

Miami Public Schools

Lower Elementary Handbook

Wilson Early Childhood, Roosevelt and Washington 1st-3rd Buildings

2023-2024



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MISSION STATEMENT

Miami Public Schools are responsible for creating a positive environment where all students have the opportunity to achieve success and to become productive, responsible citizens who can adapt to an ever-changing world.

EXIT OUTCOMES

Graduates of the Miami Public School System should be:

Effective communicators

Creative problem solvers

Critical thinkers

Quality producers

Life-long learners

Respectful of self, others, and the environment

HATCH AMENDMENT

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 19954. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as-
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other
 - drugs)
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers.
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

PARENTS' BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

NEGLECT OR REFUSAL TO COMPEL CHILD TO ATTEND SCHOOL

It shall be unlawful for a parent, guardian or other person having custody of a child who is over the age of five and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private, or other school.

70 O.S. Section 10-105

Required Documentation for Enrollment

1. 2 Proofs of Residency are required including:
 - A **Current** original Electric, Gas or Water Bill reflecting your name and the service address, **AND**
 - **One of the following:** Current Mortgage Document, Current Lease Agreement, or Current Rent Receipt reflecting your name and property address.
 - The District WILL NOT accept driver's licenses, telephone bill, checks, or pieces of mail as proof of residency!
2. Birth Certificate
 - PK-3 must be 3 years old by first day of school
 - PK-4 must be 4 years old by first day of school
 - Kindergarten must be 5 years old by first day of school
 - First Grade must be 6 years old by first day of school
3. Up to Date Immunization Records
4. **Student** Tribal Membership and Certified Degree of Indian Blood (CDIB Card). If a student does not have membership of their own, we need the Parent's Tribal Membership and Certified Degree of Indian Blood (CDIB Card) if applicable, so we can count the student as JOM.
5. Parent/Guardian Current Photo ID
6. Court Ordered documentation regarding custody and/or guardianship, if applicable.

MPS VIRTUAL DAY EXPECTATIONS

1. Check your teacher's Canvas/Seesaw assignments on Virtual Days. Read announcements and instructions for all assignments, and watch all videos - even if you think you already know all the information. Remember to login using Classlink
2. Check your school Gmail account twice a day, first thing in the morning, and the last thing before you log off for the day.
3. Ask SPECIFIC questions if you don't understand, then CHECK for a teacher reply, email, and/or video! "I don't understand" or "I need help" are too broad for us to know how to help - be as specific as possible! Taking screenshots is also helpful! Teachers will set and communicate due dates for each grade/subject.

4. Students are required to complete the daily modules and assignments for each virtual day in order to receive credit.
5. Students are expected to take care of all technology; Chromebooks, iPads, and hotspots.
6. If your student completes a paper packet, the completed packet is due when we return to in-person instruction.

STUDENT ATTENDANCE

The Miami Board of Education believes that in order for students to realize their fullest potential from educational efforts they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy that students cannot be absent more than ten (10) days each semester to receive credit for any course in which the student is enrolled. Each school attendance site is to notify parents and students of the attendance policy within the first five days of school annually.

Types of Absences

There are two types of absences: excused and unexcused. All excused absences must be verified by parent/guardian during the absence or immediately upon return to school. Examples of an excused absence are illness, court appearances, injury, or funeral attendance. A maximum of five (5) absences will be excused by parent notification only. Absences beyond five per semester will require professional notification/documentation (i.e., doctor's note, court docket, etc.)

All absences that are not excused are considered unexcused. The law requires the school to notify the District Attorney when a student is in violation of the school district's attendance policy. Please note, Three tardies equal one unexcused absence. A student who accumulates four unexcused absences within a four-week period or ten unexcused absences within a semester is in violation of the attendance policy and shall be referred to the District Attorney as truant. Regardless of the type of absence, a student cannot have more than ten (10) absences to receive credit in a class.

TARDY POLICY

1. Arrival times for students are determined at each elementary school.
2. Students are considered tardy if they are not seated in the classroom and ready to begin when the tardy bell rings, or if they leave before the last dismissal bell of the day.
3. Tardiness is considered truancy and will be reported to the District Attorney's office.
4. Three (3) tardies equal one (1) unexcused absence.

MAKE-UP WORK

1. It is the sole responsibility of each student to make arrangements to complete any and all work missed due to an absence
2. Excused Absences: Students will be allowed to receive credit for work missed due to an excused absence if the work is completed within the amount of time missed plus one day.

STUDENTS LEAVING SCHOOL DURING SCHOOL DAY

When you come to school to pick up your child during the school day for any reason, please come to the office and sign your child out of school. Your child will be called to the office to go with you. This applies to doctor's appointments, picking up students early, etc. This protects you, your child, and the staff. As with late arrivals, leaving early is considered a tardy.

STUDENT DISMISSAL

It is extremely important that students be given directions by their parents as to what to do at the close of the school day. Prior arrangements need to be made. Please notify the school prior to dismissal time if changes are to be made. No change will be made without a written or verbal notification by the parent or guardian. Due to the limited number of phones here at school, it is impossible for all the students to call home and ask for directions as to what to do after school. This would also be true when ice or snow necessitates early closing of school. In case of a tornado warning at the close of school, students who walk home will not be dismissed until their parents or an adult responsible for them is here to pick them up, or until conditions have been deemed safe for our buses to leave school.

IMMUNIZATIONS

All students entering Miami Public Schools must be in compliance with the immunization laws of Oklahoma to include:

Grades K-12	2 doses of measles, mumps, and Rubella, 2 doses Hepatitis A, and 3 doses Hepatitis B (Exception: Grades 6-9; 2 or 3 doses of Hepatitis B)
Grade 12	3 doses of DPT and 3 doses of polio
Grades K-11	5 doses DPT and 4 doses polio
Grades K-10	1 dose Varicella (chickenpox) or written history of having disease

1. Exemption
 - a. Medical—licensed physician signed certified stating that a physical condition of the child is such that the immunization would endanger the life or health of the child
 - b. Religious—the parent or guardian must present a certificate of exemption to qualify for such an exemption
 - c. Personal—the parent or guardian must present a certificate of exemption completed with a brief statement summarizing his/her objections to immunization.
2. Exclusion from School
 - a. Children attending school under an immunization exemption may be excluded from school for the duration of any outbreak of vaccine-preventable diseases.

ELEMENTARY STUDENT BEHAVIOR EXPECTATIONS

I Show Respect for Myself

- Only bring learning tools and approved playground equipment to school
- Follow the school dress code

I Show Respect for Others

- Speak kindly to others
- Keep hands, feet, and objects to myself
- Treat others the way I want to be treated

I Show Respect for Our School and Environment by Following the Rules and Directions In the Classroom

- Follow rules and procedures established by school staff
- Be considerate of other students' learning

In the Halls

- Walk
- Stay in line
- Use a soft voice

In the Lunchroom

- Sit and stay where directed
- Use a soft voice
- Eat your own food
- Clean up your area
- Raise your hand for help
- Use good manners

On The Playground

- Play where directed
- Line up when supervising adults signal
- No rough play or tackle games
- Things on the ground stay on the ground
- Use equipment safely and appropriately
- Get permission to go inside or leave playground
- Stay off fences

In the Restroom

- Flush
- Wash your hands
- Throw away trash
- Do not play in restroom
- Use a soft voice

During Assemblies

- Sit on your pockets
- Voices off
- Applaud appropriately

DISCIPLINE PLAN

Inappropriate behaviors fall into 3 categories or levels of offenses.

Each level is addressed either by school personnel, teachers or administration.

Examples of Level 1 Offenses

- Handled by the teacher or school personnel - documentation of behavior and action highly suggested
- Repeated behaviors require parent contact

Level 1 Offenses	
Not following directions Running in hallways Excessive talking Inappropriate notes/pictures Teasing/put downs	Eye rolling Interrupting Name calling Misuse of materials Wandering Mocking

Inappropriate language	Blurting
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Examples of Level 2 Offenses

- Handled by the teacher or school personnel with documentation of behavior and action
- Parent contact required, phone, referral or other

Level 2 Offenses	
Back talking/arguing Inappropriate gestures/language Taunting Refusing to work	Open defiance Cheating/lying Throwing objects Rough/aggressive play Repeat level 1 offenses

Examples of Level 3 Offenses

- Handled by teacher and/or the administration
- Direct office referral with accompanying referral form
- Parent contact required

Level 3 Offenses	
Fighting Obscene gestures Inappropriate touching Damaging property Violations at any school sponsored event	Threatening bodily harm Stealing Use of profanity Harassment, Bullying Repeat level 1 & 2 offenses

Zero Tolerance	
Drugs Leaving school without permission Assault with intent to fight with another student Physical aggression/violence towards staff	Weapons/knives

DISCIPLINE PROCEDURES and CONSEQUENCES

Level 1 and Level 2 behaviors handled by the teacher or school personnel.

- The teacher will follow individual classroom or student behavior management plans.
- At least 3 interventions/strategies (one must be a parent contact) must be implemented before an office referral may be made.
Documentation and data collection are required for records.

Level 3 behaviors handled by the principal and/or teacher.

- Results in a direct office referral.

Depending upon the offense, appropriate Consequence(s) will be determined and may include:

1. Student conference and/or warning
2. Parent notification by phone, note or referral
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. Alternative placement-calm down room (short term)
6. Loss of special classes, activities, or recess (all or part)
7. Assigned seating in classroom or cafeteria
8. Restitution (Financial, replacement, repair, etc.)
9. Involve law enforcement
10. Refer to other social agencies-outside counselors
11. Suspension
12. Any other disciplinary action deemed appropriate under the circumstances.

In an emergency situation the student may be brought directly to the office or other safe location by the teacher, principal or designated staff.

Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee. (House Bill 1765)

POLICY FOR BULLYING

MIAMI BOARD OF EDUCATION POLICY FNCD: BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and

administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
4. Identification and enactment of methods to prevent reoccurrence of the harassment; and
5. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

MIAMI BOARD OF EDUCATION POLICY FNCD-R: PROHIBITING BULLYING (REGULATION)

The Miami Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy-

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim or bystander's ability

to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:
70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms “bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:
 - a. Harm another student;
 - b. Damage another student’s property;
 - c. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
 - d. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
2. The “Reasonable Person” Standard:
In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
3. General Display of Bullying Acts:
Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.
 - a. Physical Bullying includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

- b. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening state- ment, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- c. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activi- ties; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- d. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to com- mit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Miami Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

- 1. Student and Staff Education and Training:
 - a. All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Miami Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.
 - b. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is

destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Miami Public Schools' Safe School Committee:
 - a. The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.
 - b. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.
 - c. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behaviors that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;

4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at https://www.miami.k12.ok.us/district/board_of_education and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

MIAMI BOARD OF EDUCATION POLICY FNCD-P: PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the

Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the Superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

INTERROGATIONS AND SEARCHES-SEARCH AND SEIZURE OF STUDENTS

MIAMI BOARD OF EDUCATION POLICY FNF: SEARCH OF STUDENTS

The Miami Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

MIAMI BOARD OF EDUCATION POLICY FNF-R: SEARCH OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of

privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SUSPENSION OF STUDENTS

The authority to suspend students in the school district is delegated to the respective building principals. All suspensions are in accordance with the Policy of the Board of Education which allows for both short-term suspensions (10 days or less) and long term suspensions (more than 10 days.)

Policy No. 4520

Adopted by BOE 8/11/97

Revised Policy Adopted

It is the policy of the Board of Education that the Superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low point beer
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance
- Possession of a firearm shall result in out-of-school suspension of not less than one year
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property

Before a student is suspended out-of-school, the district administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school.

SCHOOL VISITORS

It is the policy of the Miami Board of Education that all visitors (not including students, officers, or school employees) at any school facility obtain a visitor's pass (state-issued identification required) at the building principal's office.

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Miami Board of Education to restrict classroom visitation to a minimum. Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds. Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administrator for a period of six months, in accordance with District Policy GJ. A grievance or an appeal may be filed by the individual as per District Policy GJ-P with the Superintendent of Schools.

RECESS

We expect each child to go out at recess time. Please monitor weather forecasts to ensure that your child is dressed appropriately. Usually if a child is too ill to go outside, he or she is too ill to come to school. Should your child need to stay in, a note to the teacher is required.

DRESS CODE

Appropriate dress and personal appearance is conducive to a desired learning environment. Any dress or appearance judged distracting or disruptive will be dealt with on an individual basis. The final decision concerning questionable dress or appearance will be made by the administration.

TEXTBOOKS AND LIBRARY BOOKS

All books and educational materials are the property of the Miami Public Schools. If these are lost or mutilated by a student, the parents will be responsible for paying the cost to replace them. The building principal will make the ultimate decision regarding payment for the book. Upon receipt of payment, the damaged book will become the property of the parent. Students may be denied participation in special activities until payment is made or the book is replaced.

CHILD NUTRITION POLICY

The Child Nutrition Program is designed to be a nutritional program and is administered based on the guidelines from the United States Department of Agriculture, the National School Lunch Program and the Oklahoma State Department of Education. Breakfast and lunch prices are determined on a yearly basis.

It is the policy of Miami Public Schools to allow a student to charge a maximum of 5 meals on their student account. At the 5 meal level, the student will be offered an alternative meal (excluding 3K-2nd grade students).

Goals of the Charge Policy and Procedure:

1. To treat all students with dignity about their meal account in the serving line.
2. To create positive situations with district staff, district business policies, students and their parents to the maximum extent possible.
3. To provide age appropriate policies.
4. To encourage parents to assume parental responsibilities.
5. To teach students self-responsibility.
6. To establish a consistent district policy regarding charges and collections of charges.

In order for parents to more easily keep track of a child's lunch account, the account can be accessed through the Power School Program under the Email Notification icon. Meal balances can be monitored from this program. It will give a history of the meals charged and any monies deposited from the first to the last day of school.

PowerSchool ID's and passwords can be obtained through the office at each school. Parents now have the option of paying lunch balances online using the My School Bucks system. The link is located on the district website at www.miami.k12.ok.us.

PARTIES AND INVITATIONS

All parties must be cleared through the teacher or principal. If at all possible, parties will be held during the last part of the school day. Parents wanting to pass out invitations through a class will be allowed to do so, only if each member of the class receives an invitation.

BUS RIDER RULES

Buses are a privilege provided to our students by the school district. We must remember that with the privilege of riding a bus come certain responsibilities that a student must fulfill. If a student fails to properly conduct himself or herself on the bus, he/she may forfeit the right to ride a bus. When a bus driver sends a student to the principal for misbehaving on the bus, the principal will contact the parents and let them know what the problem is. The second time a student is brought to the principal for misbehaving on the bus, the student will not be allowed to ride any school bus for five (5) consecutive days in which the child is in attendance. The third time a student misbehaves on the bus, the student will not be allowed to ride any school bus for 10 consecutive days in which the child is in attendance. The fourth time a student misbehaves on the bus, the student will not be allowed to ride any school bus for the balance of the school semester. Please read carefully the following bus rules.

Prior to Loading (on the road and at school)-

1. Be on time at the designated school bus stops—keep the bus on schedule
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

While on the Bus-

6. Keep hands and head inside the bus at all times after entering and until leaving the bus.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Treat bus equipment as you would valuable furniture in your own home. Damage to seat, etc, must be paid for by the offender.
10. Bus riders should never tamper with the bus or any of its equipment.
11. Leave no books, lunches, or other articles on the bus.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Help look after the safety and comfort of small children.
14. Do not throw anything out of the bus window.
15. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
16. Bus riders are not permitted to leave their seats while the bus is in motion.
17. Horseplay is not permitted around or on the school bus.
18. Keep absolutely quiet when approaching a railroad crossing stop.
19. In case of a road emergency, children are to remain in the bus.

After Leaving the Bus-

20. When crossing the road, stop at least ten feet in front of the bus, check traffic, watch for the bus driver's signal, then cross the road.
21. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
22. Help look after the safety and comfort of small children.
23. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Extracurricular Trips-

24. The above rules and regulations will apply to any trip under school sponsorship.
25. Pupils shall respect the wishes of a competent chaperone appointed by the school officials.
26. The driver of the bus will be assigned by the Director of Transportation.

Smoking or Chewing Tobacco-

27. There will be no smoking or tobacco chewing on school buses.

VIOLATION OF ANY OF THE ABOVE RULES MAY RESULT IN THE REMOVAL OF BUS RIDING PRIVILEGES.

GRADE LEVEL PLACEMENT

The Board directs the administration to develop procedures for the placement of students for the district. These are to be published in the building handbooks and made known to students, parents, and staff.

The determination of an individual student's grade placement should be made based upon full consideration of the following criteria:

1. Chronological age.
2. Mental ability as determined by tests plus teacher's judgment.

3. Academic achievement in all subject areas, especially basic skill mastery, as measured by tests plus teacher's judgment.
4. Work and study habits.
5. Physical development.
6. Social maturity.
7. Emotional maturity.
8. Interests and degree of initiative shown in curricular and extracurricular activities.
9. Attendance record.
10. Availability of remedial resources
11. Teaching situation into which the pupil might be placed; e.g., class size, composition of group, etc.
12. Placement of siblings.
13. Future educational and career objectives.

Any proposal to retain, double promote, or to assign a student to the next higher grade level without his having met the minimum academic requirements will require a student placement meeting. This meeting should include the teacher, principal, psychologist (if available), and parents. The principal, after assimilating the information, shall make the final recommendation. Any such decision will require the use of an Individual Grade Placement form (IGP) which should be signed by the parents.

Whenever the student placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reasons(s) for disagreeing with the decision of the Board.

GRADING POLICY

Purpose of Grades:

It is the philosophy of this district that students need to be evaluated honestly and fairly to reflect their overall productivity in each curricular discipline. High expectations shall be established by all teachers to ensure that each student is challenged and motivated to excel to his maximum ability. Symbol grading is a method by which students may attain this level of achievement and receive their just recognition.

In addition to the above statements, the following is a specific list of purposes of grades:

1. As measures of learning:
 - a. Grades reflect a comparative measure of performance or competence in a subject.
 - b. Grades indicate achievement in a given unit or course of study.
 - c. Grades show levels of accomplishment of educational objectives.
 - d. Grades reflect a measure of learning.
2. As a means of communication:
 - a. Grades report the status of a student's progress in a unit of study.
 - b. Grades indicate achievement levels to the student, teacher, parents, and administrators.
 - c. Grades serve as records for the school's and district's reporting system.
3. As indicators for educational decisions:
 - a. Grades serve as recommendations for further study in a subject, course or unit.

- b. Grades assign students to instructional groups.
 - c. Grades determine pupil rewards.
 - d. Grades affect advancement.
4. As motivation:
- a. Grades foster motivation to learn.
 - b. Grades nurture competitiveness.
 - c. Grades determine admission to further educational opportunities.
 - d. Grades affect employment opportunities.
 - e. Grades determine student eligibility at the secondary level for co-curricular activities.
 - f. Grades earn support from sources of financial aid.
5. Power School: Parents, guardians, and students access PowerSchool Parent Access through a Web browser. Parents, guardians, and students can view grades, assignments, teacher comments, school bulletins and lunch balance information. Automatic student progress reports can also be sent by email.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

In accordance with State Law (Article XI, Section 238.1), every student will recite the Pledge of Allegiance and observe a Moment of Silence on a daily basis.

AHERA ASBESTOS MANAGEMENT PLAN

NOTICE: All Miami Public School Employees and Parents of Students

The AHERA Asbestos Management Plan for each site in the Miami Public School District is available for viewing in the school office. The management plan for the district is available for viewing in the office of the Superintendent, 26 North Main.

Should you have any questions, please call the Asbestos Manager, at the following number (918) 542-2515 or Superintendent at the following number (918) 542-8455 ext. 10.

MIAMI SCHOOL DISTRICT PARENTS RIGHT-TO-KNOW

This policy is a result of the legislative mandate and public policy embodied in Public Law 107-110, an Act of the 107th Congress to close the achievement gap with accountability, flexibility, and choice, so that no child is left behind. This Act is cited as the “No Child Left Behind Act of 2001”.

For purposes of this policy, “parent” means a legal custodian, court appointed guardian or person having legal custody.

At the beginning of each school year, Miami ISD shall notify the parents of each student that the parents may request, and Miami ISD will provide the parents on request and in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including at a minimum the following:

- 1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2. Whether the teacher is teaching under emergency or provisional status through which State qualifications or licensing have been waived,
- 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request under this policy, the Miami ISD shall provide to each individual parent

1. Information on the level of achievement of the parent's child in each of the State assessments;
2. Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Education Rights and Privacy ACT (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify a parent or the student of records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

STUDENT HEALTH

A telephone number of someone we can call if a student is ill or injured is a must. Please provide current telephone numbers for all emergency contacts. If for any reason your number changes, please contact the school.

When a student is running a temperature, vomiting, or has diarrhea, parents will be notified and asked to come get their child.

If there are any student health problems, parents are asked to let us know so that we will be aware of them.

Students will not be allowed to transport medication to and from school with the exception of inhaled asthma medication as provided by Oklahoma Statute 70 #Section 1-116.3. Please complete the enclosed form (page 25) if your child will need to self carry/administer medication.

No medicine can be dispensed by the school unless the policy for Dispensing Medication quoted from the School Law Book of Oklahoma, Section 18, Part E, as followed:

Section 18, Part E "The school shall keep on file the written authorization of the parent or guardian of the student to administer medicine to the student."

Please complete the enclosed form (page 24) when you wish for your child to be given medication at school.

Any unused medication must be picked up by a parent or guardian.

ADMINISTRATION OF MEDICINE TO STUDENTS

MIAMI BOARD OF EDUCATION POLICY FFACA: MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Miami Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - a. student's name,
 - b. name and strength of medication,
 - c. dosage and directions for administration,
 - d. name of physician or dentist,
 - e. date and name of pharmacy, and
 - f. whether the child has asthma or other disability which may require immediate dispensation of medication.
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- a. purpose of the medication,
 - b. time to be administered,
 - c. whether the medication must be retained by student for self-administration,
 - d. termination date for administering the medication, and
 - e. other appropriate information requested by the principal or the principal's designee.
3. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
- a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - c. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - d. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

Definitions:

1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

1. Inform appropriate school personnel of the medication being administered
2. Keep an accurate record of the administration of the medication
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order
4. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

MENINGOCOCCAL DISEASE INFORMATION

The following includes important information for parents about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and Oklahoma State Department of Health.

This information was prepared with information obtained from the Oklahoma State Department of Education and Oklahoma State Department of Health and is provided to parents of BAPS students in grades 6-12 in conjunction and compliance with SB 1467.

What is meningococcal disease?

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.. Teenagers and young adults, aged 15-22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and are traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm-anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Signs and Symptoms of Meningitis:

- Headache
- Fever
- Chills

- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age)
- College freshmen who live in dormitories
- Other people at high risk 11- through 55- years-of-age

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10- years-old and adults over 55 who are at risk. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one-third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association website listed in the box in the next column.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: Have no health insurance, are Medicaid eligible, are Native American, or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for all students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit the following websites.

- National Meningitis Association
- Immunization Action Coalition
- Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health
- National Network for Immunization Information

Tips for Preventing the Spread of Illness

- Practice good hand hygiene by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective.
- Practice respiratory etiquette by covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way.
- Know the signs and symptoms of illness. A fever is a temperature taken with a thermometer that is equal to or greater than 100 degrees Fahrenheit. Look for possible signs of fever: if the person feels very warm, has a flushed appearance, or is sweating or shivering.
- Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medication that contains ibuprofen or acetaminophen). Don't go to class or work.
- Cleaning of commonly touched objects...It is very important to disinfect commonly touched objects such as door knobs, water faucets, handles, desks, pencil sharpeners, etc.

MIAMI BOARD OF EDUCATION POLICY DAA - NONDISCRIMINATION

The Miami Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Miami Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status, or gender."

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to Assistant Superintendent, Keni Iverson, who is the Title IX/504/ADA Compliance Coordinator. Please send inquiries to:

Miami Public Schools
2116 Rockdale Blvd.
Miami, OK 74354
918-542-8455

**LOWER ELEMENTARY HANDBOOK
2023-2024**

Miami Public Schools will no longer be sending a printed version of the Elementary Handbook home with students. The handbook will be available for viewing, downloading, and/or printing at our website. The direct link to the handbook is:

<http://www.miami.k12.ok.us>

If you would like to have a printed copy, please contact your school's office.

Please fill out the information below and return the signed page to your child's school.

I have received an electronic copy of the Miami Public Schools Elementary Handbook and have read its contents.

Parent/Guardian Name

Parent/Guardian Signature

Date

Student Name

Student Signature

Date