

# **Certified Employee Handbook 2018-19**



**Excellence in Everything, Every Student,  
Every Day**



## **PCSD#2 Vision Statement**

**Excellence in Everything, Every Student, Every Day!**

## **PCSD#2 Mission Statement**

**We will grow the knowledge, skills and attitudes of each learner, empowering them to grow into responsible, productive global citizens through relationships, rigor and relevant learning opportunities.**

## **Core Values**

**Personal Courage, Respect, Integrity, Determination, Excellence**



**Mascot:**

**Colors: Black, White, and Gold**



**APPRAISAL** - Teacher evaluation information will be distributed to each teacher early in the school year. Teachers at Platte County School District #2 are formally evaluated using the district evaluation process and the Danielson Model (See Policy GCN) . Continuing contract teachers are evaluated every year and non-continuing contract teachers are evaluated twice a year as defined by school board policy.

The goal of supervision is to improve the educational process. An open line of communication between the principal and the teacher is vital if observation and evaluation is to be beneficial to the classroom teacher and ultimately to the students they serve.

**ATTENDANCE REPORTS AND ABSENTEE SLIPS** - Teachers will keep their attendance current in PowerSchool and report any discrepancies they note during the day. When returning from an absence, students are responsible for a written or verbal excuse from their parents, which is given to office staff. If this excuse is not turned in with a timely fashion, the absence will be considered unexcused. **When a student's attendance changes from Absent to Tardy during a given period, notify the office immediately.**

**BUS REQUESTS/VAN OR CAR REQUESTS** - Student transportation requires the completion of a bus request through Trip Request three days in advance. Staff members who will transport students must have the required training and physical before transporting students. Teachers needing transportation can do so by completing a transportation request online.

**CELL PHONE USE** - Teachers should not be using their cell phone during class-time. If there is an emergency situation requiring such us please use the phone to take care of the situation. Cell phones are a tool for quick communication and should be used as appropriate tools for this communication.

### **CHILD ABUSE (Reporting) - Policy JHG**

The Board recognizes that because of a school employee's sustained contact with school age children, they are in an excellent position to identify abused or neglected children and refer them for treatment and protection.

In accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal who shall report the case to the Department of Social Services.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting from their report, shall be immune from liability, civil or criminal that might otherwise be incurred or imposed.

Legal Reference: W.S. 14-3-201 to 14-3-215 Adopted 4/16/86, Reviewed 12/14/98



**COMMUNICATION** - Positive communication is a vital part of a successful school experience for students, parents, and teachers. When good communication is established with the home, it is easier to deal with parents when problems arise. Teachers are expected to regularly communicate with the parents concerning each student and keep a log of each contact. These should be positive contacts whenever possible.

**Elementary VIP Packets-Planners** - These packets will be used to send information to parents on a weekly basis. Students and parents are responsible for returning the VIP/Planner each week. If you as the educator need to send something home, please use the VIP packet. If you have something that you think needs to go to every student, make sure it is approved by the principal before it is put in the VIP.

**Home Visits/Home Conferences** - Home visits are a powerful tool to keep parents involved in the education of their child. Use them when you can. If you would like to do a home visit please visit with the principal for ideas and support. This practice is highly encouraged.

**Parent-Teacher Conferences** - The brief fifteen or twenty minutes that a classroom teacher spends with a parent, may have a tremendous effect upon the weeks the teacher spends with his/her pupils. **It is important for teachers to be at parent-teacher conferences, thus no appointments or practices should be scheduled during this time.** To assure maximum results from the conferences always be prepared, open and friendly. Do not let Parent-Teacher conferences be the first time a parent hears something new about their child, open communication should turn the conference in to a planning meeting for the child's success.

**Report Cards:** A schedule of due dates for grades will be determined at the beginning of the school year.

**CURRICULUM REVIEW-** Platte County School District #2 reviews and revises curriculum according to State Board of Trustees standards revisions.

**DISCIPLINE** - In most situations, teachers are expected to handle their own discipline. Staff will need to use the best judgement they have in handling a discipline issue, the goal of discipline is to change the students behavior. Once the discipline has been passed to the administration, the administration will act in the best judgement of what the student needs. **Information and/or outcomes will be shared when available and or appropriate. If you have any questions email the administration for more information.**

**Detaining Students After School** - Teachers may keep students after school for make-up work and/or disciplinary action; however, **parents are to be notified** when and why a child is going to be detained. If there is a conflict with having the student stay that day, or the student is a bus student, parents will have 24 hours to make arrangements for the child's transportation.

**END-OF-THE-YEAR REQUIREMENTS** - A checkout list will be provided at the end of the year.



**FACULTY MEETINGS** - Faculty meetings will be scheduled throughout the year. Please check the PCSD#2 calendar for dates and times.

**FUNDRAISING ACTIVITIES - Student Fund Raising Organizations** - See Board Policy JL-E.

**GRADING PROCEDURES:**

At the secondary level, grading of students' work is to be calculated on a percent basis 0-100 as follows:

A = 100-90    B = 89-80    C = 79-70    D = 69-65    No Credit = Below 65

At the elementary level, grades DK-6, grading will be based upon the standards and proficiency scale assessments.

**HEALTH SERVICES** - No one person can administer a health program in a school. Each teacher should feel it is their responsibility to have a part in it. Teachers should look very carefully for signs of illness. If such signs are discovered among the pupils, they should be reported to the nurse or office personnel. Teachers are not to send students home because of illness or any other reason. Dismissal of students is to be done through the office of the principal. Students who become ill, and the teacher feels should be sent home, must see the school nurse before being released from school.

**Teachers are not to administer medicine of any kind. The nurse will be responsible for and administer any medication necessary.**

**INTERNET AND COMPUTER USE-** Staff members must be very familiar with the district policy on the Internet and computer use and make sure all students follow the policy. All staff members are required to abide by the district Internet policy (see attached Acceptable Use Policy.)

**KEYS-** Keys to the school facilities will not be checked out to anyone other than school staff or other persons authorized by the Superintendent of Schools. Keys to classroom doors, outside doors, and teacher's desks are the responsibility of the teacher. Your keys are not to be loaned to any other person.

**LINE OF AUTHORITY-**

While each staff person should know to whom he/she is responsible (policy CCB-E), below is the line that authorizes persons to be in charge in the event of an emergency in the absence of regular administrative staff.

Superintendent/Facilities Director (in emergency situations)

Principal

Special Education Director

Instructional Facilitator

Counselor

Business Manager



Lead Teachers as designated by the Principal

## **PLANNING**

**Lesson Plans:** Lesson plans are valuable tools to guide instruction and to ensure standards are being met and assessed. With that in mind, staff members may be required to turn in lesson plans at the discretion of the principal.

**Substitute Information Packet:** The following items should be maintained, as a minimum, in a “sub file/folder/binder” and/or readily available at your desk:

1. Lesson Plans
2. Daily Schedule
3. Notes on any special needs students and their schedules
4. Seating Chart
5. Classroom routines, procedures and expectations and how they are handled/Copy of School Rules
6. Duty Chart
7. Sponge Activities
8. Substitute Handbook

## **PURCHASING**

**Requisitions:** Requisitions are used when you are preparing to order something for the district. They must be filled out completely with all vendor information, including address and phone numbers and FAX if available and turned in to the purchasing clerk. **Before any order can be placed, all administrative signatures must be in place.** Separate requisitions should be used for each vendor. If a new vendor is going to be used, they should be cleared through central office. Make sure you have the most current catalog and pricing. Always total merchandise before turning in your order. You will be given a copy with check marks on it signifying that these items have been ordered when the Business Manager issues purchase orders.

**Budget Process:** In the spring of each year, teachers are to make out their requisitions for materials and supplies needed for the following school year.

**District credit card:** Credit cards issued to the school district can be used to purchase school related materials and services. The credit cards are not available for private use. The following procedure will be followed when using school credit cards:

1. Staff must have prior permission from the Superintendent or his designee before a credit card will be issued and or used for purchases.
2. Cards will be issued by the Business Manager and must be turned back in immediately after use or on the day the staff member returns to the district.
3. A list containing the names of individuals obtaining cards and the date of checking out and checking in will be kept.



4. Individuals using the cards must present a copy of all card purchases to the Business Manager for payment within three (3) days of use of card or individual's return to the district. Failure to do so may result in loss of credit card privileges.

5. These receipts must match statement information provided by the credit card company.

6. Unauthorized or unverified purchases will be the responsibility of the individual to whom the card has been checked out.

7. Loss of cards must be reported immediately to the Business Manager, Transportation Director or Superintendent. Failure to report lost cards would result in the user being responsible for payments based upon the determination of the Board.

**The Blue Book:** The Blue Book is used for local purchases. Pick it up in the office, fill out all the blanks, and make sure that you have administrative permission to make purchases. Get a receipt and place it in the Blue Book. Return the Blue Book to the office.

**RECORDS** - Since student evaluation is essential in the process of education, PowerSchool Pro will serve as our record of the student's progress. Due dates for report cards and other reporting will be established at the beginning of the year and throughout the year as necessary.

**SALARY ADVANCEMENT COURSES** - A copy of the form (Appendix A) must be filed with the Superintendent prior to taking any class that you plan to use for salary advancement. **According to the policy, the Superintendent cannot even consider the class for salary advancement if this procedure is not followed.** Please keep a signed copy of the form after you have secured the advance credit approval from the Superintendent to avoid misunderstandings.

**Reimbursement for Graduate-level Courses** - Certified Staff that are in a recognized degree program leading to an advanced degree may qualify for reimbursements of some of their tuition cost upon completion. They need to complete all necessary forms when applying for reimbursement. (What forms, where are the forms and how to get the forms)

**STAFF ABSENCES**- The number and types of staff absentee days is covered in Board Policy. Staff members should be sure the necessary paperwork is completed for absentee days. The Principal should be notified as soon as possible when an absence is going to occur.

**Information on the sub-calling program will be distributed during in-service work sessions.**

### Leave Provisions

1. **Sick Leave** - Ten working days absence from school per year at regular pay will be allowed for **reasons of personal illness or illness within the immediate family (spouse, children, parents).** Sick leave may be used for bereavement purposes at the staff member's discretion with the administrator's approval. See Board Policy for Sick Leave detail.



**2. Professional Leave** - Each teacher shall be eligible for two days professional leave per year. Such leave may be granted for activities related directly to the individual's duties as an educator and could include workshops, conferences, conventions, clinics, school evaluations, and other professional activities. When these can be shown to directly benefit the students of the district, expenses (meals, lodging, transportation, and registration) will be paid. **When these are for personal benefit or for activities related to the staff member's professional organization, no expenses will be paid.** Requests for professional leave must be made in advance to the Principal and must have the Principal's approval. The number of teachers granted this leave on any one day will be at the administration's discretion. Additional days may be granted for the benefit of the school district upon the Principal's approval.

**3. Personal Leave** - Three days personal leave will be granted per school year. It will be the responsibility of each person to inform his/her immediate supervisor of the day he/she wishes to use five (5) days before the leave can be granted. Only two days per year of personal leave may be carried towards the next year. The third day each year will not be carried forward.

a. Personal leave days will not be granted if the supervisor feels that the normal educational process will be disrupted because of other necessary absences. Personal leave days can accumulate to (5) days. Any personal leave not used when a teacher leaves the district will revert to sick leave and will be reimbursed if applicable. See Board Policy for details.

**4. Family Health Crisis Leave** - Certified staff will be eligible for ten (10) non-accumulating days of leave yearly, to be used in the event of birth, adoption, or family (spouse, children, parents) health crisis. The days will result in a sub dock of \$85.00 per day. The superintendent of schools will grant this type of leave request. The teacher is expected to prepare lessons plans for the substitute teacher and to take care of other appropriate paperwork. Arrangements should be made in advance when reasonably possible. This will be reviewed after one year to determine feasibility of continuing this type of leave.

**5. Dock Days** - Employees of the district are expected to be at work each day for which they are contracted or employed unless excused for reasons provided under sick leave, personal leave, professional leave, or jury duty.

a. The Board does, however, realize that there may be times when employees may request absence from work for other reasons or when available leave may not cover the days needed. At such times consideration may be given for additional days of absence without pay. When considering such a request determining factors shall include but not be limited to, prior attendance record, length of service to the district, impact upon school activities or professional responsibilities

b. The administration shall have discretion in the approval or denial of such dock day requests, except when they exceed five (5) days. Request for more than five days will be considered a request for a long-term leave of absence. Determination will be made by the Board in such instances as provided in Board Policy GCBD.





6. **Jury Duty** - Teachers who serve on court juries shall receive their salary in full and reimburse the District the per diem received from the courts.

7. **Sick Leave Bank** - In order to be eligible for participation in the Platte County School District #2 (PCSD #2) Sick Leave Bank (SLB), PCSD #2 employees must designate one (1) day of sick leave to the bank each year. The SLB will accumulate to one hundred twenty (120) days. Participating employees must donate one (1) day to the bank each year using a form developed by the Superintendent or designee by the end of the first working day of each school calendar year. This form will indicate the employee's intention to donate one (1) day to the SLB.

a. The SLB will be administered by the Superintendent, GSEA representative, elementary teacher, secondary teacher, and a classified staff representative. Each group will select their representative in a democratic fashion. This group collectively will form the Sick Leave Bank Board (SLBB).

b. Annually it shall be determined if the SLB will continue.

### **Sick Leave Bank Guidelines**

- Employees are eligible to request days from the SLB, if and only if, they submitted the appropriate form donating a day for that school year.
- Employees are eligible to request days from the SLB, if and only if, they have exhausted all their accrued leave.
- Employees are eligible to request days from the SLB, if and only if, their attending physician certifies the necessity of sick leave. The SLB may not be used for maternity/paternity leave.
- Employees are eligible to request days from the SLB, if and only if, they submit a request in writing to the Superintendent. This request will include all documentation necessary to validate eligibility and the number of days requested. Employees may submit more than one request per year.
- The SLBB will meet when called by the Superintendent to approve all requests for use of the SLB based on the above criteria. The SLBB will determine the number of days to grant. The decision of the SLBB is final.
- In the event that the SLB is depleted and there is still a need for days, the SLBB may petition the PCSD #2 Board of Trustees to approve emergency donations.



## **GIFTS TO AND SOLICITATIONS BY STAFF (Policy GBEB)**

The acceptance of gifts or favors can, to some persons under some circumstances, place the person accepting such gift or favor in a situation where a return obligation might be indicated or where there may be a perception of favoritism which results from the gift. Gifts from students to staff shall be discouraged. Likewise, employees are discouraged from giving gifts to staff members who exercise administrative or supervisory authority over them either directly or indirectly.

However, in accordance with the intent of this policy, gifts of an especially sentimental nature, or little or no monetary value, such as valentines made by pupils, cookies, and other tokens of this nature, should not be encouraged but may be accepted, if they have not been solicited by an employee of the district.

All employees of the district are prohibited from accepting things of material value from companies or organizations doing business with the School District. Any complimentary gift or article received by a staff member as a result of purchasing supplies, equipment, or other items for the school, shall become the property of the School District. Exceptions to this policy may be made for acceptance of minor items which are generally distributed by the companies through public relations programs.

Solicitation by staff of money, gifts, or donations from any student or school-related group such as classes, athletic groups, musical groups, etc., is prohibited.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the approval of the Principal. Staff members will not be made responsible, nor will they assume responsibility for the collection of any money or distribution of any fund drive literature within the schools unless the principal has approved the activity. **The Board expects these activities to be kept at a minimum.** The Principal shall seek direction from the Superintendent in instances where prior practice offers no guidelines about a particular fund drive.

Representatives of companies desiring to solicit business from staff members are encouraged to do that in the staff member's home. Where that is not possible, no staff member will be contacted while performing his/her duties nor without the staff member's agreement. Solicitations will be done only with permission of the Principal.

Employee lists will not be made available to any business, or organization by the School District without the approval of staff members involved.

**STUDENT ARRIVAL** – The breakfast program starts serving at 7:30 a.m.

Each teacher should be in or near his/her homeroom at 7:45 a.m. to help supervise students. Any teacher asking students to be in the building before 7:45 a.m. is also responsible for their supervision.



**STUDENTS LEAVING THE BUILDING DURING THE SCHOOL DAY-** A student may leave during the school day with appropriate permission from parents/guardians. The office will then issue the student a blue slip that will indicate the time the student is to leave the classroom. The teacher will initial the slip and the student will take it to the office. In the High School the student will sign out on the register.

**STUDENT MEALS-** Platte County School District #2 will not pay for meals except on those trips that are determined by time/distance/location to be eligible for a district provided meal by the Principal. The meal allowance for students and coaches will be approximately \$8.00/lunch and \$12.00/dinner. Meals will be provided for all overnight trips. Meals for trips that return on the same day will be determined by the Principal.

**SUPERVISION OF STUDENTS** - Teachers are responsible for direct supervision of their classes and extra-curricular groups at all times. This responsibility can never be delegated or abrogated except with specific permission from the Superintendent or Principals. Students are not to be left unsupervised at any time. Conference periods, preparation periods, and after school time should be used for securing supplies, duplicating materials and other duties that might take time from supervision of students. Because students are allowed in the building at 7:45 a.m., teachers will be expected to be in their teaching area or the hall adjacent to it by 7:45 a.m. Teachers are also asked to position themselves in a location where they can monitor the hall in their area during passing times. We encourage all teachers to attend as many co-curricular events as possible and would ask if you witness a student misbehaving that you would take the appropriate action to change their behavior.

**Classroom** - Teachers are expected to supervise their students when they are in the classroom. If it becomes necessary for a teacher to leave a classroom momentarily, that teacher needs to make arrangements with another teacher or a teacher's aide to supervise the students. **AT NO TIME SHALL A STUDENT OR STUDENTS BE IN THE CLASSROOM WITHOUT THE PRESENCE AND SUPERVISION OF A TEACHER.**

**Bus Sponsor Responsibilities (Driver, Coaches, Activity Sponsors, Classroom Teachers, etc.)**

1. Sponsors shall submit the proper transportation request to the transportation supervisor in a timely manner. This is to be through Trip Direct.
2. The sponsor **must** provide a complete list of the students actually on the bus to the Principal before the bus departs.
3. Sponsors shall be at the location of the bus departure a reasonable amount of time prior to the scheduled departure.
4. The bus driver is in charge of the bus at all times. In conjunction with the transportation and the administration, the driver will make the final decision concerning travel conditions in the event of inclement weather.
5. Sponsors, coaches and/or teachers shall be responsible for maintaining an atmosphere and proper discipline aboard the bus that allows the driver or drivers to concentrate on the assignment of safely driving the bus.



6. Sponsors, coaches and/or teachers shall be responsible for enforcing bus safety rules that are displayed on all Platte County School District #2 buses. Sponsors are to accompany students to the bus when it is not in use and locked.
7. Sponsors, coaches, and/or teachers shall assist the driver in the responsibility for maintaining a clean atmosphere on the bus at all times. The bus shall be cleaned of all **debris** and equipment, etc., at the end of each trip regardless of the return arrival time.
8. The students must keep their hands, arms, heads and legs inside the bus. Bus drivers will be instructed to not move a bus until all passengers follow the above rule.
9. When the bus is moving, all passengers shall remain seated, unless a sponsor is communicating with or enforcing rules to a student passenger. This is a Wyoming State Law.
10. Check all students boarding the bus to be certain no one is missing and be certain that there are no unauthorized passengers.
11. A bus must run on schedule and follow the highway safety rules and laws. Do not rush the driver and allow sufficient time for a safe trip. Be on time for departure.
- 12. SMOKING OR ANY USE OF TOBACCO, ALCOHOL OR OTHER CONTROLLED SUBSTANCES ARE PROHIBITED ON SCHOOL GROUNDS, ON A SCHOOL BUS OR IN ANY SCHOOL VEHICLE.**
13. In the event of a bus accident or other disaster, the sponsor/coach is responsible for the student counts and rosters. In the event of injury or incapacitation of the sponsor/coach, the bus driver will be responsible for counts and rosters.

**Playground** - Whenever students are utilizing the playground area during normal school hours, supervision will be provided. The supervision of the playground before school and after school will be provided by a designated faculty member and/or a teacher aide. Playground supervision begins at 7:45 a.m.

Regularly scheduled recess periods will be supervised by an aide and/or assigned teachers under the direction of the principal. Teachers should expect to observe their classes on the playground during the first few weeks of school and periodically throughout the school year. The classroom teacher must supervise recess periods not regularly scheduled.

### **General Playground rules**

1. Remember--it is a PLAY-ground. Have a good time, but observe the rules, play safely, and behave courteously at all times.
2. No tackle football is permitted.
3. Throwing snowballs or other objects is not allowed on school grounds.
4. Bicycles are not to be ridden on the playground and are to be parked in the racks on the east or west ends of the playground.
- 5. KEEP YOUR HANDS TO YOURSELF.**
6. Permission must be secured from the principal or the teacher on duty before students will be allowed to leave the playground.

When the bell rings to enter the building, students will quickly line up at the doors.



**TEACHING CERTIFICATES**-At the beginning of each school year, teachers are required to have a current valid teaching certificate on file.

**TEACHER DRESS** - Teachers are professionals and need to dress in such a manner as to convey this professionalism to students and parents. Be sure your dress says: "I am a professional". In order to convey this, Instructional and office staff do not wear blue jeans, except when approved by the Administration.

**WORKDAY** - The teacher workday is 7:45 a.m. to 4:00 p.m. (Fridays-7:45 a.m. to 1:45 p.m.). A teacher desiring to arrive later than 7:45 a.m. or leave before 4:00 p.m. should inform his/her principal. If teachers are working with students in the building after school, please do not leave the building until the last student in the group has left the building. If you need to leave the building during the workday, please sign out in the office.

**USE OF TOBACCO BY STAFF MEMBERS** - The Board of Trustees has established the District and its facilities, including all buildings and grounds, as tobacco free. Staff members may not smoke or use tobacco in the presence of students any time they are on the job for the district in any capacity. This includes time spent supervising or directing student activities. (Board Policy: GBK)

**SAFETY AND SECURITY**- The procedures for safety and security are outlined in the SRP (Standard Response Protocol) in the Red Emergency Binders found in each and every classroom. It is the responsibility of the staff member to be aware of this protocol and follow it during an emergency situation. Contact the principal for further information.

### **STAFF COMPLAINTS/GRIEVANCES**

A grievance is a written allegation by an employee of a violation of Board policy, administrative regulation, or of a written agreement between the district and its employees. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. Matters of employment or continued employment (termination, dismissal or suspension) or content of evaluations will not be subject to the grievance procedure. Channels will be established for personnel to present grievances, which shall permit their resolution at the lowest possible level. Any employee who desires to present a claim of discrimination in the form of a grievance may utilize this policy rather than alternative policies if so desired. For Grievance Procedure, see (GBK-R).

#### **Section 1. Definitions**

a. Grievance: A grievance is an assertion by an aggrieved party that there has been a violation, a misinterpretation, or inequitable application of any provision of Board policy, rule, regulation or procedure, or an assertion of discrimination on the basis of race, color, national origin, sex, age, disability, or religion. The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act.



b. **Aggrieved Party:** An aggrieved party is any employee of the School District who asserts a grievance.

c. **Supervisor:** A supervisor is any employee with immediate supervisory and rating responsibility over other employees.

**Section 2. Purpose.** As problems may arise, good morale will be maintained by the expeditious and sincere efforts of all individuals concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solution to any problem which may, from time to time, arise. As appropriate at all levels, the proceedings will be kept informal, expeditious and confidential.

**Section 3: Non-limiting.** Nothing herein contained shall be construed as limiting the presently existing right of any school employee having a grievance to discuss the matter informally with the appropriate member of the administration.

#### **Section 4. Stages of Grievance Procedure**

a. **Level I**

I. **Problem Identification:** The aggrieved party will notify, in writing, his supervisor of his/her grievance in sufficient detail so that the problem can be understood. This document will constitute the complaint of grievance for subsequent stages subject to written amendment or supplement.

II. **Meeting:** The supervisor will schedule a meeting within 10 days for discussion of the grievance. If the grievance involves other district employees who may be parties in interest, notice will be given such person or persons and an opportunity afforded to be present at all sessions concerning the grievance. All participants shall have the right to freely express their opinions in an effort to resolve the matter informally to the satisfaction of everyone. The supervisor may also meet separately with the concerned parties.

III. **Written Decision:** A written decision will be made and filed within five (5) days by the supervisor.

IV. **Directly Involving Supervisor:** In the event the problem of the aggrieved party directly involved the immediate supervisor of the aggrieved party, the superintendent shall act as the supervisor for purpose of the Level I grievance procedure, and in the event an appeal is necessary, the Level III procedure will be followed.



V. Directly Involving Superintendent: In the event the problem of the aggrieved party directly relates to the superintendent, the Board of Trustees shall act as the supervisor for the purpose of the Level I grievance procedure. In this situation, the decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final.

b. Level II

I. Appeal: An appeal from the supervisor's decision may be taken by any party in interest within 10 days after the date of filing of the decision, by filing an appropriate notice.

II. Meeting: A meeting will be held within ten (10) days after receipt of the written notice of appeal by the superintendent. Unless waived by the party filing the appeal, the superintendent shall give forty-eight (48) hours notice of the time, date and place of the meeting.

III. Decision: A written decision will be made and filed within 10 days after conclusion of the meeting.

c. Level III

I. Appeal: An appeal by any party in interest for a hearing before the Board of Trustees may be taken by filing a written notice within 30 days after the entry of the superintendent's decision.

II. Board Hearing: Within ten (10) days after receipt of written notice of appeal, the Board shall schedule an informal hearing which may be held in executive session. Notice shall be given to all parties in interest.

III. Decision: The decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final. The decision of the Board shall be the final step of the grievance procedure.

In order to institute the procedures afforded herein, notice of a grievance must be filed with the supervisor within 30 days after the aggrieved person knew or should have known, of the act or condition on which the grievance is based.

Section 5. Optional Discrimination Complaint Procedure.

Anyone who believes that he/she has been discriminated against, also has the option to utilize Board policy AC-R or file complaints with the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582.

Section 6. For purposes of this policy, "day" shall not include weekends or holidays.



## SECTION 504/ADA POLICY

### Policies and Procedures for the Implementation of Section 504 of the Rehabilitation Act of 1973

Guernsey-Sunrise School and PLATTE COUNTY SCHOOL DISTRICT #2 are committed to providing disabled children who attend our school with the opportunity to participate in, and benefit from, our educational system. The following is the official written policy for compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA).

#### Introduction:

This manual provides a system for the implementation of the procedural provisions of the Rehabilitation Act of 1973, Section 504, Subpart D. Section 504 contains other requirements including accessibility and employment practices concerning persons with disabilities. This system limits itself to Subpart D.

All individuals who are disabled under the Individuals with Disabilities Education Act (IDEA) are also considered to be disabled and therefore protected under Section 504. However, all individuals who have been determined to be disabled under 504 may not be disabled under IDEA. These children require a response from the regular education staff and curriculum. For the purpose of this manual, the term "disabled" refers to students who are protected under the regulations of Section 504; the term "IDEA" is reserved for students who are eligible for services under IDEA. The IDEA defines as eligible only students who have certain specified types of disabilities and who, because of one of those conditions, need special education (specially designed instruction). Section 504 protects all disabled students, defined as those having any physical or mental impairment that substantially limits one or more major life activities (including learning). Section 504 covers all students who meet this definition, even if they do not fall within the IDEA enumerated categories and even if they do not need to be in a special education program.

#### Examples of 504 Students:

Students who are protected by Section 504, but who may not be covered by the IDEA include students with such health impairments as juvenile arthritis, AIDS or ADD. Such students may not meet the criteria for IDEA categories. However, if their disorders or conditions substantially limit their ability to function at school, they are disabled within the meaning of Section 504 and must be provided with those accommodations needed to benefit from their educational services. If a school has reason to believe that, because of a handicap as defined under Section 504, a student needs either special accommodations or supplementary services in the regular setting in order to participate in the school programs, the student must be evaluated and, if found to be eligible, the school must develop and implement an accommodation plan for the delivery of needed services

### DEFINITIONS UNDER SECTION 504

**ACCOMMODATION** - any action or service provided for a disabled student in an effort to meet the educational needs of such a student as adequately as the educational needs of a non-disabled student are met. The term may include specialized education, related services and aids or limited to a physical compensation.

**ACCOMMODATION, PHYSICAL** - any action, assistive device, equipment or other consideration to equalize opportunity. It does not include change(s) in instructional programs. The term is exemplified when accommodation is limited to providing special equipment, administering medication, preferential seating and other considerations.

**ACCOMMODATION PLAN** - written document developed by a team (similar to the IEP) that outlines accommodations necessary for a student who has a physical or mental impairment which substantially limits one or more major life activities.

**BARRIER-FREE ENVIRONMENT** - a school environment that contains no obstacles to accessibility and usability by students with disabilities. Barrier means physical and non-physical.

**COMPARABILITY TEST** - a method to attempt to determine what accommodations are needed to meet the educational needs of disabled students as adequately as the needs of non-disabled students are met.





**COMPLIANCE OFFICER** - the person specifically named by the recipient to coordinate the requirements of Section 504 of the Rehabilitation Act of 1973.

**DISABLED PERSON** - any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. The term is not necessarily synonymous with disabled children as set forth in IDEA-B.

Section 504/ADA specifically exclude the following physical and/or mental impairments from qualifying a student as disabled: homosexuality, bisexuality, transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, other sexual disorders, compulsive gambling, kleptomania, pyromania or psychoactive substance abuse disorders resulting from illegal use of drugs.

**IDEA-B** - Part "B" of the Education of the Disabled Act. Public Law 101-476.

**MAJOR LIFE ACTIVITY** - functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**MEDIATION** - a process specific to reconciliation of differences. Mediation efforts never supplant either party's right to the procedures of Due Process.

**MEDIATOR** - a person, usually a third party, who attempts to resolve differences between or among conflicting parties.

**MULTI-DISCIPLINARY TEAM** - two or more persons representing different, but relevant, fields of expertise.

**OFFICE OF CIVIL RIGHTS (OCR)** - has three primary responsibilities: investigating complaints, conducting compliance reviews, and providing technical assistance. There are ten regional offices located throughout the United States. The regional office for WYOMING is in Denver, Colorado. Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming), Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, and (303) 844-3417 (TDD).

**REASONABLE ACCOMMODATION** - school districts are required to make adjustments to allow for a student with disabilities or known physical or mental limitations.

**RECIPIENT** - any agency receiving federal financial assistance.

**SPECIAL EDUCATION, SPECIALIZED EDUCATION** - the terms are presented here as a frame of reference rather than procedurally limiting. Special Education usually means IDEA-B whereas "specialized" usually implies adaptations in the context of regular education such as note takers, verbal cues, modified books, etc. The terms are not mutually exclusive.

**504 COMMITTEE** - A group of persons knowledgeable about the student including the Principal (or designee), a teacher, and an individual that has the ability to interpret assessment data.

**THE PLATTE COUNTY SCHOOL DISTRICT #2  
NONDISCRIMINATION POLICY IN ITS PROVISION  
OF EDUCATIONAL PROGRAMS AND SERVICES TO  
OTHERWISE QUALIFIED DISABLED STUDENTS**

In compliance with its obligations under both Section 504 and the ADA, Guernsey-Sunrise School does not discriminate against otherwise qualified disabled students in the provision of its educational programs and activities. Guernsey-Sunrise School will make reasonable modifications to its programs and activities to accommodate otherwise qualified disabled students, unless such modifications would impose an undue burden on the operation of the particular program, or would alter the fundamental nature or purpose of the program. In addition to its provision of educational services, Guernsey-Sunrise School will not discriminate against otherwise qualified disabled students in its provisions of non-educational programs and services such as counseling, athletics, transportation, health services, recreational activities, special interest groups or clubs, referrals to other agencies, and employment.



**Excellence in Everything, Every Student, Every Day! Viking PRIDE!**



Guernsey-Sunrise School will provide a free appropriate education (including formalized modifications in the regular education classroom, special education and/or related aids and services) to otherwise qualified disabled students who reside within, or are invited to attend, Guernsey-Sunrise School. Instruction will be individually designed to meet the individualized educational needs of these students. Guernsey-Sunrise School will seek to assure that the educational services provided to otherwise qualified disabled students are reasonably calculated to afford such students an equal opportunity to achieve educational benefit as is provided to non-disabled student

The Platte County School District #2, Guernsey-Sunrise Schools Section 504/ADA Coordinator is:

**Glen Suppes**  
**555 SOUTH WYOMING**  
**GUERNSEY, WY 82214**  
**Phone 307-836-2745**

### **COMPONENTS OF THE SECTION 504 PROGRAM**

#### **A. Least Restrictive Environment**

Guernsey-Sunrise School will educate otherwise qualified disabled students with non-disabled students to the maximum extent appropriate. Guernsey-Sunrise School will remove an otherwise qualified disabled student from the regular educational environment only when the District determines that educating the student in the regular environment with the use of formalized classroom modifications, supplementary aids and/or services cannot be achieved satisfactorily.

#### **B. Initial Evaluations**

Guernsey-Sunrise School will evaluate any student suspected of qualifying as a disabled student under Section 504/ADA. Guernsey-Sunrise School does not receive funds under Section 504/ADA and is not required to pay for medical or psychiatric evaluation of a student; however, Guernsey-Sunrise School will attempt to obtain and keep on file relevant and current medical information provided by the student's parents and/or physician, psychologist, psychiatrist or other professional in order to make needed adjustments or modifications for the student.

#### **C. Modifications**

The determination of what formalized Section 504/ADA modifications to the student's regular education program, special education, and/or related services are appropriate for a student suspected of qualifying as a disabled student under Section 504/ADA will be made in writing by a group knowledgeable about the student.

#### **D. Re-evaluations**

Guernsey-Sunrise School will re-evaluate any student determined to be eligible for formalized modifications, special education, and/or related services every three years, or more frequently if conditions warrant.

#### **E. Changes in Placement**

If a student has been determined to be eligible for Section 504/ADA formalized modifications, special education, and/or related services under Section 504/ADA, Guernsey-Sunrise School will re-evaluate or hold a placement meeting before making any significant change in placement. Examples of significant changes in placement before which Guernsey-Sunrise School will re-evaluate include individual suspensions that exceed ten cumulative school days, expulsion, transfer of a student to home instruction, or a significant change in the method of delivery of the student's education (e.g., moving the student from regular education to the resource room).

#### **F. Documentation of Evaluations and Changes in Placement**

Guernsey-Sunrise School and Platte County School District #2 will document any Section 504/ADA evaluations that are performed and/or any decisions that are made regarding any student who is evaluated for qualification for formalized modifications, special education, and/or related services under Section 504/ADA.



## **G. Personnel Training**

PLATTE COUNTY SCHOOL DISTRICT #2 and Guernsey-Sunrise School will provide appropriate workshops to instruct teachers on the education of persons with disabilities, along with teacher in-service meetings and consultation with medical professionals, as necessary.

## **H. Transportation of Otherwise Qualified Disabled Students**

Guernsey-Sunrise School and the PLATTE COUNTY SCHOOL DISTRICT #2 will not discriminate in its provision of transportation to otherwise qualified disabled students. If PLATTE COUNTY SCHOOL DISTRICT #2 places a student, under a Section 504/ADA plan, in a program not operated by the District, the District will assure that adequate transportation to and from the program is provided at no greater cost than the parent would have paid to transport the student to the district-operated program. However, if Guernsey-Sunrise School has made available a free appropriate education to a student that conforms to the requirements of Section 504/ADA, but the parent chooses to place the student elsewhere, Guernsey-Sunrise School will not pay for any costs incurred in transporting the student to that program.

## **I. Notice to Parent or Guardian of Actions Affecting Identification, Evaluation or Placement**

Guernsey-Sunrise School will notify the parent or guardian of a student suspected of being an otherwise qualified disabled student of his/her rights to [initiate the grievance procedure and/or obtain] an impartial hearing if the parent or guardian disagrees with any action regarding identification, evaluation, and/or placement of a student suspected of being disabled under Section 504/ADA.

## **J. General Notice Regarding Nondiscrimination**

Platte County School District #2 and Guernsey-Sunrise School seek to notify all the school's students, students' parents, applicants, and employees of its policy of nondiscrimination on the basis of disability. To achieve this objective, the PLATTE COUNTY SCHOOL DISTRICT #2 will include the following Notice on all applications for employment or admission within the District, student handbooks, and other school-wide publications where inclusion of such Notice would be appropriate:

PLATTE COUNTY SCHOOL DISTRICT #2 and Guernsey-Sunrise School do not discriminate against qualified disabled individuals on the basis of disability in its provision of programs, services, or employment. Guernsey-Sunrise School has designated Mike Beard to coordinate the District's compliance with federal nondiscrimination laws. In addition, the District will post the above Notice on appropriate bulletin boards throughout its school campuses, and will take steps to assure that this notice is made available to persons with impaired vision.

### **SEARCH AND SERVE, REFERRAL, EVALUATION, IDENTIFICATION AND REASONABLE ACCOMMODATION FOR SECTION 504/ADA QUALIFIED DISABLED STUDENTS**

#### **Search and Serve Efforts Under §504/ADA:**

In order to not duplicate efforts, attempts to locate and identify all qualified persons with disabilities residing in the district who are not presently receiving a public education—whether they are disabled pursuant to IDEA, §504/ADA, or both—will be made under the district's IDEA/child search and serve efforts.

#### **Referral for 504 Assistance:**

A student need has been identified by a teacher, parent, administrator or other person with a legitimate interest. A REFERRAL FOR 504 ASSISTANCE must be completed and submitted to the local school principal. The local school Building Intervention Team will then review the referral and determine the appropriate action.

#### **Evaluation:**

The local school principal must notify parents, in writing, that the district is conducting a review of existing records, provide notice of parent /student rights and must obtain written parental permission for any additional evaluation. Following notification and/or receipt of



parental consent the principal or designee reviews all student records and evaluations and initiates any additional required evaluations. The evaluation is then summarized on the 504 ELIGIBILITY SUMMARY form.

**Eligibility:**

Within 30 days of the completion of the evaluation, the principal or designee will convene the 504 Committee to consider:

1. Student's unmet needs.
2. Section 504 eligibility.
3. Accommodations based on eligibility and needs.
4. Reasonable accommodations despite ineligibility.

The multi-disciplinary team will determine eligibility for 504 assistance, document the eligibility on the 504 ELIGIBILITY SUMMARY and document suggested accommodations. If the accommodations do not require additional resources then the team proceeds to notify the parents of the meeting to develop an accommodation plan to finalize the suggested accommodations. If the accommodations require additional resources, the principal then reviews the 504 ELIGIBILITY SUMMARY with the district 504 compliance officer. The 504 compliance officer then either discusses other alternatives or approves and allocates the resources necessary to implement the suggested accommodations. The principal then finalizes the accommodations with the parents at a meeting to develop an accommodation plan.

If the student is found to be ineligible for accommodation under Section 504, the 504 Committee may recommend accommodation despite such ineligibility if such accommodation facilitates the students educational program.

**Accommodation Plan:**

After the multi-disciplinary team has completed the 504 ELIGIBILITY SUMMARY the suggested accommodations are then formalized with the parents on the SECTION 504 ACCOMMODATION PLAN. This plan documents the accommodations, the persons responsible, the action to be taken with each accommodation, and the persons involved in developing the accommodation plan. The accommodation plan must be reviewed annually.

Re-evaluation:

Students receiving accommodations under Section 504 must be re-evaluated every three years or more often as necessary.

**SECTION 504/ADA GRIEVANCE PROCEDURE**

A "grievance" is a complaint by a District employee, a student entitled to an education within the District, or a parent of such a student. The District has designed this grievance procedure as a means of reaching a fair and equitable settlement, at the lowest possible administrative level, of differences and issues relating to possible discrimination against employees and/or students under the Rehabilitation Act of 1973 (Section 504) and/or the Americans with Disabilities Act. These laws prohibit a public agency like PLATTE COUNTY SCHOOL DISTRICT #2 from discriminating in its provision of its programs or activities against a qualified disabled person solely by reason of that person's disability.

The following are the steps that are to be taken under this procedure to process a grievance based on a complainant's belief that the District has violated one of these nondiscrimination laws.

**Step One:** A grievance must be filed in writing with the District's Section 504/ADA Coordinator, the person who the District has designated to coordinate Section 504/ADA compliance efforts:

**Glen Suppes  
PLATTE COUNTY SCHOOL DISTRICT #2  
555 South Wyoming  
Guernsey, WY 82214 307-836-2735**

All grievances must be filed within seven (7) school days after the aggrieved becomes aware of the alleged violation.



**Step Two:** The Section 504/ADA Coordinator or designee will investigate the grievance to the extent the 504/ADA Coordinator deems appropriate. This investigation shall be thorough enough for the Section 504/ADA Coordinator or designee to come to a fair determination of the grievance, and shall include an opportunity for all interested persons and their representatives to submit evidence relevant to the grievance.

**Step Three:** The Section 504/ADA Coordinator or designee shall issue a written determination of the grievance within 30 days of its filing. This determination shall at this point be forwarded to the aggrieved. The Section 504/ADA Coordinator will maintain the files and records submitted and reviewed in connection with his/her consideration of the grievance.

**Step Four:** Within five (5) days of the Section 504/ADA Coordinator or designee written determination of the grievance, the aggrieved may submit a request for appeal to the District's Superintendent at:

**PLATTE COUNTY SCHOOL DISTRICT #2**

**555 South Wyoming**

**Guernsey, Wy 82214**

The request must be in writing and must state the reasons for disagreement with the decision and the remedy the aggrieved requests.

The Superintendent will schedule the grievance for consideration before the District's Board of Trustees.



**GUERNSEY-SUNRISE SCHOOLS**  
**Platte County School District #2**  
**REFERRAL FOR 504 ASSISTANCE**

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of handicap in any program or activity receiving Federal financial assistance. Students eligible for 504 assistance are those who 1) have a physical or mental impairment which substantially limits one or more major life activities, 2) have a record of such impairment or 3) are regarded as having such an impairment. If you feel the student identified qualifies for assistance under Section 504, please complete the following information.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Sex: M \_\_\_\_\_ F: \_\_\_\_\_

Parent(s): \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Person Submitting Referral: \_\_\_\_\_ Position: \_\_\_\_\_

**Describe the student's need or area of concern:**

**Special Education Disclaimers:**

\_\_\_\_\_ The student will be referred for special education evaluation.

\_\_\_\_\_ No referral to special education is necessary. The student's needs can be accommodated in the regular education program.

\_\_\_\_\_ The student has been evaluated by the special education team and does not qualify for special education services.

\_\_\_\_\_ The student has received special education services in the past, but no longer requires special education.

**Please check services provided:**

\_\_\_\_\_ Resource

\_\_\_\_\_ Occupational Therapy

\_\_\_\_\_ Guidance

\_\_\_\_\_ Physical Therapy

\_\_\_\_\_ Speech-Language

\_\_\_\_\_ Itinerant Services for the Visually Impaired

\_\_\_\_\_ Self-contained Cluster

\_\_\_\_\_ Itinerant Services for the Hearing Impaired

\_\_\_\_\_ Special School Setting

\_\_\_\_\_ Interpreter

\_\_\_\_\_ Other (explain):

The student is suspected of having a physical or mental impairment, has a record of such impairment or is regarded as having such impairment, which substantially limits one or more of the following major life activities:

\_\_\_\_\_ caring for one's self

\_\_\_\_\_ speaking

\_\_\_\_\_ performing manual tasks

\_\_\_\_\_ breathing

\_\_\_\_\_ walking

\_\_\_\_\_ learning

\_\_\_\_\_ seeing

\_\_\_\_\_ working

\_\_\_\_\_ hearing

\_\_\_\_\_ other

**Action Taken:**

\_\_\_\_\_ The student will be evaluated for possible 504 accommodation.

\_\_\_\_\_ No further evaluation at this time.

\_\_\_\_\_ Other

**Evaluation Assignments (if applicable):**

**Additional Comments:**

**Principal's Signature:**

**Date:**



## **EQUAL EDUCATIONAL OPPORTUNITIES NOTIFICATION AND GRIEVANCE PROCEDURE**

**NONDISCRIMINATION STATEMENT-** Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans With Disabilities Act (ADA) may be referred to PCSD#2 Personnel, Mike Beard (Title VI, IX), Glen Suppes (Section 504), or Linda Victory(ADA) at 555 South Wyoming Street, Guernsey, Wyoming 82214 or (307)836-2735; the Wyoming Department of Education, Office for Civil Rights, Coordinator, 2<sup>nd</sup> Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050 or (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request.

It is the intent of Platte County School District #2 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, their parents and employees who feel discrimination has been shown by the District.

Specific complaints of alleged discrimination should be referred to:

Office for Civil Rights Coordinator  
Platte County School District #2  
555 S. Wyoming  
Guernsey, Wyoming 82214 -- (307) 836-2735

Complaints may also be filed with the Office for Civil Rights.

Office for Civil Rights, Region VIII  
U. S. Department of Education, Federal Building, Suite 310  
1244 Speer Boulevard  
Denver, CO 80204-3582 -- (303) 844-5695, TDD (303) 844-3417

All students attending Platte County School District #2 may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (consumer and homemaking education, trades and industrial education, business and office education, marketing education, etc.), regardless of race, color, national origin, religion, age, disability or sex.

### **Grievance Procedure**

Any student or staff member of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, age, race, religion, national origin, or disability may file a written complaint with the Office of Civil Rights Coordinator, Platte County School District #2.

However, prior to filing the grievance the student shall contact the building principal, or the individual whose decision generated the grievance and make an appointment for an informal meeting in an attempt to resolve the grievance. If the alleged grievance is not resolved satisfactorily at the informal meeting, the person filing the grievance must fill out a grievance procedure form detailing the complaint. The complete form will be presented to the Office of Civil Rights Coordinator within fifteen school days of the date upon which the complainant learned or should have known of the circumstances upon which the complaint is based. Completing and filing the form shall initiate the grievance procedure.



# Appendix A

## PLATTE COUNTY SCHOOL DISTRICT #2 ADVANCE CREDIT APPROVAL

I understand I must submit this form by June 1 of the current school year to be eligible for movement on the following school year salary schedule. In addition official transcripts must be submitted to the district office by September 15 of following year. All credit approval must be made in advance and must be accompanied by a course description. I will be taking the following hours which I request be allowed for movement on the salary schedule:

Course Title and Number	College/University	Credit
Course Title and Number	College/University	Credit
Course Title and Number	College/University	Credit
Course Title and Number	College/University	Credit
Course Title and Number	College/University	Credit

(Please check those that apply)

\_\_\_ These hours are on an approved program leading to an advanced degree in: \_\_\_\_\_

\_\_\_ These hours are related to my teaching field or teaching assignment.

Teacher's Signature

Date

THIS COURSE WILL BE TAKEN THE \_\_\_\_\_ SEMESTER OF \_\_\_\_\_ (YEAR).

\*\*\*\*\*

### **APPROVAL:**

Principal

Date

Superintendent of Schools

Date





# Platte County School District #2

## Staff Member Acceptable Use Policy Statement

PCSD#2 staff is responsible for using the PCSD#2 network for educational activities and for instructing students in proper use. PCSD#2 can monitor, log, and record Internet and network activity. If a staff member demonstrates irresponsible behavior, such activities will be reported to the Superintendent for review. The staff of PCSD#2 has certain responsibilities and privileges relating to the PCSD#2 network.

A. All PCSD#2 staff members are expected to model good and acceptable network and Internet use. This includes observing applicable copyright laws.

B. Teacher Internet use during student contact time should be related to class learning objectives.

D. PCSD#2 teachers will have access to student 'home' drives to allow them to view student work. Teachers should occasionally monitor their student's home drive for inappropriate materials.

E. Staff is responsible for monitoring student activity on the school network. If a student is on a computer in a classroom, or lab the staff member assigned to that group of students is responsible for the monitoring and oversight of the network and Internet activity.

F. A staff member may request that a student lose network and/or Internet privileges for ignoring or failing to respond to requests. The principal or assistant principal will review these requests and communicate any action needed to the Technology Coordinator.

G. The use of staff or administrative computers by students is prohibited.

H. Unacceptable use of the Internet/e-mail by staff members who access the network through school accounts using school-owned equipment may result in revocation of Internet privileges, disciplinary action, termination, and/ or legal action. Unacceptable uses include, but are not limited to, the following:

- \* sending or displaying offensive messages or pictures
- \* using obscene, harassing or insulting language
- \* violating copyright laws
- \* accessing, sending, or displaying sexually explicit material or child pornography
- \* accessing, sending, or displaying material harmful to minors
- \* using the network for commercial or political purposes
- \* intentionally damaging computers, computer systems or computer networks.
- \* using another's password to gain unauthorized access to information
- \* other uses in violation of district policy or regulations, state statutes or federal laws.

Internet and e-mail access is provided as a teaching and education tool. PCSD#2 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet access, any information transmitted or received in connection with such usage, and information stored on any equipment owned by PCSD#2. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

By signing below you acknowledge that you have read the above Acceptable Use Policy and accept the regulations described in this document. Changes to the AUP can be made at any time; notice of any changes will be distributed when and if necessary.

**Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Disclaimer/Acknowledgement

This handbook provides you with information about your employment with Platte County School District #2. It has been prepared as a guide and reference only. This employee handbook is not a contract, either expressed or implied. Platte county School District #2 reserves the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and at its sole discretion.

I, the undersigned, understand that it is my responsibility to read the Platte County School District #2 certified handbook and to understand the policies outlined in it. I also understand that this handbook is not intended to serve as a contract, either express or implied, and that Platte County school District #2 has the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time at its sole discretion, and that all such changes will be binding upon all employees. I understand that the handbook includes anti harassment and discrimination policy, with a grievance mechanism, and I will review and follow that policy and grievance mechanism.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Year:2018-2019

