

La Plata R-II
School District
Faculty Handbook



“Home of the Bulldogs”

DISCRIMINATION AND/OR HARASSMENT: The La Plata R-II School District does not discriminate nor does it allow discrimination or harassment based on Sex, Race, Color, National Origin, Ethnicity, Disability, Gender or Sexual Orientation.

Any person who believes they have been the victim of Discrimination and/or Harassment must notify the principal or contact the Superintendent of Schools who has been designated by the District as the Compliance Officer.

Complete copies of the La Plata R-II School District Policies and Regulations related to discrimination and/or harassment may be obtained from the Office of the Superintendent.

The following list of Policies and Regulations address Discrimination and/or Harassment:

- Policy AC, Prohibition against discrimination, Harassment and Retaliation
- Policy EHB, Technology Usage
- Policy GBCB, Staff Conduct
- Policy GBEBB, Employee Alcohol and Drug Testing
- Policy GBH, Staff/Student Relations
- Policy GBM, Staff Grievances
- Policy GCD, Professional Staff Recruiting and Hiring
- Policy GDC, Support Staff Recruiting and Hiring
- Policy IGBA, Programs for Students with Disabilities
- Policy IGBCB, Programs for Migrant Students
- Policy IGBH, Programs for English Language Learners
- Policy IGD, District-Sponsored Extracurricular Activities and Groups
- Policy IICC, School Volunteers
- Policy JFCF, Hazing and Bullying
- Policy JFH, Students Complaints and Grievances
- Policy KL, Public Complaints

Any questions or concerns should be addressed to: District Compliance Officer, Dr. Craig Noah, Superintendent of Schools, 660-332-7001.

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SCHOOL PERSONNEL

ADMINISTRATION

Dr. Craig Noah, Superintendent of Schools
Mr. Andy Jackson, High School Principal

OFFICE PERSONNEL

Lynnette East, Bookkeeper
Debbie Newland, High School Secretary
Deanna Wheeler, Food Service and Athletic Director Secretary

BOARD OF EDUCATION

Matt Belt
Richard Burns
Harold Collins
Norine Eitel
Brandon Mack
Steven McHenry
Kevin Pipes



The La Plata Board of Education has approved all the policies, rules, regulations and procedures contained in this handbook. In the event that a conflict exists with the official policies of the Board of Education, the board policies in all instances will take precedence.

Board policy can be obtained from the school web site:
www.laplata.k12.mo.us

HIGH SCHOOL FACULTY & STAFF

Name	Position	E-Mail
Janice Bane	Business Education	jbane@laplata.k12.mo.us
Susan Boren	Spanish	sboren@laplata.k12.mo.us
Carol Buck	School Nurse	cbuck@laplata.k12.mo.us
Greg Buescher	PE/Health	gbuescher@laplata.k12.mo.u
Wendy Carter	English Language Arts	wcarter@laplata.k12.mo.us
Lynnette East	Bookkeeper	least@laplata.k12.mo.us
Jack Falls	Custodian/Maintenance	N/A
Mary Feldkamp	Special Education	mfeldkamp@laplata.k12.mo.us
Shelbi Followwill	Science	sfollowwill@laplata.k12.mo.us
Andrew Fries	Band/Chorus	afries@laplata.k12.mo.us
Ryan Halstead	Custodian	N/A
Jessica Hulett	Family and Consumer Science	jhulett@laplata.k12.mo.us
Russ Lincoln	Mathematics	rlincoln@laplata.k12.mo.us
Mariah Lock	Counselor	mlock@laplata.k12.mo.us
Matt Kennedy	Social Studies	mkennedy@laplata.k12.mo.us
Megan King	English Language Arts	mking@laplata.k12.mo.us
Wade King	Social Studies	wking@laplata.k12.mo.us
Steve Lightle	At-Risk	slightle@laplata.k12.mo.us
Kate McNabb	Science	kmcnabb@laplata.k12.mo.us
Debbie Newland	High School Secretary	dnewland@laplata.k12.mo.us
Matthew Pearson	Mathematics	mpearson@laplata.k12.mo.us
Jessy Reuterdaahl	Agriculture Education	jreuterdaahl@laplata.k12.mo.us
Chrystal Sears	Library Media Center Aide	csears@laplata.k12.mo.us
Julie Smith	Art	jsmith@laplata.k12.mo.us
Deanna Wheeler	Food Service and Athletic Director Secretary	dwheeler@laplata.k12.mo.us
Josh Woodward	Physical Education	jwoodward@laplata.k12.mo.us
Mr. Andy Jackson	High School Principal/ A+ Coordinator	ajackson@laplata.k12.mo.us
Dr. Craig Noah	Superintendent	cnoah@laplata.k12.mo.us

COACHES/SPONSORS

Assignment	Name
Athletic Director	Steve Lightle
Fall/Spring Baseball	Josh Woodward
Assistant Baseball (Fall/Spring)	Andy Jackson
Softball	Josh Woodward
Assistant Softball	Shelbi Followwill
Boys/Girls Golf	Justin Johnson
Jr. High Girls Basketball	Steve Lightle
Jr. High Boys Basketball	Greg Buescher
H.S. Girls Basketball	Steve Lightle
Assistant H.S. Girls Basketball	Shelbi Followwill
H.S. Boys Basketball	Greg Buescher
Assistant H.S. Boys Basketball	Steve McHenry
Cross Country	Matt Kennedy
Jr. High Girls/Boys Track	Matt Kennedy
H.S. Girls/Boys Track	Shelbi Followwill
Assistant Girls/Boys Track	Steve Lightle
Jr. High Cheerleading	Nancy Green
H.S. Cheerleading	Nancy Green
Marching Band	Andrew Fries
Web Page	Janice Bane
FBLA	Janice Bane
BETA	
FCCLA	Jessica Hulett
"L" Club	Josh Woodward
FFA	Jessy Reuterdahl
Science Club	Kate McNabb
Art Club	Julie Smith
Drama Club	Andrew Fries
Student Council	Mariah Lock
Jr. High Academic Bowl	Billy Pippin
H.S. Academic Bowl	Mary Feldkamp
Yearbook	Janice Bane
Color Guard	Nancy Green
7 th Grade Sponsors	Janice Bane/Matt Kennedy/Mary Feldkamp
8 th Grade Sponsors	Shelbi Followwill/Josh Woodward
9 th Grade Sponsors	Jessica Hulett/Greg Buescher/Andrew Fries
10 th Grade Sponsors	Megan King/Matt Pearson/Russ Lincoln
11 th Grade Sponsors	Wade King/Jessy Reuterdahl/Julie Smith
12 th Grade Sponsors	Wendy Carter/Kate McNabb/Susan Boren

INTRODUCTION

This handbook contains policies, rules, regulations and procedures that every teacher should know. It is very important that new teachers as well as veteran teachers in the district read the handbook carefully and refer to it on a regular basis. This handbook does not include all of the district policies, but it does include those, which are most commonly needed for reference. For more complete information on district policies, reference should be made to the La Plata R-II Board of Education Policy Manual, which can be found on the school web site

NONDISCRIMINATION POLICY

The La Plata R-II Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment and promotion of school personnel.

The superintendent of schools will act as the district's nondiscrimination compliance coordinator. The superintendent of schools shall take all necessary actions to ensure that discrimination does not occur in the educational program, employment practices or activities of the school district.

LAPLATA R-II MISSION STATEMENT

“Educate, Equip, and Empower

La Plata High School Vision Statement

La Plata High School will...

Educate students in a safe and vibrant environment while using a challenging, engaging, and interactive curriculum.

- Provide powerful learning opportunities
- Instructional decisions will be based on student data
- Curriculum will be connected to state standards
- An environment where responsible behavior, integrity and respect for others is fostered

Equip staff, students, and community with the available resources necessary to maximize their learning opportunities.

- Provide staff with the necessary resources to ensure a commitment to professional growth
- Promote and model time management skills
- Provide and promote the use of technological tools to obtain and exchange information and ideas

Empower students through high expectations to accept responsibility and become productive members of society with the support of the community.

- Celebrate growth and success on a continual basis
- Encourage and model a positive attitude
- Communicate effectively and work together to support learner

Educate, Equip & Empower

PHILOSOPHY OF EDUCATION

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement and to promote through teaching an example of the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools by encouraging the student to give his or her best efforts to the daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student needs to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

TIMES TO BE ON DUTY

Teachers are to be at school each morning by 7:45 a.m.

Teachers are to be in their classrooms no later than 8:00 a.m. in order that they can be available to students who need help with class work or otherwise need to talk to a teacher.

Teachers may leave the school grounds in the afternoon at 3:30 p.m. unless a scheduled faculty meeting, parent-teacher conference or other meeting has been called.

Certain duties will be assigned by the building principal. These include hall duty, lunchroom duty, detentions, ticket taking, dances, and others if deemed necessary. A schedule of duties will be given to the teachers at the beginning of the school year.

LEAVING SCHOOL GROUNDS

Due to community inquires and other routine business of the school, it is necessary to know where teachers may be located when not on regular classroom duty. If it becomes necessary to leave school, please notify the office.

Except when emergencies demand, teachers are expected to remain on the school grounds during the school hours. When it is necessary to leave school grounds, be sure to clear it with the principal or, in his absence, the administrator in charge.

Faculty and staff are expected to bring a lunch from home or eat a lunch provided by the school cafeteria. Outside lunch providers, including deliveries, are prohibited unless prior approval is received from the building principal. (By order of the Board of Education 6/07)

LEAVING THE CLASSROOM DURING CLASS TIME

Teachers are not to be out of their classrooms during class time except in an emergency. Time before school, during the planning period and after school should be used for class preparation. If it is necessary to leave the classroom, the principal is to be notified so that a plan for supervision of the students can be made. This includes the need to go to the office, to use the restroom and other unplanned times.

SMOKE FREE CAMPUS

The La Plata R-II School District will be a smoke free campus from the hours of 7:45-3:30. Smoking will be permitted by adults after school hours and at school functions in a designated area.

USE OF TOBACCO

The use of tobacco in the school buildings is prohibited by everyone.

DRESS CODE

The Board of Education expects faculty dress and grooming to be neat, clean, and in good taste so that each individual may share in promoting a positive, healthy, and safe atmosphere within the school district.

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

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Dress that materially disrupts the educational environment will be prohibited. When, in the judgment of the principal, an individual's appearance or mode of dress does not comply with the above criteria, the individual may be required to make modifications. No employee or volunteer shall direct an individual to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as it is worn in a manner that does not promote disruptive behavior.

Jeans Scholarship – Staff members wishing to wear jeans on Fridays may participate in the “Jeans Scholarship Program” by seeing Lynnette East. Cost is \$30 per year to participate and money raised goes to support a scholarship provided by LHS. Teachers may not wear jeans on Fridays if they have not paid their dues to Lynnette.

EMERGENCY DRILL PROCEDURES

Emergency drills will be held on a regular basis in preparation for possible disasters. They include the following: tornado drills, fire drills, intruder and earthquake drills. It is imperative that teachers follow these drill procedures and go over the procedures with the students on a frequent basis. It is the responsibility of each teacher to post all emergency drill procedures in their classrooms in an easily observed location. **All can be obtained in the district's Crisis Plan Handbook on Pages 36-41.**

DISCIPLINE

It is the responsibility of all certificated personnel to be familiar with the Student Conduct Code found in the Student Handbook for each building. When a student is sent to the office for disciplinary reasons, the teacher should send a disciplinary referral slip with the student.

The classroom teacher is responsible for the maintenance of good discipline in his/her classroom. There are times, however, when a student's behavior goes beyond the scope of the teacher's ability to handle the matter. Generally, the Student Conduct Code will be followed when a

student is sent to the office. The principal, however, has the authority to use discretion in applying the code under special circumstances.

TEACHER ABSENCE

If it is necessary for a teacher to be absent from school, arrangements with the principal need to be made as far in advance as possible for a substitute teacher to be hired. In the event of an unexpected illness, the teacher is to contact the secretary between 6:00 and 7:00 a.m. If a teacher wants to attend a professional meeting, a request form needs to be completed and given to the principal prior to the first Wednesday of the month before the meeting. Personal leave must be requested at least two days prior to the absence. (see Board Policy GCBDA & GDBDA)

- a. Sick Leave--9 days/year, cumulative to 120 days (12 month employees receive 12 days)
- b. Personal Leave--3 days/year. If any of the 3 personal days go unused, they can be converted to sick days.
- c. Bereavement Leave- When a death occurs in an employee's family, employees may take up to five (5) days off with pay.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law. (see Board policy GBBDA)

La Plata R-II offers employees the opportunity to join a Sick leave Pool at the beginning of each school year. For extenuating absences due to personal or immediate family illness, members may petition the committee to utilize the additional days provided with this pool. For more detailed information, please contact the building administrator or refer to policy GCBDA

CURRICULUM (BYOC)/LESSON PLANS

Curriculum for each subject/class is a living document that is ever changing as the standards from the Department of Education change. Each teacher is responsible for keeping their curriculum up to date in the Build Your Own Curriculum data base. Teachers will be given professional development time to work on this curriculum. Lesson plans are important part of the teaching process. They not only give the teacher a guide to follow, but they also provide a guide for a substitute teacher in case of an absence. Lesson plans, as a minimum, should include lesson objectives, teaching methods and assignments (which should be posted daily for students to read in each class). The lesson plan book (or print out of class report from BYOC) should be kept on top of the teacher's desk. Daily lesson plans should contain at least 3 parts:

1. Lesson plans should allow any substitute to teach the entire lesson.
2. What curriculum goals and objectives are being addressed?
3. What activities and assessments will be used to check for comprehension of goals and objectives?

All daily and unit lesson plans should be derived from curriculum downloaded into the Build Your Own Curriculum (BYOC) site. Each teacher should have the units downloaded for each class as well as the order/timeline in which the units will be presented and all should be aligned with Missouri Learning Standards from the DESE website for their subject area. The principal will print a report for each class to keep on file in the office.

CLASSROOM MOVIE REQUEST

Occasionally videos will be used to enhance instruction. If these videos do not correlate to your curriculum, please fill out a request form prior to showing. If there are any questions or concerns contact the principal.

GRADE BOOK

The grade book is the primary source of information for student achievement and attendance. It is important that it be kept current and accurate (Friday reports are derived from this data and parents check continuously through parent portal). The grade book is to have ample documentation for determining student grades. Grades will be kept electronically using Tyler SIS software.

INCOMPLETE GRADES

Incomplete grades for quarter's work may be given. Teachers should set a time that such work must be made up by a student receiving the incomplete grade. The student should be told that the work must be completed by the designated date. If the student fails to complete the necessary work to change the incomplete grade by the designated date the current grade will stand.

FINALS

Semester Final Examinations will be given upon the discretion of the teacher. Schedules of semester finals will be set depending on the number of exams. It is recommended that all teachers give a semester final.

REQUIRED INFORMATION FOR SUBSTITUTE TEACHERS

The following is a list of items that each teacher should leave on their desk in a sub folder when they are going to be absent from school:

- A. Class roster for attendance purposes.
- B. Seating charts, if appropriate.

C. Daily Lesson Plan/Assignment

D. Any information that might be helpful to the substitute teacher (i.e. safety plans, phone extension list, students with medical conditions, students who go to SPED room, etc).

TEACHERS' WORKROOM

The teachers' workroom is provided for the use and privacy of the faculty and staff. **Please do not send students to the workroom (this includes student assistants).** It is the responsibility of everyone who uses the workroom to clean up after their usage.

COPY MACHINE

A photocopy machine is located in each teacher's workroom. They are to be used by the secretaries, paraprofessionals, and teachers only. **Please do not send students (including student assistants) to the teachers' workroom to make copies (If you have a situation arise, send them to the office).** This should be done during your preparation period, before school or after school. Please check with the secretary if you experience problems with the copy machine. Please be considerate of others and refill the machine with paper after it is used.

HALL PASSES

No student is to be out of class without a hall pass. Students out of class should be on an educational mission, which cannot be taken care of at another time. Students should not be out of class for telephone calls, teacher errands, trips to the locker, etc. except under unusual circumstances. SPED students going to the SPED room need to have a note signed by classroom teacher when they leave the room and from the SPED teacher upon return to the regular classroom. The note should have the date and time as well as a teacher signature. Same should apply to At-Risk students leaving or reporting to Coach Lightle's room. It is recommended that teachers sending students to SPED or At-Risk Room call SPED/At-Risk Teacher and get approval before sending students (Same for SPED/At-Risk in sending to classroom for help).

HEALTH AND SAFETY

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

- A. Exposure to molten materials.
- B. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
- C. Heat treatment, tempering or kiln firing of any materials.
- D. Gas, electric arc or other forms of welding.
- E. Repair or servicing of any vehicle
- F. Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards.

If a teacher or a student under the teacher's supervision is injured (or possibly injured) at school, it is necessary for an accident report to be filed with the school nurse. Accident forms may be picked up in the school nurse's office.

STUDENT ALLERGY PREVENTION AND RESPONSE

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request. For more information, see policy JHCF

PARENT-TEACHER CONFERENCES

Teachers should arrange conferences with the parents of pupils as often as advisable (major grade/behavior changes, attendance/behavior issues, etc.). Such conferences serve to supplement regular school reports to the home and facilitate both the school and parents' efforts to understand and educate the child. Phone calls/emails go a long way in avoiding miscommunication/misunderstanding. Parent-teacher conferences will be held at the end of first & third quarters.

REFERRALS FOR SPECIAL CLASSES

If a student is having difficulties which you feel might be helped through some type of special education or through the educational opportunity programs, a referral should be made to the director of special services, the at-risk coordinator or principal. Teachers will be advised of the procedures needed to advance the placement of students in these programs, if found appropriate

DIAGNOSTIC/PLACEMENT MEETINGS FOR SPECIAL PROGRAMS

From time to time, your expertise and opinions will be needed to help determine whether or not a certain student should be placed in some type of special education program. When you are needed, you will be expected to attend.

VISITORS

Parents are always welcome and encouraged to visit school. Students are not allowed to bring guests, friends or relatives to school with them. All visitors are to report to the office when entering the building. All out of district speakers need to be approved by the administration.

DAILY BULLETIN

Information for the district faculty or student bulletin should be taken or e-mailed to the high school secretary. Information for the bulletin must be given to the high school secretary before 2:00 p.m. of the day before it is to be published. A teacher must initial any bulletin item, which is delivered to the office by a student. Bulletins will be read daily at the beginning of 6th hour and a copy will be posted on the bulletin board outside the office.

ABSENTEE REPORT

In the junior/senior high school, attendance will be taken each period. Lunch count will be taken at the beginning of first period. Teachers will take attendance using the Tyler SIS software program. If a student is tardy for class (first period), please send to the office.

PROGRESS REPORTS

Progress reports will be mailed to parents at mid-quarter of each quarter for students who are making a "D" or "F" in any class. The teacher is to give one copy to the principal's office to be mailed, one copy for the principal's office to keep and one copy to be kept by the teacher. Progress reports are encouraged to be sent home anytime a teacher feels necessary that the parents need to be informed of a student's progress. It is also encouraged to contact parents by phone (or email) anytime to notify parents of student s progress.

GRADE CARDS

Grade cards will be sent out at the end of each nine-week grading period. In junior/senior high school, it is necessary for each teacher to fill out computer-generated grade sheets and return them to the secretary at the designated time in order that the grades can be entered in the computer in a timely manner. Grade cards will be given to the parents at the parent-teacher conferences during the first and third quarters. If the parents do not attend the parent-teacher conference, grade cards will be given to the students on the following school day. During the second and fourth quarters, a time will be specified to give the grade cards to the students to take home

GRADING SCALE

The grading scale for the La Plata R-II School District is listed below. All teachers are to use this scale in order that the grading system can be uniform throughout the district.

A 90-100

B 80-89

C 70-79

D- 60-69

F 0-59

Decimals will be rounded up.

Students will be permitted to make up work missed as a result of any absences. It is the students' responsibility to meet with the teacher, receive necessary instruction and assignments and complete those assignments within the allotted time. Three days is allotted for work to be made up. Work assigned prior to absence is due the day the student returns. Any extension must be arranged with the teacher and only with a legitimate reason: Test scheduled before absence will be taken the first day back. Test scheduled while absent will fall into the three-day make up period. All work not made up in the allotted time will receive a zero. Students missing due to a school activity need to turn assignment in before leaving, or immediately returning to school. Test will be taken early or first day back. There is no extension because of a planned absence. Students not adhering to these procedures may be barred from participating in activities that take them out of class.

Homework is due on the date assigned by the teacher. Late work policies will be determined by individual classroom teachers.

SEMESTER GRADES

Semester grades will be determined by taking the average (mean) of 1st and 2nd quarter (or 3rd and 4th quarter) percentage grades. Semester grades are the only grades that are recorded on students' permanent records.

WITHDRAWAL OF STUDENTS FROM SCHOOL

If a student is withdrawing from school, he/she should first have a conference with the counselor. Students will get a checkout sheet from the secretary and get signatures from each teacher, class sponsor, lunch clerk, counselor, principal and the media specialist. The signatures indicate that all textbooks and library books have been returned and that all school accounts have been settled. Each teacher is to mark the letter grade and percentage grade at the time of withdrawal. Until the checkout sheet is completed, records will not be sent to another school.

GRADES FOR TRANSFER STUDENTS

When a new student transfers to the school during the school year, the student's quarter grade will be determined on a pro rata basis:

$$\frac{(\text{grade at previous school}) \times (\text{no. of weeks at previous school}) + (\text{grade at R-II}) \times (\text{no. of weeks at R-II})}{9}$$

If transfer grades have not been received from the previous school in time to determine grades, the letter grade will be determined by the achievement that has taken place up to that point in class at R-II.

MASTER CALENDAR

The school district master calendar is kept in the principal's office. In order to avoid scheduling conflicts, it is necessary for all activities, which are outside of the regular classroom activities (concerts, field trips, dances, fundraisers, etc.) to be scheduled through the activities director's office. For more information on requesting an activity to be placed on the master calendar, see **PROCEDURE FOR ACTIVITY REQUESTS**. Meetings will be held before or after school. Class meeting will be scheduled by the administration.

PROCEDURE FOR ACTIVITY REQUESTS

1. Activities, which are to be placed on the master calendar, should be requested at least ten (10) school days in advance of the activity.
2. Requests for any extracurricular activities should be initiated through the activities director. This is done by completing an Activity Request form and giving it to your activities director.
3. In order for the activity request to be approved, the Activity Request form must be signed by the sponsor of the activity, the building principal, the activities director and the superintendent.
4. If transportation for the activity is necessary, the activities director or principal will make the necessary arrangements.

OUT -OF -SCHOOL TRIPS

If students are taken off of school grounds, there are several procedural safeguards, which need to be taken. For more information, see the following Board policies: IICA.

1. Parent Permission Slips need to be sent home at least three (3) days, but not more than two (2) weeks, before the trip is taken.
2. The Parent Permission Slip must be signed and returned to the teacher/sponsor before the student will be allowed to leave on the trip.
3. The Parent Permission Slip must include the following information: date of trip, time of departure and return, places where students will be during the trip, money needed for meals, snacks, etc.

PAY DAY

Payday occurs on the sixth of each month. If the sixth falls on a weekend or holiday vacation, payday will be the last school day prior.

TUTORING FOR PAY

Remuneration for private tutoring of students is a matter entirely between the parent/guardian and the teacher; however, private tutoring of students for a fee on school property is subject to facility usage policies. A teacher will not tutor, for a fee, any student in any subject area where the teacher is currently responsible for assigning a grade to the student. No academic credit will be awarded, and no promotion recognized for private tutoring.

We will provide T/TH after school study sessions from 3:30-4:30 where our staff will be given extra duty pay to allow students a chance to stay after school for an hour to receive extra help on homework/assignments. Teachers will be able to sign up for weekly slots each semester. If a teacher feels a student will benefit from this option, the teacher should notify the parents and let them know about the option.

PROFESSIONAL STAFF EXTRA DUTY

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Teachers shall take turns selling tickets to extracurricular events (compensated activity), and shall supervise students at those activities when assigned by the principal. The building principals and/or activities director will assemble schedules of supervision, sponsorships and activities. Administrators will strive to equalize those duties among teachers. Hall and bus duty will be assigned on a weekly basis (See Schedule).

Extra-duty assignments, which make major demands on a teacher's time, shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but considered a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignment, its duration and the compensation to be paid. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be at an hourly rate.

FACULTY SUPPORT/PD MEETINGS

In addition to the regular school hours of duty, attendance at all called and regularly scheduled faculty meetings shall be considered a part of each teacher's professional obligations. It is expected that such meetings shall close at a reasonable hour and, other than emergency meetings, shall be announced in sufficient time to allow teachers to plan for attendance. During times when meetings are purely informational, a memo could take place of the scheduled after school meeting. Faculty Support/PD meetings will be held on a regular schedule determined by staff at the beginning teacher's meeting. Please let the office know if you wish to be placed on the agenda. Faculty

meetings will be held on the first Tuesday of each month unless they can be worked into a PD/In-service day. (See Schedule).

REQUISITIONING SCHOOL MATERIALS, EQUIPMENT, ETC.

A. All purchases for the school shall be made through the building principal by use of a requisition form that is to be filled out accurately and completely by the teacher.

B. The requisition form will be approved/disapproved by the principal and then given to the building secretary to be typed. Absolutely no purchases are to be made in the name of the school district without a purchase order being signed by the principal or superintendent.

- If a purchase is made without administrative approval, the employee will not be reimbursed!

C. The teacher will receive either a copy of the requisition form or purchase order for their records after the approval/disapproval of the request.

D. When the materials have been received, the teacher is to check the contents with the packing slip or bill and sign and date it. If any discrepancies are found, make note of them on the packing slip.

E. Return the packing slip or bill to the school secretary and note the PO # on the slip.

NOTE: Green Slips are for mileage and meal re-imbusement for pre-approved conferences only. They are not for supplies reimbursement (see above protocol for purchasing supplies).

NETWORK FOR EDUCATOR EFFECTIVENESS (NEE) TEACHER EVALUATION

It will be the responsibility of the principal to ensure that new faculty members to the district be advised have and understand the NEE evaluation process. The administration will discuss the evaluation process during new teacher orientation. For more information, refer to the following Board policies: GCN

REQUESTS FOR PROFESSIONAL DEVELOPMENT

If a teacher wishes to attend a workshop or other meeting pertaining to their field of teaching, a request is to be made on the appropriate form. Request forms can be obtained through the building principal's office and in the teacher's workroom. It is necessary to complete these forms not only to receive approval of the meeting but also for reimbursement of any incurred personal expenses. A request for funds must be made to pay for registration fees, lodging, personal reimbursement of expenses, etc. This can be done in one of three ways: (1) reimbursement to the teacher after the meeting has been attended with the attachment of all receipts to the meeting request form, (2) a purchase order sent in order that the school district will be billed directly, or (3) a payment voucher completed in order for a check to be written and mailed. Requests for a check to be written must be turned in to the PDC prior to the last Monday of the month.

FUND-RAISING

Any type of fund-raising activity, which is being sponsored by a school organization, must be approved by the principal. The sponsor must fill out a Fundraising Request form and submit it to the principal (see Master Calendar). Due to conflicts with various organizations, there is to be only one fund-raiser activity at any given time throughout each building. In general, each fund-raiser activity is to be limited to a maximum of two weeks. All fund-raising expenditures shall be made through a requisition/purchase order system (see Requisitioning School Materials, Equipment, Etc.). Fund-raising will not be allowed by out-of-school organizations.

Once money is turned in to sponsors, they become responsible for the money and must count the funds daily and give it with a completed deposit slip to the building secretary. Money should not be left in classrooms overnight. Be sure to indicate on the deposit slip what organization or class is to receive credit for the deposit. Checks should denote account name. It is highly recommended that each organization that raises money should keep a record of its account and check it on a regular basis with the district bookkeeper.

INCLEMENT WEATHER--SCHOOL CANCELLATION

All school employees and students will be notified of school cancellation due to inclement weather by using the ALERT-NOW system. The following radio and TV stations will be notified when school is dismissed: TV (KTVO) RADIO (KRXL 94.5-KIRK 1450-KTUF 93.7 KRES 104.7).

CONFERENCE PERIODS

All teachers will have a daily conference period. During this time teachers need to counsel students, make parent contact, lesson plans, copy papers, work in rooms, and attend to other teaching duties. There may be times it will be necessary to assist teachers as substitutes during your conference period, assist in supervision of activities or aid with testing.

LUNCH PROCEDURE

All students will report to class for attendance and wait for the bell before being escorted to lunch. All students will need to go to the cafeteria, even if they do not eat (any exception to this needs to be approved by the principal). All teachers assigned lunch duty will walk with the students and remain during lunch. All teachers will return with their class at the conclusion of lunch. Supervise students in the cafeteria and as they go between buildings. Food cannot be brought out of the cafeteria. Classes will not be allowed to eat lunch in the high school. Teachers will not allow students to call in orders for deliveries for lunch. Please refer to the STUDENT HANDBOOK for further rules.

SUPERVISION/EXTRA DUTIES

Teachers will be assigned supervision duties for lunch and after school as well as gate worker duties for athletic events. All teachers should be on time for their duties and report any student discipline incidents to the principal. If a teacher cannot attend a duty, it is their responsibility to find a replacement and report the replacement to the principal.

- Dance Supervision – coaches will cover dance supervision (with the exception of prom which will be covered by the junior class sponsors). Supervision will include taking admission as well as assisting with clean-up duties.
- Lunch Supervision – teachers should walk with the students to and from lunch monitoring student behavior. There should be no horseplay or running, language should be appropriate, and students should not litter. Once at the elementary teachers should help to supervise the lunch line as student behavior in the halls and at the tables.
- After School Supervision – there will be three areas of supervision for after school. One teacher will supervise bus loading at the south entrance, one will supervise the student parking lot on the west side, and one will supervise the north entrance/Presbyterian parking lot. Supervision will begin as soon as school is dismissed and go until student traffic has ended (typically 5-10 minutes).
- Athletic Gate Workers – teachers will be assigned 2-3 athletic events to take admission money at the door. The athletic director or athletic director will bring the money box and the programs. Workers should typically arrive 1 hour before game time and will be dismissed by the AD or principal. Workers will be compensated for working the gate.

GENERAL RULES

- Never discuss administrative decisions and policies in front of or with student
- Teachers should not use cell phones during instructional time, nor allow students to use cell phone (unless it is for educational purposes).
- Teachers will dress and conduct themselves in a professional manner.
- Teachers are not to consume food or beverage in the classroom while students are present.
- The conduct of the teacher should conform to the accepted standards of the community.
- Unfavorable criticism of associates will be avoided except when made to the proper authorities.
- Teachers will not discuss privileged or protected student information except when and where appropriate. Unethical practices by any faculty member should be reported immediately
- Teachers will not discuss student issues (discipline, grades, attendance) with other students.

STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students. (Policy GBH)

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 that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however, the school official or employee must notify the school principal or designee immediately after making a report.

For further info, refer to Policy JHG

PROHIBITION AGAINST DISCRIMINATION, HARRASSMENT, AND RETALIATION

(Policy AC) The La Plata R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with 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 Board also prohibits:

1. Retaliatory 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. (Policy AC)

SEXUAL HARASSMENT: A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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. (Policy AC)

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation. (Policy AC)

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial,

adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance and the alleged perpetrator will be notified in writing, within five working days

of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final. (Policy AC)

Computer/Internet Policy Terms and Conditions Student and Teacher Use

The La Plata R-II School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or Technology Director is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current (Policy EBH).

Authorized Users

The district's technology resources may be used by authorized students, employees, school board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by superintendent or designee.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from user's account, may be intercepted, accessed, monitored or reached by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

User 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 including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorize users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored, or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, Technology Director or the district's technology administrator may fully or partially disable the district's content filter to enable access for a nonstudent user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, Technology Director and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and responses and appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent

unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

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.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district 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 or 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.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, 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. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies 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. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including 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.

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 endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. 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.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The 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.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. 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.
10. The district prohibits the use of district technology resources to access, view or disseminate

information 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, they 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 district policies and procedures.

11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and 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.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.
16. Students are not allowed to access any personal e-mail or online communication (messaging, chat, etc.) unless prior approval by the building administrator.
17. At no time, shall users download materials without authorization of the superintendent or technology coordinator.
18. All pages created by teachers must be approved by the webmaster, technology coordinator, or the superintendent. Students and non-faculty may not create pages to become part of the school website unless it is part of a class project and approved by the webmaster, technology coordinator, or the superintendent

Technology Security and Unauthorized Access

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

2. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.
3. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
4. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
5. The unauthorized copying of system files is prohibited.
6. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
7. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies 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 or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their Technology Directors. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

**Technology Usage
(Teacher User Agreement)**

I have read and understand the Computer/Internet Terms and Conditions in the faculty handbook. The school will maintain a filter on all computers used to access the Internet, thus greatly reducing the likelihood of inappropriate material being viewed and preventing downloading of programs. I will act in an ethical and responsible manner, following all guidelines above, and will be subject to appropriate discipline and/or revoking of computer privileges for any wrong doing.

Teacher Signature

To view the complete Acceptable Use Policy for the La Plata R-II School District please contact the superintendent or technology coordinator at 201 W. Moore St. or call 332-7001.

HS/JH FACULTY MEETINGS

1. 1ST TUESDAY OF THE MONTH (UNLESS WE ARE NOT IN SCHOOL THAT DATE OR CAN COMBINE WITH PD/IN-SERVICE DAY) IN LIBRARY
2. MEETINGS WILL BEGIN AT 7:30 AND BE OUT BY 8:00
3. LET MYSELF OR DEBBIE KNOW IF YOU WANT ON THE AGENDA. IF YOU HAVE ATTENDED A CONFERENCE/CLINIC AND THERE IS INFORMATION THAT CAN HELP ALL STAFF YOU MAY BE ASKED TO PRESENT AT THE FACULTY MEETING.
4. CLASSROOM GOOD NEWS/UPDATES, SPORTS/ACTIVITIES GOOD NEWS UPDATES DUE AT THIS MEETING FOR BULLDOG BITES NEWSLETTER THAT WILL GO OUT ON FRIDAY AND BE PRESENTED AT THE BOARD MEETING THE FOLLOWING MONDAY
5. DATES:
 - SEPTEMBER 5 (Day after Labor Day Break)
 - OCTOBER 3 (Will discuss Quincy Conference PD Day Plans on October 6th)
 - NOVEMBER 3 (In-service Day)
 - DECEMBER 5
 - JANUARY 2 (Will do as part of our in-service day)
 - FEBRUARY 9 (Will do as part of our in-service day)
 - MARCH 6
 - APRIL 3 (1st day back from Spring Break)
 - MAY 1

BULLDOG PRIDE (PERSONAL RESPONSIBILITY IN DAILY EXCELLENCE) BREAKFAST DATES

- WE WILL HOLD A BREAKFAST EACH QUARTER FOR STUDENTS WHO ARE DISPLAYING BULLDOG PRIDE ON A DAILY BASIS IN CLASS. TEACHERS WILL SELECT A DIFFERENT STUDENT EACH MONTH AND WILL MARK THEM ON THE GOOGLE DOC PRIOR TO THE BREAKFAST SO THEY WILL BE ENTERED IN A PRIZE DRAWING AT THE BREAKFAST.
- DATES: OCTOBER 17TH, DECEMBER 12TH, MARCH 6TH, APRIL 24TH

IN-SERVICE/PTC DATES:

- AUGUST 17th/18th: TEACHER IN-SERVICE DAYS
- AUGUST 21st: FIRST DAY OF SCHOOL
- OCTOBER 6TH : TEACHER IN-SERVICE (Full Day – No Students) – Quincy Conference
- OCTOBER 18th/19th: PARENT-TEACHER CONFERENCES (18th Evening/19th Afternoon ½ day)
- NOVEMBER 3rd: TEACHER IN-SERVICE (Full Day – No Students) – Share Quincy Conference
- JANUARY 2ND: TEACHER IN-SERVICE (Full Day – No Students) – Active Shooter Training?
- FEBRUARY 9TH : TEACHER IN-SERVICE (Full Day – No Students) – BYOC/U of I Work
- MARCH 9TH : PARENT-TEACHER CONFERENCES (Afternoon ½ day)
- MAY 11TH : LAST STUDENT DAY (1/2 day)
- 2 TEACHER DAYS BY MAY 14th & 15th

LA PLATA R-II HIGH SCHOOL CRISIS PLAN

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**This crisis plan will be in effect for the school year and summer.*

TENTATIVE EMERGENCY DRILL DATES

EARTHQUAKE DRILLS:	OCTOBER 19 & JANUARY 19
FIRE DRILLS:	SEPTEMBER 1 & MARCH 23
TORNADO DRILLS:	NOVEMBER 2 & MARCH 16
BUS EVACUATION DRILLS:	OCTOBER 13
BOMB EVACUATION DRILLS:	OCTOBER 5
INTRUDER DRILLS:	DEC 1 (HOSTILE) & FEBRUARY 8 (SECURE BUILDING)

****PLEASE KEEP A COPY OF THIS PLAN IN YOUR SUB NOTES AND MAKE SURE TO POST YOUR EMERGENCY PROCEDURES POSTER IN YOUR CLASSROOM NEAR THE FRONT OF THE CLASS WHERE IT IS VISIBLE.***

LA PLATA R-II HIGH SCHOOL FIRE PROCEDURES

FIRE DRILL INSTRUCTIONS: The fire alarm is a series of short bells, “FIRE, FIRE, FIRE”. At the sound of the alarm all students and staff should immediately exit the room and building. Proceed, without running, shoving or loud talking, from the building by the fire exit. Teachers will be the last to exit the classroom and take their grade book to take roll. Teachers will take roll in the safe area and report students not accounted for to the designated individual. Stay in the assigned safe area until the all clear is given, then return to the classroom with the teacher. Be quiet and listen to instructions over the PA.

Following are the fire exits for the various rooms:

Gym Building Exits:

East Exit Gym:

Gym-Locker Rooms-Mezzanine room exit nearest East or South Door of Gym Building
Room 154 will exit through nearest South Door of Gym Building

North Exit Classrooms:

Room 163 will exit east Door of building.
Band-Chorus exit North Door of classroom.

West Exit Gym:

Superintendent’s Office, commons area and Nurse Exit West Door of Gym Building

Main Building:

North Exit of High School Building:

Room 127, 145, and 118 will exit the north doors of High School Building.

North Exit Classrooms:

Room 123, 125, and 128 will exit out the north doors of their classroom.

West Exit:

Room 141, 132, 135, and 136, and girls restroom will exit out the west doors of the High School Building.

Main Entrance:

Room 137, 138, 114, 115 will exit the south doors (main entrance) of the High School Building. The counselor’s office, faculty workroom, library, boys restroom, and high school office will exit out the south doors (main entrance) of the High School Building.

Agriculture Building:

Shop Area--- Classroom

Room 173 will exit either north door, south door, or east door.

ALL Students and Staff are to meet on West Phipps St. on the north side of the street.

LA PLATA R-II HIGH SCHOOL TORNADO PROCEDURES

TORNADO DRILL INSTRUCTIONS: The tornado alarm is a series of five-second rings on the bell lasting a total of approximately twenty seconds followed by a PA announcement. Teachers and students will go to their assigned area in the halls as follows (should be positioned away from exterior doors and windows):

- North Hall of High School Building: Room 118, 123, 124, 125, 127, 128, 132, 141, and 145
- South Hall of High School Building: Room 114, 115, 135, 136, 137, 138. The counselor's office, faculty workroom, library, girls and boys restrooms, and high school office.
- Boys Locker Room #2: Superintendent's Office, commons area, Nurse, band-chorus, and room 163.
- Girls Locker Room #2: Room 154, Gym-Locker Rooms-Mezzanine room
- Restrooms in agriculture building: Room 173

All students should kneel facing the wall and remain in sheltered position until given other instructions. Everyone is to return to class with their teacher when the "All Clear Signal" is announced. Be quiet and listen to instructions over the P.A.

LA PLATA R-II HIGH SCHOOL EARTHQUAKE PROCEDURES

EARTHQUAKE DRILL: Earthquake drill alarm will be a P.A. announcement. In the case of a real earthquake, there is no warning or alarm. Teachers and students are to immediately take cover under desks or tables, and turn away from windows. Everyone is to remain in that position until the all clear is signaled. Be quiet and listen to instructions over the P.A.

LA PLATA R-II HIGH SCHOOL SECURE BUILDING PROCEDURE

In the event something is happening outside the school or in the halls that poses potential danger to students or necessary privacy for emergency personnel, the school will be secured. **During these times teaching will continue.**

1. **"Attention-Please secure your classroom"** will be announced on the intercom.
2. Teachers will lock doors, pull blinds, and move away from windows.
3. If students are out of the classroom, notify the office, Students in halls or bathrooms need to be instructed to report to the office in this event. (Depending of the circumstances of the lock down the office may intercom the classroom and return the student)
4. Regardless of bells, students and teachers will stay in that classroom until an All-Clear Signal announcement is made from the office.
5. Administration will determine if the event requires calling 911.

LA PLATA R-II SCHOOL HOSTILE INTRUDER PROCEDURE

1. Lock Down. Notify Office of Hostile Intruder in building.
2. **“Alert-Please Lock Down and TAKE COVER”** will be announced on the intercom.
3. Person in the office will **Call La Plata Police Department 332-4343**. Give information concerning the intruder in the building if possible. Identify: Male/Female, carrying a weapon, location of the person, threats to staff or students, student parent, or any other relevant information. **Dial 911**.
4. As you lock down classroom, check for students in the hallways, pull into the nearest classroom. If students are in the gym in the elementary they should exit to the furnace room and lock doors. If students are in the high school gym they should exit to the locker room. If students are on the track or playground they are to seek shelter in the preschool building.
5. Lock doors, shut off lights and pull down window shades. In the event of a real emergency, barricade door with everything possible.
6. Check student roll.
7. Keep students away from doors and windows and out of intruder’s possible line of sight.
8. Remain in the room until the “All Clear Signal” is announced from the office using the intercom system or until law enforcement officials notify the rooms.

LA PLATA R-II HIGH SCHOOL BOMB THREAT PROCEDURE

Everyone exits the buildings. Administrators and maintenance personnel will meet with the emergency personnel responding. No one reenters the building until all is cleared.

Being responsible for the safety of the large number of students, teachers and other staff personnel, it is incumbent upon school administrators and school boards to do all that is prudent and possible in the event of imminent danger. Therefore, we must regard any bomb threat as a real danger to the lives and safety of all persons in a building that receives a bomb threat.

It is of the greatest importance that each staff member be completely aware of the procedures to be followed, in that each staff member cooperate to the best of his/her ability in the event of a bomb threat.

- a) Individual answering the call: If possible turn call over to Principal/Supt. **DO NOT PUT ON HOLD FOR PICKUP!!!**
- b) Indicate to others in the office that this is a threat call by a prearranged signal.

Building principal or Secretary will:
c) Announce, “Code Red-Please exit the building” on the intercom
d) Local authorities should be notified at this time. La Plata Police Department 332-4343 or Dial 911.
e) The building principal/supt. will ensure a final check of all areas of the buildings

Person receiving call will:
c) Keep the caller on the phone as long as possible while attempting to determine the:
1. callers telephone number
2. Location of bomb
3. Time of detonation
4. Appearance
5. Kind
6. Time of placement
7. Reason for placement of bomb

to make certain that all persons have been notified and have left the building.

f) Teachers will take attendance and report it to designated official who will then report to administration.

g) No students are to re-enter the building for any reason.

h) Adults are asked to note any unusual or unfamiliar items noticed during evacuation.

i) Custodians/cooks should shut off gas, oil, and other fuels quickly before evacuation.

j) The building principal and custodian on duty will meet with investigative officers when they arrive in order to clarify search procedures.

k) Upon the completion of the search and after a consultation with the investigative officers, the superintendent of schools will determine whether or not the school building may be re-entered that day.

l) If a dismissal decision is made, appropriate news media will be notified of the "emergency evacuation". Buses will be called and checked and the students of the district will be taken to their homes. The students who normally walk home will be allowed to do so. **ANY PARENT/GUARDIAN PICKING UP A STUDENT WILL SIGN THE STUDENT OUT FROM THE SAFE AREA WITH THE SCHOOL SECRETARY.**

8. Number of bombs

d) Inform call that detonation could cause injury or death.

e) Listen for background noises

f) Listen for voice characteristics

- Male/Female
- Speech peculiarities
- Language
- Accent
- Manner
- Age

DEATH OF STUDENT, STUDENT'S FAMILY OR STAFF

In the event of a crisis situation occurring involving the death of a student, student's family or staff member the following crisis plan will be implemented:

If a crisis occurs, please notify the counselor or an administrator. In return, the counselor and/or administrators will make individual calls to all staff and school board members. The staff and school board members will be divided into a phone tree system.

In the event of a crisis situation occurring during the school day, students and staff will be notified in their classrooms by the counselor and social worker. Staff would meet at the end of the day in the high school gym for a briefing of the situation.

In the event of a crisis situation occurring overnight, all staff will meet together in the high school gym at 7:00 a.m. for a staffing to share updated information prior to the start of the school day. This also allows staff to share time before the start of the day for their thoughts and feelings. Bus drivers will meet at 6:15 a.m. prior to their routes for

information to be shared with them, as they will be the first to see the students for the day.

In the event of a crisis situation occurring over the weekend, staff will be notified and a special meeting may occur prior to the following Monday. This will also stand for the summer months.

Classes will meet in small groups to be informed of the crisis situation by the counselor. Students will be given time to meet on individual and group bases with counselors to deal with their thoughts and feelings. Staff should try to keep their classrooms as normal as possible during this time of crisis.

If necessary, school counselors from adjoining schools will assist with the crisis situation. Hospice and local ministers in the community will also be made available to the students and staff.

Staff will be informed at the end of the day of any developments.

Media releases will be given by the Superintendent of the school as needed. The Superintendent will notify the School Board and a decision will be made if school is dismissed for arrangements in such a crisis and notify the local media of the district's plan.

BULLDOG PRIDE (Personal Responsibility in Daily Excellence)

We have a great school and are a part of a great district/community. In an effort to continually promote a positive environment and promote the successes of our children we will add a couple of things to our school year in an effort to further enhance what already exists in a positive school environment (Breakfast and Newsletter mentioned below). Our goal as a staff should be that the 8 hours our students are in our building is the best part of their day each and every day. When they leave, they should not be able to wait to get back the next day and continue doing great things.

- Hold kids to high expectations both behaviorally and academically.
- Maximize the use of instructional time to limit opportunities for students to be off task.
- Make learning challenging and fun.

BULLDOG CARDS

We will have small cards that have our Bulldog Mascot with La Plata High School on the cover and a blank inside with a blank envelope. I would like to see each teacher pick at least one different student per week (or more if you would like) to write a positive note to a student in your class (or even send one home to a parent of a student in your class). This card could address positive results on tests/projects, perfect attendance, a change in behavior, helping other students, etc. It is just a way to promote positive feedback to our students in a personal manner. Too often in education we spend the majority of our time celebrating the success of our "superstar" students or dealing with the students who tend to have a problem following the rules. This allows us to provide some positive feedback to all students and hopefully not let anyone fall through the cracks.

BULLDOG PRIDE BREAKFAST

Once per quarter each teacher will invite a student to attend a Bulldog Pride Breakfast where we will feed each student breakfast and have a prize drawing. The breakfast will go from 7:30 – 7:55. We will keep track of students who are invited in the office and students will only be allowed to attend one breakfast per year. Again, this will allow us to hopefully be able to reward all students for their positive behaviors, attendance, and academic performance.

BULLDOG BITES NEWSLETTER

We will post a newsletter during the first week of each month on our web-site. Information for the newsletter will be collected at the faculty meeting on the first Tuesday of each month. Items should include positive news/updates from your classroom or activity you sponsor. We will also have a section for upcoming important dates, a section on the students of month, as well as a principal's note. The idea is simply to promote positive things that are happening in our school and to keep the community up to date on things that are happening at La Plata High School. The newsletter will also be presented to the school board at the monthly meeting on the 2nd Monday of each month.

