

**Platte County R-3
High School
Parent/Student Handbook**



2018-2019



Platte County
HOME OF THE PIRATES



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

Integrity
Innovation
Collaboration
Results Oriented
Student Focused
High Expectations
Visionary Leadership

PLATTE COUNTY R-3 SCHOOL DISTRICT

BOARD OF EDUCATION

Gary Brown
Dr. Gwendolyn Cooke
Doug Doll
Amy MacCuish
Adam McGinness, Vice President
Sharon Sherwood, President
Buffy Smith

DISTRICT OFFICES

District Education Center

Dr. Michael Reik, Superintendent
Dr. Rob Gardner, Assistant Superintendent
Dr. Michael Brown, Assistant Superintendent
998 Platte Falls Rd
Platte City, MO 64079
(816) 858-5420 fax (816) 858-5593

Transportation Department

JT Thomas, 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
998 Platte Falls Road
Platte City, MO 64079
(816) 858-7001 fax (816) 858-7109

Student Services

Jay Harris, Director of Operations
998 Platte Falls Road
Platte City, MO 64079
(816) 858-5420 fax (816) 858-5593

SCHOOLS

Compass Elementary (K-5)

Dr. Chad Searcey, Principal
Dr. Kim Archer, Assistant Principal
401 Kentucky Ave.
Platte City, MO 64079
(816) 858-0172 fax (816) 858-5280

Pathfinder Elementary (K-4)

Dr. Devin Doll, Principal
Anna Bohn, Assistant Principal
1951 NW 87th Terrace
Kansas City, MO 64154
(816) 436-6670 fax (816) 468-6046

Siegrist Elementary (Grades K-5)

Dr. Jennifer McClure, Principal
Kali Young-Assistant Principal
1701 Branch Street
Platte City, MO 64079
(816) 858-5977 fax (816) 858-3942

Barry School (Grades 5-8)

Merri Beth Means, Principal
Dr. Jeff Adams, Assistant Principal
2001 NW 87th Terrace
Kansas City, MO 64154
(816) 436-9623 fax (816) 468-6046

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)

Dr. Chad Sayre, Principal
Shari Waters, Assistant Principal
Matt Messick, Assistant Principal
Stephanie Theis, Assistant Principal
1501 Branch Street
Platte City, MO 64079
(816) 858-2822 fax (816) 858-7067

Northland Career Center

Brian Noller, Director
Lisa Savala, Assistant Director
1801 Branch Street
Platte City, MO 64079
(816) 858-5505 fax (816) 858-3278

SUPERINTENDENT'S NOTE

It is an exciting time in the Platte County R-3 School District as we take on the challenges of growth and while still striving to continue to provide an outstanding education for our students. We are proud of our strong academic reputation and pleased that your student will be attending a school district that has achieved the highest academic distinction offered by the Department of Elementary and Secondary Education.

We hope the information contained in this packet will be beneficial to you as parents. You are encouraged to review the information closely and to call your building principal or appropriate district personnel should you have any questions. We are hopeful that this information will serve as a communication tool to assist you in understanding your child's school programs, policies, and standards of day-to-day operations.

The Platte County R-3 School District is pleased to have the opportunity to work with you in the joint venture of providing an excellent school system for your family. Working together as a team, the parents and school district can have a tremendous impact on the lives of our youth and provide an excellent opportunity for each student to excel.

Respectfully,



Dr. Michael J. Reik, Superintendent

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

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

The Platte County R-3 School District is an equal opportunity employer.

Compliance Officer:

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

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

A Grievance form is included in this packet.

Bullying (Board Policy JCF)

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 Portions © 2016, Missouri School Boards' Association for Office Use Only: JCF-C.PLT (9/16) Page 1 FILE: JCF Critical 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. Portions © 2016, Missouri School Boards' Association.

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 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.

HAZING (Board Policy JFCG)

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 tryout 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.

Platte County High School

Administrative Team

Dr. Chad Sayre	Principal
Ms. Shari Waters	Assistant Principal
Mr. Matt Messick	Assistant Principal
Mrs. Stephanie Theis	Assistant Principal
Mr. Phil Dorman	Athletic Director
Mrs. Bev Hartland	Attendance/A+ Coordinator

Counseling Staff

Geoff Heckman	Department Chair, Students Last Name S - Z
Heather Brown	Students Last Name M - R
Sandi Ogden	Students Last Name A - D
Paige Schilliig	Students Last Name E - L
Melissa Falk	Social Worker
Stephanie Richison	Social Worker

Office Staff

Bobbie Deeney	Office Manager
Deanna Powell	Athletic Administrative Assistant
Wanda Wilkerson	Registrar
Suzanne Frame	Office Assistant
Peggy Davis	Administrative Assistant
Kara Yarc	Administrative Assistant
Krystal Sutley	Administrative Assistant

School Hours 7:30 AM - 2:40 PM

Office Hours – 7:15 AM – 3:30 PM

Student Hours

Students are allowed to enter the building at 7:00AM and must report to a supervised area. Students must leave the building 15 minutes after the final bell rings unless they are reporting to a supervised activity.

To Contact a Teacher

Call the main office at 858-2822 and ask for the teacher by name. Teachers will not be called out of class, but we will forward your call to their voice mail and you can leave a message. If you are not sure whom you should contact, the switchboard operator will put you in touch with the proper person. All teachers also have access to email.

Visitors

Parents and other visitors are welcome to request a visit to Platte County High School at any time. Please notify the receptionist one day in advance of the anticipated visit so the visit may be approved and appropriate arrangements can be made. Visitors should also notify the front desk upon arrival at the school in order to receive a visitor's pass while in the building. Students are not allowed to bring guests to school. For accuracy and safety any visitor may be requested to show proof of identification. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in the imposition of limited or no access to school property or function

High School Bell Schedule and Academic Information

Platte County High School Bell Schedule

1st Hour – 7:30am-8:15am
2nd Hour – 8:21am-9:12am
3rd Hour – 9:18am-10:03am
4th Hour – 10:09am-10:54am
PLT – 11:02am-11:32am
5th Hour – 11:38am-12:58pm
 A – 11:38am-12:02pm
 B – 12:06pm-12:30pm
 C – 12:34pm-12:58pm
6th Hour – 1:04pm-1:49pm
7th Hour – 1:55pm-2:40pm

Graduation Requirements

Language Arts:	4 Credits (required: English I & II, III or AP Language or Literature)
Math:	3 Credits (required: Algebra I and Geometry)
Science:	3 Credits (required: Phys. Sci. and Bio.)
Social Studies:	3 Credits (required: US Hist., World Hist., Gov't)
Physical Ed:	1 Credit
Fine Arts:	1 Credit
Practical Arts:	1 Credit
Health:	½Credit
Personal Finance:	½Credit
Electives:	7 Credits
Total	24 Credits

Class Schedule Changes

Course changes will be kept to an absolute minimum. The schedule change policy below will be strictly enforced. Students are expected to adhere to the courses requested. A student's schedule will be changed for the following reasons **ONLY**:

1. Prerequisite courses not met- Many courses require a prerequisite. If a student has not met the necessary prerequisite, a new course will be substituted.
2. Duplicate Credit-You have already taken the course and passed it.
3. Graduation Requirement- A required graduation requirement is not listed on your schedule.
4. Failed Course- You have failed a previous semester of a course with a particular teacher.

If a schedule change is necessary, a schedule change form must be submitted to the counseling office prior to the start of the semester. Once the deadline has passed, Request for Schedule Changes may not be accepted.

Withdrawal and Transfer Procedure

Obtain appropriate forms from the office

1. Secure authorization for withdrawal from parents or guardians
2. Have the forms filled out by teachers and return all school books and school property
3. Pay all fees
4. Take the completed forms to the Principal's Office for final Clearance

A+ School Designation

As Platte County R-III is a designated A+ School, the state will award or graduate free tuition for two years to any state community college or vocational/technical school upon graduation with the following requirements.

1. Graduate from high school with a grade-point average of 2.5 or higher on a 4-point scale.

2. Have at least a 95% attendance record.
3. Perform 50 hours of unpaid tutoring or mentoring for younger students.
4. Beginning with the graduating class of 2015, achieve a score of proficient or advanced on the Missouri Algebra End of Course Exam, or qualifying score of 17 or above on the ACT math subset, or qualifying score of 43 on the compass Pre-Algebra, or qualifying score of 1 on the Compass Algebra exam.
5. Receive no more than a total of six days' suspension during the three-year period. There is an established appeal policy that may be used if the requirement has been violated.
6. Will not possess, use or sell alcohol or drugs as defined by the student handbook.
7. Will not be convicted of any felony or misdemeanor.

Four Year College/University Requirements

English: 4 Credits
 Math: 3 Credits
 Social Studies: 3 Credits
 Science: 2 Credits
 Fine Arts: 1 Credit
 Electives: 3 Credits*

*Most colleges and universities require 2 foreign Language credits

Academic Letter

Students may earn an academic letter from Platte County High School by achieving a weighted 3.85 GPA. The following terms will be qualifying criteria:

1. GPA will be computed on a yearly basis. Further details can be provided from your child's counselor.
2. A first-year-qualifying student will receive the academic letter. Each subsequent qualifying year, the student will receive a pin.
3. Eligibility begins with the current school year and is not retroactive. New students enrolling during the school year will have grades/credit earned at previous schools used for consideration in computing GPA.

GPA/Academic Recognition

Grade Point Average (GPA) and academic recognition upon graduation will be based on the following three-tiered system:

Summa Cum Laude (with high honors) ~ 4.2 and above

Magna Cum Laude (with high honors) ~ 4.0-4.19

Cum Laude (with honors) ~ 3.8-3.99

This system will be based on a student's weighted GPA. A student's GPA is determined by dividing the number of classes taken into the total number of grade points earned. Grade points will be earned as follows:

A=4 points
 B=3 points
 C=2 points
 D=1 point
 F=0 points

1. The following courses will be weighted to include one (1) weighted point of distinction:
 ~Challenge/Honors core courses
 ~AP courses
 ~Dual credit courses
2. Grade points will not be earned for any study hall or driver's education.
3. Grade points will not be earned for classes taken on a pass/fail basis

National Honor Society Requirements

Students with a GPA of at least a 3.4 on a 4.0 scale can be considered for NHS. Students must be juniors or above whom have attended Platte County High School for at least a full semester. If the student meets the criteria, then they will receive a Student Activity Information Form to complete. This form will include questions dealing with scholarship, character, leadership and service. The Faculty Council will review each individual from to consider whether a student meets NHS guidelines.

According to the NHS Handbook, leadership, service and character are exhibited if a student:

1. Proposes new problems, applies principles and makes suggestions

2. Promotes school activities
3. Positively influences peers to uphold school ideals
4. Brings forth ideas that will improve civil life of the school
5. Delegates responsibilities
6. Has a positive attitude
7. Inspires positive behavior in others
8. Demonstrates academic initiative
9. Holds a school office or position of responsibility; conducts business effectively and efficiently; is reliable and dependable
10. Is a leader in the classroom, at work and in other school or community activities
11. Dependable and is a volunteer
12. Upholds scholarship and loyal school attitude
13. Works well with others
14. Shows courtesy

The "Six Pillars of Character" will determine the character of the students. The six qualities are:

- | | |
|--------------------|----------------|
| 1. Respect | 4. Fairness |
| 2. Responsibility | 5. Caring |
| 3. Trustworthiness | 6. Citizenship |

Classroom Supplies Fees, Club Fees/And Dues

<i>Class Dues (All Students Pay each year)</i>	\$15.00	<i>Foods I</i>	\$30.00
<i>AP Testing Fees</i>	\$92.00	<i>Foods - International</i>	\$30.00
<i>Art Classes</i>	\$15.00	<i>Government & AP Gov. (White House Decision Center)</i>	\$12.00
<i>Art Club</i>	\$10.00	<i>Hospitality and Tourism Management Program I & II</i>	\$25.00
<i>Biomedical Science</i>	\$20.00	<i>Intro to Engineering Design (IED)</i>	\$20.00
<i>Career Development And Entrepreneurship</i>	\$25.00	<i>Marketing (Principles of Business, Marketing, Adv. Marketing, Marketing Research and Retailing)</i>	\$30.00
<i>Choir (Concert, Freshman, Men's and Women's)</i>	\$10.00	<i>National Honors Society (NHS)</i>	\$20.00
<i>Sound Express</i>	\$20.00	<i>Parking</i>	\$25.00
<i>Civil Engineering & Architecture (CEA)</i>	\$20.00	<i>Principles of Engineering (POE)</i>	\$15.00
<i>Computer Integrated Manufacturing (CIM)</i>	\$20.00	<i>SADD</i>	\$ 5.00
<i>Digital Electronics</i>	\$15.00	<i>Science Club</i>	\$20.00
<i>Drama Club</i>	\$10.00	<i>Theatre (Set Design, Theatre Arts and Pirate Performers)</i>	\$15.00
<i>Dual Credit Courses (fees vary, per credit hour; fee paid directly to UMKC or MWSU)</i>	\$90.00 - 150.00	<i>World Language Club</i>	\$ 5.00
<i>Engineering Design (EDD)</i>	\$20.00	<i>Writer's Inc.</i>	\$15.00
<i>FBLA</i>	\$30.00	<i>ID Badge Replacement</i>	\$ 3.00
<i>FCCLA</i>	\$25.00		

Please Note: Fees are subject to change

Activity Passes for 2018-2019

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

K-8 Student - \$30.00

Under the age of 5 - Free

Adult - \$50.00

Family - \$175.00 (Family passes may be used for up to 6 immediate household family members. Additional family members will be an additional \$30.00 per person)

Please Note: Fees are subject to change

School Counselors

The Platte County School District counseling program provides services to students by addressing their intellectual, emotional, social and psychological needs, and provides instructional support to the professional staff. They may participate in parent-teacher conferences and team meetings.

Students wishing to see the counselor can make an appointment outside of the counseling office whenever needed. Parents needing to contact the counselor should contact the building counselor to make an appointment.

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.

Important Information Regarding Platte County High School

Cellular Telephones & Electronic Devices

Items such as cell phones and electronic devices should not be seen, heard or used in the school building during instructional time or without permission. Failure to comply will result in graduated consequences that will include cell phone or electronic device being confiscated. The cell phone or electronic device must immediately be relinquished (completely assembled) by the student when a violation has occurred. Failure to relinquish the cell phone or electronic device will be deemed refusal to comply with a reasonable request. Platte County High 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 &/or audio recording without explicit written permission of subjects will result in disciplinary action.

Character Education Program-Pirates R.O.C.K.

This year we are continuing our Character Education program district wide. We will recognize the following character education traits: Students will be recognized in a variety of ways at the different buildings who model these traits.

August	Self Confidence
September	Pride
October	Responsibility
November	Citizenship
December	Caring/Compassion
January	Individuality
February	Self Control
March	Integrity
April	Perseverance

Crisis Plan

The Platte County R-3 School District has a comprehensive crisis plan that includes plans for fire, severe weather, earthquakes, intruders, 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. It includes a "cheat sheet" on the front for substitute teachers who do not have the time to read the plan in its entirety.

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, 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

Deliveries to School

Platte County High School discourages any deliveries, gifts and/or non-essential items to school. No deliveries will be made to students during the school day. Should a delivery occur, the student may pick up the item **after** the school day in the office. Platte County High School enlists parent support of not delivering commercially prepared food to school. Deliveries of commercially prepared food delivered by individuals other than a parent/guardian is not permitted.

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.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
 - a. Clothing that causes students to have a potential of injury. I.e. – inappropriate footwear for physical education or clothing that causes difficulty walking.
 - b. Heavy or lengthy chains are not to be worn at any time
2. All students must wear shoes, boots or other types of footwear.
 - a. Wheelies are not permitted.
3. Dress and grooming will not disrupt the educational environment.
 - a. Clothing and accessories that refer to sexual connotations or products with alcohol, tobacco and drugs will not be permitted.
 - b. Clothing with printed slogans that are disruptive or detrimental to the educational process or working environment is not permitted.
 - c. Clothing which exposes a bare midriff, excessive skin or back is **not** permitted.
 - d. **No** short skirts or shorts are permitted. (The fingertip rule).
 - e. Spaghetti strap shirts/tank tops or see through clothing will **NOT** be permitted.
 - f. Hats, wave caps, stocking caps, beanies, non-prescription sunglasses and other headgear are not to be worn in the building at any time.
 - g. Undergarments must be fully covered by clothing. (No sagging pants are allowed)
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

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 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.

I.D. Badges

I.D. Badges

Each student will be provided a personalized ID badge with the expectation that the ID is carried or displayed at all times on their person during the school day. ID's will commonly be used to scan for: breakfast, lunch, and library materials and PLT. In addition, student ID's must also be produced for school-sponsored events, such as: athletic events, prom, dances and any other events hosted by PCHS. Students who do not produce an ID for these events are not eligible to participate or will have to pay for entry. If lost or stolen, students can purchase a new ID in the main office for \$3.00 or the school can charge the student's obligation account for the replacement ID.

Refusal to produce an ID and/or replace the ID may result in disciplinary action.

Field Trips

Field trips are set up by grade level teachers to enhance curriculum. The district pays for the cost of transportation. 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. Field trips are co-curricular activities and students who have missing assignments and/or poor behavior could be ineligible to attend field trips. Please note: Students may occur an admittance fee for 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 are 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 (i.e.-telephone number, address, work number, etc.), please report the change to the school office.

Guidelines for Graduation Event Participation

Participation in the graduation ceremony itself is a privilege, not a right. Although the ceremony is an important event, participation or non-participation does not alter the significance of value of the diploma. The graduation ceremony is like any other extra-curricular activity in which school policies apply. We will enforce a standard of dress appropriate for graduation attire. The cap and gown must be worn and their appearance may not be altered. Only PCR#3 approved regalia will be allowed to be worn at commencement.

The graduation ceremony is the time to show respect toward parents and toward the ceremony. Any misconducted related to the graduation ceremony will result in the removal from the ceremony, loss of the privilege to participate in graduation exercises, and further disciplinary consequences prior to receipt of the diploma.

All lunch, library and student fines and fees must be reconciled, and all school property must be returned prior to the Graduate receiving their diploma.

Legal Documentation

You must inform the school office if there are persons that cannot legally visit or pick up a child. We must have a copy of the court order clearly stating that this person may not visit or pick up a child.

Library Media Center

LMC hours are 7:15 am to 3:00 pm, M-F. Library access is attained with a library pass or with the company of a teacher. Students wishing to come to the library during their lunch period must obtain a pass from the librarian on the morning of their anticipated visit. Lunchroom supervisors will not issue a pass to the library. All students must sign in at the front desk when visiting the LMC.

Students using the library are expected to be engaged in the individual student homework, or recreational reading. The library is not the place for group discussions or socializing. Food and drink of any kind are not permitted. All circulating books may be checked out for a three-week loan period. The date stamped on the date due slip is the date by which the book should be returned. Students returning books late will be fined five cents per book, per day, excluding weekends and school holidays, with a maximum fine of \$3.00 per book. Books may be renewed if there is not a demand for that particular title or subject matter. Students with overdue books or fines must clear their record before borrowing other materials.

Ready reference books are for in-library use only. Current magazines are on display and are non-circulating. Older issues of magazines may be borrowed for a two-week period and are subject to the same overdue fines as books. Videos and DVDs are checked out by teachers for classroom use. Special arrangement is made by the teacher or the librarian for students.

Lockers

All students have access to hallway lockers which have built-in combination locks. The combination is given to the student and should not be shared with anyone. It is the student's responsibility to keep personal items secure.

Student in a Physical Education class are encouraged to secure belongs in a locker in the male/female locker room during class time. Students may request a lock from the teacher or bring one from home. The lock and all belongs must be removed after class, any lock left on at night will be subject to removal by custodians.

PCHS and Platte County R-III is not responsible in case of theft. Lockers are school property and are subject to inspection at any time.

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

The purpose of the cafeteria is to provide a pleasant, sanitary dining area for serving and consuming food and a place for social conversation and relaxation. Students are not allowed in the kitchen/cafeteria area any other time. The Platte County High school has a computer accounting system that is used for all school meals and ala carte items.

Lunch is a closed campus and students may not leave during lunch periods. No food or drink from local vendors will be accepted. Students are welcomed to pack their lunch and bring it to school. Parents/guardians are welcome to come and bring/eat lunch with their student in the Pirate area. Commercially prepared food delivered by individuals other than a parent/guardian is not permitted.

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.

2018-2019 Meal Prices

Breakfast \$1.55 Ala Carte Items As Priced Lunch \$2.35

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 \$0 or become negative, parents will be contacted via email and a verbal notice through School Messenger. Communication to students will also be made.

- Students may not charge à la carte items.
- 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.

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 at the beginning of 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 give information about free and reduced lunches if you will just inquire

Parking

All vehicles parked on Platte County R-III property must be registered and have their parking tag properly displayed on their rear view mirror. Parking on District property is a privilege and not a right. The District retains the right to conduct routine patrols of any vehicle parked on school grounds, including routine canine sweeps of District parking lots. If you choose to park on District property, your vehicle may be subject to search as set forth in Board Policy JFG. Any student parking on PCR-3 property without proper authorization can be subject to disciplinary action. A parking fee of \$25.00 will be assessed prior to issuing the parking tag.

Parking FAQ's

- **When and how do I get a parking application?**

A parking application can be obtained in the front office of PCHS or via the High School Website Electronic Form. Parking forms need to be completed when your student is able to provide proof of a valid driver's license.

- **What do I do with my parking application once I have it completed (including copy of my valid driver's license and proof of insurance)?**

To obtain a parking tag, students and parents/guardians must submit via email to pchsparking@platteco.k12.mo.us the application or electronic form, a copy or scan of the student's valid driver's license and proof of current insurance.

- **Do I pay for my pass now?**

No. If a student has submitted a completed parking application on file, they will be able to pick up their parking tag and pay for it (along with all other class fees) during registration **the following year**.

- **Where will a valid parking pass allow me to park?**

We will have three lots available for student parking. North lot, South lot, and West lot. The initial plan is to not assign a specific lot to a student. The reason for this is: regardless of what graduating class a student is in, they may start or end their day at one particular end of the building, thus not assigning lots will allow them to park in a lot that best fits their schedule. *if adjustments need to be made to this part of the process, we will try to make it as simply as possible.

- **What do I do if I'm not yet a legal driver, but when I am, I'd like to obtain a parking pass?**

No problem. As soon as you are able to legally obtain a driver's license, stop by the front office and we'll take care of you.

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.

Progress Reports

Progress reports will be sent home electronically at midterm of each grading period. Progress reports may also be sent at other times if the need arises. There will be times when a parent will be asked to sign and return these reports to the teachers. The progress report dates will be posted on the high school website. Emails, phone messages and other forms of communication will be utilized to properly inform parents when progress reports and grade cards are sent home, upon request.

Technology

The PCR-III Acceptable Usage Policy must be on file prior to using district technology.

Release of Student Names

Occasionally, student names are released to the newspaper/yearbook for public relations purposes. A media release form will be distributed at the beginning of the year. If parents/legal guardians do not want their child's/children's name(s) given to the media, parents/legal guardians should notify the school registrar.

Student Absences and Verification

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 in 1st thing in morning if 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 pass at the Welcome Center. Upon returning, students need to provide a Dr. note/excuse, etc. to welcome center or front office for verification.
- 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 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. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

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.

Parent(s) or guardian(s) must call or visit (notes are not acceptable) the office to report the nature of the absence. Our number is 858-2822. If calling before or after office hours, please use extension #1200. Please submit medical or legal documentation to verify absences whenever possible.

The following absences will be considered verified by PCHS. Documentation must be provided as indicated (JED-AP2).

1. Illness or injury of the student, with parent/guardian phone call.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with parent/guardian phone call.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral: The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with parent/guardian phone call.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with parent/guardian phone call and written verification.
7. Out-of-School suspension
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are non-verified.

Any student that is absent for more than 10 days per semester, for reasons other than those listed above, will be required to make up those days or possibly be denied credit.

Pre-Arranged Absences

Platte County High School recognizes that there are times when a student must miss several days of school. When a parent and/or student knows of an extended absence before it occurs, they must complete a "Pre-Arranged Absence" form. The reason for the absence must be Pre-Approved by the administrator in charge of attendance prior to the absence. The process for pre-arranged absence is as follows:

1. Student obtains pre-arranged form in office.
2. Student has parent/guardian complete/verify dates and signs form.
3. After parent/guardian completion, student will take to each of his/her classes to be completed by a teacher.
4. After teacher completion, the student will return the form to the office for Administration approval.
5. Students will be required to provide proof of travel upon return, when applicable.

Please Note: Pre-arranged absences are still absences. Family Vacations/Reunions, Pleasure Trips, and/or Non-School activities are not excused. Parents are urged to review the school calendar ahead of time and plan family events accordingly. Two pre-scheduled college/university visits will be excused for Seniors only, however, students must provide proof of attendance.

*** Attendance is required of all of our students participating in extracurricular activities, such as athletics, band, robotics, vocal music, debate, etc. Students are required to be at school all day in order to participate. Students who are absent from school on the day of competition/performance will not be eligible for the competition, performance or practice on that day. (Absence is defined as more than 20 minutes late to 1st hour or 7:50 a.m.). This rule also applies for the day before an event that comes on the weekend. It is also required for student-athlete/participant to be in attendance the day following a contest. A student-athlete/participant who is absent or more than 20 minutes late will miss the next contest. Absences may be excused with permission from one of the principals or a doctor's note. Don't use extracurricular activities or athletics as an excuse to miss school.**

Leaving Campus

Students who gain permission from the office and with parent notification may leave campus after signing out at the welcome center. Excuses such as going home to change clothes, get food, get homework and/or books, money, uniforms will be treated as unexcused absences.

Senior Skip Day is not allowed.

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. Please see Discipline Grid for further details.

Excusing Students During School Hours

Any student being dismissed during regular school hours must be checked out of school through the welcome center 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

Student safety is priority number one. Our schools are equipped with a security system, which includes cameras, monitors. When arriving at school, please make sure to check in with the front office.

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. Unless it is an emergent situation, all messages will be delivered to the student 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

Textbooks are loaned to students for all subjects. If a book is damaged, lost, or the original is not turned in by the student, a fine will be charged for the replacement value/cost to repair the text.

Vending Machines

The vending machines located throughout the building are not property of PCHS or the Platte County R-III school district and should be used at your own risk. Refunds will not be given by the office. Vending machines are not available during lunch hours.

Use of the School Building

District patrons may request to use the school facilities. All request must be directed to the District Education Center at 816-858-5420 or through the District Website at <https://www.plattecountyschooldistrict.com/domain/789>. There are charges associated with the use of the building/facilities depending on the usage. Please note that all PCR-3 Events take priority over any community use of the buildings of facilities.

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, vision, height and weight, and scoliosis (grade level appropriate)
- 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.

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

Parent Contact Information

It is important to have 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 for 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 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.

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 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.

Medication Guidelines

Medications can be given during school hours when necessary but we encourage dosage schedules which 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. 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.
- Homeopathic or alternative medications may only be administered with a licensed physician's written instructions.
- 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.
- 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.

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.

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 technique 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.

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.

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 and varicella (chicken pox). 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, 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. A schedule of required immunizations and location can be obtained from the district's website at www.plattecountyschooldistrict.com

Head Lice

If a student is found to have head lice, they will be sent home from school as required by school district policy. Following treatment, students may return to school, accompanied by a parent, guardian or relative to see the school health room staff. Students must be lice free to return to class. Students will be sent home for further treatment if lice are found following treatment.

Important District Information 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 in each building and at the Central Office, 998 Platte Falls Rd. in Platte City. Mr. Jay Harris is the designated Asbestos Program Manager. Inquiries should be addressed to harrisj@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, 2011 2012 and 2015. In addition, existing conditions are monitored every six months. The results of these inspections are available at the District Education Center. 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 "No Child Left Behind" 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.

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 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 meeting 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) under the Every Student Succeeds Act of 2015 (ESSA).~~

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
<u>Complaints filed with LEA</u>	<u>Complaints filed with the Department</u>
<ol style="list-style-type: none"> 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)? 	<ol style="list-style-type: none"> 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?
<u>Appeals</u>	
<ol style="list-style-type: none"> 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 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.

Earthquake Safety for Missouri Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S.

Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake! A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries. Prepare a Home Earthquake Plan.

- 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 at least twice a year. 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.

- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.45

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 identify 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))

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 e-mail 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

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 child with a developmental delay.

The Platte County RIII 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 RIII 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 RIII 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.

STAFF/STUDENT RELATIONS (Parent/Guardian Notice of Electronic Communications with Students) Board Policy 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 e-mail 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.

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 wedlock 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.

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.

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

Missouri school districts are responsible for meeting the educational needs of an increasing 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 IGBH, IGBCA and IGBCB.

Notice on How to File a Public Complaint (Board Policy KL and Procedure KL-AP)

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Exceptions are complaints that concern Board actions or Board operations only. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner. The Board will not respond to anonymous complaints or correspondence (Board Policy KL).

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

- Complaints on behalf of individual students should first be addressed to the teacher or employee involved. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
- Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the assistant superintendent of facilities or assistant superintendent of curriculum. The assistant superintendent of facilities or assistant superintendent of curriculum will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
- Unsettled matters from (3) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
- If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

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. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure (School Board Policy Procedure KL-AP).

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.

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

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 prohibits the use of audio, video or 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. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

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 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 May 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 includes:
 - a. Utility bill
 - a. electric, gas, or water ONLY
 - b. No final or disconnect notices accepted
 - b. Current Residential Lease Agreement
 - a. Signed by resident & landlord
 - c. Residential Housing Contract (Purchase)
 - a. Possession or closing date within 90 days of 1st day of 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 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 4th grade year they remain more than a year below their grade placement in reading, they will be retained in 4th grade.

Additional provisions of the law require students new to the district after 3rd grade, who do not have evidence of reading within one year of their current grade placement (grades 4-6) to be tested to determine their reading level. They, like 3rd 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 IEP's, students with a 504 Plan in the area of reading and students with Limited English Proficiency (School Board Policy IL-AP)

Sexual Harassment Policy

Platte County R-3 School District strives to create an optimal learning environment for its students. The district does not condone and will not tolerate the sexual harassment of students or staff, or a school or classroom environment, which promotes or encourages sexual harassment. Sexual harassment is defined as the creation of a sexually hostile or offensive school or classroom environment due to sexual advances or verbal or physical conduct of a sexual nature. This may include sexual touching, offensive jokes, insults, innuendoes, gestures or disparaging remarks whether written or verbal. A student who feels that he or she has experienced or observed sexual harassment should report such incidences to a classroom teacher, student counselor, school principal or Assistant Superintendent. The student is assured that the matter will be investigated and appropriate action taken. Please see Board Policy AC for more information.

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.

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 guardian, who wishes 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 found under School Board Policy JO.

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

The Platte County RIII 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:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

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

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 e-mail 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 webpage 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.

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

General Rules and Responsibilities

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

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited.
- c. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- d. Deleting, examining, copying or modification files and/or data belonging to other users without their prior consent is prohibited.
- e. Mass consumption of technology resources is prohibited.
- f. Unless authorized by the district, non-educational Internet usage is prohibited.
- g. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- h. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- i. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- j. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

- k. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-relation purposes.
- l. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); 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.
- m. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- n. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- o. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- p. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- r. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

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

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

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

Online Safety, Disclosure, Use and Dissemination of Personal Information

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

- a. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- b. Student users shall not agree to meet with someone they have met online without parental approval.
- c. 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.
- d. 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.
- e. 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.

- a. Forgery or attempted forgery of e-mail messages is prohibited.
- b. Unauthorized attempts to read, delete, copy, or modify e-mail or other users are prohibited.
- c. Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
- d. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

Exceptions

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

Waiver

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

No Warranty/No Endorsement

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

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-R, 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.

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.

Responsibility for Student Discipline

Platte County R-3 Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in the district instructional and support programs, as well as school-sponsored activities and events. Students who have been charged, convicted or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

The Board of Education assigns the responsibility to the superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. In addition, teachers shall have the authority to make and enforce necessary rules for the 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 employees of the Platte County R-3 School District shall annually receive instruction related to the specific contents of the district's discipline policy in the course of their duties. The training includes, but is 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.

Student Conduct

Platte County R-3 School District considers unacceptable, and a serious violation of this policy, any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. This policy applies to conduct in all school buildings on or about school grounds, at bus stops, at all school activities, or activities involving Platte County R-3 Schools, or in any vehicle when that vehicle is used to transport students for the school district.

Unacceptable conduct includes, but is not limited to, the following:

1. Tardiness; truancy; excessive absences.
2. Failure to obey school rules; failure to obey instructions of a school official; dishonesty.
3. Possessing, using or selling tobacco.
4. Stealing and vandalizing or otherwise damaging property; cheating, gambling.
5. Threats or Verbal Assault.
6. Extortion-Threatening or intimidating any person for the purpose of obtaining money or anything of value.
7. Sexual harassment and sexual violence; racial/ethnic harassment.
8. Possessing, consuming, being under the influence of, or selling alcoholic beverages.
9. Possessing, transferring, using, being under the influence of, dispensing or selling of narcotics, drugs, controlled substances including inhalants or drug paraphernalia.
10. Fighting, assault and battery; obscenity; open defiance; profanity; acts of violence; threats by word or deed; unruly conduct that disrupts school.
11. Possessing, distributing, using or selling a weapon; possessing using or selling any explosive or incendiary device.
12. Arson.
13. Theft.
14. Unauthorized entry.
15. Automobile/Vehicle Misuse.
16. Bullying.
17. Bus or Transportation Misconduct.
18. Disrespectful or disruptive conduct or speech.
19. Failure to meet conditions of suspension.
20. False alarms-tampering with emergency equipment, setting off false alarms, making false reports, for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.
21. Hazing.
22. Public displays of affection.
23. Technology misconduct.
24. Any conduct which would subject a student to criminal prosecution.

This policy extends to conduct that aids, abets, counsels, procures or causes any act which, if done by the student, would be punishable under this policy. This policy also extends to conduct which assists an offender in preventing the student's punishment under this policy, the act of conspiring with any person to perform acts punishable under this policy, or soliciting the performance of acts punishable under this policy.

Corporal Punishment-Board Policy JGA

No person employed by or volunteering on behalf of the Platte County R-III 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

Platte County R-3 School 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 school district's lawful policies, regulations and rules. This observance of school policies, rules and regulations is essential for permitting all students 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 term "suspension" refers to an expulsion from school that will not exceed a specific period of time. 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 for More than 180 Days and Expulsions

Where suspension for a period greater than 180 school days, or expulsion is recommended or required by Board policy, the student and the student's parents or others having custodial care of the student shall be notified orally and in writing stating the nature of charges and the action proposed to be taken. The Board, or the committee of the Board, shall have a hearing on the charges preferred.

The student and student's parents, or others having custodial care of the student, shall be provided notice of the hearing, and shall be notified in writing of the time and place of the Board hearing. If, in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent may temporarily suspend the student for a period not to exceed 10 days or until a hearing is held, whichever comes first.

At any requested or required hearing before the Board, the student and student's parents or others having custodial care of the student may be represented by counsel and will have the opportunity to examine witnesses and present evidence on their own behalf. The president of the Board may appoint a committee of Board members to hear such matters with full authority to act for the Board. At any hearing before the Board, as set forth in this policy, the Board may consider the student's record of past disciplinary actions, criminal court records or juvenile court records consistent with the law, or the actions of the student, which would constitute a criminal offense.

The Board will make a good faith effort to have the student's parents or other custodial present at any requested or required hearing before the Board.

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, 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 and may include any teacher directly involved with the conduct that resulted in the suspension or expulsion of 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.

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.

WEAPONS A weapon shall be defined as any instrument, tool, device, or projectile that could reasonably be used for attack or defense against an opponent, adversary or victim; or any instrument or device that could reasonably be used to threaten, intimidate or inflict physical injury or harm to another person. A weapon may include normal school supplies, household items, tools or other materials when used for attack or defense against an opponent, adversary or victim, or when used to threaten, intimidate or inflict physical injury or harm to another person. **A weapon may also include any toy, replica, look-alike or other item which might be perceived as a weapon.**

V. MANDATORY DISCIPLINE FOR CERTAIN WEAPONS VIOLATIONS If a student is determined to have brought any of the following weapons to school in violation of this and other district policies, the student shall be suspended for a period of not less than one calendar year or recommended for expulsion, except that the Superintendent or his/her designee may modify such suspension or recommendation for expulsion on a case-by-case basis:

a firearm a blackjack a concealable firearm an explosive weapon a firearm silencer a gas gun a knife knuckles a machine gun a projectile weapon a rifle a shot gun a spring gun a switchblade knife.

For purposes of this section, the following definitions apply:

"Blackjack" means any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use;

"Concealable firearm" means any firearm with a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech;

"Explosive weapon" means any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting such a weapon;

"Firearm" means any weapon that is designed or adapted to expel a projectile by the action of an explosive. "Firearm" also means (a) any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

"Firearm silencer" means any instrument, attachment, or appliance that is designed or adapted to muffle the noise made by the firing of any firearm;

"Gas gun" means any gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb, that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance;

"Knife" means any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. For purposes of this section, a "knife" shall not include any ordinary pocketknife with a blade of four inches in length or less. However, an ordinary pocket knife, with a blade of any length, is a "weapon," and the possessing, using, selling,

distributing, purchasing, transferring, transmitting, or obtaining of a pocketknife on school property will subject a student to disciplinary action including, but not limited to, suspension and/or expulsion;

"Knuckles" means any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles;

"Machine gun" means any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger;

"Projectile weapon" means any bow, crossbow, pellet gun, paintball gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person;

"Rifle" means any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger; "Shotgun" means any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in fixed shotgun shell to fire a number of shot or a single projectile through a smooth bore barrel by a single function of the trigger;

"Spring gun" means any fused, timed or non-manually controlled trap or device designed or adapted to set off an explosion for the purpose of inflicting serious physical injury or death.

"Switchblade knife" means any knife which has a blade that folds or closes into the handle or sheath, that opens automatically by pressure applied to a button or other device located on the handle; or that opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force. Nothing in this section precludes the imposition of an extended term suspension or expulsion for using, possessing, selling, purchasing, transmitting, transferring, or obtaining a weapon by a student, other than a student determined to have brought such a weapon to school.

Discipline Reporting and Records-Board Policy JGF

In compliance with state law, the Board of Education establishes explicit 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.

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 (1) 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 (10) school days.

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.

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 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 authority 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

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 by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnaping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

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, sexual assault or deviate sexual assault 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 offenses to the appropriate law enforcement agency and the superintendent.

The superintendent and the appropriate local law enforcement agency 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 agency in accordance with the agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' 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.

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 (5) 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 (2) 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 (10) 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 to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, 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.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

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 settings 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 any 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 weapon 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.

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.

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 Platte City Middle 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.

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.

EXPULSION -See details regarding expulsion in board policy JGD.

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.

Bus Regulations

The following rules and regulations are as defined by the Missouri Department of Elementary and Secondary Education and the Platte County R-3 School District:

1. The driver shall be in charge of all passengers while they are riding, loading, or unloading the bus.
2. The driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
4. When it is necessary for students to cross the street, board or exit the bus, it will be a minimum of ten feet in front of the bus on the signal of the driver, and never behind the bus.
5. Students shall not extend any part of their body out of the bus window.
6. Students shall not get on or off the bus or move about while the bus is in motion.
7. No smoking, chewing tobacco, or lighting matches on the bus.
8. Intoxicating liquor or alcohol or illegal drugs shall not be consumed or carried on the bus.
9. Animals or insects shall not be transported on the bus.
10. No weapons of any type-knives, guns, or any object that may harm another student or damage property shall be carried on the bus.
11. No eating on the bus.
12. No vandalizing the bus or tampering with its equipment.
13. Students may not open or close any doors except in cases of emergency.
14. Items too large to be safely held while students remain seated may be stored in a designated area. If seating arrangements do not allow room for these items to be safely stored without blocking aisles or exits, the students will be asked to make other arrangements for transporting these items.

From time to time, parents request that their children be permitted to board or disembark the school bus at some place other than their designated stop. The school district policy and Missouri state law for these special situations is as follows:

1. These exceptions will be made only for students who are already authorized for transportation. Students who are not authorized riders cannot be transported.
2. Written permission from the student's parent or guardian must be received and approved by the building principal.
3. The stop requested must be a designated stop on an existing route.
4. If the request involves the student's riding another bus, the request will be granted only if there is adequate room for an additional rider.
5. Special requests will be approved only for emergency childcare purposes. Permission will not be granted for transportation to jobs, scouts, parties, etc.

Bus Behavior

Riding the bus is a privilege, which is earned by obeying safety and behavior rules. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses and the bus drivers provide supervision while students are on the buses. Drivers must watch traffic and road conditions while driving and must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Thus, we depend on our students to practice responsible self-discipline while riding the buses. Students who choose not to do so cannot be allowed to jeopardize the safety of others and will be required to arrange with their parent's other transportation to and from school. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize fellow students, the driver, or the equipment. If a student chooses to misbehave or disobey bus rules, appropriate consequences will be administered.

Student Consequences and Notification

Those students that fail to meet PCHS behavior expectations will face appropriate consequences for their choices. These standards and expectations shall apply equally to students:

- a. In school
- b. On property of the school
- c. During any school-sponsored activities both home and away
- d. On any school bus or at any bus stops

Students receiving any administrative discipline will be given a copy of the discipline referral. Parents will be notified of OSS disciplinary action by both letter and phone.

Safe Schools Alert

Platte County participates in the Safe Schools Alert System. To submit a tip, please go to:

<https://plattecounty-mo.safeschoolsalert.com/>

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 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
(if minor is issuing grievance)
(Not required to file grievance)

Date

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 High School Parent Handbook & Student Code of Conduct

Grades 9-12

This is to acknowledge that I have received the 2018-2019 District/High School 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 Handbooks can be found online at www.plattecountyschooldistrict.com and at the District Education Center. I agree to adhere to the policies found in both Board Policies and Elementary 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

High School Student Code of Conduct

Standards of student conduct are established by the Board of Education to create an environment in which each student's right to learn is protected. Except as specifically provided in Board Policy, these standards apply in all school buildings, on or about school grounds, at all school activities or activities involving the Platte County R-III schools, or in any vehicle when the vehicle is used to transport students for the school district. Students are provided with a handbook at the beginning of each school year or upon their admission to the Platte County R-III School District. The stipulations detailed in the Student Handbook, as well as those set forth in the Platte County R-III Board of Education Policies concerning proper deportment of students, apply to all students.

The Following paragraphs set forth some of the rules by which students must abide as well as the potential consequences that may result if a student violates the rules. The following paragraphs do not include all prohibited student conduct or potential consequences. Board Policies concerning proper deportment of students are available for review on the District's Website, www.plattecountyschooldistrict.com or at the District Education Center.

This document requires the signature of the student, indicating that the student has read and understands its content. The student's signature also acknowledges the student's receipt of the 2018-2019 Handbook, which includes a copy of the Platte County R-III Technology Usage Board Policy (EHB). The terms of the Technology Usage policies are incorporated into the Code of Conduct. When the student signs the Code of Conduct, the student is also acknowledging that she/he has read, understands and agrees to abide by the terms of the Technology Usage policies.

1. The Platte County R-III School District prohibits possessing, using, distributing, selling, purchasing, transmitting, transferring, or obtaining a weapon. A weapon shall be defined as any instrument, tool, device, or projectile that could reasonably be used for attack or defense against an opponent, adversary or victim; or any instrument or device that could reasonably be used to threaten, intimidate or inflict physical injury or harm to another person. A weapon may include normal school supplies, household items, tools or other materials when used for attack or defense against an opponent, adversary or victim, or when used to threaten, intimidate or inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities. Any student who violates this policy will be subject to suspension or expulsion from school. Except as specifically provided in Board Policy, if a student is determined to have brought any of the following weapons to school, the student will be suspended for a period of not less than one year or recommended for expulsion: a firearm, blackjack, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon (bow, crossbow, pellet gun, paintball gun, slingshot or other weapon that is not a firearm), rifle, shotgun, and/or switchblade knife. A weapon may also include any toy, replica, look-alike or other item which might be perceived as a weapon.
2. The Platte County R-III School District prohibits possessing, using, distributing, selling, purchasing, transmitting, transferring, obtaining or being under the influence of alcohol or drugs. Students in violation of this policy will be subject to disciplinary action, including suspension and/or expulsion.

3. The Platte County R-III School District prohibits the use of tobacco products. Students in violation of this policy will be subject to disciplinary action.
4. It is the policy of the Platte County R-III School District to maintain a learning and working environment that is free from sexual harassment, sexual violence, and racial/ethnic harassment. The School District prohibits any form of sexual harassment, sexual violence, or racial/ethnic harassment. Reports of such incidents should be made to building administrators. Disciplinary action, including expulsion, may result from these acts.
5. Student assaults, fighting, hazing, bullying, cyber-bullying, threats by word or deed, and/or other acts of violence are not acceptable student behaviors and will result in disciplinary actions which may include expulsion.
6. If a student demonstrates a persistent refusal to comply with school rules, the student will be subject to disciplinary action including suspension and/or expulsion.
7. The Platte County R-III School District expects its students to be clean and tidy in attire. Dress and grooming will not disrupt the teaching/learning process. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

These are only a partial listing and description of the disciplinary rules and regulations governing conduct of students in the Platte County R-III

School District. Students are expected to familiarize themselves with all rules and regulations.

I HAVE READ AND UNDERSTAND THE CODE OF CONDUCT AND MY RESPONSIBILITIES TO FOLLOW ALL THE DISCIPLINARY RULES AND REGULATIONS OF THE PLATTE COUTY R-3 SCHOOL DISTRICT AS REFERENCED IN THE HANDBOOK, AND IN BOARD POLICIES. I

understand that an updated version of the handbook is available on the district's website. A hard copy will be available upon request. Amendments may be made to student handbooks throughout the course of the school year.

PRINT STUDENT NAME

STUDENT GRADE LEVEL

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE