere in any manner with the investigation. Please be aware that this directive and the prohibition against retaliation also apply to persons acting at your direction or with your consent. Failure to comply with the foregoing directives may result in immediate discipline, up to and including termination of your employment.

Reporting Child Abuse/Neglect

Staff members are required to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall directly and immediately make a report to the Children's Division (CD) of the Department of Social Services, including any report of excessive absences that may indicate educational neglect. Reporting suspected neglect and/or abuse should take top priority as the District initiates investigation efforts pursuant to other applicable Board of Education policies addressing the matter. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

Criminal Background Checks

The Platte County R-3 School District is committed to providing a safe environment for students to learn. Substitutes and others working on school grounds are required to undergo a criminal background check in accordance with Board Policy GBEB.



District Notification/Reporting Requirements

As a condition of continuing to work within the district, all employees and other persons required to submit a criminal background check and must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than **five business days** after the event. The district will fulfill its legal obligations with respect to reporting any information required by DESE as it pertains to the results of criminal background checks.

Tobacco-Free Buildings

In accordance with District Policy AH: Use of Tobacco and Vaping Products: To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

Employee Identification Badges

Substitutes must obtain their identification badges from the office of their assigned building prior to the start of each assignment. These badges will be available for pickup upon arrival. Substitutes will return their identification badges to the office at the end of each day.

Cell Phone Usage

The Platte County R-3 School District encourages District employees to use technology, including cell phones, to improve efficiency and safety. The District expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate District policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the District's policy on student-staff relations.

Social Media

Staff members are encouraged to communicate with students and parent/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the District or the staff



member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication. Notify your building principal, activities director (if a sport/activity), and Director of Communications of your plans to use a social media account for communication to students/parents. For more information, refer to District policy GBH and Electronic Communication Guidelines section of the employee handbook.

Active Substitute List

Only those persons on the active substitute list are eligible to substitute teach. The active substitute list is maintained by the Human Resources Specialist. Substitutes must sub a minimum of FIVE (5) days during a school year to be eligible to return to sub the following year.

THE PLATTE COUNTY R-3 SCHOOL DISTRICT RESERVES THE RIGHT TO DENY EMPLOYMENT TO ANY APPLICANT. COMPLETION OF SUBSTITUTE ORIENTATION CLASS DOES NOT GUARANTEE EMPLOYMENT AS A SUBSTITUTE.

Platte County R-3 School District expects the same high standards and performances from substitutes as is expected of full-time teachers. Failure to maintain these expectations in the performance of your responsibilities can result in your name being removed from our approved list (i.e. inappropriate attire, behavior, tardiness, reliability, etc.).

Substitute teachers are responsible for notifying Bobbi Wheeler of any change in name, phone number, address, teaching preference or request to be removed from active list. Bobbi may be contacted by phone (816.858.5420 x. 2120) or email (wheeler.bobbi@pcr3schools.org).

Salary and Payroll

Salary

SUBSTITUTE PAY SCHEDULE	
Duty	Hourly Rate
Sub - Teacher	\$17.82
Sub - Long Term Certified *	\$22.28
Sub - Retired Teacher	\$25.00
Sub - Long Term Certified/Retired Teacher *	\$25.00
Sub - Para	\$17.82
Sub - Library Media Assistant	\$15.00
Sub - Lunch Monitor	\$13.57
Sub - Building Aide 2	\$15.00
Sub - Administrative Assistant	\$17.71
Sub - Nurse	\$29.51
Sub - Sign Language Interpreter	\$35.00
Sub - Custodian	\$16.69

*Long term pay starts after 5 consecutive days. Long term pay only applies to those serving as a teacher.

Substitute teacher pay is \$133.65 a day or \$17.82 an hour. If a substitute works less than a full day, they are paid hourly. However, once the substitute works 6.5 hours they will be paid for the full day (7.5 hours). A full day is considered 6.5 hours or more (capped at 7.5 hours a day). Substitutes who work in two different job assignments on the same day are required to clock in/out for each job assignment. Substitutes who work in two different buildings on the same day may work up to 8.5 hours, if the first assignment is at a secondary building and the second assignment is at an elementary building.



* If hired to be a long-term substitute teacher for a certified teacher, you will begin to receive the increase in pay of \$167.10 a day or \$22.28 an hour upon the 6th day after substituting five (5) consecutive days. The three (3) days training prior to the long-term position starting doesn't count towards the five (5) consecutive days. If a long-term substitute works less than 6.5 hours a day, they are paid \$22.28 an hour. A full day is considered 6.5 hours or more (capped at 7.5 hours a day).

Note: Substitutes working in the same assignment, but were not hired for a long-term sub position, will be paid the long-term substitute rate associated with the position they are working after five (5) consecutive days. On the sixth (6) consecutive day substitutes will be paid the applicable long term rate for the position they work that day as listed above. The count of consecutive days will be reset if a sub does not work on a day when the district is open and in service, or if the only position that is worked during an open and in service day is a non-instructional role. (EG: Lunch Monitor, Nurse)

Substitute teachers will be required to work no more than 7.5 hours per school day, unless given specific direction by the building principal. Substitutes should be familiar with the arrival time and dismissal schedule of the school at which they are assigned (refer to Absence Management). Upon arrival, substitute teachers should report to the school office immediately to check-in and receive any additional necessary information regarding building procedures. Teachers are to remain at school for fifteen (15) minutes after the dismissal bell at the end of the instructional day. Before leaving for the day, substitute teachers shall report back to the school office to check out.

Payroll

Substitutes are paid on the 10th and 25th of each month. If the 10th or the 25th falls on a holiday or weekend, payday is the last business day prior to the 10th or 25th. Please refer to the Payroll dates listed on our website > Staff tab > Payroll Dates. All substitutes will be paid by Direct Deposit and clock in and out using Time & Attendance. Time & Attendance is located on all school computers.

Substitutes Lunch

Substitutes receive a free school lunch.

Time & Attendance

All non-exempt employees will be required to use Time & Attendance for clocking in and out each day they are scheduled to work as part of their essential job functions. All time is to be recorded in true time worked. Please refer to the Time & Attendance instructions on the district website > Staff tab > How-tos. When clocking in, the name, location, and schedule of the staff member you are subbing for will be populated based on the assignment in Absence Management. If you fail to clock in/out and you do not advise Business Services, it will be assumed you were not at work. If you have questions regarding Time & Attendance please contact Business Services as follows:

- Substitute Teachers, Paraprofessionals, Nurses, Administrative Assistants & Lunch Monitors contact Business Services by email at payroll@pcr3schools.org.
- Substitute Custodians contact Anthony McCall, Custodial Supervisor, 858-2822 ext. 1325 or email mccall.anthony@pcr3schools.org.



Absence Management

Substitutes are encouraged to log in to Frontline Absence Management to be proactive with securing a substitute assignment. If a substitute assignment is not filled two days prior to an anticipated absence, Absence Management will begin to call substitutes for assignment. Many assignments will be filled the morning of the absence. If you have questions about Absence Management please contact Bobbi Wheeler, HR Specialist, 816-858-5420 x 2120 or wheeler.bobbi@pcr3schools.org.

Worker's Compensation

Pursuant to state law, an employee of the Platte County R-3 School District who is injured, killed, or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy. *For more detailed information, reference Board Policy GBEA.*

Expectations, Responsibilities, and Procedures

Role of a Substitute Teacher

The substitute teacher is the certificated employee in charge of the classroom in the absence of the regular teacher. The substitute teacher is responsible for delivery of the instructional program to the class. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety and security of students in the classroom.

A substitute teacher needs to work closely with the paraprofessionals and/or regular staff to maintain the continuity and routine of the regular classroom program. Paraprofessionals work closely with the classroom teacher each day. They are an invaluable resource who will assist and support the substitute teacher in the classroom. The substitute teacher is responsible for providing for the needs of the class, and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner.

Expectations of Substitute Teachers from the District

1. Standards of Conduct:
 - a. Substitutes have an obligation to conduct themselves in an ethical manner in all things pertaining to school operations. The role of the substitute is professional.
 - b. The substitute should not compare one school with another, one group of employees with another or one group of students with another.
 - c. Criticism of students, school personnel, and school policies is made only to the building principal in a professional conference.
 - d. Treat all information about students, parents, and school employees as confidential.
 - e. Substitute teachers are expected to be on duty the entire day and perform all duties of the regular teacher, unless otherwise requested by the school's administrative staff.



- f. Smoking and use of tobacco products are prohibited on district property.
- g. Substitutes are expected to abide by the Board Policies of the Platte County R-3 School District, including Board Policy GBCB, which outlines the expectations for staff conduct as follows:
 - i. Become familiar with, enforce and follow all Board policies, regulations, and administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
 - ii. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
 - iii. Keep current on developments affecting the employee's area of expertise or position.
 - iv. Transact all official business with the appropriate designated authority in the district in a timely manner.
 - v. Transmit constructive criticism of other staff members or any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
 - vi. Care for, properly use, and protect school property.
 - vii. Long Term Substitutes: attend all required staff meetings called by district administration, unless excused.
 - viii. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
 - ix. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
 - x. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
 - xi. Obey all safety rules, including rules protecting the safety and welfare of students.
 - xii. Submit all required reports or paperwork at the time requested. Employees shall not falsify records maintained by the school district.
 - xiii. Refrain from using profanity.
 - xiv. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time, or work beyond the scheduled time without permission may be subject to discipline, including termination.
 - xv. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
 - xvi. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
 - xvii. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such teacher.
 - xviii. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
 - xix. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.



2. Appropriate Dress:
 - a. Substitute teachers are required to adhere to the same dress suggestions as the regular Platte County R-3 staff.
 - b. All substitutes should dress modestly and present a neat, clean appearance.
 - c. Blue jeans, sweat pants, sweatshirts and shorts should not be worn except on “field day” or for some other special activity.
 - d. Blouses, shirts or tops that reveal the midriff or chest may not be worn.
 - e. Hats and caps are not appropriate for wear inside district buildings.
 - f. Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco or any other type of message that may cause a disruption or disturbance in school may not be worn.
 - g. Clothing which contains obscene or suggestive language may not be worn.

3. Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) provides for the privacy of student educational records and ensures access to educational records by parents and students. Generally, schools must have written permission from the parent or student in order to release any information from a student’s education record. All employees of the Platte County R-3 School District are expected to maintain confidentiality of student education records as prescribed by law.

Things to Know Regarding FERPA

- a. “Education records” and personally-identifiable information about a student within those records are confidential under FERPA, and should not be discussed with others outside the District, or anyone inside the District who does not have a “need to know.”
 - b. Do not discuss individual student achievement with others.
 - c. Do not discuss student disciplinary actions.
 - d. Do not use email to gather or share information on a student.
 - e. Do not reveal information pertaining to special services provided to a student.
 - f. Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. This information may not be shared for other purposes.
 - g. Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records that are available to substitute teachers are personal in nature and their contents must be treated as privileged communication. Student records are not to be discussed outside the confines of the school.
-
4. Emergency Procedures:

Fire exits, severe storm and tornado-warning procedures are posted in each room. Familiarize yourself with them. Each school has emergency evacuation plans in place in case of fire, earthquake, chemical spill or other potentially dangerous situations so that you can evacuate students safely and successfully.

Procedures for Reporting to Assignment

1. Substitutes should arrive at the building at the same time as regular teachers.
2. Substitute teachers should report immediately to the school office, collect their substitute ID Badge and clock-in.



3. Note any particular bulletins for the day.
4. The substitute teacher should be familiar with the arrival time and dismissal schedule of the school and their work hours listed in Absence Management.
5. The substitute will be given necessary information about daily operations of the particular school.
6. Be sure to ask if there are duty responsibilities such as morning, lunch, or after school. Do not trade duties.
7. A substitute teacher is expected to remain on duty until the responsibilities outlined by the principal have been completed.
8. Substitutes are not to leave the building during the day.

Procedures for Taking Attendance

It is the substitute teacher's responsibility to take accurate attendance according to each building's attendance procedures may differ at each building. Long term subs will take attendance through PowerSchool.

End of Day Procedures and Checking Out

1. Be sure the room is in order, windows are closed, lights are out, and all electronic equipment is turned off.
2. You are encouraged to give feedback through Absence Management.
3. Check student papers completed during the day and leave them for the classroom teacher, unless otherwise instructed.
4. Please leave a note for the teacher regarding how much of the lesson plan you were able to accomplish, and list any special problems that might have occurred during the day.
5. Complete all reports that are requested, both for the regular teacher and the school office.
6. Be sure to check out with office staff prior to leaving for the day and clock out on the Guest computer in the front office, or any school computer. Return the substitute badge to the Administrative Assistant in the front office.
7. Leave school at school. Do not discuss students and staff.

Responsibilities of the Classroom Teacher to assist Substitute Teacher

1. Provide access to textbooks, or clear directions for technology use.
2. Provide up-to-date program schedule for the day and week, and travel assignment if applicable.
3. Provide up-to-date and complete lesson plans.
4. Provide an accurate seating chart.
5. Special notation on pupils who have individual health, emotional or learning problems.
6. Provide the name of a child to assist the substitute teacher in locating any materials that might be needed.
7. Leave notes concerning any supervision or extra duties assigned to that teacher.
8. Location and/or directions for use of materials necessary to teach lesson plans.
9. Location of supplies/materials.
10. Name of nearby teachers who can be of assistance.
11. Daily schedule showing recess, physical education, music or art periods, lunch and dismissal times.
12. Fire and emergency procedures should be left for the substitute teacher.
13. An evaluation is required on the substitute for the classroom.
14. Grading is not an expectation of the substitute.
15. Do not give your personal login to a substitute teacher or anyone else.



Expectations of the Substitute Teacher While in the Classroom

1. Have the same responsibilities as a classroom teacher. Check the “duty” list to see if the teacher for whom you are substituting is assigned to the cafeteria, hall, or any other duty. Consult the office for any adaptations which may be made in that particular building to implement the duties.
2. Check the classroom teacher’s mailbox for material that may apply to the day’s activities.
3. Take the attendance and carry out the policy of the school in reporting it.
4. Keep all students in your room under supervision at all times.
5. Strive to carry out the lesson plans left by the classroom teacher. The substitute teacher should provide an educational experience, not just maintain discipline. You are expected to teach. The cumulative effect of substitute teachers over the course of a school year is significant to the educational process. You are an important person to the Platte County R-3 School District.
6. Direct any outsider to the office including those seeking information about a student or requesting permission to take a child from the room. Under NO circumstances should a student be released without permission from a school administrator or building administrative assistant.
7. Fire exits, fire drills, severe storm and tornado-warning procedures should be posted in each room. Familiarize yourself with them.
8. Accept discipline training as an important component of teaching that requires patience, understanding, and review of all the facts. Good working conditions result from good classroom discipline. Be consistent and emphasize the positive. Maintain a clear, pleasant voice. Leave detailed records of student behavior, both good and bad.
9. Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.
10. Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms. Effective classroom management will lead to effective teaching.
11. Refrain from using cell phones or personal electronic devices.
12. Report all accidents or illness to the Administrator or school nurse immediately.
13. Use the substitute logins displayed in the back of this handbook to log on to district computers.
14. Do not ask the teacher for their personal login information.
15. Follow the regular plans and schedule as closely as possible.
16. Fill out an evaluation on the classroom plans and directions for your assignment.

Classroom Management & Student Discipline

To monitor classroom behavior effectively, you must know what to look for. Behaviors that you should be concerned with include:

1. Lack of involvement in learning activities.
2. Prolonged inattention or work avoidance.
3. Obvious violations of the classroom rules and procedures.

Inappropriate behavior needs to be handled promptly to keep it from continuing and spreading. Inappropriate behavior should be handled in a calm, reasonable tone and approach. The best way to do this is to follow these recommendations:

Effective Management Techniques

1. Using nonverbal cues.
 - a. Making eye contact with the student.



- b. Putting a finger to your lips.
 - c. Giving a head shake.
 - d. Giving a hand signal.
2. Getting the activity moving.
 - a. Move through transitions as quickly as possible.
 - b. Reduce dead time.
 3. Using proximity.
 - a. Move closer to the student.
 - b. Provide nonverbal cues along with proximity to stop inappropriate behavior without interrupting instruction.
 - c. Stay in the area until students have begun appropriate behavior.
 - d. *If the student is angry, remain calm, stay at least three feet away and keep your hands at your sides, **DO NOT touch the student** or make them feel threatened or trapped.
 4. Redirect the behavior.
 - a. When students get off task, remind them of appropriate behavior.
 - b. Using a student's name who is off task as part of the question being asked may be helpful. ("Eddy and Derek went fishing. They each caught 14 fish. How many fish did they catch together?" Eddy and Derek will probably sit up and listen.)
 - c. "Everyone should be writing answers to the chapter questions."
 - d. "As soon as everyone is seated and quiet, we'll get started."
 5. Providing needed instruction.
 - a. Off-task behaviors may reflect poor comprehension of the assignment.
 - b. Check work or ask brief questions to check for student comprehension.
 - c. If numerous students are having trouble, stop the activity and do whole-class instruction again.
 6. Issue a brief desist.
 - a. Call the student by name, make eye contact, and tell the student to stop the behavior (make sure this is done in an even tone of voice).
 - b. Combine this strategy with redirection.
 7. Giving the student a choice.
 - a. Tell the student: "You either behave appropriately or face the consequences of not behaving."
 - b. Make sure the student knows what appropriate behavior is: "You may choose to clean up now or you may choose to stay in during recess."
 8. Using "I" messages.
 - a. "It is very disruptive to me and the class when you wander around the classroom."
 - b. Can be combined with a brief desist or redirection.
 - c. These types of statements imply that the student controls his or her own behavior.

If these strategies do not work, a couple other strategies are:



9. Withholding a privilege or desired activity. Being allowed to work together on a project, sitting near friends, or having the freedom to move around the room being taken away.
10. Isolate or remove the student.
 - a. Sometimes isolating a student will curb the inappropriate behavior.
 - b. Give the student the option of when to return by saying, “You may come back to the activity in five minutes if you decide that you can follow the class rules.”
 - c. This is especially effective in dealing with older students since removing the audience of peers calms the student and gives them the opportunity to make another choice.
11. Use the school based consequences.
 - a. A note to the classroom teacher so it can be dealt with when he/she returns.
 - b. A referral to the Administrator (use this if other consequences don’t work or for severe misbehavior, fights, sexual harassment, threats etc.)

Ineffective Techniques:

1. Substitutes must not use physical discipline of any sort. Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden.
2. Sarcasm is ineffective in the classroom and should not be used with students.
3. Additional examples of inappropriate and ineffective discipline strategies include, but are not limited to:
 - a. Telling the students to “Shut Up!”
 - b. Hitting, poking, flicking or making any other physical contact with students—especially when angry.
 - c. Screaming or yelling at all students when only one or a few need redirection.
 - d. Denying them access to the restroom or the nurse as retribution for misbehavior.
 - e. Use of derogatory terms or racial slurs must not be used and will not be tolerated.
 - f. Confiscating personal items belonging to the students such as cell phones or other electronic devices. If a student’s use of an electronic device is disruptive to a class or violates classroom rules, the student can be sent to the office where the appropriate steps will be taken in dealing with the disruptive behavior. Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.

“Always display behavior you expect from students and NEVER lose your cool.”

Important Tips and Hints for a Successful Day

1. Write your name on the board so students will know how to address you.
2. Write directions or lesson plans neatly on the board; this will be of great help in the orderly beginning of a day’s work.
3. Be ready when the bell rings to supervise passing of students in and out of the classroom, caring for belongings and getting Students settled in seats.
4. Take firm control of the class from the beginning.
5. Start class promptly by avoiding unnecessary delays in instruction.
6. Treat all students with respect.



7. Take time before beginning the day's activities to tell the class a little about yourself. Be brief.
8. Try to put a daily schedule on the board. It helps the students anticipate what you expect of them. It also helps you keep track of the regular classroom routine.
9. Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
10. Any unusual requests from parents or students are to be handled by the building principal.
11. Ask the students questions: their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
12. State clearly your expectations, but expect the unexpected.
13. Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique), you are connecting with the students.
14. Try to be sensitive to differences. Be aware of different religious and ethnic backgrounds in the student population and be sensitive that certain holidays might include songs, stories or artwork that could prove uncomfortable to some students.
15. Organize any student papers and label them clearly. Record grades, if indicated in the grade book.
16. There will be times when students are working independently. Please use this time to circulate throughout the classroom and interact with the students. Do not engage in personal tasks such as reading, cell phone use, etc.

Corporal Punishment

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Platte County R-3 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property.

Discipline Reporting & Records

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on the school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

Confidentiality

Any information received by a school District employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.



Workplace Safety Rules

Platte County School District employees will conduct themselves in a manner that promotes a safe environment for students and staff. By acknowledging your receipt of the PCR3 Handbook, compliance with the following safety rules will be implied and expected.

Conduct

1. Report to work free from the effects of drugs and alcohol.
2. Do not smoke on school grounds, in school buildings, or at any school-sponsored event.
3. Do not use cell phones or other electronic devices while driving, walking, running, or moving about on district business.
4. Follow all directives from supervisors and managers.

Environment

5. Wear proper footwear for seasonal weather.
6. Wear protective eyewear, ear plugs, gloves, close-toed shoes, and aprons when necessary.
7. Wear a seat belt when driving on district business or riding in district vehicles.
8. Keep fire extinguishers and fire alarm pulls unblocked and unlocked.
9. Keep floors, aisles, passageways, electrical panels, entrances, and exits unblocked.
10. Use a proper foot stool or ladder to reach elevated items, or contact the Custodial or Maintenance Departments for assistance. Never stand on chairs or desks.
11. Get help to team-lift heavy objects, or contact the Custodial or Maintenance Departments for assistance. Never lift large items on your own.

Reporting

12. Document and report accidents or injuries to a supervisor immediately.
13. Report security or maintenance concerns and hazards to the appropriate department immediately.

Failure to comply with the above mentioned safety rules could result in reduction or denial of Worker's Compensation benefits and disciplinary action



Hazing and Bullying

Hazing - For this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Any form of hazing or plan, direct, encouragement, assistance in, engagement in or participation in any activity that involves hazing will not be condoned. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The District will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The District shall annually inform students, parents/guardians, District staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.



Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

School employees may intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to a building administrator for further investigation and action. **Any school employee who witnesses or has firsthand knowledge of bullying of a student must report the incident to a building administrator as soon as possible, but no later than two school days after the incident.**

Technology Usage

Employee Users

No employee will be given access to the District's technology resources before the District has a signed *User Agreement* on file. Authorized employees may use the District's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of District policies, regulations or procedures, hinder the use of the District's technology for the benefit of its students or waste District resources. Any use that jeopardizes the safety, security or usefulness of the District's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable.

Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via District resources, including e-mail, or Internet access, that students or other users could not access, view, display, store, print or disseminate without authorization by the District.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the District's technology resources.

All District technology resources are considered school property. The District may maintain or improve technology resources at any time. The District may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized District personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The District may examine all information stored on District technology resources at any time. The District may monitor employee and student technology usage. Electronic communications, all data stored on the District's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by District administrators or designees at any time.



Violations of Technology Usage Policies and Procedures

Use of the District's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the District's technology resources. Any violation of District policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce District policy, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the District's policies, regulations and procedures. Any attempted violation of District policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the District's technology resources.

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited.
- c. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- d. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
- e. Mass consumption of technology resources is prohibited.
- f. Unless authorized by the District, non-educational Internet usage is prohibited.
- g. Use of District technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the District.
- h. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- i. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The District will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using District technology in violation of any law.
- j. Accessing, viewing or disseminating information using District resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- k. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of District staff for curriculum-relation purposes.
- l. Accessing, viewing or disseminating information using District resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly



operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

- m. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- n. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- o. Users may only install and use properly licensed software, audio or video media purchased by the District or approved for use by the District. All users will adhere to the limitations of the District's technology licenses. Copying for home use is prohibited unless permitted by the District's license, and approved by the District.
- p. At no time will District technology or software be removed from the District premises, unless authorized by the District.
- q. All users will use the District's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to District technology resources.
- r. All damages incurred due to the misuse of the District's technology will be charged to the user. The District will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the District's technology resources to a teacher or administrator.

No person will be given access to District technology if he/she is considered a security risk by the superintendent or designee.

- a. Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- b. Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks are prohibited.

Online Safety, Disclosure, Use and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the District.
- c. Student users shall not agree to meet with someone they have met online without parental approval.



- d. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- e. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use web-based e-mail messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District.
- f. All District employees will abide by state and federal law, Board policies, and District rules including, but not limited to, Policy JO and Regulation JO-R when communicating information about personally identifiable students.
- g. Employees shall not transmit confidential student information using District technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- h. No curricular or non-curricular publication distributed using District technology will include the address, phone number or e-mail address or any student without permission.

Electronic Mail

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

- a. Forgery or attempted forgery of e-mail messages is prohibited.
- b. Unauthorized attempts to read, delete, copy or modify e-mail or other users are prohibited.
- c. Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
- d. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with District policies, regulations and procedures.
- e. Access to use district technology, including email, will be restricted after 10 calendar days of severing employment with the district. Employees who are terminated will have all rights immediately removed. Any personal business conducted through school email account should be removed within the 10 business days.

Exceptions

Exceptions to District rules will be made for District employees or agents conducting an investigation of a use which potentially violates the law, District policy, regulations or procedures. Exceptions will also be made for technology administrators who need access to District technology resources to maintain the District’s resources or examine and delete data stored on District computers as allowed by the District’s retention policy.

Waiver

Any user who believes he/she has a legitimate reason for using the District’s technology in a manner which may violate any of the District’s adopted policies, regulations and procedures may request a waiver from the superintendent or designee. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.


No Warranty/No Endorsement

The District makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The District’s technology resources are available on an “as is, as available” basis. The District is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The District does not guarantee the accuracy or quality of information obtained from the Internet, or use of its



technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

District Calendar



Platte County R-3 School District 2024-25 DISTRICT ACADEMIC CALENDAR

(BOE Approved - 1/18/24)

CALENDAR LEGEND						
	Teacher Back to School Days					
	First Day of School					
	# No School					
	No School - PLD/Staff Work Day					
	3-Hour Early Release					
	No School Full - Day P/T Conferences					

Jul 1-7 - MSHSAA Dead Week
Jul 4 - 4th of July Holiday
Jul 18 - Board of Education Meeting

0 JULY 2024 0						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 6-8 - New Teacher Orientation
Aug 13-16, 19 - Teacher Back to School Days
Aug 15 - Board of Education Meeting
Aug 20 - First Day of School

9 AUGUST 2024 14						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sept 2 - Labor Day - **NO SCHOOL**
Sept 16 - PLD - **NO SCHOOL**
Sept 19 - Board of Education Meeting

19 SEPTEMBER 2024 20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 3 - PCHS Fall P/T Conf.
Oct 11 - Homecoming (3-Hour Early Dismissal)
Oct 14 - PLD - **NO SCHOOL**
Oct 18 - End of 1st Quarter
Oct 23 - Middle Schools Fall P/T Conf.
Oct 24 - Board of Education Meeting
Oct 25 - Report Cards Go Home
Oct 30 - Elementaries Fall P/T Conf.
Oct 31 - **NO SCHOOL** - P/T Conferences

21 OCTOBER 2024 23.5						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 1 - **NO SCHOOL**
Nov 21 - Board of Education Meeting
Nov 27-29 - Thanksgiving Break - **NO SCHOOL**

17 NOVEMBER 2024 17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2 - PLD - **NO SCHOOL**
Dec 19 - Board of Education Meeting
Dec 20 - 1st Semester Ends
Dec 20 - Early Dismissal (3-Hour)
Dec 23-31 - Winter Break - **NO SCHOOL**

14 DECEMBER 2024 15						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1 - New Year's Day - **NO SCHOOL**
Jan 2-3 - **NO SCHOOL**
Jan 6 - Teacher back to School Day
Jan 7 - Classes Resume/2nd Semester Begins
Jan 16 - Board of Education Meeting
Jan 17 - Report Cards Go Home
Jan 20 - Martin Luther King, Jr. Day - **NO SCHOOL**

18 JANUARY 2025 19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 13 - Spring P/T Conferences (3-Hour Early Dismissal)
Feb 14 - PLD - **NO SCHOOL**
Feb 17 - Presidents Day - **NO SCHOOL**
Feb 19 - Board of Education Meeting

18 FEBRUARY 2025 19.5						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 7 - End of 3rd Quarter
Mar 14 - Report Cards Go Home
Mar 20 - Board of Education Meeting
Mar 24-28 - Spring Break - **NO SCHOOL**

16 MARCH 2025 16						
S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 14 - PLD - **NO SCHOOL**
Apr 17 - Board of Education Meeting

21 APRIL 2025 22						
S	M	T	W	Th	F	S
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30	31					

May 15 - Board of Education Meeting
May 17 - NCC Graduation
May 18 - PCHS Graduation
May 23 - 2nd Semester Ends
May 23 - Last Day of School (3-Hour Early Dismissal)
May 26 - Memorial Day - **NO SCHOOL**
May 30 - First Day of Summer School

17 MAY 2025 17						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 18 - Board of Education Meeting
Jun 19 - Juneteenth - **NO SCHOOL**
Jun 27 - Last Day of Summer School

0 JUNE 2025 0						
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29	30					

170 Student Contact Days
183 Staff Contract Days

*If make up days are needed per state requirements, see inclement weather plan: www.plattecountyschooldistrict.com/parents/winter_weather_information

Note: End of Semester dates may change in the event of inclement weather days.



Substitute Network Access

Long Term Substitutes

Substitutes serving longer than a week should turn in an Acceptable Use Policy (AUP) to get their own network access, email and PowerSchool login. The teacher should not give the substitute their password. Office Staff should submit their AUP to the technology department via Frontline Central.

Short Term Substitutes

Substitute teachers sign an AUP during onboarding via Frontline Central. They will be given a generic login that will have internet access but will not have email or PowerSchool access. **Teachers should not give their passwords to substitutes.** Turn in attendance and meal counts on paper to your secretaries.

Teachers may note in the lesson plans for a substitute to use files that are stored on the computer. If the files are saved on the computer, the files will be saved in the Sub share which is the "L" drive. Use the directions below to get to the "L" drive

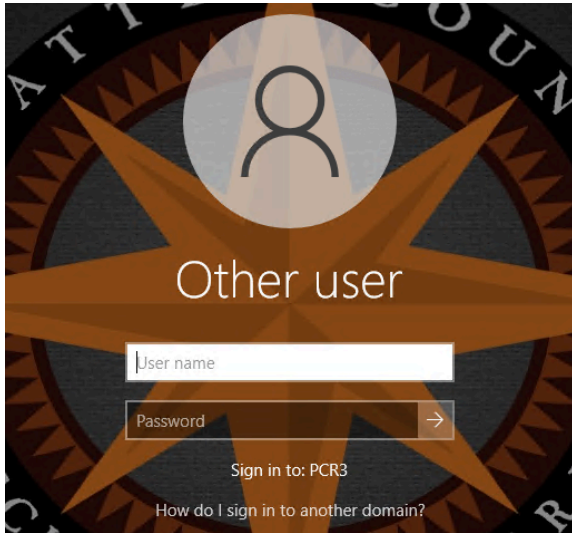
Instructions for logging on as a short term substitute:

1. At the Windows login screen your username will depend on which building you are substituting in. Look below for the correct username to use.

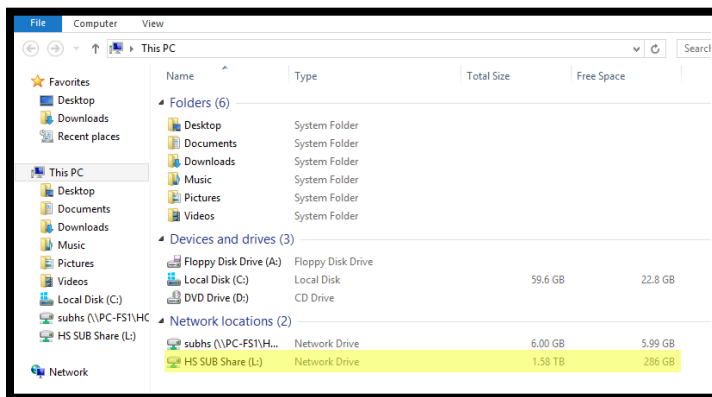
Building	Username
<i>Siegrist</i>	subse
<i>Pathfinder</i>	subpf
<i>Barry</i>	subbs
<i>PCMS</i>	subpcms
<i>PCHS</i>	subhs
<i>DEC</i>	subgb
<i>NCC</i>	subncc
<i>Compass</i>	subce
<i>PPMS</i>	subppms

(Enter the username in the first field.)





2. Enter the correct password in the second field. The Password is welcometoplatte
3. If files are saved on the Sub share, click on the folder icon located in the bottom left corner of the monitor screen and select Sub Share (L:)



4. Contact the technology department with technical issues at 1000 or 858-5791.

Prohibition Against Discrimination, Harassment, and Retaliation (Grievance Form)

Click [HERE](#) for the Grievance Form.



Vehicle Safety Regulations

Platte County R-3 School District Vehicle Safety Regulations

The following safe driving practices are expected from all employees at all times, whether driving a company vehicle or personal vehicle for company business.

- Each employee must have a valid state driver's license. The company employee is responsible for knowing and complying with all federal, state, county and local driving laws. Employees are required to make sure current proof of insurance and vehicle registration is in vehicle at all times.
- Seat belts must be worn at all times by driver and all passengers, whether driving company vehicle or personal vehicle for company business. Passengers are limited to the number of seat belts available.
- Be well-rested before driving. No driver shall operate a vehicle when the ability to do so has been impaired by illness, fatigue, injury, or any other physical reason that may negatively influence safe driving.
- No employee may drive if under the influence of, or impaired in any way by, alcohol, a controlled substance or prescription medication(s). Any use of illegal drugs or alcohol is strictly forbidden. Drug, alcohol and controlled substance screening may be conducted post-accident while driving for company business. Violation of this regulation or refusal to cooperate will be cause for discipline, up to and including termination of employment. Employees taking physician prescribed medication that could impair their ability to operate a vehicle or perform various tasks safely must report this to their immediate supervisor prior to start of work.
- Aggressive driving is not acceptable. Keep your professionalism and composure at all times. Do not tailgate other motorists. Always keep a safe driving distance. Use common sense and adjust speed and operation of vehicles to accommodate road conditions or possible hazards.
- Hitchhikers are not allowed to ride in company vehicles or personal vehicles while on company business.
- Driving requires your full attention. Avoid distractions and make sure your attention to the road and the surroundings takes precedence over anything else. Continually search the roadway to be alert to situations requiring quick action. Complete phone calls while the vehicle is parked, or use "hands free" mode that falls within compliance of board policy GBCC.
- Perform safety inspections prior to using the vehicle to ensure vehicle is safe to operate. If you become aware of any condition, or equipment failure, that could potentially compromise the safety of the passengers or vehicle, stop the vehicle and notify your supervisor immediately.
- Drivers must report any accident to an immediate supervisor as soon as possible.
- Drivers are responsible for the security of company vehicles assigned to them and any company property in personal vehicles. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.

Failure to comply with Platte County R-3 School District vehicle safety regulations may result in disciplinary action and a reduction in workers compensation benefits.



This handbook and the content within is neither a contract nor a substitute for the official District Board Policy Manual. Rather, it is a guide to and a brief explanation of the District policies and procedures. District policies and procedures can change at any time; and any such changes shall supersede any handbook provisions that are not compatible. The master copy of the District's Board Policy Manual is available online at our District website <https://www.plattecountyschooldistrict.com>.

