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Greetings from the Superintendent

Welcome to the 2016-17 school year! We have much to be proud of in the Platte County R-3 School District (PCR-3) and I’d like to thank each of you for your contributions to our school’s success. Dedicated employees such as yourselves are the backbone of our school system. It is your commitment that makes this district the thriving, dynamic institution that it is and will see to it that it remains so in the future.

Whether you are new to the PCR-3 family or a returning staff member, please take time to read the policies and procedures covered in this employee handbook. We welcome any questions or any suggestions you have concerning the information included in this document. Please accept this handbook as a convenient reference and guide to performing the daily routines associated with our schools. It is annually revised to reflect District regulations and practices which most directly affect our staff. The complete Platte County R-3 Board of Education Policy Manual is available online at our District website (http://plattecountyschooldistrict.com).

While this handbook should answer many questions, always feel free to discuss any policy matters with your principal/supervisor, or any central office administrator in regards to clarity, interpretation and application. Finally, as with any District program, procedure and/or publication, we invite your suggestions for modification and improvement as we go about the business of implementing our mission statement: “To prepare individual learners for success in life, the Platte County School District provides meaningful experiences in a safe and caring environment.”

Thank you for all that you will be doing for our students and for the advancement of Platte County R-3. I extend my best wishes to you for a successful career with the district.

Sincerely,

Dr. Michael Reik
Superintendent
Vision, Mission, and Values

**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
**Introduction**

This handbook is neither a contract nor a substitute for the official District Board Policy Manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of the District policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible. The master copy of the District’s Board Policy Manual is available online at our District website (http://plattecountyschooldistrict.com).

**Prohibition Against Discrimination, Harassment, and Retaliation**

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

1. Retaliation actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
   a) Make complaints of prohibited discrimination or harassment.
   b) Report prohibited discrimination or harassment.
   c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person’s association with a person protected from discrimination or harassment in accordance with this policy.

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

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

**Additional Prohibited Behavior**

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

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.

4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

6. Comments about an individual's body, sexual activity or sexual attractiveness.

7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

**Reporting and Complaint**

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

**Compliance Officer:**

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: plattecountyschooldistrict.com, Leadership>School Board Policies

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

All employees shall be paid twice a month on the 10th & 25th regardless of school holidays. If these dates fall on a bank holiday or a weekend, payday will be the last business day prior to the holiday or weekend.

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

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

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

All staff will need to contact Human Resources prior to severing employment with the district to discuss payroll deduction options.

HR Portal

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

Aesop

Aesop is found on the District website (http://plattecountyschooldistrict.com, Staff). Aesop is a web based program to enter time off requests and to fill substitute assignments for teachers, paraprofessionals, Administrative Assistants, Nurses, and Custodians.

Employee Responsibility

It is the responsibility of the employee to inform HR or Accounting of any changes that affect your pay or benefits. Examples are bank account change, change of address, phone number, beneficiary changes for personnel records, W-4 & Kansas City E-tax changes.

Time Clock Plus

All non-exempt employees will be required to use Time Clock Plus for clocking in and out each day they are scheduled to work as part of their essential job functions. All time is to be recorded in true time worked. Overshift or overtime is not allowed unless prior approval is granted by an immediate supervisor. Please refer to the Time Clock Plus instructions on the district website. If you fail to clock in/out and you do not tell your supervisor, it will be assumed you were not at work, in which an employee will be charged time against their Annual Leave, vacation time or receive a dock in pay.

Terms of employment for each job classification indicate number of hours to work per week. If an employee does not satisfy that number, the district will deduct missing time from his/her pay. (Example: scheduled to work 40 hrs per week, employee works 39.5 hours, .5 will be deducted from pay for the week).
If the employee is short time on a day, they may always make that time up during that week of occurrence.

**Taxes**

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

Kansas City Earnings tax is required for individuals living or working in the city of Kansas City, Missouri. The district allows for voluntary deduction of the tax for employees living and working in Kansas City. It is the employee’s responsibility to notify the district office if this tax is applicable or is no longer applicable. Those employees working on a regular basis at Barry and Pathfinder schools are required by law to have Kansas City Earnings tax withheld. It is withheld at 1% of federal taxable gross (gross wages less PSRS, PEER, 403(b) and Flexible Benefit Plan contributions). If you desire to make a change in your tax withholdings, please contact Payroll for the appropriate form at 858-5420 ext 2106, 2108 or ext 2116.

**Retirement System**

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

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

**Insurance**

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

**Health**

The District offers a policy through Blue Cross Blue Shield of Kansas City. The Board of Education pays 100% of the base for the health plan for individual employee. Employees are eligible for insurance benefits on the first day of the month following their start date. Deductions for benefits are made same month.

**Dental**

The District offers a policy through Blue Cross Blue Shield of Kansas City with the employee responsible for the entire monthly premium.

**Vision**

The District offers a policy through VSP with the employee responsible for the entire monthly premium.

**Group Term Life**

The District offers a group policy. The employee pays the entire monthly premium.
**Flexible Spending Plan**
Also known as Section 125 or Cafeteria Plan, this plan allows an enrolling employee to tax exempt payroll deducted health, dental, vision, life and some Aflac insurance premiums. Out of pocket medical expenses and/or dependent care can be tax exempted under the plan as well.

**Cobra Continuation Health Coverage**
COBRA continuation of health care benefits after losing coverage through the District is available. Information can be found at www.dol.gov/ebsa/cobra.html

**Tax Sheltered Annuities**
Upon proper notification, the Platte County R-3 School District will make payroll deduction to enable employees to participate in an approved tax sheltered annuity program as provided under the provisions of the Internal Revenue Code.

**403B Providers**
- Forest T Jones – Fidelity and FTJ Fund Choice
- Valic
- Met Life
- Waddell & Reed

**Leave Benefits**

**Annual Leave Days (ALDs)**
ALDs are available to full-time staff members to provide greater flexibility in the use of time off. Full time staff will be entitled to twelve (12) days of leave a year. Full-time employees working less than a full term shall only be entitled to a prorated share of the ALDs based on the length of employment during the current school year. An absence of one to four hours shall be counted as half of a day. Exception to this rule, loss of 1-4 hours can be made up with supervisor’s approval. Lost time must be made up in the same work week the loss occurred. (Example-left 2 hrs early on Monday, the 2 hrs can be made up Tues – Fri.). Support staff will be allowed to take leave in increments of two hours, if approved by a supervisor. If this occurs, leave should be submitted through Aesop as 0.25 (1/4 day) for a two hour absence.

ALDs shall not be used on the following days unless approved by an administrator:
- Before or after a holiday
- Early release days (PLC) when an in-service is scheduled
- First and last week of school

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

**Bereavement Leave**
A maximum of three days of leave may be used each school year at the time of death of an immediate relative without a deduction in salary or ALDs. If additional absences are needed, the days will be deducted from the employee’s ALD total or salary. Reference the Short-Term Leave Policy GCBDA for examples of immediate family.
ALD Reimbursement
All employees will be reimbursed at half the current rate of a substitute for each day of unused ALD over and above the maximum accumulation of 120 days at the conclusion of the school year in which this occurs.

Effective July 1, 2014, employees with at least five, but not more than ten, years of continuous service will be reimbursed one half of their accumulated ALDs at half the rate of substitute pay upon voluntary resignation or retirement from the school district. Current year award of ALD’s will be prorated for payout depending on resignation or retirement date. Terminations or non-renewals are not eligible for this benefit. Employees leaving the district for any reason who have not acquired five years of service will forfeit any remaining ALDs.

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

Vacation
All full-time Support Staff employed on a 12-month basis will receive:

- All full-time Support Staff employed on a 12-month basis with 5 or less years of continuous service will receive 10 vacation days.
- All full-time Support Staff employed on a 12-month basis with 6 to 10 years of continuous service will receive fifteen vacation days.
- All full-time Support Staff employed on a 12-month basis with 11 or more years of continuous service will receive twenty vacation days.

*See Human Resources for additional information.

Vacation days must be used by July 1. Any unused vacation days will be paid out at the daily rate of a substitute to the employee on the July 25th payroll.

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

Professional Staff will refer to Board Policy GCBDA for vacation.

Longevity Stipend
All employees with ten or more years of service in the Platte County R-3 School District shall receive a Longevity Incentive Stipend provided they leave the district due to resignation or regular service retirement through the Public School Retirement System of Missouri (PSRS). Terminations or non-renewals are not eligible for this benefit.

Employees with less than ten years vested in the district are not eligible for this benefit. Effective July 1, 2014, the longevity stipend amount will be calculated by multiplying the employee’s total number of years of service to the district, remaining ALD balance, a proration factor and the daily rate of pay for a substitute teacher.

- Years of service x ALD’s x 0.0275 x daily rate of substitute pay

Absentee Reporting through HR Portal
All employees eligible, will submit leaves for Professional, ALD, and Vacation through Aesop within 48 hours upon return from absence, if not submitted in advance.

For additional, detailed information concerning all short-term leaves of absences please review board policy GCBDA and GDBDA.
**Family Medical Leave Act**

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

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

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

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

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

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

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

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

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

**Sick Leave Pool**

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

It is not the intent or purpose of the SLP to guarantee no loss of pay for persons who are absent from work. Many absences, including minor injuries and illnesses, will not qualify for coverage under this policy and even those that do qualify under FMLA will only receive 70 percent of their current wages. Members must be an employee working at least 30 hours per week (6 hours a day). Effective July 1, 2013: Employees are eligible to participate in the SLP after completing their first year of service. All eligible employees participating during a school year will be able to draw a minimum of 20 days and up to a maximum of 60 days per year, as determined by years of participation. For further details please review board policy GBBDAA.

**Early Retirement Announcement**

Certificated staff announcing their retirement in writing to the Board prior to January 15 of the school year, will be paid a one-time retirement stipend of $1,500. Administrators announcing their retirement in writing to the Board prior to October 1 of the school year will be paid a one-time stipend of $1,500. The Early Retirement Announcement will be paid after notification from the Missouri Public School Retirement System. For additional, detailed information concerning all Early Retirement Announcements, please review board policy GCBDA.

**Criminal Background Checks**

The Platte County R-3 School District is committed to providing a safe environment for students to learn. As part of this effort, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds in accordance with this policy.

**District Notification / Self Reporting**

As a condition of continuing to work within the district, all employees and other persons required to submit a criminal background check and must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

**Reporting Requirements**

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

**References**

In accordance with district policy GBLB no references or other employment information beyond that listed in district policy GBLB will be given for an employee or former employee without a signed “Authorization to Provide Employment Information” form. (See form at the end of this handbook).

**Tobacco Free Buildings**

In accordance with district policy AH, the law and to promote the health and safety of all students and staff, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes, imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide
educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

**Staff Conduct**

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

1. Become familiar with, enforce and follow all Board policies, regulations, and administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee’s area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee’s supervisor.
9. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee’s supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

**Cell Phone Usage**

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

**Social Media**

Staff members are encouraged to communicate with students and parent/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication. Notify your building principal, activities director (if a sport/activity), and director of communications of your plans to use a social media account for communication to students/parents. For more information refer to district policy GBH and Electronic Communication Guidelines section of handbook.

**Cafeteria Charges**

Prior to any meal charges, an employee must first sign the salary deduction form (DLB·AF1) to enable the district to deduct money owed through a payroll deduction. If an employee does not sign the agreement, they will not be allowed to charge. Employee meal charges cannot exceed $20 at any given time. Any monies owed will be deducted from your payroll check.

**Drug-Free Workplace**

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug state conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing not later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal
grants received through the Department of Elementary and Secondary Education. The district will take appropriate disciplinary action within 30 days.

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

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

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

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

**Staff Health & Safety**

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

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

If any staff member is injured while on the job, they are entitled to protection under the Workman’s Compensation Protection Act. Please contact Central Office to fill out the necessary paperwork and get instructions on how to proceed.

**Peanut/Nut Allergy Protocol**

- All classrooms will be designated as peanut/nut free zones – no peanut/nut products will be permitted in the classrooms.
- Students with peanut allergies 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.

**Communicable Diseases**

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue their employment, and to be treated in a nondiscriminatory manner.
The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

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

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

AHERA regulations also require the re-inspection of the buildings every three years. Re-inspections were accomplished during the summers of 1991, 1994, 1997, 2000, 2003, 2006, 2009, 2012, and 2015. In addition, existing conditions are monitored every six months. The results of these inspections are available at the Central Office.

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

**Reproduction of Copyrighted Materials**
Copyrighted materials, whether they are print or non-print, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

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

**Network/Internet Acceptable Use Policy**

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

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

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district’s technology resources.
Definitions
For the purposes of this policy and related regulation, procedures, and forms, the following terms are defined:

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

Technology Administration
The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district’s policy, as needed.

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

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

User Identification & Network Security
The district’s technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel, and independent contractors.

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

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

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

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communication or other activities involving the district’s technology. A user ID with 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 certified staff members will be required to have a web page on the district’s website. Each certified staff member’s page should include a welcome message, personal bio (education background, number of years of experience) and your contact information so parents know when and how to contact you. It is recommended that you indicate a time frame for returning calls, questions or emails.

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

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

### Technology Usage (Technology Safety)

#### Employee Users

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

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

#### Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources.
All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

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

**Violations of Technology Usage Policies and Procedures**

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

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

**Damages**

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

**General Rules and Responsibilities**

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

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

l. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person’s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

m. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person’s rights under applicable laws is prohibited.

n. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

o. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district’s technology licenses. Copying for home use is prohibited unless permitted by the district’s license, and approved by the district.

p. At no time will district technology or software be removed from the district premises, unless authorized by the district.

q. All users will use the district’s property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

r. All damages incurred due to the misuse of the district’s technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access
All users shall immediately report any security problems or misuse of the district’s technology resources to a teacher or administrator.

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

a. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

c. The unauthorized copying of system files is prohibited.

d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks are prohibited.

Online Safety, Disclosure, Use and Dissemination of Personal Information

a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the District.

c. Student users shall not agree to meet with someone they have met online without parental approval.

d. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

e. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail messaging, video conferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

f. All district employees will abide by state and federal law. Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.

g. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.

h. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address or any student without permission.

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

a. Forgery or attempted forgery of e-mail messages is prohibited.

b. Unauthorized attempts to read, delete, copy or modify e-mail or other users are prohibited.

c. Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.

d. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

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

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

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

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

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

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

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**Cross Refs:**

- EGAAA-Reproduction of Copyright Materials
- GBH, Staff/Student Relations
- JFCC, Student Conduct on School Transportation
- JFCH-Student Alcohol/Drug Abuse
- JFCJ-Weapons in School
- JFG-Interrogations, Interviews and Searches
- JGA-Corporal Punishment
- JGB- Detention and/or in school Suspension of Students
- JGD- Student Suspension and Expulsion
- JGE- Discipline of Students with Disabilities
- JGF-Discipline Reporting and Records
- JGGA- Seclusion, Isolation and Restraint

**Leg Refs:**

- 160.261, 167.161 – 171, 171.011 RSMo
- Safe & Drug-Free Schools & Communities Act, P.L. 107-110
- Beussink V Woodland R-IV School
- District, 30 F Supp.2d 1175 (E.D. Mo. 1998)

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**Corporal Punishment**

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

Any teacher who is aware of an 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, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy.

**Confidentiality**

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

**Reporting Child Abuse/Neglect**

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall directly and immediately make a report to the Children’s Division (CD) of the Department of Social Services, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

**Hazing and Bullying**

In order to promote a safe learning environment for all students, the Platte County R-3 School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

**Definitions**

**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 school-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 consumption of any food,
liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

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

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Professional Staff Salary Schedules**

An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule.

In order to advance on the salary schedule for completion of additional college graduate hours, professional staff must receive approval by the administration prior to enrolling in the course.

Teachers who provide documentation of advanced degree completion before the first day of the second semester will receive a one-time $500 stipend and will be paid on February 10th. The teacher’s contract will be fully adjusted for the next contract year.

New teachers to the district will be paid a stipend of $500 for up to three (full or partial) days of orientation & training. New teachers will receive the $500 in a direct deposit on August 25th.

Teachers who achieve National Board Certification will be recognized with a stipend equal to 10% of the new teacher base salary.

Teachers are expected to participate in all district in-service hours conducted on contract days.
Electronic Communication Guidelines

Relevant Board Policy Information
Reference Board Policy GBH – Student/Staff Relations, GBCB – Staff Conduct, EHB – Technology Usage

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication.

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

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

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

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

Use of Photos in Electronic Mediums
Please ensure photos/videos do not contain students that are on the district’s “opt-out” list. Each building should keep a log of those students/staff that do NOT wish for photos/videos of them to be shared.

Also remember not to use copyright protected images. Images should either be your own or available under Creative Commons. Creative Commons is a way that allows you to use certain photos without getting written permission from the owner. Visit http://creativecommons.org/about for more information.

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

Transparency
- Electronic communication between staff, students, parents, and interested patrons should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regards to all communications.
**Faculty and Staff Professional Responsibility**
- Remember that online posts and content are an extension of your classroom or the workplace. What is inappropriate in your classroom or the workplace should be deemed inappropriate online.
- Be accountable for the content on your profile and assume that everyone has access to your profile. You are personally responsible for what is on your site. Staff should act on the assumption that all postings are in the public domain.
- If you wouldn’t say or write it in front of your classroom, it is not appropriate to share in the electronic/social networking arena.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff or school situations, including crisis events. Do not write about a colleague or student without their permission.

**Media Relations**
- If asked by media to comment on a school-related issue, refer them to the superintendent of schools or director of communications. When in doubt on how you should comment on social media, direct the public to your principal or superintendent.

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

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

**Types of Electronic Media and Individual Guidelines**

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

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

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

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

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

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

Additional Guidelines/Notes:

- Students cannot access Facebook on the District network or district hardware.
- Notify your building principal, activities director (if a sport/activity), and director of communications of your plans to use Facebook for communication.
- Notify your parents/students, if appropriate, of your intent to use Facebook to communicate information to the group as a supplement to your other methods of communication and that Facebook contains commercial advertising that is not endorsed by the District.
- Be cautious how you set up your profile, bio, etc. Use photos, graphics, images, and language befitting the status of a public figure and consistent with your role as an educator/school support staff.
- If you see a comment that you believe is inappropriate and should be removed, contact the Director of Communications to review and decide if removal is appropriate.
- Include the District’s Posting Guidelines on your Page Info-Description section:
  - We welcome your comments as a means of sharing your own experiences, suggesting improvements or chiming in on the conversation. To keep our page focused, we have set some comment guidelines.
    1. This page is moderated and all comments may be reviewed by the Platte County R-3 Communications Department.
    2. To ensure exchanges that are informative, respectful of diverse viewpoints and lawful, we will not allow comments that are or include:
       - Off Topic. We will delete comments not related to the subject of the page entries.
       - Spam. Comments focused on selling a product or service will not be posted.
       - Personal Attacks. If you disagree with a post, we’d like to hear from you. We do ask that you refrain from personal attacks or being disrespectful of others.
       - Illegal. Laws that govern use of copyrights, trade secrets, etc., will be followed.
       - Language. Comments including but not limited to: profane or provocative language, hateful, racially or ethnically offensive or derogatory content, threats, obscene, or sexually explicit language will be deleted.
       - Links to outside websites. We will not allow fans to include links to websites for any purpose.

**Twitter**

Twitter is a social media tool that allows for timely updates and announcements to be sent to “followers.” The District has a twitter handle (PlatteCountyR3), and like Facebook, uses Twitter to highlight activities and accomplishments and provide announcements from the District and all schools. Individual schools are encouraged to create accounts and use this tool to communicate with parents and other school supporters.

For school building or district-sponsored group Twitter accounts, the profile should be generic to the school or group, not associated with an individual/administrator/sponsor name. The building principal or group supervisor/sponsor is responsible for monitoring information and keeping it current. With all electronic media, remember your association and responsibility with Platte County School District.
For teacher/classroom/district-sponsored group accounts, the content should be for professional, classroom, or activity purposes only. The account should be set up using the teacher’s or sponsor’s District email address. Staff members are allowed Twitter access for school purposes and should explain the purpose and intended educational use of the account to their administrator. An administrator and/or department head should become a follower of the account and the director of communications should be made aware of the Twitter account.

Additional Guidelines/Notes:

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

Other Digital/Social Media Outlets (Emails, Blogs, Wikis, Podcasts, Videos)
Classroom blogs and other social media are powerful tools. They create communication and collaboration opportunities between students, parents, teachers, and other district staff, and can have a positive impact on learning.

Additional Guidelines/Notes:

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

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

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

**Additional Related Board Policies and Forms**

- Building and Grounds Maintenance (ECB)
- Staff Involvement in Decision Making (see Policy GBB)
- Staff Conflict of Interest (see Policy GBCA)
- Staff/Student Relations (see Policy GBH)
- Teaching about Religion (see Policy IGAC)
- Ceremonies and Observances (see Policy IND)
- Purchasing (see Policy DJF)
- Expense Reimbursement (see Policy DLC)
- Professional Staff Leaves and Absences (See Policy GCBDA)
- Support Staff Leaves and Absences (See Policy GDBDA)
- Evaluation of Professional Staff (See Policy GCN)
- Evaluation of Support Staff (See Policy GDN)
- Instructional Goals/Priority Objectives (See Policy IA)
- Seclusion, Isolation and Restraint (See Policy JGGA)
I do hereby release, absolve, and agree to forever hold harmless the Platte County R-III School District, its board members, officers, agents, contractors and employees, as well as any and all agencies, persons and/or institutions who provide or transmit any information in reliance on this release and authorization from any claims, lawsuits, causes of action, judgments, suits and liens arising from the collection, transmission, provision or release of such material.

I authorize the Platte County R-III School District to provide to the persons or entities specified in this document information regarding my employment with the district in accordance with district policy GBLB. This authorization will continue until I revoke it in writing and present such revocation to the superintendent or person designated in Board policy to issue references on behalf of the district.

Persons or Entities Authorized to Receive Information:

O All Upon Request

OR

O As Specified Below:

Authorized Person or Entity: ____________________________________________________________

________________________________________

Name of Current or Former Employee

Signature of Current or Former Employee               Date

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For Office Use Only: GBLB-AF1.1A (4/12)
Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at:

**Compliance Officer:**

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

**Grievant’s Contact Information**

Name: _____________________________ / _____________________________ 
Address: _____________________________

Phone Number(s): _____________________________

School (if applicable): _____________________________

Relationship to the District: □ Student □ Parent/Guardian □ Employee □ Other _____________________________

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

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

__________________________________________

__________________________________________

__________________________________________

List the names of witnesses to the alleged misconduct.

__________________________________________  _____________________________

__________________________________________  _____________________________

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

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

What results are you seeking by filing this form?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

Signature of Grievant  Date

* * * * * * * * * * * * * * *

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

Implemented: July 2012
Revised: July 2012

Platte County R-III School District
998 Platte Falls Road
Platte City, MO 64079
Staff Health & Safety (Accommodations Information Form to Physician)

STAFF HEALTH AND SAFETY
(Accommodations Information Form to Physician)

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), Platte County R-3 School District will not discriminate against an otherwise qualified individual with a disability in employment.

______________________________, an employee of the Platte County R-3 School District, has requested accommodation of a disability. The employee has identified the following physical or mental impairment(s):

__________________________________________________________________________

__________________________________________________________________________

The district requests information about the impairment(s) and related limitations to determine if a legal disability exists and what accommodations are appropriate. The district may not be able to provide appropriate accommodations until this form is completed and returned. Please attach additional information if it will assist the district in determining if a legal disability exists or determining the appropriate accommodations. If you have questions regarding this form or the employee's job duties, please contact Dr. Rob Gardner, Assistant Superintendent at 816/555-5420 or gardnerr@platteco.k12.mo.us.

To Be Completed by the Physician/Health Care Provider

1. In your professional opinion, does the employee have the identified impairment(s)?
   □ Yes □ No
   If yes, please describe the impairment: ____________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

   Please list which specific work-related activities are limited and the manner in which they are limited. (For example, "Employee is substantially limited in walking and can only walk short distances.")
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

   If the impairment is a vision impairment, are the effects of the vision impairment mitigated by the wearing of ordinary eye glasses or contact lenses? □ Yes □ No
   If yes, describe the extent of the limitation when the employee is wearing eyeglasses or contacts.
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
2. Can the employee perform all of the functions of his or her position without accommodations?
   □ Yes □ No

   If no, please list the functions the employee is unable to perform or will have difficulty performing and explain the extent and duration of the limitation.

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. If you answered no to question 2) above, is the employee able to perform all of the functions of his or her position with accommodations?
   □ Yes □ No

   If the employee is unable to perform or will have difficulty performing work-related functions, please provide suggestions on the types of accommodations that would allow the employee to perform these functions:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   It is my professional opinion that the above information is true and accurate as of the date of my signature.

   ________________________________________________
   Physician/Health Care Provider Signature

   __________________________
   Date

   __________________________
   Printed Name

   __________________________
   Phone Number

Return Form To: Dr. Rob Gardner, Assistant Superintendent, 998 Platte Falls Rd, Platte City, MO 64079

* * * * * * *

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

Implemented:

Revised: 06/20/16

Platte County R-3 School District, Platte City, Missouri
PERSONNEL RECORDS
(Beneficiary Designation)

Instructions: Please provide all requested information. You may change your beneficiary designation at any time by completing a new designation form. This form will not affect beneficiary designations you have made for insurance, retirement or other death benefits.

Name of Employee: ________________________________

In the case of my death, I authorize Platte County R-3 School District to release the following to the person designated below as my beneficiary:

☐ Unpaid wages
☐ Pay for unused leave
☐ Personal property in the district's possession

Name of Primary Beneficiary: ______________________________________

Social Security Number (Optional-will be used only if necessary to verify identity): ________________________________

Relationship to Employee: ______________________________________

Beneficiary's Address: ________________________________ Phone: ________________________________

Name of Contingent Beneficiary: ______________________________________
(To be used in case of the death or legal incapacitation of the primary beneficiary)

Social Security Number (Optional-will be used only if necessary to verify identity): ________________________________

Relationship to Employee: ______________________________________

Beneficiary's Address: ________________________________ Phone: ________________________________

This is (choose one) ☐ An initial designation  ☐ A change of designation

Employee’s Signature ________________________________ Date ________________________________

Notary (Signature must be notarized)

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

Implemented: 05/05/10
Revised: Platte County R-3 School District, Platte City, Missouri

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Rev Office Use Only: USL APR 14 (7/10)
Technology Usage (Employee Technology Agreement)

FILE: EHB-AF3
Critical

TECHNOLOGY USAGE
(.Employee Technology Agreement)

I have read the Plate County R-III School District Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district’s technology resources, pursuant to state and federal law, even if the district’s technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district’s technology resources. I understand that I am responsible for any damages I incur due to my use of the district’s technology resources.

Signature of Employee _______________________________ Date ________________

Printed Name _______________________________ Birth Date ________________

Location(s) [check all attending]  ☐ PC High School, ☐ PC Middle, ☐ Siegrist, ☐ Barry School, ☐ Pathfinder, ☐ Compass, ☐ NCC, ☐ DEC, ☐ Great Beginnings Preschool, ☐ Transportation, ☐ Special Services, ☐ OPAA

Temporary Position ☐ Substitute Teacher, ☐ Long Term Substitute, ☐ Student Teacher,
☐ Substitute Custodian, ☐ Other ________________________________

Home or cell phone number: ________________________________

Disclaimer: MSBA does not draft, review, revise or provide contracts for school districts. To obtain a binding legal contract, a district must consult its private attorney.

******

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

Implemental: 10/16/2001


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For Office Use Only: EHB-AF3-18 (6/16)
Salary Deductions (Payroll Deduction Authorization Charges)

This is an agreement for payroll deduction between ________________ ("Employee") and the Platte County R-3 School District.

The Employee agrees that the District may deduct an amount sufficient to cover any charges from the Employee's pay in any pay period where the Employee owes charges. An explanation of any deduction for charges will be clearly noted on the Employee's pay stub or otherwise provided to the Employee in writing.

This agreement will be in force for the full period of the Employee's employment with the district unless revoked in writing by the Employee. If this agreement is revoked, the Employee will not be allowed to charge.

I authorize the District to make withholdings from my salary for the purposes of and in the manner described in this agreement.

Employee's Signature __________________________ Date ______________

Print Employee Name __________________________

* * * * * *

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

Implemented: July 2014

Revised: N/A

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Revised Only: DLB-AF1, 3.11.2014
Workplace Safety Rules

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

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

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

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

Failure to comply with the above mentioned safety rules could result in reduction or denial of Worker’s Compensation benefits.
## Buildings At-A-Glance

### PLATTE COUNTY R-3 SCHOOL DISTRICT

**Buildings At-A-Glance**

<table>
<thead>
<tr>
<th>Great Beginnings Preschool (Pre-K)</th>
<th>Barry School (Grades 5 - 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Education Center &amp; Barry School</td>
<td>2001 NW 87th Terrace</td>
</tr>
<tr>
<td>998 Platte Falls Road</td>
<td>Kansas City, Missouri 64154</td>
</tr>
<tr>
<td>Platte City, Missouri 64079</td>
<td>Phone: 816-858-6046</td>
</tr>
<tr>
<td>Phone: 816-858-5420; Fax: 816-858-7109</td>
<td>Principal: Merri Beth Means</td>
</tr>
<tr>
<td>Director: Dr. Jennifer Beutel</td>
<td>Assistant Principal: Dr. Jeff Adams</td>
</tr>
<tr>
<td>School Days: M T Th F</td>
<td>School Hours: 7:30 – 2:40</td>
</tr>
<tr>
<td>School Hours: 8:45 – 11:45 / 12:30 – 3:30</td>
<td>Principal: Dr. Chris Miller</td>
</tr>
<tr>
<td>Principal: Dr. Chad Searcey</td>
<td>Assistant Principal: Robert Mueller</td>
</tr>
<tr>
<td>Assistant Principal: Dr. Kimberly Archer</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
<tr>
<td>School Hours: 8:50 – 3:50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compass Elementary (Grades K – 5)</th>
<th>Platte City Middle School (Grades 6 – 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>401 Kentucky Ave</td>
<td>900 Pirate Drive</td>
</tr>
<tr>
<td>Platte City, Missouri 64079</td>
<td>Platte City, Missouri 64079</td>
</tr>
<tr>
<td>Phone: 816-858-0172; Fax: TBD</td>
<td>Phone: 816-858-2036; Fax: 816-858-3748</td>
</tr>
<tr>
<td>Principal: Dr. Joy Allen</td>
<td>Principal: Dr. Chad Sayre</td>
</tr>
<tr>
<td>Assistant Principal: Trina Dalaba</td>
<td>Assistant Principal: Shari Waters</td>
</tr>
<tr>
<td>School Hours: 7:45 – 3:00</td>
<td>Assistant Principal: Matt Messick</td>
</tr>
<tr>
<td>Principal: Dr. Chad Searcey</td>
<td>Principal: Dr. Chris Miller</td>
</tr>
<tr>
<td>Assistant Principal: Dr. Kimberly Archer</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
<tr>
<td>School Hours: 8:50 – 3:50</td>
<td>Principal: Dr. Robert Mueller</td>
</tr>
<tr>
<td>Principal: Dr. Jennifer Beutel</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
<tr>
<td>Assistant Principal: Jami Domeny</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
<tr>
<td>School Hours: 8:40 – 3:40</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pathfinder Elementary (Grades K – 4)</th>
<th>Platte County High School (Grades 9 – 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951 NW 87th Terrace</td>
<td>1501 Branch Street</td>
</tr>
<tr>
<td>Kansas City, Missouri 64154</td>
<td>Platte City, Missouri 64079</td>
</tr>
<tr>
<td>Phone: 816-436-6670; Fax: 816-436-2130</td>
<td>Phone: 816-858-2822; Fax: 816-858-7067</td>
</tr>
<tr>
<td>Principal: Dr. Devin Dell</td>
<td>Principal: Dr. Chad Sayre</td>
</tr>
<tr>
<td>Assistant Principal: Jami Domeny</td>
<td>Assistant Principal: Shari Waters</td>
</tr>
<tr>
<td>School Hours: 7:45 – 3:00</td>
<td>Assistant Principal: Matt Messick</td>
</tr>
<tr>
<td>Principal: Dr. Chad Searcey</td>
<td>Principal: Dr. Chris Miller</td>
</tr>
<tr>
<td>Assistant Principal: Trina Dalaba</td>
<td>Principal: Dr. Robert Mueller</td>
</tr>
<tr>
<td>School Hours: 8:40 – 3:40</td>
<td>Assistant Principal: Robert Mueller</td>
</tr>
<tr>
<td>Principal: Dr. Jennifer Beutel</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
<tr>
<td>Assistant Principal: Kali Young</td>
<td>School Hours: 7:40 – 2:50</td>
</tr>
<tr>
<td>School Hours: 8:50 – 3:50</td>
<td>School Hours: 7:30 – 2:40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Siegrist Elementary (Grades K – 5)</th>
<th>Northland Career Center (Career/Technical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1701 Branch Street</td>
<td>1801 Branch Street</td>
</tr>
<tr>
<td>Platte City, Missouri 64079</td>
<td>Platte City, Missouri 64079</td>
</tr>
<tr>
<td>Phone: 816-858-5977; Fax: 816-858-3942</td>
<td>Phone: 816-858-5505; Fax: 816-858-3278</td>
</tr>
<tr>
<td>Principal: Dr. Jennifer McClure</td>
<td>Director: Brian Nollier</td>
</tr>
<tr>
<td>Assistant Principal: Kali Young</td>
<td>Assistant Director: Lisa Weatherly</td>
</tr>
<tr>
<td>School Hours: 7:45 – 3:00</td>
<td>School Hours: 8:00 – 10:40 / 11:30 – 2:10</td>
</tr>
<tr>
<td>Principal: Dr. Jennifer Beutel</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal: Jami Domeny</td>
<td></td>
</tr>
<tr>
<td>School Hours: 8:50 – 3:50</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pupil Services</th>
<th>Transportation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>998 Platte Falls Road</td>
<td>998 Platte Falls Road</td>
</tr>
<tr>
<td>Platte City, Missouri 64079</td>
<td>Platte City, Missouri 64079</td>
</tr>
<tr>
<td>Phone: 816-858-5420; Fax: 816-858-7421</td>
<td>Phone: 816-858-4820; Fax: 816-858-7038</td>
</tr>
<tr>
<td>Executive Director: Dr. Jennifer Beutel</td>
<td>Director: JT Thomas</td>
</tr>
<tr>
<td>Director of Student Services: Tolan Singer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>