

# Platte County R-3 School District



**EMPLOYEE HANDBOOK  
2024-25**

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## **Greetings from the Superintendent**

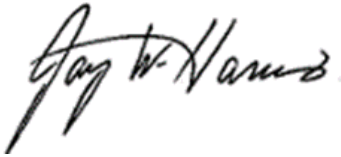
Welcome to the 2024-25 school year. We have much to be proud of in the Platte County R-3 School District and your daily efforts play a major role in our success. Dedicated employees are the foundation of our school system. It is our work together that ensures our students thrive and flourish. Thank you for being here, for giving yourselves to a mission of service, and for being a part of the Pirate family.

The way we work together, collaborate together, support each other, and commit to the greater good is what makes Platte County School District special. Thank you for all you do every day to ensure all learners are challenged and supported every step of the way.

All school district personnel should familiarize themselves with the information provided in this Employee Handbook. It is an excellent resource that details our expectations and responsibilities for employees. Please feel free to discuss any questions you have with your principal or supervisor. I also encourage you to keep this handbook in a place where you can refer to it as needed.

This year will be a great year. It will be great because we won't allow it to be anything else. Thank you in advance for your efforts, and please don't hesitate to reach out with any questions. I am honored to be here with you and look forward to our work together.

Sincerely,



Dr. Jay Harris  
Superintendent



## Vision, Mission, and Values, and Principles of Learning

### 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.*



## Introduction

This handbook is neither a contract nor a substitute for the official District Board Policy Manual. It is not intended to alter the at-will status of employees in any way. 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>

## 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 of 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.

Platte County R-3 School District Board policies, including the above mentioned Policy AC, can be accessed through the school's website: [plattecountyschooldistrict.com](http://plattecountyschooldistrict.com), Leadership>School Board Policies.

### Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.



5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

\* Failure to comply with these expectations will result in disciplinary action, up to and including employment termination.

### Reporting and Complaints

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the District or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the Superintendent.

### Compliance Officer:

Mrs. Ashley Jones, Executive Director of Human Resources  
998 Platte Falls Rd, Platte City, MO 64079  
Phone: 816-858-5420, Fax: 816-858-5593  
Email: [jones.ashley@pcr3schools.org](mailto:jones.ashley@pcr3schools.org)

### **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](mailto: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](http://plattecountyschooldistrict.com), Leadership>School Board Policies

### **Staff Recruiting and Hiring**

The Board of Education recognizes the importance of having highly-qualified staff to assure an efficient and effective education for all students. It is the policy of the Board to select the most qualified staff available in light of services to be rendered. All positions in the school system are established by the Board and recommendations for employment are presented to the board for approval.

Due to the fact that effective educational programs require quality staff members, the Board and the administration of the Platte County R-3 School District will make every effort possible to attract and retain the best qualified personnel. The Board of Education shall annually adopt salary schedules to aid in the placement of staff members as they are hired.

The district will recruit the best-qualified candidates for open positions. New or vacant positions will be posted for at least five business days internally and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for the number of days deemed appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the vacancy. A position is not considered vacant if the superintendent or designee transfers or reassigns an existing employee to the position. Board approval is required when a transfer or reassignment results in a change to the employee's compensation, benefits or contract.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning professional staff vacancies in the district shall be directed to the superintendent or designee.

### **Professional Staff Salary Schedules**

An adequate salary schedule is necessary to attract, retain and to encourage the professional growth of teachers. The Board of Education shall annually adopt a salary schedule.



Employees who provide documentation of advanced degree completion before the first day of the second semester will receive a one-time \$500 stipend and will be paid on February 10<sup>th</sup>. The teacher's contract will be fully adjusted prior to the following school year. Graduate hours must be turned in by September 1<sup>st</sup> to be reflected on the contract.

New teachers to the District will be paid a stipend of \$500 for up to three full orientation & training days. New teachers will receive the \$500 in a direct deposit on August 25<sup>th</sup>. Teachers who achieve National Board Certification will be recognized with a stipend equal to 10% of the new teacher base salary.

Teachers are expected to participate in all District in-service hours conducted on contract days.

## **Payroll**

All employees shall be paid twice a month on the 10<sup>th</sup> & 25<sup>th</sup> unless these dates fall on a bank holiday or a weekend, in which case payday will be the last business day prior to the holiday or weekend.

Twelve month employees are paid in advance. Work from the 1<sup>st</sup> day of the month through the 15<sup>th</sup> day is paid on the 10<sup>th</sup>. Work from the 16<sup>th</sup> day through the last day of the month is paid on the 25<sup>th</sup>.

All employees will receive their pay spread out over 12 months. Direct deposit is mandatory for all employees.

All certified staff who contribute to PSRS and have a nine-month contract, will receive their first paycheck August 25<sup>th</sup>. There will be no benefit deductions from this paycheck for new hires.

All support staff who contribute to PEERS and work less than 10-months, will receive their first paycheck September 10<sup>th</sup>. There will be benefit deductions from this payment for new hires.

## **HR Portal**

HR Portal is found on the District website (<http://plattecountyschooldistrict.com>, Staff). HR Portal contains your pay stub information and demographic information. You may view and print many things including paycheck stubs. The last 4 digits of your SS# is your password to print pay stubs. If you do not have your username information, contact the HR Department for help.

## **Employee Responsibility**

It is the responsibility of the employee to inform HR or Business Services of any changes that affect your pay or benefits. Examples are bank account changes, change of address, phone number, beneficiary changes for personnel records, W-4 & Kansas City e-tax changes. Employees are responsible for verifying that their salary placement, compensation rate and paychecks are accurate. Employees are responsible for fully apprising their relevant background experiences when they are first employed in the position. Once placed, the district is not under any obligation to review the placement. Employees are required to notify the district within 30 days of receiving an inaccurate payment. Failure to do so could lead to disciplinary action, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.

## **Time and Attendance**

All non-exempt employees will be required to use Time and 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. Over shift or overtime is not allowed unless prior approval is granted by an immediate supervisor. Please refer to the Time and Attendance instructions on the District website. If you fail to clock in/out and you do not tell your supervisor, it will be assumed you were not at work, in which case an employee will be charged time against their annual leave, vacation time, or receive a dock in pay.



Terms of employment for each job classification indicate the number of hours to work per week. If an employee does not satisfy that number, the District will deduct missing time from his/her pay. (Example: scheduled to work 40 hours per week, employee works 39.5 hours, .5 hours will be deducted from pay for the week.)

If the employee is short on time on a particular day, they may always make that time up during that week of occurrence.

## **Taxes**

Taxes are based on withholding forms completed by the employee for Federal, State and Kansas City Earnings taxes. Employees may make changes to these as needed. If a W-4 form is not completed for Federal or State taxes, by law they must be withheld as if single with zero deductions.

Kansas City Earnings tax is required for individuals living or working in the city of Kansas City, Missouri. The District allows for voluntary deduction of the tax for employees living or working in Kansas City. It is the employee's responsibility to notify the District office if this tax is applicable or is no longer applicable. Those employees working on a regular basis at Barry, Pathfinder, or Platte Purchase schools are required by law to have Kansas City Earnings tax withheld. It is withheld at 1% of federal taxable gross (gross wages less PSRS, PEERS, 403(b)/457 and Flexible Spending Plan contributions). If you desire to make a change in your tax withholdings, go to Frontline Central, >Form Templates >search update, and select the appropriate form. Contact Business Services at 858-5420 ext. 2106 or 2108 with questions.

## **Retirement System**

Certified Staff who work the full school day or at least 17 hours per week if less than full-time are required to participate in the Public School Teacher Retirement System of Missouri (PSRS). The current contribution rate is 14.5% of an employee's salary plus board paid insurance. The contribution is matched by the District.

Certified Staff who work in a position that is covered by Social Security (does not require a DESE issued certificate) contribute two-thirds the full contribution rate to PSRS.

Support Staff who work at least 20 hours per week on a regular basis in a position that requires at least 600 hours during the school term are required to participate in the Public Education Employees Retirement System of Missouri (PEERS). The current contribution rate is 6.86% of an employee's salary plus board paid insurance. The contribution is matched by the District.

## **Insurance**

An employee must regularly work a minimum of 30 hours per week to be eligible for the following benefits.

### Health

The District offers a policy through Aetna. The Board of Education pays 100% of the base for the health plan for an individual employee. Employees are eligible for insurance benefits on the first day of the month following their start date. Deductions for benefits are made the same month. If an employee elects the High Deductible Health Plan, the Board of Education contributes \$696 annually to the employees Health Savings Account (HSA).

### Supplemental Benefits

The District offers several supplemental benefit offerings. Please review the [Employee Benefits Guide](#) for details about these offerings.



### Cobra Continuation Health Coverage

COBRA continuation of health care benefits after losing coverage through the District is available. Information can be found at [www.dol.gov/ebsa/cobra.html](http://www.dol.gov/ebsa/cobra.html)

### Tax Sheltered Annuities

The district provider is the Consolidated School District Retirement Trust. If interested in obtaining more information, please contact the HR Department.

## **Leave Benefits**

### Annual Leave Days (ALDs)

ALDs are available to full-time staff members to provide greater flexibility in the use of time off. Full time staff will be entitled to twelve (12) days of leave per year. Full-time employees working less than a full year shall only be entitled to a prorated share of the ALDs based on the length of employment during the current school year. An absence of one to four hours shall be counted as half of a day unless time is made up with supervisors' approval. However, lost time must be made up in the same work week the loss occurred. (Example: left 2 hours early on Monday, the 2 hours can be made up Tuesday-Friday.) Support Staff will be allowed to take leave in increments of two hours, if approved by a supervisor. If this occurs, leave should be submitted through Absence Management as 0.25 (1/4 day) for a two-hour absence.

ALDs shall not be used on the following days unless approved by an administrator:

- Before or after a holiday, or after break in school attendance
- Professional Development days (District Inservice and Professional Development Days)
- During the first or last five student contact days of the year
- Parent Teacher Conferences

Leave is to be submitted and approved by a superintendent or designee in advance, whenever possible. Annual Leave Days submitted on a "Blackout Day" must be accompanied by an Application for Waiver of Blackout Day Form available by visiting Frontline Central. The request will need to be accompanied with a rationale.

An employee who is absent for reasons other than those specified under Board rules, or by reason of fraudulent application of District leave provisions shall be subject to disciplinary action that may include pay reduction, up to and including termination of employment.

### Bereavement Leave

A maximum of three days of leave may be used each school year at the time of death of an immediate relative without a deduction in salary or use of an ALD. If additional absences are needed, the days will be deducted from the employee's ALD balance or salary. Reference the Short-Term Leave Policy GCBDA or GDBDA, as applicable, for examples of immediate family.

### Personal Leave

Since nine, ten, and eleven-month employees are not eligible for vacation leave during the year, extended personal business leave may be used for special events one time per year. If an employee uses personal business leave for this reason, a maximum of three consecutive personal business days can be used, but must be approved by the superintendent or designee. If more than three consecutive personal business days are needed, all days in excess of three will be docked at the employee's daily rate of pay. Additional personal business days may be used throughout the year; however, no more than two consecutive personal business days may be taken at a time.



### Professional Leave

Employees may be granted professional development opportunities. The employee must submit an electronic request. Approval must be granted by the Academic Services Team. Professional development for coaches must be granted by the Activities Director.

### Vacation

All support staff employed on a 12-month basis will be awarded their vacation time at the beginning of the fiscal year. The following provisions for vacation shall apply to full-time support staff employed on a 12-month basis working 30 hours a week or six hours a day. The fiscal year of July 1 through June 30 shall be used as a base for vacation allowance.

Employees hired after July 1 will have their vacation days prorated on a monthly basis until the following fiscal year. Employees who start on or before the fifteenth of the month will receive vacation credit for that month. Employees who start after the fifteenth will not receive a vacation day for that month. Initial vacation award is based on the following schedule:

- One-Five years of service – Three weeks' paid vacation
- Six or more years of service – Four weeks' paid vacation

Management or supervisory personnel will receive up to 20 days of vacation per year, to be determined by the superintendent.

The district will not award vacation to those individuals working less than 30 hours a week or six hours a day.

Because summer is such a busy time in the school district, employees who qualify for vacations in excess of two weeks must have those vacation days approved by the Executive Director of Human Resources.

1. Vacations are to be approved during June, July and August by the superintendent or designee.
2. Requests for special consideration for vacation other than the above, may be approved by the superintendent or designee. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.
3. Any employee who does not use all of his or her vacation days by the end of the fiscal year will be reimbursed at the current long-term rate of pay for a certified substitute teacher.
4. A district employee who has not used all of his or her vacation during the fiscal year will be paid out a prorated amount of vacation days at the current long-term rate of a certified substitute teacher. Employees who are terminated or non renewed are not eligible for this benefit.
5. A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Vacation days must be used by June 30. Any unused vacation days will be reimbursed at the current long-term rate of pay for a certified substitute teacher to the employee.

Summer vacation will be charged in hours. (Ex. 10 hr day = 1.25 duration)

Support staff will refer to Board Policy GDBDA.

Professional Staff will refer to Board Policy GCBDA for vacation.



### ALD Reimbursement

All employees will be reimbursed at \$75 per day for each unused ALD over and above the maximum accumulation of 120 days at the conclusion of the fiscal year in which this occurs.

Employees with at least three, but not more than ten years of continuous service will be reimbursed at half the current rate of certified substitute teacher pay, for each accumulated ALD, upon voluntary resignation or retirement from the school district. Current year award of ALDs will be prorated for payout depending on resignation or retirement date. Terminations or non-renewals are not eligible for this benefit. Employees leaving the District for any reason who have not acquired three years of service will forfeit any remaining ALDs.

### Longevity Stipend

All employees with ten or more years of service in the District shall receive a Longevity Incentive Stipend provided they leave the District due to resignation or regular service retirement through the PSRS/PEERS. Terminations or non renewed are not eligible for this benefit. Employees with less than 10 years vested in the District are not eligible for this benefit.

The longevity stipend amount is calculated by multiplying the employee's remaining ALD balance by the current daily rate of pay for a certified substitute teacher.

### Absentee Reporting through Absence Management

All eligible employees will submit leaves for Professional, ALD, and Vacation through Absence Management, prior to their leave. If the employee fails to enter their leave prior to their leave starting the employee will need to contact the Building Administrator and Building Secretary to enter their leave into Absence Management.

For additional, detailed information concerning all short-term leaves of absences, please review board policy GCBDA or GDBDA.

### **Early Retirement Announcement**

Certificated Staff submitting their notice to retire in writing to the Board prior to January 15, of the school year, shall receive a one-time payment of \$1,500. The employee must submit notification of retirement from PSRS and payment will be made at the end of the fiscal year.

Classified staff submitting their notice to retire in writing to the Board prior to January 15, of the school year, shall receive a one-time payment of \$1,000. The employee must submit notification of retirement from PEERS and payment will be made at the end of the fiscal year.

Administrators submitting their notice to retire in writing to the Board prior to October 1, of the school year, shall be paid a one-time payment of \$1,500. The employee must submit notification of retirement from PSRS and payment will be made at the end of the fiscal year. For additional, detailed information concerning all Early Retirement Announcements, please review board policy GCBDA.

### **Family Medical Leave Act**

Family and Medical Leave Act cases will be administered in accordance with federal law.

For all FMLA purposes, the District adopts a 12-month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to family/medical leave for a period not to exceed 12 work weeks per leave year. When an employee has an absence (taken as paid or unpaid leave) AND the absence meets the criteria to be an FMLA-qualified absence, the District may designate such absence as part of the employee's total annual FMLA entitlement. If any employee is on a Workers' Compensation absence due to an injury or illness which would also qualify as a serious health condition under the FMLA,



the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

The District shall apply paid leave, and vacation time, to an FMLA absence to the extent allowed by law, giving proper notice to the employee. If an employee's accrued paid leave is exhausted but an FMLA-qualifying reason for absence persists, or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until the aggregate of 12 work weeks of designated FMLA leave has been reached, but such absences will be unpaid.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with the law. Eligible employees are entitled to continued participation in the District's health plan as long as they are entitled to FMLA leave protection. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the District for those benefits paid, as required by law.

To be eligible for FMLA leave benefits, the employee must:

- Have been employed in the District for at least 12 months (but not necessarily consecutively) and
- Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full time teachers are deemed to meet this requirement), and
- Be employed at a worksite where 50 or more employees are employed by the District within 75 miles of that worksite, and
- Provide the District at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

- Birth of a child, or placement of a child with you for adoption or foster care
- Serious health condition of the employee
- To care for a family member with a serious health condition.
- Because of a qualifying exigency arising with an immediate family member who is a member of the Armed Services
- To care for a covered service member with a serious illness or injury who is an immediate family member of the employee

For additional, detailed information concerning all short-term leaves of absences and FMLA, please review board policy GCBDA, GDBDA, and GBBDA.

### **Sick Leave Pool**

The Sick Leave Pool (SLP) is established to provide an employment benefit to employees who suffer a serious health condition. It is a voluntary pool created to provide additional sick leave benefits to an employee who suffers from a serious health condition as defined by the Family and Medical Leave Act of 1993 (FMLA). It is not intended to authorize additional days of leave to an employee, but merely to provide income for otherwise approved leave.

It is not the intent or purpose of the SLP to guarantee no loss of pay for persons who are absent from work. Many absences, including minor injuries and illnesses, will not qualify for coverage under this policy and even those that do qualify under FMLA will only receive 70 percent of their current wages. Members must be an employee working at least 30 hours per week (6 hours a day). Employees are eligible to participate in the SLP after completing their first year of service. All eligible employees participating during a school year will be able to draw a minimum of 20 days and up to a maximum of 60 days per year, as determined by years of participation. For further details, please review board policy GBBDA.





## ***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.

## ***Employee Evaluations***

The purpose of the Platte County model is to provide a collaborative process for employees and their supervisor(s) to discuss current job performance, clarify job responsibilities, and plan for future growth and improvement. The evaluation tool serves as an incentive toward professional growth on job-related skills for employees.

## ***Criminal Background Checks***

The Platte County R-3 School District is committed to providing a safe environment for students to learn. As part of this effort, the District will require criminal background checks of employees as well as certain volunteers and others working on school grounds in accordance with this policy. Employees should refer to Board Policy GBEC for more information relating to the District's use of background checks.

## ***District Notification/Self Reporting***

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.**

## ***Reporting Requirements***

The District will report to DESE when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in this state, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

## ***References***

In accordance with District policy GBLB no references or other employment information beyond that listed in District policy GBLB will be given for an employee or former employee without a signed "Authorization to Provide Employment Information". The form can be found in Frontline Central.

## ***Tobacco Free Buildings***

In accordance with District Policy AH, the law, and to promote the health and safety of all students and staff, the District prohibits the sale, distribution, use, or possession of tobacco products, electronic smoking





devices, imitation tobacco, or cigarette products at all times, in all District facilities, on District transportation, on District grounds, and at any District-sponsored event or activity while on campus. This prohibition extends to all facilities the District owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. Electronic smoking devices include, but are not limited to, electronic cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes. Prohibited products will be confiscated if used in a prohibited manner as described and law enforcement officials will be notified in accordance with state law.

### **Employee Identification Badges and Proximity Card**

Identification badges at Platte County R-3 School District serve multiple purposes. They provide security for our students and staff. Each employee is expected to wear and appropriately display their ID badge when on duty or in a school. Report any adult or visitor not wearing an ID badge to the office or building security. Badges should be worn so that both the name and the photo can be easily seen by others. They should not be hidden under clothing or have other items attached. An employee who needs a temporary badge for the day may secure one from the building administrative assistant. Upon leaving the Platte County School District, the badge will be returned to Human Resources. In the event that the ID badge is lost or stolen, employees are expected to immediately report the incident to the District Education Center so that appropriate security measures can be taken and a new employee badge can be issued.

### **Staff Conduct**

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 which include, but are not limited to, the following as outlined in Board Policy GBCB:

1. Become familiar with, enforce and follow all applicable board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow



district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.

7. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. 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. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students 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.
13. 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.
14. 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 that employs such teacher.
15. Employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.
17. Engaging and partnering with parent(s) and/or guardian(s) in the educational process is essential to improved student success and learning. District employees are expected to have positive, productive and meaningful two-way communication between home and school and to promote a safe and open dialogue to keep parent(s) and/or guardian(s) informed about essential events in school. Staff members will also support and encourage students to maintain open communication about school events with their parent(s) and/or guardian(s).

Additionally, the District hereby provides the following directives associated with staff conduct in general:



18. Keep current on developments affecting the employee's area of expertise or position.
19. 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.
20. Employees will not use District funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
21. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.
22. Platte County R-3 respects and honors the dignity of all students while being committed to safe and civil schools. Students are expected to follow all staff instructions and directives. It is important that staff are familiar with student handbooks, discipline codes, and understand the importance of managing and maintaining an environment free from disruption and focused on educating students.
23. Staff should become familiar with processes and procedures for students that require accommodations under District policies and as required by law. Requests for student accommodation, whether related to special services, facilities use, or under Section 504, shall be done in communication and consultation with the Director for Special Services, and Superintendent of Schools or designee.

### **Staff Tutoring Procedure**

District educators asked to tutor students by a parent/guardian can do so without being required to provide insurance, nor will they be charged facility rental if the tutoring meets the following criteria:

The tutoring plan and schedule must be submitted in writing to the building principal who will provide approval. The building principal will assess the plan based on compliance with board policy ([GBCA](#) & [KG](#)), appropriate student safety and supervision plans, and compliance with the following:

- If the District educator is not being compensated by the parent/guardian for the tutoring, they can do so without insurance or rental fees as long as the building principal approves this tutoring based on compliance with board policy GBCA, KG and KG-AP(1), and the appropriate student safety and supervision plan.
- If the District educator is being compensated by parent/guardian for the tutoring, they can do so without insurance or rental fees as long as the building principal approves the tutoring based on compliance with board policy GBCA, KG and KG-AP(1), appropriate student safety and supervision plans, and compliance with the following additional criteria:
  - An employee will not receive compensation, other than the compensation received from the district, for tutoring students currently enrolled in a class the employee teaches unless authorized by district and building administration.
  - The tutoring is done within the time of no earlier than 1-hour before school starts, or no later than 90 minutes after school ends on school days
  - A school administrator is in the building at the time of each tutoring session, and the educator communicates to the building administrator when, and where, each tutoring session is taking place



- The tutoring is directly connected to the student’s current curriculum, is within the normal scope of the staff member duties, and is for educational purposes only

Any tutoring outside of these parameters will require a District educator to submit an application to be a facility user per board policy. Facility users will have insurance requirements and rental fees associated with their request. Use of facility requests must be submitted in writing to the Facilities & Operations Department for processing and approval prior to use.

### **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 parents/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.

All schools, departments and programs that establish an official social media page and use the district and/or school logo, likeness, name and/or branding must share credentials (login and password) with the Communications Department and administrative rights to the page. This ensures the pages are used appropriately and can be accessed in the event of an emergency, site administrators leave or need to be added, or if they need communication support.

For more information, refer to the District policy GBH and Electronic Communication Guidelines section of the handbook.

### **Cafeteria Charges**

Prior to any meal charges, an employee must first sign the Salary Deduction Form (DLB-AF1) to enable the District to deduct money owed through a payroll deduction. If an employee does not sign the agreement, they will not be allowed to charge. Employee meal charges should not exceed \$20 at any given time. Any monies owed will be deducted from the December 10th and/or June 10th payroll check or at the time of termination, if applicable.

### **Drug-Free Workplace**

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education will not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school



activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District; or during any period of time such employee is supervising students on behalf of the school District or is otherwise engaged in school District business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school District, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing not later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent receives such notification, if the District receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education. The District will take appropriate disciplinary action within 30 days.

A drug-free awareness program will be available to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or controlled substances off school property before and/or during a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. For additional information regarding Employee Alcohol and Drug Testing please review Board Policy GBEBB-2.

### **Staff Health & Safety**

The health and safety of all school staff personnel is of vital importance to the school District. The Board will seek to provide safe working conditions for all staff members, and will give prompt consideration to those conditions which may present a threat to the health and safety of staff members.

Employees will not be required to submit to medical examinations unless the examination is job related and consistent with business necessity or otherwise allowed by law. Medical records must be maintained on separate forms in separated medical files and shall be treated confidentially. Under HIPAA guidelines, any student or employee's medical/health information is strictly confidential.

If any staff member is injured while on the job, they are entitled to protection under the Workmen's Compensation Protection Act. Please contact the District Education Center to fill out the necessary paperwork and get instructions on how to proceed.

#### Peanut/Nut Allergy Protocol

- All classrooms will be designated as peanut/nut free zones – no peanut/nut products will be permitted in the classrooms.
- Separate areas for consuming peanut/nut products will be designated in every lunchroom in all school buildings.



- Students consuming peanut/nut products during lunch should wash their hands prior to returning to the classroom.
- No food/drink is to be opened or consumed on school buses unless being used to control a medical condition such as diabetes.
- Staff is asked to restrict consumption of peanut/nut products to the designated teacher lunch area. If peanut/nut products are consumed, hands must be washed prior to returning to the classroom.
- All treats/snacks brought into the classroom for birthday parties, classroom parties, etc., are to be packaged from a commercial kitchen. No homemade treats are permitted.

### Communicable Diseases

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue their employment, and to be treated in a nondiscriminatory manner.

The District requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the District should provide necessary equipment/supplies to implement universal precautions.

Employees with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in the most current edition of the Missouri Department of Health document entitled *Prevention and Control of Communicable Diseases*. A medical release may be required of the employee in certain circumstances.

### Asbestos Control

In 1986 The United States Congress enacted the **Asbestos Hazard Emergency Response Act (AHERA)** to deal with asbestos in public schools. The initial inspection of buildings in the Platte County R-3 School District was completed in 1988 by accredited asbestos inspectors. From the results of this inspection, an Asbestos Management Plan was written for each building owned by Platte County R-3 School District. A copy of the Asbestos Management Plan is available at the Central Office, 998 Platte Falls Rd in Platte City. Dr. Devin Doll, Executive Director of Operations, is the designated Asbestos Program Manager. Inquiries should be addressed to [doll@platteco.k12.mo.us](mailto:doll@platteco.k12.mo.us).

AHERA regulations also require the re-inspection of the buildings every three years. Re-inspections were accomplished during the summers of 1991, 1994, 1997, 2000, 2003, 2006, 2009, 2012, 2015, 2018, 2021, 2023. In addition, existing conditions are monitored every six months.

Platte County R-3 has addressed asbestos by removing it from the areas considered to be the most likely to be disturbed. Please be assured that the District will continue to take whatever steps necessary to ensure a safe environment for its students, staff and visitors.

### **Reproduction of Copyrighted Materials**

Copyrighted materials, whether they are print or non-print, shall not be duplicated, reproduced, distributed or displayed for District-sponsored activities or by using District equipment except in accordance with law.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all District staff to notify the superintendent or designee of all potential violations of law or policy. Employees who violate this policy may be disciplined or terminated.



## **Network/Internet Acceptable Use Policy**

### Technology Usage

The Platte County R-3 School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. The professional enrichment of the staff and Board, and increased engagement of the student's families and other patrons of the District are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the District's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources.

### Definitions

For the purposes of this policy and related regulation, procedures, and forms, the following terms are defined:

- *User* - any person who is permitted by the District to utilize any portion of the District's technology resources including but not limited to students, employees, School Board members, and agents of the school District.
- *User Identification (ID)* - any identifier that allows a user access to the District's technology resources, or to any program including but not limited to, e-mail and Internet access.
- *Password* - a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### Technology Administration

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the District to support the District's policy, as needed.

Employees should note that all social media communication sites (even personal) can fall under the Staff Conduct board policy and can be included in your evaluation or used as grounds for disciplinary action.

The Board directs the superintendent or designee to assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on District technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations and procedures.

### User Identification & Network Security

The District's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel, and independent contractors.

Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to District technology if he/she is considered a security risk by the superintendent or designee.

Users must adhere to District policies, regulations, procedures, and other District guidelines. All users shall immediately report any security problems or misuse of the District's technology resources to an administrator or teacher.





### User Agreement & Privacy

Unless authorized by the superintendent or designee, all users must have an appropriately signed *user agreement* on file with the District before they are allowed access to District technology resources. All users must agree to follow the District's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communication or other activities involving the District's technology. A user ID with email access, if granted, is provided to users of the District's network and technology resources only on condition that the user consents to in his or her *User Agreement* to interception of or access to all communications accessed, sent, received or stored using District technology.

### Content Filtering & Monitoring

The online activities of minors will be monitored and a technology protection measure ("filtering/blocking device") will be operated on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the District's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the District. Filtering/Blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

The superintendent, designee or the District's technology administrator may disable the District's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the District's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the District.

### Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The District's web page will provide information about the school District, but will not be used as an open forum. The District's webpage may include the District's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All certified staff members will be required to have a web page on the District's website. Each certified staff member's page should include a welcome message, personal bio (education background, number of years of experience) and your contact information so parents know when and how to contact you. It is recommended that you indicate a time frame for returning calls, questions or emails.

All expressive activities involving District technology resources that students, parents, and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school District for legitimate pedagogical reasons.

All other expressive activities involving the District's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

## **Technology Usage (Technology Safety)**

### 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 modification of 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 school 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. All users will be held accountable for the damage incurred and the District may 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 shall 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 a 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.

### **Student Discipline**

It is essential that the District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist District staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

The discipline policies, regulations and procedures will apply to all students in attendance in District instructional and support programs as well as at school-sponsored activities. All District staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All staff are required to review the comprehensive discipline policy of the District which is composed of but not limited to the following:

- 
- Cross Refs:      EGAAA-Reproduction of Copyright Materials  
                      GBH, Staff/Student Relations  
                      JFCC, Student Conduct on School Transportation  
                      JFCG-Hazing  
                      JFCF-Bullying  
                      JFCH-Student Alcohol/Drug Abuse  
                      JFCJ-Weapons in School  
                      JFG-Interrogations, Interviews and Searches  
                      JG & JG-R1-Student Discipline  
                      JGA-2-Corporal Punishment  
                      JGB- Detention and/or in school Suspension of Students  
                      JGD- Student Suspension and Expulsion



JGE- Discipline of Students with Disabilities  
JGF-Discipline Reporting and Records  
JGGA- Seclusion, Isolation and Restraint  
Leg Refs: 160.261, 167.161 – 171, 171.011 RSMo  
Safe & Drug-Free Schools & Communities Act, P.L. 107-110  
Beussink V Woodland R-IV School  
District, 30 F Supp.2d 1175 (E.D. Mo. 1998)

### Corporal Punishment

While Platte County R-3 School District currently has a policy on corporal punishment (JGA-2), our practice will be to find other means of dealing with disciplinary problems. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school District.

### Student 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- or 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.

### **Reporting Child Abuse/Neglect**

The Board of Education requires its staff members 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. The principal or designee will notify the superintendent or designee and the District liaison(s) about the report.



## Hazing and Bullying

**Hazing** - For purposes of 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.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. 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.

Appropriate training will be provided to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

Students, parents/guardians, District staff and volunteers will be notified annually 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 will 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 and volunteers are expected to 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, substitute or volunteer 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.

## **Electronic Communication Guidelines**

### Relevant Board Policy Information

*Reference Board Policy GBH - Student/Staff Relations, GCB - Staff Conduct, EHB - Technology Usage*

Staff members are encouraged to communicate with students and parents/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, webpages, or other forms of electronic communication.

The District's policies, regulations, procedures, and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

Staff members may communicate with students using District-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With District permission, staff members may establish websites or other accounts on behalf of the District that enable communications between staff members and students or parents/guardians. Any such website or account is considered District-sponsored and must be professional and conform to all District policies, regulations, and procedures.

Employees should also note that all social media/communication sites (even personal sites) can fall under the Staff Conduct board policy and can be included in your evaluation or used as grounds for disciplinary action.

Employees are personally responsible for the content they publish online – both on personal postings as well as professional postings. Be mindful that your online behavior should reflect the same standards and values that you use face-to-face.

### Use of Photos and Music in Electronic Mediums

Please ensure photos/videos do not contain students that are on the District's "opt-out" list. Each building should keep a log of those students/staff that do NOT wish for photos/videos of them to be shared.

Also, remember not to use copyright protected images or music in electronic communication. Images should either be your own or available under Creative Commons. Creative Commons is a way that allows you to use certain photos without getting written permission from the owner. Visit <http://creativecommons.org/about> for more information. Visit <https://www.youtube.com/c/AudioLibraryFreeMusic> for "fair use" free music files.

Content used in any electronic communication should be used under one of the following conditions:





- You are the copyright holder; or
- You have obtained express permission to use the content from the copyright holder or
- such content is in the public domain under copyright law; or
- Use of the copyrighted work is a “fair use” under copyright law.

### Best Practices/Reminders

The below-listed guidelines, expectations, and best practices are certainly not a complete list of these types of communication options, but just an example of some that are most currently used. Employees are encouraged to offer suggestions or comments for improvement to the rapidly evolving world of electronic/social media. Employees should notify their administrator/supervisor of all websites, social media platforms, and/or communication tools they use to communicate with parents, students, or the classroom community.

### *Transparency*

- Electronic communication between staff, students, parents, and interested patrons should be transparent. As a public school District, we are expected to maintain openness, visibility, and accountability with regard to all communications.

### *Faculty and Staff Professional Responsibility*

- Remember that online posts and content are an extension of your classroom or the workplace. What is inappropriate in your classroom or the workplace should be deemed inappropriate online.
- Be accountable for the content on your profile and assume that everyone has access to your profile. You are personally responsible for what is on your site. Staff should act on the assumption that all postings are in the public domain.
- If you wouldn't say or write it in front of your classroom, it is not appropriate to share in the electronic/social networking arena.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff or school situations, including crisis events. Do not write about a colleague or student without their permission.

### *Media Relations*

- If asked by the media to comment on a school-related issue, refer them to the Superintendent of Schools or Director of Communications. When in doubt on how you should comment on social media, direct the public to your principal or superintendent.

### *School Crisis Situations*

- During a school lockdown, secure mode, or crisis, employees should not be posting or asking for information online or through other forms of communication (texts, phone calls, etc.). During these situations, rumors can spread quickly and employees should be using this time to make sure that the safety of those in their charge/care is their top priority.

### *Other Best Practices/Reminders*

- Student media releases are required for student images/information.
- Use grammar and spell check.
- Limit use of educational jargon; do not assume your audience is familiar with acronyms.
- If you make a mistake, admit the mistake and correct it quickly. Clearly state if you've corrected a previous post. Apologize if appropriate.
- Make regular postings. The purpose of social media is two-way communication and you cannot be a part of the discussion if you do not post regularly.

### Types of Electronic Media and Individual Guidelines





### Website

The District hosts a website ([www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com)) for District personnel to share information and announcements with our stakeholders. Each building/department has an assigned webmaster to maintain and update those building or department pages.

Should information need updating, please contact your building or department webmaster, or if a District level page, contact the Director of Communications.

Each teacher has a current page with basic information. This information, along with your school photo if available, a welcome message, and class schedule is required of all teachers. Additional information, or links to outside websites (such as a Google site) can be added by the individual teacher. If staff members choose to have additional links or websites, those sites should be secondary to the District's website (open in a separate internet browser window).

### Facebook

Platte County School District has a District-wide Facebook account maintained by the communications department. This system-wide presence highlights the activities and accomplishments of all schools in the District. It is actively monitored and posts are made usually daily, if not multiple times per day.

Schools, teachers, or District-sponsored groups wishing to create their own Facebook page should contact the communications department prior to setting up a profile. The building principal, principal designee(s), teacher, or group supervisor is responsible for monitoring information and keeping it current. With all electronic media, remember your association and responsibility with the Platte County School District.

For teacher/classroom/District-sponsored group accounts, the content should be for professional, classroom, or activity purposes only. The account should be set up using the teacher's or sponsor's District email address. Staff members are allowed Facebook access for school purposes and should explain the purpose and intended educational use of the account to their administrator. An administrator and/or department head should follow the account and/or be included in the Group Page, and the Director of Communications should be made aware of the Facebook account.

All schools, departments and programs that establish an official social media page and use the district and/or school logo, likeness, name and/or branding must share credentials (login and password) with the Communications Department and administrative rights to the page. This ensures the pages are used appropriately and can be accessed in the event of an emergency, site administrators leave or need to be added, or if they need communication support.

#### Additional Guidelines/Notes:

- Students cannot access Facebook on the District network or District hardware, without approval.
- Notify your building principal, activities director (if a sport/activity), and Director of Communications of your plans to use Facebook for communication.
- Notify your parents/students, if appropriate, of your intent to use Facebook to communicate information to the group as a supplement to your other methods of communication and that Facebook contains commercial advertising that is not endorsed by the District.
- Be cautious how you set up your profile, bio, etc. Use photos, graphics, images, and language befitting the status of a public figure and consistent with your role as an educator/school support staff.
- If you see a comment that you believe is inappropriate and should be removed, contact the Director of Communications to review and decide if removal is appropriate.
- Include the District's Posting Guidelines on your Page Info-Description section:
  - We welcome your comments as a means of sharing your own experiences, suggesting improvements or chiming in on the conversation. To keep our page focused, we have set some comment guidelines.
    1. This page is moderated and all comments may be reviewed by the Platte County R-3 Communications Department.



2. To ensure exchanges that are informative, respectful of diverse viewpoints and lawful, we will not allow comments that are or include:
  - Off Topic. We will delete comments not related to the subject of the page entries.
  - Spam. Comments focused on selling a product or service will not be posted.
  - Personal Attacks. If you disagree with a post, we'd like to hear from you. We do ask that you refrain from personal attacks or being disrespectful of others.
  - Illegal. Laws that govern use of copyrights, trade secrets, etc., will be followed.
  - Language. Comments including but not limited to: profane or provocative language, hateful, racially or ethnically offensive or derogatory content, threats, obscene, or sexually explicit language will be deleted.
  - Links to outside websites. We will not allow fans to include links to websites for any purpose.

### *Twitter (X) and Instagram*

Twitter is a social media tool that allows for timely updates and announcements to be sent to “followers.” Instagram is a photo and video-sharing social networking service where posts can be shared publicly or with followers. The District has a Twitter and Instagram handle (PlatteCountyR3), and like Facebook, uses these platforms to highlight activities and accomplishments and provide announcements from the District and all schools. Individual schools are encouraged to create accounts and use these tools to communicate with parents, students, and other school supporters.

For school building or District-sponsored group accounts, the account profile should be generic to the school or group, not associated with an individual/administrator/sponsor name. The building principal or group supervisor/sponsor is responsible for monitoring information and keeping it current. With all electronic media, remember your association and responsibility with the Platte County School District.

For teacher/classroom/District-sponsored group accounts, the content should be for professional, classroom, or activity purposes only. The account should be set up using the teacher’s or sponsor’s District email address. Staff members are allowed Twitter and Instagram access for school purposes and should explain the purpose and intended educational use of the account to their administrator. An administrator and/or department head should become a follower of the account and the Director of Communications should be made aware of the account.

All schools, departments and programs that establish an official social media page and use the district and/or school logo, likeness, name and/or branding must share credentials (login and password) with the Communications Department and administrative rights to the page. This ensures the pages are used appropriately and can be accessed in the event of an emergency, site administrators leave or need to be added, or if they need communication support.

#### Additional Guidelines/Notes:

- Notify your building principal, activities director (if a sport/activity), and Director of Communication of your plans to use Twitter or Instagram for communication.
- Notify your parents/students, if appropriate, of your intent to use Twitter or Instagram to communicate information to the group in addition to your other methods of communication.
- Only “follow” other school Twitter and Instagram accounts and educational/group-related accounts.
- Keep your personal Twitter and Instagram accounts separate from your professional Twitter and Instagram accounts.



### *Other Digital/Social Media Outlets (Emails, Blogs, Podcasts, Videos)*

Classroom blogs and other social media are powerful tools. They create communication and collaboration opportunities between students, parents, teachers, and other District staff, and can have a positive impact on learning.

Additional Guidelines/Notes:

- Notify your building principal of your plans to use a classroom blog or other social media outlet for communication.
- Notify your parents/students, if appropriate, of your intent to use a blog or other social media outlet to communicate information to the group in addition to your other methods of communication.
- Do not post or state anything that you would not state in the classroom.
- Do not discuss students or other employees.

On personal blogs, Platte County School District employees should include disclaimers that the views are their own and not their employer's. For example: "The postings on this site are my own and do not necessarily represent the positions, strategies, or options of my employer." This standard disclaimer does not exempt employees from irresponsible behavior when commenting on their own site or others.

### *District Forms*

All District forms are available on the District website under Staff>Staff Forms and District Templates. The forms may also be available in the building's office.

### *Additional Related Board Policies and Forms*

- Building and Grounds Maintenance (ECB)
- Staff Involvement in Decision Making (see Policy GBB)
- Staff Conflict of Interest (see Policy GBCA)
- Staff/Student Relations (see Policy GBH)
- Teaching about Religion (see Policy IGAC)
- Ceremonies and Observances (see Policy IND)
- Purchasing (see Policy DJF)
- Expense Reimbursement (see Policy DLC)
- Professional Staff Leaves and Absences (See Policy GCBDA)
- Support Staff Leaves and Absences (See Policy GDBDA)
- Evaluation of Professional Staff (See Policy GCN)
- Evaluation of Support Staff (See Policy GDN)
- Instructional Goals/Priority Objectives (See Policy IA)
- Seclusion, Isolation and Restraint (See Policy JGGA)

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

**FILE: AC-AF2**

**Critical**

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**



(Grievance Form)

Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at:

Compliance Officer:

Mrs. Ashley Jones, Executive Director of Human Resources  
998 Platte Falls Rd, Platte City, MO 64079  
Phone: 816-858-5420, Fax: 816-858-5593  
Email: [jones.ashley@pcr3schools.org](mailto:jones.ashley@pcr3schools.org)

Grievant Contact Information

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Relationship to the District:  Student  Parent/Guardian  Employee  Other \_\_\_\_\_

Discrimination/Harassment/Retaliation Grievance (Use additional sheets if necessary.)

Please list all factual information you have regarding the alleged discrimination, harassment or retaliatory actions, as well as the reasons you believe these actions violate District policy. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

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

List the names of witnesses to the alleged misconduct.

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

List the names of any persons who may have been victims of this alleged discrimination/ harassment/retaliation.

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



Have you brought your concern to the attention of a District employee or any other person? If so, list the names of those individuals: \_\_\_\_\_

What results are you seeking by filing this form?

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I have read policy AC, including the time limits and other provisions governing the grievance process.

Signature of Grievant

Date

\*\*\*\*\*

**Note:** The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: July 2012

Revised: June 2023

Platte County R-III School District  
998 Platte Falls Road  
Platte City, MO 64079

[Staff Health & Safety \(Accommodations Information Form to Physician\)](#)



# 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 Maintenance Department for assistance. Never stand on chairs or desks.
11. Get help to team-lift heavy objects, or contact the Maintenance Department 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**



## 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 the vehicle at all times.
- Seat belts must be worn at all times by driver and all passengers, whether driving company vehicles or personal vehicles 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.
- Any behavior or item prohibited in school (including, but not limited to, weapons, alcohol and tobacco products) is also prohibited in district parking lots and in vehicles on district property.
- Vehicles parked on district property may be searched in accordance with law.
- 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 the 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.







## 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			

18 JANUARY 2025 19						
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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/2<sup>nd</sup> Semester Begins  
Jan 16 - Board of Education Meeting  
Jan 17 - Report Cards Go Home  
Jan 20 - Martin Luther King, Jr. Day - **NO SCHOOL**

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
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18 FEBRUARY 2025 19.5						
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23	24	25	26	27	28	

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

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
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22	23	24	25	26	27	28
29	30					

16 MARCH 2025 16						
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	29
30	31					

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

Oct 3 - PCHS Fall P/T Conf.  
Oct 11 - Homecoming (3-Hour Early Dismissal)  
Oct 14 - PLD - **NO SCHOOL**  
Oct 18 - End of 1<sup>st</sup> 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  
Nov 1 - **NO SCHOOL**  
Nov 21 - Board of Education Meeting  
Nov 27-29 - Thanksgiving Break - **NO SCHOOL**

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		

21 APRIL 2025 22						
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			

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

Dec 2 - PLD - **NO SCHOOL**  
Dec 19 - Board of Education Meeting  
Dec 20 - 1<sup>st</sup> 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				

0 JUNE 2025 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					

May 15 - Board of Education Meeting  
May 17 - NCC Graduation  
May 18 - PCHS Graduation  
May 23 - 2<sup>nd</sup> 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

170 Student Contact Days  
183 Staff Contract Days

\*If make up days are needed per state requirements, see inclement weather plan: [www.plattecountyschools.org/parents/winter-weather-information](http://www.plattecountyschools.org/parents/winter-weather-information)

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





# 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;"><b><u>Barry Elementary (Grades PreK-5)</u></b>  <b>DESE Building Code - 4070</b>                      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;"><b><u>Pathfinder Elementary (Grades K-5)</u></b>  <b>DESE Building Code - 4020</b>                      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;"><b><u>Compass Elementary (Grades K-5)</u></b>  <b>DESE Building Code - 4060</b>                      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;"><b><u>Siegrist Elementary (Grades K-5)</u></b>  <b>DESE Building Code - 4030</b>                      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;"><b><u>Platte City Middle School (Grades 6-8)</u></b>  <b>DESE Building Code - 3000</b>                      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;"><b><u>Platte Purchase Middle School (Grades 6-8)</u></b>  <b>DESE Building Code - 3020</b>                      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 – 2:50 pm   Office Hours: 7:15am to 3:15pm</p>
<p style="text-align: center;"><b><u>Platte County High School (Grades 9-12)</u></b>  <b>DESE Building Code - 1050</b>                      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 3:15pm</p>	<p style="text-align: center;"><b><u>Northland Career Center (Career/Technical)</u></b>  <b>DESE Building Code - 1100</b>                      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;"><b><u>Pupil Services &amp; Great Beginnings Preschool (Pre-K)</u></b>                      District Education Center &amp; 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;"><b><u>Transportation Department</u></b>                      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 | July 31, 2023

