

# Middle School Parent/Student Handbook



**2023-24**



# Platte County School District

## Strategic Plan-On-A-Page



### **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

### **Strategic Focus Areas**

Academics - Student Success  
Business - Financial and Service Support  
Community - Students, Staff, Parents, & Members

### **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.

Tradition. Pride. Vision.

PLATTE COUNTY R-3 SCHOOL DISTRICT BOARD OF EDUCATION

Doug Doll, President  
Shawn Chiddix, Vice President  
Sharon Sherwood  
Karen Bryant  
Mike Matousek  
Amy MacCuish  
Tyler Fadler

SCHOOL LISTINGS

**District Education Center**

Dr. Jay Harris, Superintendent  
Dr. Drew White, Deputy Superintendent  
998 Platte Falls Rd  
Platte City, MO 64079  
(816) 858-5420 fax (816) 858-5593

**Siegrist Elementary (Grades K-5)**

Johna Sutton, Principal  
Michael Powers, Assistant Principal  
1701 Branch Street  
Platte City, MO 64079  
(816) 858-5977 fax (816) 858-3942

**Compass Elementary (Grades K-5)**

Eric White, Principal  
Allison Page, Assistant Principal  
401 Kentucky Ave. Platte City, MO 64079  
(816) 858-0172 fax (816) 858-5280

**Pathfinder Elementary (Grades K-5)**

Dr. Anna Bohn, Principal  
Emily Miller, Assistant Principal  
1951 NW 87<sup>th</sup> Terrace  
Kansas City, MO 64154  
(816) 436-6670 fax (816) 468-6046

**Barry Elementary (Grades PreK-5)**

Kacie Ambrose, Principal  
Dr. Mindy Wheeler, Assistant  
Principal  
2001 NW 87<sup>th</sup> Terrace  
Kansas City, MO 64154  
(816) 436-9623 fax (816) 468-6046

**Platte Purchase Middle School (Grades 6-8)**

Jessica Hoffecker, Principal  
Dr. Jeff Adams, Assistant Principal  
9400 N Platte Purchase Drive  
Kansas City, MO 64155  
(816) 436-1433

**Platte City Middle School (Grades 6-8)**

Dr. Chris Miller, Principal  
Robert Mueller, Assistant Principal  
900 Pirate Drive  
Platte City, MO 64079  
(816) 858-2036 fax (816) 858-3748

**Platte County High School (Grades 9-12)**

Kiel Giese, Interim Principal  
Michelle Howren, Associate Principal  
Matt Messick, Assistant Principal  
Dr. Mandi Tolen, Assistant Principal  
Gabe Middleton, Activities Director  
1501 Branch Street Platte  
City, MO 64079  
(816) 858-2822 fax (816) 858-7067

**Northland Career Center**

Jeff Green, Director  
Megan Drummond, Assistant Director  
1801 Branch Street  
Platte City, MO 64079  
(816) 858-5505 fax (816) 858-3278

**Transportation Department**

JT Thomas, Director  
Kimberly Schwichtenberg,  
Assistant Director  
District Education Center  
998 Platte Falls Rd  
Platte City, MO 64079  
(816) 858-4820 fax (816) 858-7038

**Pupil Services**

Dr. Jennifer Beutel, Executive Director  
Dr. Chad Sayre, Student Services Director  
998 Platte Falls Rd  
Platte City, MO 64079  
(816) 858-7001 fax (816) 858-7109

## SUPERINTENDENT'S NOTE

Welcome to the 2023-24 school year. The Platte County R-3 School District exists to provide each student a high-quality education in a safe and caring environment. Our faculty and staff are ready and excited to partner with you to fulfill this purpose. A strong partnership committed to effective communication, mutual respect, and learning will provide the foundation essential for educational success.

All school district families (students and parents) should familiarize themselves with the information provided in this Parent/Student Handbook. It is an excellent resource that details our expectations and responsibilities. Please feel free to discuss any questions you have with your building principal. 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. Let's chase greatness together.

Sincerely,



Dr. Jay Harris  
Superintendent of Schools

## 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 illegal discrimination, harassment, and retaliation against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Platte County R-3 School District is an equal opportunity employer. The Board also prohibits:

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

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

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

Platte County R-3 School District Board policies, including, Policies AC and GBCB, 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:

Ashley Jones, Executive Director of Human Resources  
 998 Platte Falls Rd, Platte City, MO 64079  
 Phone: 816-858-5420, Fax: 816-858-5593  
 Email: [jonesa@platteco.k12.mo.us](mailto:jonesa@platteco.k12.mo.us)

<b>TITLE IX</b>
-----------------

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, Director of Student Services  
 998 Platte Falls Rd, Platte City, MO 64079  
 Phone: 816-858-5420, Fax: 816-858-7421  
 Email: [sayrec@platteco.k12.mo.us](mailto:sayrec@platteco.k12.mo.us)

To find more detailed information regarding the District’s Title IX grievance process rights, please review [Policy ACA](#). Platte

County R-3 School District policies can be accessed through the school's website: [plattecountyschoolDistrict.com](http://plattecountyschoolDistrict.com), Leadership>School Board Policies.

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

## BULLYING (Board Policy JFCF)

The Platte County R-3 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. Definitions:

**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.

**Cyber Bullying** – 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 cyber bullying 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 Day** – A day on the school calendar when students are required to attend school.

**Designated Officials** – The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC or designee will serve as the district wide anti bullying coordinator. The district anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti-discrimination and anti-bullying education and training programs. In addition, the district anti bullying coordinator will assist in making any relevant reports as required by state and federal law.

**Reporting Bullying** – School employees or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee 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 the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

**Investigation** – Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with

disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences – Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include an administrative conference, detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent.

The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. The district will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy. Patrons, visitors, volunteers or others who violate this policy may be prohibited from district property or otherwise restricted. Employees who violate this policy will be disciplined or terminated.

Policy Publication – The district shall annually notify students, parents/guardians, district employees and volunteers about this policy and the district's prohibition against bullying.

A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education – The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion.

#### **Safe Schools Reporting**

Platte County School District uses an online bully reporting system called SafeSchools that students, teachers and parents can use to report bullying incidents and school safety threats. Individuals can access the reporting form through a link on our school website or they may go to [plattecounty-mo.safeschoolsalert.com](http://plattecounty-mo.safeschoolsalert.com). After completing the reporting form and clicking the “submit” button, the report details are sent in a secure email to our school administrators and counselors. The SafeSchools reporting form can be accessed from the privacy of a home computer or other internet equipped device, providing a greater sense of privacy than other methods of reporting.

<b>HAZING (Board Policy JFCG)</b>
-----------------------------------

In order to promote a safe learning environment for all students, the Platte County R-3 School District prohibits all forms of 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. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing. The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited.

<b>IMPORTANT SCHOOL INFORMATION</b>
-------------------------------------

**School Start-Release Times**

Great Beginnings Preschool (at DEC)	8:45 a.m. – 11:45 a.m. & 12:30 p.m. – 3:30 p.m.
Great Beginnings Preschool (at Barry Elementary)	7:40 a.m. – 11: 40 a.m. & 11:50 a.m.– 2:50 p.m.
Siegrist Elementary	8:50 a.m. – 3:50 p.m.
Compass Elementary	8:50 a.m. – 3:50 p.m.
Pathfinder Elementary	8:50 a.m. – 3:50 p.m.
Barry Elementary	8:50 a.m. – 3:50 p.m.
Platte Purchase Middle School	7:40 a.m. – 2:50 p.m.
Platte City Middle School	7:40 a.m. – 2:50 p.m.
Platte County High School	7:30 a.m. – 2:40 p.m.
Northland Career Center	8:00 a.m. – 10:40 a.m. & 11:30 a.m. – 2:10 p.m.

**Hours and Visitors**

**Student Hours**

The official starting and ending times are listed above. Students who are car riders or walkers are not to arrive at school prior to the times listed below and must report to a supervised area. Students will be allowed to enter the building at the following times:

- Platte County High School-7:15 a.m.
- Platte City Middle School-7:20 a.m.
- Platte Purchase Middle School-7:20 a.m.
- Barry Elementary -8:30 a.m.
- Pathfinder Elementary-8:30 a.m.
- Compass Elementary-8:30 a.m.
- Siegrist Elementary-8:30 a.m.

The District will not be responsible for supervising students outside the stated times unless there is attendance in a supervised activity.

**Office Hours**

Platte County High School	7:15 a.m.-3:15 p.m.
Platte City Middle School	7:15 a.m.-3:30 p.m.
Platte Purchase Middle School	7:15 a.m.-3:30 p.m.
Barry Elementary	8:15 a.m.-4:30 p.m.
Pathfinder Elementary	8:15 a.m.-4:30 p.m.
Compass Elementary	8:15 a.m.-4:30 p.m.
Siegrist Elementary	8:15 a.m.-4:30 p.m.

**Student Hours**

Supervision for students will be available for 15 minutes after the release time. Please do not drop off or leave students at the school during unsupervised periods. The District will not be responsible for supervising students outside the stated times unless there is attendance in a supervised activity.

All visitors will be asked to check in with the office upon arrival at school prior to entering the school. Hall Pass Visitor



Management system has been installed in all of our schools to improve overall building safety/security and visitor management.

The Hall Pass Visitor Management system will:

- Conduct a screening on each visitor using the sex offender registry
- Will log in volunteers to track their hours
- Will be used to document late arriving students.

Whenever any non-student or non-district employee requests to enter any area of the building where children are accessible, essentially beyond the front office, they will be asked to produce a government issued ID:

- State driver's license
- State issued ID
- Passport
- US Military ID
- Permanent resident card

The ID will be scanned and a badge will be given to visitors. This new process is a key to continuing to maintain and improve a safe and caring environment for our students and staff.

A visitor's badge needs to be worn at all times while visiting the school. Outside agencies doing observations from the school must have permission from the parent of the child and the proper forms must be completed.

#### **Academic Assistance**

Teachers are available before and after school for students who need and/or would like additional academic help. Students are also able to attend Academic Lab to receive additional assistance. Academic Lab schedule is as follows: PCMS and Platte Purchase Middle School's Academic Lab is held in the Library on Tuesday and Thursday from 2:50-4 p.m.

#### **Conferences**

Parent/Teacher conferences will be held at the beginning of the 2nd quarter. Conferences will also be held in February as needed. Teachers are also available during their planning time or before and after school (scheduling appointments will help to ensure their availability). Teachers can also be contacted via email.

#### **Extra-Curricular Activities**

P.A.C.E is our comprehensive after school activities program that provides opportunities for all PCR-3 Middle School students grades 6-8. P.A.C.E. aims to target activities with a wide range of student interests for the purpose of exposing students to skills for a healthy and successful life. Activities will run after school on Tuesdays and Thursdays from 3-4pm, and will run for 7 weeks during each quarter. Interscholastic competition is for the 7th and 8th grade students only.

All students who wish to participate must meet the following requirements:

1. Current physical form on file.
2. Health insurance coverage.
3. Have met the academic and behavior requirements in the previous nine-week grading period (see athletic handbook).

Students must attend school the day of a game or contest to be able to participate. Extenuating circumstances must be approved in advance by a principal. Students involved in extracurricular activities may be ineligible to participate in these activities due to an assignment to an in-school suspension or insufficient grades.

#### **Class Schedule Changes**

Students can request a schedule change at any time. However, schedule changes are done in partnership with students, parents, counselors, teachers and administrators. These requests are not guaranteed and must have a sound rationale or reason for the change. Students should contact their counselor to discuss their request.

#### **Sports Passes for 2023-24**

PCHS Student – Free (Students will need to bring their I.D. to any events accepting activity passes to gain admittance.)

-6 Pack Family All Sports Pass(6 tickets)\$200.00

-4 Pack Family All Sports Pass(4 tickets)\$180.00

-Adult All Sports Pass\$80.00

-Student All Sports Pass (K-8)\$55.00

To purchase, please contact the Athletic Office at 816-858-2822

\*ALL SPORTS PASSES DO NOT INCLUDE TOURNAMENTS, PLAYOFF EVENTS, THEATER SHOWS.  
Please Note: Fees are subject to change

**IMPORTANT DISTRICT INFORMATION**

**Character Education Program**

This year we are continuing our Character Education program district wide. All elementary schools in Platte County School District are Leader in Me © schools; our middle schools use a program called CharacterStrong; and the entire district promotes good character through the Pirates ROCK (Raising Outstanding Character Kids) program.. Our buildings work to associate connections to the 7 Habits, social-emotional learning competencies, and Pirates ROCK character traits. Students will be recognized in a variety of ways at the different buildings who model these habits, competencies, and traits.

**7 Habits:**

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand; Then to be Understood
- Synergize
- Sharpen the Saw

**Pirates ROCK Traits:**

- |           |                 |
|-----------|-----------------|
| August    | Self Confidence |
| September | Pride           |
| October   | Responsibility  |
| November  | Citizenship     |
| December  | Compassion      |
| January   | Individuality   |
| February  | Self Control    |
| March     | Integrity       |
| April     | Perseverance    |
| May       | Respect         |
| June      | Cooperation     |
| July      | Honesty         |

**Crisis Plan**

The Platte County R-3 School District has a comprehensive crisis plan that includes plans for fire, severe weather, earthquakes, lock down, hold in place, secured perimeter, evacuations, weapons, snipers, hostage situation, accident/death, bomb threats and biological attacks. The Crisis Plan is building specific and updated annually. Every staff member has a copy of the plan located in an easily accessible place. Parents who wish to read the crisis plan may request a copy from the school office.

**Earthquake Drills**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER, AND HOLD ON. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

**Emergency Drills**

Emergency Drills are practiced throughout the school year for the safety of our students and staff.

**Fire Alarms**

Fire alarms are placed throughout the building for the safety of students and staff. Turning in a false alarm is a very serious matter, which disrupts the educational process and endangers students and firefighters. In such an event, disciplinary action by the school will be taken in addition to contacting proper civil authorities.

**Fire Protections**

- Students shall leave all articles behind at the sound of the fire alarm.
- All windows and doors should be closed and the lights turned off before the room is vacated.
- All students must walk rapidly and in single file. If you find your first exit choice blocked, students should reverse your line and inform the teacher immediately.

- All students should assemble at least 100 yards from the building.
- All students should become familiar with the location of the fire equipment.

#### **Severe Weather Procedures**

- The warning to proceed to the shelter area will be an announcement on the P.A. system or appropriate alarm.
- Students will leave all personal belongings behind.
- Students must walk rapidly, but quietly, in single file to designated shelter areas

#### **Dress Code**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. *No learner shall be discriminated against by dress code policies based on gender, gender identity, gender expression, race, religion, body size, body maturity, or socioeconomic status.*

High school learners shall be allowed to come to school dressed comfortably in a way that allows for appropriate self-expression. However, student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

#### **Allowed**

-Tops: All Shirts(t-shirts, sweaters, tank tops, sweatshirts, etc) must cover the belly button and cover private parts/undergarments.-no sheer or mesh

-Bottoms: All pants ( jeans, ripped jeans, sweatpants, shorts, skirts, dresses, leggings, yoga pants, etc.) must cover private parts/undergarments- no sheer or mesh

-Hats and head coverings: If headwear negatively impacts the school environment, teachers and/or administrators will have the right to have students remove them. Sweatshirts with hoods may be worn but hoods MUST be down, not worn on head

-Shoes- must be worn at all times

#### **Not Allowed**

-Any clothing that promotes, displays, or symbolizes statements of hate, discrimination, violence/weapons, illegal activity, profanity, sexual innuendos, alcohol/tobacco/ drugs, weapons, or threatens health and safety

-Sweatshirts with hoods may be worn but hoods MUST be down, not worn on head

-Wearing or carrying a blanket

If a learner regularly is out of dress code or when, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No learner shall be given an out of school suspension for dress code non-compliance. *No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.*

**Note:** Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

#### **Electronic Devices**

Items such as cell phones, smart watches and electronic devices should not be seen, heard or used in the school building during instructional hours without permission. Failure to comply will result in graduated consequences that will include phone or electronic devices being confiscated from an administrator with a potential parent pick up. The phone or electronic device must immediately be relinquished (completely assembled) by the student when a violation has occurred. Failure to relinquish the phone or electronic device will be deemed refusal to obey instructions. The School and the Platte County School District are not responsible for recovery, reimbursement or replacement of lost, stolen, or damaged cell phones or electronic devices. No camera or video-capable electronic device may be used in locker rooms, restrooms, or any classroom at any time. Photo, video and/or audio recording without explicit written permission of subjects will result in disciplinary action.

#### **Field Trips**

Field trips are set up by the district in an effort to provide co-curricular experiences that cannot be provided within the classroom. . Students are required to have a permission slip signed by a parent. Any student not having a permission slip signed by a parent/guardian and on file at school is not permitted to go on the field trip.

#### **Fines and Charges**

All fines and charges are expected to be paid. Lunch charges are discouraged and will be limited. No charges will be accepted during the last four weeks of school. Any student needing assistance with lunch charges is encouraged to speak with a counselor or school social worker.

#### **Forms**

Keeping forms up-to-date at school is critical. If you have any changes (telephone number, address, work numbers, emergency

contacts, transportation changes, etc.), please report the change to the school office.

### Hallway Conduct

All teachers and staff have the authority to correct any student they see misbehaving. Walk to the right in the hall, and do not run inside the school. Use a conversational tone in the halls. Avoid blocking halls and doorways. Cell phones/ear buds are not to be used in the hallway and should be kept in the student's backpack or locker at all times unless allowed by school personnel for educational use. Pick up papers and/or trash and use the trash cans and recycle containers when throwing things away. No horseplay or physical contact (pushing, shoving, tripping, etc.)

### Make Up Work

Work requested in advance is expected to be completed upon the student's return to school. Work requested and not completed might not be counted. An appropriate amount of time will be allowed to make up any other work missed due to an excused absence.

### I.D. Badges

Each student will be provided a personalized ID badge with the expectation that the ID is carried at all times on their person during the school day. ID's will be used to scan for: breakfast, lunch, and library materials.

### Prohibiting Student Access and/or Pick-up

You must inform the school office if there are persons that cannot legally visit or pick up a child. If that person has been a legal guardian of the student in the past (i.e. parent), we must have a copy of the most current court order clearly stating that this person may not visit or pick up a child before denying a parent or guardian rights to pick up that student.

### Lockers

Lockers are available to students for the storage of books, coats, supplies, etc. Student lockers are property of the school and are subject to search by administration at any time. Lockers are to be kept locked at all times. Keep all locker combinations confidential – do not tell other students the combination. Students will be responsible for keeping lockers neat and orderly. Locker clean outs will be scheduled at regular intervals throughout the school year. Students are not to switch lockers or store their items in another student's locker without permission from the principals. There may be circumstances that merit locker removal from a student.

### Loitering

Students are not to loiter about the building or on school property before or after school hours. Any student in a building, before or after school hours, must be under the supervision of a teacher or faculty member.

### Lost and Found

Articles of clothing and other personal items found in and around school are to be turned into the office. Please write your name on your personal property for identification purposes. The district and school cannot assume responsibility for loss or damage to personal items. That responsibility remains with the student and parent/guardian.

### Lunch/Breakfast/Cafeteria/Snacks

The Platte County School District has established Eat Smart Guidelines consistent with the Missouri Eat Smart nutrition guidelines. Platte County School District Wellness Eat Smart Guidelines address breakfast, lunch and after school snack programs; à la carte food items; vending machines; school stores; fundraisers; and environmental factors. Parents are encouraged to become familiar with these guidelines and check with school personnel prior to purchasing birthday treats or snacks for distribution to students other than their own child. Please refer to Board Policy ADF for more information.

Lunch is closed campus and students may not have leave during the lunch period. Procedures are in place at each building to notify students and parents when balances are low or have a negative balance. Free and reduced lunch applications are available in the school office for families who meet financial guidelines.

#### **2023-24 Middle School Meal Prices**

Milk	\$ .55
Breakfast	\$1.95
Lunch	\$2.80
A la Carte Items	As Priced

#### **2023-24 Adult Meal Prices**

Breakfast	\$2.05
Lunch	\$3.85

All checks for breakfast, lunch, and/or drinks should be made to "Platte County R-3 School District." Any cash sent for lunch money should be sent in a sealed envelope with the student's name on it. Lunch money must be turned in at the beginning of the day and will not be accepted when students are going through the lunch line. All prices are subject to change. Student's lunch balance can be accessed on the Parent Portal web-site and/or printouts may be sent home.

Students are allowed to charge a lunch or drink if they have forgotten their money. When student balances approach \$5 or less, parents will be contacted via email and/or phone call. Communication to students will also be made.

- A student with money in hand will not be denied a meal even if the student has past due charges.
- Students will not be singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals and the district will not hold student records in violation of law.
- A student may not accumulate more than six unpaid charges for complete meals.
- A student who has accumulated six unpaid charges for complete meals and is still unable to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines.
- Substitute meals provided to the student will be charged to the student's meal account.
- Unpaid charges will be considered debt. The District will make reasonable efforts to collect delinquent debt, including turning in unpaid meal charges to a collection agency.

Students will be reminded when their account balance gets low so that they can bring more money the next day to keep the account active. Free and reduced lunch applications are available in the school office for families who meet financial guidelines.

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal. Email communication will be sent out weekly to low or negative balance accounts.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means at the discretion of the superintendent or assistant superintendent.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Please refer to Board Policy EF-AP(1) for information regarding the district's process and interventions for collecting outstanding meal charge balances.

### **Free and Reduced Breakfast/Lunch**

Parents who feel they are eligible for either free or reduced breakfasts/lunches for their child should obtain an application from the school. The application will be accepted throughout the school year. If your financial situation is altered at any time, parents are encouraged to apply for this at any time during the school year. We are happy to answer any questions you have upon request. Please refer to Policy EFB for more information.

### **Missouri Course Access and Virtual School Program**

In 2018, Senate Bill 603 was passed establishing the Missouri Course Access and Virtual School Program (MOCAP). MOCAP is intended to provide access to online courses for all Missouri K-12 students needing flexible academic programming through online coursework.

Online instruction can be an effective education option for some students and Platte County School District will continue to offer a variety of online courses to meet student needs. As an alternative option, however, eligible students may request to enroll in online courses offered through MOCAP during the regular enrollment window. Best educational fit will be considered when requesting to enroll in a learning environment outside the traditional face-to-face setting. Please contact Dr. Aaron Duff if you have any questions.

### **Parent Teacher Conferences**

Parent/Teacher conferences will be held twice during the year. Specific information as to the date and time can be found on the school calendar.

Teachers are also available during their planning time or before and after school. When a parent desires to confer with any teacher, he/she should call the school office to arrange for an appointment. It is reasonable for it to take up to 24 hours during the

work week for a response, as teachers have just a few brief times during the day in which they are not engaged in direct instruction.

#### **Parent-Teacher Associations**

Our parent-teacher associations make many contributions to our schools. All parents are strongly encouraged to join and participate in these organizations. Meetings are regularly scheduled and will be published on school websites and in school newsletters.

#### **Personal Property**

Students are reminded that personal property not needed for schoolwork should be left at home. This includes electronic or other games, magazines, headphones, etc. Such items brought may be taken by any teacher and turned into the office. The school district and school will not be responsible for personal items lost or stolen.

#### **Bicycles/Skateboards**

When students ride bicycles to school, immediately upon arrival the bicycles are to be placed in the bicycle rack. Students are not to remove bicycles from the rack until they are ready to leave school in the afternoon. The school is not responsible for any lost or damaged bicycles. All bicycles should be locked with a padlock when they are placed in the racks. Skateboards are to only be ridden to and from school and are to be placed in the student's locker until the end of the school day.

#### **Pets at School**

Due to liability issues and allergic reactions, students are not permitted to bring pets to school. Pets are not allowed after school or evening events. Refer to Board Policy ECG for exceptions to this.

#### **Release of Student Names**

Occasionally, student names are released to the newspaper/yearbook for public relations purposes. If parents/legal guardians do not want their child's/children's name(s) given to the media, parents/legal guardians should include this information on their child's enrollment paperwork.

#### **School Closing Information**

While the decision to close school or dismiss early will always be made as early as possible, the school district **strongly** urges you to make personal arrangements in advance for your child. Please prepare for any emergency closings that might occur before or after the school day begins. Your child's safety is paramount, and we encourage you to give this some thought and converse with your child concerning this important matter.

The Platte County R-3 School District uses an expanded network service, created by a group of area broadcasters. They will disburse the information throughout the Kansas City area on radio and television.

In addition, school closings will be recorded on the school district's message system by calling **816-858-2752**.

School closing or other important information will also be issued through a service called **School Messenger**. This service will automatically dial all current phone numbers (land and cell phone) provided to your child's school, by you, as contact information regarding your child. Please make sure this information is current. Parents/guardians who have opted in to receive text messages will also receive text messages via School Messenger about school closings and early dismissals. To opt in, simply text "yes" to 67587 from the phone number you have provided to your child's school.

School closing information is posted on the homepage of the district website as soon as a decision is made, as well as via the district's social media.

#### **School Counselors**

The Platte County School District school counseling program provides services to students by addressing and advocating for their academic, social, emotional, and post-secondary planning needs.

The school counselor's duties include the following:

- Individual and small group counseling.
- Consultation with building teachers.
- Classroom visits teaching various lessons tied to large group counseling.
- Parent assistance.
- Crisis team.
- Team member for Special Services.
- Liaison from the school to the community.

Students and parents wishing to see a school counselor can make an appointment via email or the contact link on the school

counseling website. Parents needing to contact the counselor should contact the building counselor to make an appointment.

### **Confidentiality Statement**

An integral part of the counseling program is to provide responsive services to students. The ethical guidelines of the American School Counselor Association emphasize the importance of confidentiality between school counselors and students at the same time recognizing the rights of parents. Counseling records do not become a part of the student's permanent record except as required by school policy. We may indicate that a student was seen by the School Counselor; however, the topics discussed are not included unless required by the school board policy. The requirements of the Family Education Rights and Privacy Act (FERPA) are enforced—information will not be released to anyone outside our school without your written permission. The Counselor may talk with the classroom teacher about how he/she can help your child in the classroom; however, specific information will not be shared.

### **School Social Workers**

School social workers assist children who are having difficulties academically, socially or emotionally. Social workers serve a critical role in providing the vital link between the home, school and community.

School Social Workers facilitate referrals to community resources, support groups, and crisis intervention. They may participate in parent-teacher conferences and team meetings, and provide parent education and training and help parents use school/community resources more effectively.

### **School Supplies**

A list of school supplies is available from the school office if you did not receive one at the close of last year or at time of enrollment. A supply list is also available on the PCR-3 School District website: [www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com).

### **Student Absences and Notifying the School**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

- Please call first thing in the morning if a student is not going to be at school.
- If your student needs to leave early, please call in as early as possible to inform us. Remind your student to pick up a pass in the front office. Upon returning, students need to provide a doctor's note/excuse, etc. to the Welcome Center or front office.
- If you are having someone, other than a parent or guardian, pick up your student, please call the office to relay who has permission to pick up your student.

It is recognized that an absence from school may be necessary under certain conditions, however, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Parents and students are strongly advised to limit absences to cases of emergencies, illness, doctor and dental appointments, or a death in the family. Examples of unverified absences are truancy, employment during school hours, staying home to work, shopping, and babysitting. In the event of an excused absence, the teacher will allow the student to make up all work missed during the absence. The make-up work is to be completed, in a reasonable amount of time, at the teacher's discretion.

Vacations during the school year are discouraged. Adequate notice is requested in order to provide work for the student for the time that will be missed due to a vacation. An appropriate amount of time will be allowed to make up any other work missed due to vacations. It is at the discretion of the administration to determine if there are extenuating circumstances.

Parents/Guardians are requested to call the school before 8:30 a.m. when their child is going to be absent. Students who are absent from school without the knowledge and consent of the parent/guardian and the administration will be considered unverified or truant. A student who is absent from school will not be allowed to attend an extracurricular activity that night unless the absence is unavoidable and special arrangements have been made in advance.

Since attendance represents a critical component of the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents stating the total number of absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent is aware of the student's poor attendance and schedule a meeting to develop a plan for success.

An unverified Absence/Truancy is an absence from school without the knowledge and/or consent of parents/guardians and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unverified absence. In addition, the

school may contact the Juvenile Office or Division of Family Services in cases where the District has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

### **Tardies**

Tardies are not acceptable at PCHS. If a student is late for class without an appropriate pass, they must come to the attendance office to sign in.

A student is tardy to school or class if he/she reaches class after the ringing of the tardy bell at the beginning of the period. An accumulation of tardies can result in a consequence or loss of privileges.

### **Excusing Students During School Hours**

Any student being dismissed during regular school hours must be checked out of school through the office rather than a parent going directly to the classroom. The adult must sign the student out and may be asked to show proper ID before the school releases the student into their custody. Please make sure to list all persons who have your permission to take your child on the enrollment sheets. Teachers will not excuse a student from the classroom to leave the building unless notified by the office. If a child leaves without checking through the office, disciplinary action will follow as it is in violation of our school policy.

In the interest of student safety, we will ask for a picture ID until we get to know you. Please understand and be patient with us.

### **Student Safety**

Unless told otherwise by a parent, we assume that students are not to leave school with anyone else, whether it is a relative, neighbor, friend, or stranger. We will not allow students to leave with someone other than a parent, unless expressly directed to do so by a parent. Student safety is our priority. Our schools are equipped with a security system, which includes cameras and monitors both inside and outside. All exterior doors are locked during the school day. When arriving at the school, please ring the bell and report directly to the office to sign in. These measures are taken in an attempt to ensure the safety of students and staff.

### **Telephone Calls and Messages to Students**

Students are permitted to use the school telephone if it becomes absolutely necessary to call parents. Messages to students are discouraged unless it is an emergency or there is a change in the child's transportation plan. All messages will be delivered to the teacher at the end of the school day. It is important for parents and students to have a plan in case of school closing early due to inclement weather.

### **Textbooks and Library Books**

Textbooks are the property of the school district and are loaned to the students throughout the course of a year. Any student, who loses or damages a textbook beyond a simple repair, will be expected to pay for the replacement of the book if it cannot be used. Payment will need to be received prior to another book being issued to the student. Student privileges may be denied until payment is received. Students are responsible for all library books checked out to them. Charges for lost or damaged books will be a combination of replacement costs and shipping and handling fees.

### **Transportation Changes**

Transporting several hundred children to and from school each day is a big challenge that the school office and transportation department do not take lightly. It is imperative the school office has correct transportation information on file. Therefore, whenever changes occur (i.e. child care provider changes, home address changes, telephone numbers, etc.) the school office is to be notified immediately. We also highly encourage a child to have one set of transportation plans established. When transportation changes occur frequently, the best efforts of all concerned can be compromised and your child(ren) can feel concerned about the appropriate plan to follow. Please make every effort to follow an established plan and alter that plan as infrequently as possible.

In our need to operate as efficiently as possible, our buses run very near capacity. We try very hard to accommodate transportation changes. Occasionally parents request that a number of children (sometimes as many as 4 or more) ride a particular bus to a birthday party, scout meetings, etc. When such a request is made, the extra students riding can cause a bus to be over capacity. We ask that you help us by carpooling whenever possible in the event that you need a group of students to change buses. Approval will be made by the transportation department.

In the event of transportation changes, please send a signed note. If you must call the office with a transportation change, please do so at least 3 hours prior to the end of the school day. After that time due to school dismissing shortly, we cannot guarantee that the change will be allowed.

### **Use of School Building**



District patrons may use the building(s). Patrons wishing to use the building(s) must utilize the facility usage procedures found on the District's website. There are various charges for use of the building, depending on the usage. It should be noted that all PCR-3 events take priority over community use of a district building.

#### **Virtual Learning**

Eligible Students may enroll in virtual courses offered in virtual courses approved by the district's Board of Education. In addition, eligible Students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). Please refer to Board Policy IGCE-1 or visit the district website for more information.

### **IMPORTANT DISTRICT STUDENT HEALTH INFORMATION**

Health Services makes a special effort to help students establish good health habits and stay healthy. Student health services will include the following:

- Immunization compliance as mandated by the Missouri Department of Health and Senior Services
- Health appraisals (screenings) as required by the Missouri Department of Health and Senior Services which will include hearing, and vision.
- Emergency first aid treatment for accidents or illness occurring during the school day
- Maintenance of student health records

Students should not come to school when they are ill, have an elevated temperature or a suspected contagious condition such as vomiting or diarrhea. It is for their protection as well as for others in the classroom. If your child should become ill or injured at school, you will be notified promptly and be asked to pick up your child. Children will be sent home if their temperature is greater than 100 degrees and must be fever free for 24 hours before returning to school – without using fever reducing medications containing ibuprofen or acetaminophen. If your child is sent home with vomiting or diarrhea, they must be symptom free for 24 hours before returning to school. If you are not sure about sending your child to school, contact the health room staff in your child's school building for assistance. For other conditions such as pink eye, the student may return to school 24 hours after treatment has begun. The school system follows guidelines suggested by the Centers for Disease Control. You can access their website for additional information at [www.cdc.gov](http://www.cdc.gov).

If a student is injured or experiences symptoms of illness while at school, he/she should request a health room pass from a staff member, if practical, or report directly to the health room in the case of an emergency. The health room staff will provide an assessment of the student's situation and may:

- Provide necessary first aid or assistance
- Contact a parent to arrange transportation home or to a health care facility for the student
- Summon emergency medical assistance
- Allow the student to rest for a time in the health room
- Send the student back to his/her normal school activities

#### **Head Lice**

In keeping with the Platte County R-3 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Please refer to Board Policy JHC-AP2 for more information regarding head lice.

#### **Health Information Privacy**

As you are aware, there are times when it is appropriate for the school nurse to share information regarding the health of your child with other members of the educational team. This information may be as simple as the results of the hearing and vision screenings, or something more complex like a health condition such as diabetes, epilepsy, or medications your child needs.

To ensure your child's right to privacy, this information is shared only on a need-to-know basis. By signing this handbook you are acknowledging this information and giving your permission to the Platte County R-3 School District to share health information among the educational and counseling staff on a need-to-know basis.

### **Immunization-Missouri Law**

Missouri law requires all school children in the state to be adequately immunized against diphtheria, tetanus, pertussis (DTP), polio, measles, mumps, rubella (MMR), hepatitis B, varicella (chicken pox), Tdap (tetanus, diphtheria, and pertussis), and MCV (Meningococcal). Students in the Platte County R-3 School District are in compliance with the law if:

- All immunizations are complete and the dates are provided to the school.
- The immunization process has started and is progressing according to the schedule recommended by the Missouri Department of Health and Senior Services.
- An exception from immunization has been arranged according to provisions of the law.

Parents are responsible for providing dates (day, month, and year) of all immunizations previously received when a student is enrolled. Exclusion from school, as required by the law, will occur if the student is not adequately immunized, or properly exempt. For more information on Immunizations, see Policy JHCB. A schedule of required immunizations and location can be obtained from the district's website at [www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com).

### **Medication Guidelines**

Medications can be given during school hours when necessary but we encourage dosage schedules that allow medications to be taken before and after school. Please bring only the amount of medication needed. Contact the health room staff in your student's building with any questions. Listed below are the medication guidelines for the Platte County R-3 School District.

- Written orders from a physician licensed to prescribe and written permission from the parent/guardian must be provided for any prescription medication to be given at school. A Medication Administration Form is available at [www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com). The information will include the name of the student, medication, dosage, route of administration, and time medication is to be given. The medication label attached by the pharmacist/physician will be accepted as the doctor's order.
- If a medication is to be taken for a prolonged period of time, please ask your pharmacist to prepare a prescription bottle to be left at school. We are NOT permitted, by law, to administer any medications sent to school in unlabeled containers.
- All medications will be kept in the health room.
- First doses of medications will not be administered at school.
- Medication ordered to be given twice or three times a day should be given at home, not at school. If the medication is ordered for a specific time, or four times or more per day, it may be appropriate for the medication to be given at school.
- The Platte County R-3 School District requires parents to bring in and pick up all medications: prescriptions, over the counter medications (this includes cough drops), inhalers and topical medications, etc. Medications without a current expiration date may not be administered.
- The Platte County R-3 School District does NOT provide acetaminophen (Tylenol), ibuprofen (Advil) or antacid for student use. Should your child need any of the medications listed, it will be the responsibility of the parent to provide the medication to be kept in the health room with the required Medication Administration form signed and placed in your child's health file.
- All non-prescription, over the counter medication (including cough drops) must be in the original, unopened container marked with the student's name and accompanied by a Medication Administration form to administer. Opened bottles or opened packages of medications will not be accepted or administered. Medications sent to school in baggies, envelopes or punch out cards will not be accepted or administered and will be held in the health room until a parent/guardian can pick up the medication. Only the instructions on the container will be followed unless the physician provides alternate instructions. Only the smallest dose will be given to determine effectiveness. For children 12 years or younger, Pediatric or child dosing will be followed – no adult dosage will be given without a physician's order. If a question would arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.
- Homeopathic medicines will not be given at school. Medication must be approved by the FDA to be administered by the nurse.
- It is the student's responsibility to come to the health room for assistance in taking medications.
- Students may not carry any type of medication with them at school or store medication in a locker unless special written medical authorization is on file in the health room.
- Self-administration of medication – Grades K-3 - may not self-administer medication. In the case of life-threatening allergies, an epi-pen may be self-carried with the required medication forms on file. Please contact the health room staff in your child's building for assistance.
- Self-administration of medication – Grades 4-12 – may carry certain medications during school hours with the

required medication forms on file. Please contact the health room staff in your student's building for assistance.

### **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a life-threatening anaphylactic reaction. Benadryl is also available for administration in the event of an allergic reaction and may be given if appropriate.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The health services staff will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

All buildings in the district are equipped with albuterol in either a metered dose inhaler or nebulizer form. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a life-threatening airway obstruction due to asthma.

Albuterol will only be administered in accordance with written protocols provided by an authorized prescriber. The health services staff will maintain a list of students who cannot, according to their parents/guardians, receive albuterol. A current copy of the list will be kept with the devices at all times.

All buildings in the district are equipped with Narcan nasal spray. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a life-threatening opioid overdose.

Narcan will only be administered in accordance with written protocols provided by an authorized prescriber. The health services staff will maintain a list of students who cannot, according to their parents/guardians, receive Narcan. A current copy of the list will be kept with the devices at all times.

### **Medical Marijuana and Cannabidiol (CBD) Oil**

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

Parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have verified prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with Board Policy JHCD.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication as outlined in Board Policy JHCD.

### **Self-Administered Medications**

An authorized prescriber or a student's IEP or Section 504 team may recommend an individual student with a chronic health condition be allowed to be in possession of his/her medication on district property for the purpose of self-administration. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to asthma and anaphylaxis, on district property, at district-sponsored activities, and in transit to and from school or activities with the following requirements:

1. The medication is prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication is prescribed or authorized which includes a certification the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration techniques to the school nurse.
4. The student's parents have signed the authorization for self-administration and acknowledge the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### MO HealthNet for Kids

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK) to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (Board Policy KB-AP-1)

### Emergency Parent Contact Information

It is important to have a home, work, and mobile phone numbers for parents on record with your child's school so the health room staff can contact you when necessary. It is also important to provide the names and phone numbers of other adults who may be contacted when a parent cannot be reached. Whenever a phone number is changed, it is important to update the school records.

Should your child be injured to a point where we feel emergency care is needed, the 911 Emergency Medical System will be activated and your child transported to the nearest facility for treatment. It is imperative to have current phone numbers provided to the school office for these types of situations.

### Peanut/Nut Allergy Protocol

- All classrooms will be designated as peanut/nut-free zones – no peanut/nut products will be permitted in the classrooms.
- A peanut/nut-free zone will be designated in every lunch room 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.

### Approved First Aid Items

The nurse, or other employee trained and supervised by the nurse, may administer the following first aid items to students: body lotion, aloe/burn gel, contact lens solution, saline eye wash, antiseptic wash, petroleum jelly, rubbing alcohol, menthol rub, Orajel, anti-itch cream, salt water rinse, and mints. Cough drops will not be administered at school. By signing the parent handbook, you agree to the first aid items administration for your student. If you have a concern about any of the above items, contact your student's school nurse.

## **IMPORTANT NOTICES FOR PARENTS AND STUDENTS**

### Public Information

Policies, financial records, school improvement data, Board of Education minutes, activities of district-wide committees and other district information is open to the public and can be accessed at the District Education Center located at 998 Platte Falls Rd, Platte City Mo, 64079.

### 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 [dold@platteco.k12.mo.us](mailto:dold@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, and 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.

#### **Assessment Program**

The Board of Education of the Platte County R-3 School District knows the importance of measuring the progress of students in the district. Therefore, the district has adopted an "Assessment Program" policy (IL) to cover the various components of assessing students. The policy covers student achievement, student counseling, instructional change, and school and district evaluation. As a public school district in the state of Missouri, all mandated state tests (Missouri Assessment Program) are administered in the appropriate grade levels. As "Every Student Succeeds Act" mandated testing phases in, the district will implement those elements of assessment into the program. District and building results on the MAP are published annually in the "School Accountability Report Card". The full "Assessment Program" Policy IL is available to the public in each school building in the district as well as the Administrative Offices located in Platte City.

A student cannot be opted out from statewide assessments under Missouri law or under Policy IL.

#### **Directory Information Public Notice**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

#### **General Directory Information**

The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

#### **Limited Directory Information**

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district will release the names, addresses, and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise.

\*Please refer to Board Policy JO and Procedure JO-AP for more details.

### **District/School Accountability Report Card**

Informing the parents and patrons, as well as, potential residents of the school district is important to the Board of Education. An annual report (School Accountability Report Card) for each building and the district at large is published at the close of each calendar year (December) containing data about the district and attendance centers.

Information reported includes, but is not limited to: enrollment, student/teacher ratio, free/reduced lunch percentages, average teacher salaries, disciplinary incidents, average per pupil expenditure, and results from the state testing program (MAP). The report reflects data from the prior academic year. Copies of the "School/District Accountability Report Card" as well as the full "Public Information Program" Administrative Procedure KB-AP are available at the District Education Center and on the district's website.

### **Every Student Succeeds Act**

Parents Right to Know:

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the Platte County R-3 School District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

Whether the student's teacher—

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Under the Every Student Succeeds Act:

- Districts should disseminate to parents, guardians, schools, and the public, the district's annual report card.
- Districts should disseminate to parents, guardians, teachers, principals, schools, and the community the results of the district's yearly progress review of each school.
- Schools identified for corrective action must provide notice to parents/guardians of the availability of supplemental services.
- Districts must inform parents of Title 1, Part A students that parents/guardians may request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- Schools must invite parents/guardians to informational meetings to inform them about the school's participation in Title 1, Part A funded language instruction educational program of parental involvement opportunities in the same manner as other Title 1 programs.

**Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of  
2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education</b> <b>Complaint Procedures for ESSA Programs</b> <b>Table of Contents</b>	
<u><b>General Information</b></u> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<u><b>Complaints filed with LEA</b></u> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<u><b>Complaints filed with the Department</b></u> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<p style="text-align: center;"><u><b>Appeals</b></u></p> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*



**Notice Describing the District's Obligation to Provide Special Education and Related Services to Children Ages Three to Twenty-One**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Platte County RIII School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Platte County R-3 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Platte County R-3 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Platte County R-3 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District's Education Center during normal business hours.

**Notice of the District's Obligation to Identify and Provide Education and Assistance to Students Who are Homeless, Migrant, and are Learning English as a Second Language**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information contact Dr. Jennifer Beutel, Executive Director of Pupil Services, at (816)858-7001. Please refer to School Board Policies IGBA, IGBB, IGBH, IGBCA and IGBCB.

**Notice of the District's Policy on use of Electronic Communication Devices and Audio and Visual Recording Equipment**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process. More information can be found in School Board Procedure EHB-AP and Policy KKB.

\*If a student possesses electronic pictures or texts, the district will consider it the same as a hard copy possession.

**Definitions**

*Visual Recording* – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

*Audio Recording* – Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Platte County R-3 School District or individuals authorized to act for the district.

**Recording by Outside Entities**

The Platte County R-3 School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.

1. Recording of staff for the sole purpose of professional training or development.
2. Open meetings of the Platte County R-3 School District Board of Education or committees appointed by or at the direction of the Board.
3. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

**Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

**Recording by Students**

The Platte County R-3 School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

**Recording of Meetings**

The Board of Education restricts the use of audio, recording devices and prohibits the use of video and other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. The District will allow audio recording when such requests are made in accordance with Board policy and law. This does not apply to conversations held within view of district security cameras.

**Notice of Missouri's Trauma Initiative**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery
  - b. recognizes the signs and symptoms of trauma in students, teachers and staff
  - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - d. seeks to actively resist re-traumatization

Please visit <https://dese.mo.gov/traumainformed> for more information.

**Notice Regarding Searches**

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district may conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

More information regarding searches can be found in Board Policy JFG.

**Drug Detection Dog**

The district works in conjunction with local law enforcement agencies. We will employ the use of a drug detection dog periodically throughout the school year. The purpose of the district's efforts is to create a zone around our schools that is free

from the menace of drugs and at the same time respect the privacy of the students. Scope of the operation:

- There will be no prior notice to the students of the visit of the drug detection dog.
- The building will be subject to periodic rechecks throughout the school year at the discretion of the administration and the cooperating law enforcement agency.
- The drug detection dog will be used to sniff student lockers, unattended inanimate objects, and unoccupied areas of the building or campus.
- At no time will the dog be intentionally used to physically sniff students. The presence of the dog around students will be minimized as much as possible.
- Only certified narcotic canines will be utilized.

More information regarding searches can be found in School Board Policy JFG.

#### **Notice of Rights under Family Educational Rights & Privacy Act (FERPA) for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student

- seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Platte County R-3 School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Platte County RIII School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Platte County RIII School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Platte County RIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or

surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information survey not funded in whole or in part by ED; and
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

\*Refer to Board Policy JHDA for more information.

#### **Personnel Records (Board Policy GBL)**

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications, including whether their certification is emergency or provisional in nature, and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

#### **Proof of Residency**

Annually, all parents or guardians of Platte County R-3 School District students (new or returning) are required to provide proof of residency. Proof of residency is required before students receive room assignments or final class schedules.

1. Required for all students annually
2. Complete & sign Affidavit of In District Residency
3. Must be dated April 1st or after, but no more than 1 month old when provided for upcoming school year
4. Must include parent(s) names(s) and current address
5. Document used for proof of residency must be original
6. If family/student moves during the year, new proof of residency documentation must be provided within (30) days.
7. Acceptable documentation of residency include:
  - a. Utility bill
    - i. Electric, gas, or water ONLY
    - ii. No final or disconnect notices accepted
  - b. Current Residential Lease Agreement
    - i. Signed by resident & landlord
  - c. Residential Housing Contract (Purchase)
    - i. Possession or closing date within 90 days of the first day of school

#### **Public Concerns and Complaints (Board Policy KL)**

The Platte County R-3 School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

#### **Federal Programs**

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

#### **Notice**

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

#### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

#### **Documentation and Release of Information**

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written

summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

**Staff/Student Relations (Parent/Guardian Notice of Electronic Communications with Students)**  
**Board Policy GBH and Procedure GBH-AF**

Staff members of Platte County R-3 School District are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication. When communicating electronically with students, staff members are required to use district-provided communication devices, accounts, webpages and social networking sites, when available.

Some staff members are given permission to communicate with students on a limited basis using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) for the purpose of organizing or facilitating a district-sponsored class or activity (for example, text messaging students participating on an athletic team or on an overnight field trip). Your student is currently participating in such an activity.

To facilitate these authorized communications, your student will be asked to provide his or her contact information to staff members to use to communicate with your student. This information includes, but is not limited to, your student's mobile phone number and email address(es). The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate.

If you are not in agreement with this process, or if you would like staff members to use contact information other than what may be provided by your student, please contact the principal of your student's school.

**Senate Bill 319 (Reading Initiative)**

Senate Bill 319 was signed into Missouri law in the summer of 2001. The law requires the assessment of reading skills of all third graders in the state during the last quarter of the school. If a third grade student's reading level is found to be more than one year below their grade placement, remediation is required (summer school, outside of school day tutoring the following school year). If at the end of the student's 4<sup>th</sup> grade year they remain more than a year below their grade placement in reading, they will be retained in 4<sup>th</sup> grade. Additional provisions of the law require students new to the district after 3<sup>rd</sup> grade, who do not have evidence of reading within one year of their current grade placement (grades 4- to be tested to determine their reading level. They, like 3<sup>rd</sup> grade students, will be offered remediation through summer school and/or outside the school day tutoring during the following school year for students advancing into grades 5 & 6.

\*Exceptions include students with Special Education IEPs, students with a 504 Plan in the area of reading and students with Limited English Proficiency (School Board Policy IL-AP).

**Student Insurance - Board Policy JHA**

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier. Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standard.

**Student Records- Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or

guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

Parents/legal guardians, who wish to view their child's records, will need to call the school office to set up an appointment. The information within the student records may not be removed from the school office and parents/legal guardians must sign a required form to see the records. A school representative will be in attendance while the records are being reviewed. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. More information pertaining to student records can be found under School Board Policy JO.

### **Suicide Awareness and Prevention**

The Platte County School District has a program that attempts to prevent suicide attempts, increase knowledge about suicide and depression, develop desirable attitudes toward preventing suicide and depression, and increase help-seeking behavior among youth. Students have an opportunity to opt out of this program with parent consent. See Board Policy JHDF for additional information regarding suicide awareness and prevention.

### **Teaching About Human Sexuality**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma-virus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wed lock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
7. Teach students about the characteristics of and ways to identify sexual predators.
8. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
9. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
10. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.



11. Teach students sexual harassment, sexual violence, and consent.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Please refer to Board Policy IGAEB for more information.

## 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. Development of students' personal responsibility is itself an expected benefit of the district technology program.

### **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.

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 district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") 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 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 activity involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

## **Technology Safety**

### **Student Users**

No student will be given access to the district's technology resources until the district receives a *user agreement* signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *user agreement* without additional signatures. Students who do not have a *user agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

### **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.

### Technology Usage

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. Please review Board Policy EHB for specific information regarding District technology usage.

### **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.

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. 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.
4. Deleting, examining, copying or modification files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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); presets 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.
13. 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.
14. 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.
15. 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.

16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. 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.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **Technology Security and Unauthorized Access**

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

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

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. 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**

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

1. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
2. Student users shall not agree to meet with someone they have met online without parental approval.
3. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. 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.
5. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### **Electronic Mail**

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

1. Forgery or attempted forgery of e-mail messages is prohibited.
2. Unauthorized attempts to read, delete, copy, or modify e-mail or other users are prohibited.
3. 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.
4. 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.

### **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, misdeliveries 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.

#### **Electronic Communication between Staff Members and Students**

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. Refer to Board Policy GBH for more information.

### **STUDENT DISCIPLINE-BOARD POLICY JG**

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 comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG., JG-R1, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. Students and their parents/guardians should review these policies, procedures and regulations upon receiving them at the beginning of the school year.

#### **Application**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

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.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

#### **Enforcement**

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and

any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

#### **Corporal Punishment-Board Policy JGA**

No person employed by or volunteering on behalf of the Platte County R-3 School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

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.

#### **Detention and In School Suspension-Board Policy JGB**

Detention or an in school suspension (ISS) program provides principals with additional alternatives for dealing with disciplinary problems. The principal, or principal's designee, will determine the time and length of the detention or in school suspension.

#### **Student Suspension and Expulsion-Board Policy JGD**

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period. The district may honor suspensions and expulsions from another in-state or out-of- state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

#### **Suspensions**

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent (or designee) may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
  - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be

- stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
  - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
  - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
  - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions for More Than 180 School Days and Expulsions**

Only the Board of Education may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
3. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
4. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
5. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon a written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians a written notice of the decision.

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future

occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

#### **Key Terms**

*Detention:* Assigned by teachers or administration. A detention is a 45-minute detention that is served with the assigning teacher. It is the student's responsibility to be on time, have appropriate materials to work on, exercise appropriate behavior, and make transportation arrangements. Missing a detention will result in an additional detention assigned by the teacher. Missing any of the additionally assigned detentions will result in administrative intervention and consequences. Detentions can also be given during the student's lunch period.

*Suspensions:* A suspension may be in-school or out-of-school. An in-school suspension requires a student to remain in a separate suspension area during each day of the suspension. Students will be required to work on classroom assignments during the time they are attending in-school suspension. Students who are suspended will still be held accountable for any work they miss during their suspension. Suspended students will receive full credit for any homework they miss during their suspension as long as it is turned in by the assigned due date.

*In-School Suspension:* Assigned by the administration. Students will not attend their regular class schedule. Studies may be completed under the supervision of assigned personnel. Students are not allowed interaction with other students, must stay on task, and should complete work assigned. While in ISS, students will not be permitted to go to the cafeteria during their normal lunch period. Students can bring their own lunch or purchase a sack lunch from the cafeteria the morning of their assigned ISS day. Students assigned ISS are not permitted to participate in after-school activities until their suspension has been completed. Students who do not follow the rules/procedures of ISS will be sent home for the remainder of the day and will have to make up their ISS the next day. It is expected that students complete all of their homework for the day while in ISS.

*Out of School Suspension:* Assigned by the administration. The student is not to be on school grounds before, during, or after school hours until the full suspension is completed. This includes all extracurricular activities, dances, and performances sponsored by the school. A conference between parents, student, and administration must occur before the student is admitted back to his or her regular class schedule. Student work may be completed for credit while suspended.

*Expulsion:* -See details regarding expulsion in board policy JGD.

#### **Discipline of Students with Disabilities-Board Policy JGE**

It is the goal of the Platte County R-3 School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

#### **Weapons in School-Board Policy JFCJ**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting



weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. §921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

#### **Discipline Reporting and Records-Board Policy JGF**

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

#### **Definitions**

The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

Need to Know – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School or District Property – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District's Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

#### **Reporting to School Staff**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student

### **Reporting to Law Enforcement Officials**

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.\*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third- degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on 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.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entities or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Reporting Third-Degree Assault**

The superintendent and the appropriate local law enforcement entity may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement entity in accordance with the agreement.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records

will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

### **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 are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting acts of school violence or threatened acts of school violence to the appropriate supervisor or other person, pursuant to law and district policy.

### **Student Discipline - Board Policy JG-R1**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the Platte County R-3 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence. If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

#### *Academic Dishonesty*

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

#### *Arson*

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

#### *Assault*

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

#### *Automobile/Vehicle Misuse*

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

#### *Bullying and Cyberbullying (see Board policy JFCF)*

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 is 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.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

#### *Bus or Transportation Misconduct (see Board policy JFCC)*

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. The principal will determine if the offense warrants parent/guardian notification.

First Offense: Students will be counseled and warned. The principal may contact parents/guardians personally by telephone that further misbehavior will result in the loss of privileges of riding the bus. The principal will inform the bus driver of the disciplinary action taken.

Second Offense: The privilege of riding the bus may be taken from the student, or some other appropriate action may be taken by the principal that will ensure misbehavior will not re-occur. The principal will inform the bus driver of the disciplinary action taken.

Subsequent Offense: The privilege of riding the bus will be taken from the student. The decision to refuse transportation to a child will be a joint decision between the building principal and the director of transportation.

#### *Dishonesty*

Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Warning from principal, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

*Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)*

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate to an educational setting or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Drugs/Alcohol (see Board policies JFCH and JHCD)*

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

*Extortion*

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Failure to Care for or Return District Property*

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

*Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences*

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

*False Alarms (see also "Threats or Verbal Assault")*

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Fighting (see also, "Assault")*

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### *Gambling*

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

#### *Harassment, including Sexual Harassment (see Board policy AC)*

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

#### *Hazing (see Board policy JFCG)*

Any activity 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 can occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

#### *Incendiary Devices or Fireworks*

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

#### *Nuisance Items*

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

#### *Public Display of Affection*

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

#### *Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material*

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### *Sexual Activity*

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP1)*

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

*Theft*

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of school suspension or expulsion.

*Threats or Verbal Assault*

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Tobacco*

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

*Truancy or Tardiness (see Board policy JED)*

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

*Unauthorized Entry*

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through an entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

*Vandalism (see Board policy ECA)*

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

*Weapons (see Board policy JFCJ)*

1. Possession or use of weapons as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion

3. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

### **Student Conduct on School Transportation-Board Policy JFCC**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

### **Student Conduct on School Transportation - Board Policy JFCC- AP1**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.



**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:

Assistant Superintendent -Dr. Rob Gardner  
998 Platte Falls Road, Platte City, MO 64079  
816-858-5420  
816-858-5593  
gardnerr@platteco.k12.mo.us

**Grievant's 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?

---

---

---

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

---

Signature of Grievant                      Date

---

Signature of Parent/Guardian      Date  
(if minor is issuing grievance)  
(Not required to file grievance)

\*\*\*\*\*

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

Implemented:      July 2012

Revised:            July 2013

Platte County R-3 School District  
998 Platte Falls Road  
Platte City, MO 64079

## Receipt of Student/Parent Handbook & Student Code of Conduct

This is to acknowledge that I have received and/or have access to the 2023-24 handbook for Platte County R-3 School District. I understand that I am responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the school district. I also understand that Board policies and Parent/Student School Handbooks can be found online at [www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com) and at the District Education Center. I agree to adhere to the policies found in both Board Policies and all school handbooks.

- Discipline Policies
- Every Student Succeeds Act
- Services for Children with Disabilities
- Family Education Rights & Privacy Act
- Directory Information (If you wish to opt out please notify your school in writing by September 15 of your wishes)
- Asbestos Control Policy
- Non-Discrimination/Anti-Harassment/Retaliation Policy (A Grievance Form is included in this packet)
- Network/Internet Acceptable Use Policy

### Student Conduct and Student Discipline

- I am aware of our school rules and consequences of disobeying school rules and officials.
- I am aware of our school rules which do not allow mistreating others because of how they look or because their family may be from a different country and I am aware of the consequences for mistreating others.
- I am aware of our school rules which require me to treat boys and girls with respect and I am aware of the consequences of disrespecting others.
- I am aware of our school rules which do not allow dangerous items at school, such as drugs, and I am aware of the consequences of having, using, transferring, selling or buying dangerous items.
- I am aware of our school rules which do not allow weapons (including pocket knives of any size) on school property and I am aware of the consequences of bringing a weapon to school.
- I am aware of school rules which do not allow acts of violence, such as fighting, threatening or bullying, and I am aware of the consequences of fighting, threatening or bullying.
- I understand how to let somebody at the school know if I am bullied or if I witness bullying.
- I understand the bus rules and that if I don't follow the rules I could lose the privilege of riding the bus.

Student Signature \_\_\_\_\_

Student (Print Name) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return to your child's school.**