

**Miami Public Schools**  
**Upper Elementary Handbook**  
**2023-2024**



## **TABLE OF CONTENTS**

Mission Statement	3
Exit Outcomes	3
Hatch Amendment	3
Parents' Bill of Rights	4
Neglect or Refusal to Compel Child to Attend School	4
Residency Requirements	4
Virtual Day Expectations	4-5
Student Attendance	5
Student Arrival at School	5
Tardy Policy	5
Make-Up Work	5-6
Students Leaving During School Day	6
Student Dismissal	6
Immunizations	6
Student Behavior Expectations, Discipline Plan and Procedures	7-10
Bullying Policy, Definitions, Prevention and Reporting	10-14
Suspension	14-15
School Visitors	15
Recess	15
Cell Phone/Wireless Device Policy	15
Dress Code	16
Textbook and Library Books	16
Child Nutrition Policies	16
Parties, Invitations	17
Bus Rider Rules	17-18
Grade Level Placement	18-19
Grading Policy	19
Pledge/Moment of Silence	20
Asbestos Information	20
Parents Right-To-Know	20
FERPA	20-21
Non-Discrimination	21
Student Health	22
Administration of Medicine to Students	22-25
Parent Authorization to Administer Medication	26
Request for Self-Carry/Administration of Medication	27
Meningococcal Disease Information	28-30
Appendix A	31
Receipt of Handbook	32

### **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 1995. 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**

- 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!
- 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
- Up to Date Immunization Records
- **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.
- Parent/Guardian Current Photo ID
- 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 ARRIVAL**

Students should not arrive at school until 7:30 a.m. Breakfast will be served from 8:15-8:35 in the classroom. The tardy bell rings at 8:15.

### **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. 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. The attendance policy of Miami Public Schools allows for up to three unexcused absences within a four-week period or nine unexcused absences in a semester. (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 2:30 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 the 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)
Grades K-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 the 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 an outbreak of vaccine-preventable diseases.

## **UPPER 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
- Keep hands, feet, and objects to yourself

#### **During Breakfast & Lunch**

- 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 the 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**

- These behaviors are handled initially by the supervising teacher/school personnel, but are referred to the administration if they become chronic.

<b><u>Level 1 Offenses</u></b>	
Not following directions Running in hallways Excessive talking Put-downs/Name-calling/Teasing Inappropriate language Pushing in halls or in line Inappropriate use of technology Disrespect to other students	Not following classroom expectations Assembly behavior Misuse of materials Wandering Impeding learning Non-compliance Food or minor theft Late for class Dress code violations

**Examples of Level 2 Offenses**

- These behaviors are handled initially by the supervising teacher/school personnel, but are referred to the administration if they become chronic.

<b><u>Level 2 Offenses</u></b>	
Back talking/arguing Inappropriate gestures/language/pictures/notes (sexual references, cursing etc.) Refusing to work Disrespect to staff/faculty Defacing school property Disrespecting teachers' personal spaces/property	Open defiance Cheating/lying Throwing objects Rough/aggressive play Repeat level 1 offenses Attendance Profanity



**Examples of Level 3 Offenses**

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

<u>Level 3 Offenses</u>	
Fighting/Physical aggression Obscene gestures Inappropriate touching Damaging property Vandalism Violations at any school-sponsored event Unacceptable use of technology (see Internet Acceptable Use Form)	Serious threat/intimidation of others Theft/Serious Harassment Sexual/Racial teasing Matches/lighters Repeat level 1 & 2 offenses Endangerment of self/others
<u>Zero Tolerance</u>	
Drugs/tobacco/vaping products/alcohol Weapons/knives Leaving school without permission Bullying Assault with intent to fight with another student Assault or physical aggression upon any staff member.	

**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.
- Major behaviors handled by the principal and/or teacher.
- Major behaviors result 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. Detentions
12. In-School or Out of School Suspension
13. Expulsion
14. 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)**

### **INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY**

All students and parents will need to read and sign the Internet and Computer Network Acceptable Use and Internet Safety Policy Contract in order to have access to technology use at school. Students who do not follow this policy will be subject to loss of technology privileges. Policy and form can be found online at [www.miami.k12.ok.us](http://www.miami.k12.ok.us) under the Students tab.

### **POLICY FOR BULLYING**

#### **Statement of Legislative Mandate and Purpose**

This policy is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 Okla. Stat § 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation and bullying in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

The District’s student conduct code prohibits harassment, intimidation and bullying. This policy 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 intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of intimidation, harassment, and bullying. Guidelines of the district Bullying Policy are as follows:

- A. 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;
- B. 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 just as disruptive of the school’s efforts to prepare students for productive lives in the community as they become adults;
- C. Substantially disrupts 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;
- D. 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;
- E. 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;
  - F. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts;
  - G. 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, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the 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 intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

**DEFINITION OF TERMS**

A. The statutory definition of harassment, intimidation, and bullying:

70 Okla. Stat. § 24-100.3 © of the School Bullying Protection Act defines the terms “harass, intimidate, or bully,” as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student’s property;
3. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
4. Insult or demeaning 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 students.

B. 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.

### C. General Display of Bullying Acts:

Bullying, for purposes of this section of the policy, 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 skills, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

1. 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.
2. 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 statements, 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.
3. 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 result 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 activities; 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.
4. 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 or 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 commit 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 the District.

### **Procedures Applicable to the Understanding and Prevention of Harassment, Intimidation and Bullying of Students**

#### **A. Student and Staff Education and Training:**

All staff will be provided with a copy of the District's Prevention of Harassment, Intimidation, and Bullying of Students Policy. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. The District is committed to providing appropriate and relevant training to staff regarding the identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and 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.

#### **B. The District's Safe School Committee:**

The District's 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.

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 (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and /or school psychologists.

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.

## **Student Reporting**

Students are encouraged to inform school personnel if they are a 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 behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, 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 principal 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 building principal or his/her designee.

## **Parental Responsibilities**

Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or 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.

## **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 schoolwork 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 5505. A grievance or an appeal may be filed by the individual as per District Policy 5505 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.

### **CELL PHONE/WIRELESS DEVICES POLICY**

The Board of Education promotes an environment for instructional learning that is safe and secure. Our staff at Nichols wants to reiterate the importance of limiting the number of interruptions that occur during the regular school day. Cell phone/wireless device use is strictly prohibited at all times during the school day (8:00am- 3:15pm), on campus, or at any school sponsored events. Students causing a disruption by the use of their cell phone/wireless device will be subject to the following disciplinary guidelines:

- First offense: taken by the teacher/school personnel & brought to the office.
- Second offense: taken by the teacher/school personnel & brought to the office. Detention will be issued & a parent/guardian will need to come pick up the cell phone/wireless device.
- Repeated incidents: taken by the teacher/school personnel & brought to the office. Consequences will include, but not limited to, multiple days in ISS or detentions.

## **DRESS CODE**

Appropriate dress and personal appearance are conducive to the 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. **Please be advised that the dress code applies to all students:**

- Shorts must be long enough to reach fingertips when hands are held down to the side.
- Tank top straps must be at least 3 fingers wide.
- Bra straps cannot be exposed. Crop tops are not permitted. Midriff cannot be exposed.
- No clothing that depicts or alludes to drug or alcohol use will be permitted.
- No clothing that has explicit language or sexual references will be permitted.
- Jeans/pants with excessive/large holes or rips above the knee are prohibited.

**Repeat dress code violations (more than three) will be subject to disciplinary action that exceeds a discipline write-up- i.e suspension, ISS, etc. This follows our handbook policy of repeat of level 1 or 2 offenses.**

## **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-2<sup>nd</sup> 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 by this program. It will give a history of the meals charged and any monies deposited from the first to the last day of school.



Power School 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](http://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 during 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-

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

12. Horseplay is not permitted around or on the school bus.
13. Keep absolutely quiet when approaching a railroad crossing stop.
14. In case of a road emergency, children are to remain in the bus.

After Leaving the Bus-

1. 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.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. 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-

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

Smoking or Chewing Tobacco-

1. 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, the composition of the 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 reason(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 a recommendation 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 107<sup>th</sup> 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 qualification 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 if 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.

### **Model 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 to be 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 disclosures 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 a 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 parents or students 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

## **NON-DISCRIMINATION**

The Miami Public Schools adheres to the equal opportunity provisions of Federal civil rights laws and regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973); age (Age Discrimination Act of 1987); or veteran status, in its educational programs and activities and in the administration of personnel policies and procedures. See Appendix A for a listing of individuals designated to handle inquiries regarding the District's non-discrimination policies.

## **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 to 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 the 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 follows:

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**

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students.

For purposes of this policy, "medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to pain relievers, fever reducers, cough syrup, and medicated ointments and any other item used to treat an illness, disease or malady.

The term "legal custodian" means a parent, a court-appointed guardian, or a person having legal custody.

Except as provided below, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parents and may result in discipline including suspension.

Medicine shall not be administered to students by teachers or administrators except pursuant to the provisions of this policy.

Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer such medications.

As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent/guardian of a student who has a legitimate health need for a medicine shall deliver the medicine to the trained school official in its original container and sign a written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on the administration of the medicine. The medicine will be administered to the student only by an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student's legal custodian of district policy and the inability to give the medication. The student's legal custodian may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of the administration of medicines are available in the office of the principal.

The administration of each school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Medications must be stored in a separate locked drawer and not readily accessible to persons other than the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will be annually trained by October 1 of each year by a medical professional to administer medication. Only those successfully completing the training will be authorized to give medication. A current list of those authorized to give medication will be kept at each school. Training will include:

1. review of state statutes and school regulations (including this policy) regarding administration of medication by school personnel.
2. procedures for administration, documentation, handling, and storage of medication.
3. medication needs of specific students, desired effects, potential side effects, adverse reactions, and other observations.

Students who are able to self administer specific medications (inhalers, anaphylaxis medication, insulin, etc.) may do so provided such medication and specialized equipment are transported and maintained under the students' control within all of the following guidelines:

1. A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma, diabetes, severe allergic reaction, etc.), is capable of and has been instructed in the proper method of self-administration of medication. Anaphylaxis medication shall include but not be limited to Epinephrine injectors. All self-administered medication shall be prescribed by a physician and labeled according to District policy. It is the student's legal custodian's responsibility to contact the physician or prescribing health care provider and have the physician or provider complete and sign the required form.
2. There is a written legal custodian authorization for self-administration of medication.
3. Parents and guardians who elect to have the student self medicate are accepting that the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
4. The written authorization will terminate at the end of the school year and must be renewed annually.
5. If the legal custodian and physician or prescribing health care provider authorize self-medication, the District is not responsible for safeguarding the students' medications or specialized equipment, such as asthma inhalers.
6. Students who self medicate are prohibited from sharing or playing with their medication or specialized equipment, i.e., inhalers, etc. If a student engages in these activities the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse, and other appropriate persons.

Students will not be allowed to self administer:

- a. narcotics
- b. prescription pain medication
- c. medication used to treat ADD/ADHD or other psychological or behavioral disorders
- d. other medication hereafter designated in writing by the District.

Students may self administer injectables in the school office or in the presence of authorized school personnel.

The District strongly recommends that students who must self medicate should wear Medic Alert bracelets or necklaces.

The legal custodian will provide an emergency supply of their student's medication to be administered by school personnel.

Nonprescription medication will only be administered by school staff with written authorization of the legal custodian. The nonprescription medication will be administered according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- a. student name (affixed to the container)
- b. ingredients
- c. expiration date
- d. dosage and frequency
- e. administration route, i.e., oral, drops, etc.
- f. other directions as appropriate



Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician. It is the responsibility of the legal custodian to maintain the supply.

Prescription medication will only be administered by school staff with written authorization and instructions. Prescription medication must be in the original container that indicates:

- a. student name
- b. name and strength of medication and expiration date
- c. dosage and directions for administrations
- d. name of the licensed physician or dentist
- e. date, name, address and phone number of the pharmacy

It is the responsibility of the legal custodian to maintain the supply.

Any medication that is not reclaimed by the legal custodian one week after the end of the school year or the end of the medical order will be destroyed by the designated employee in the presence of a witness according to the following procedures:

Medication will be destroyed in a non-recoverable fashion.

- a. Liquid medication will be poured into a sink or toilet.
- b. Pills or tablets will be poured into the toilet.

The following information will be charted on the Disposal of Medication Record and signed by the designated employee and a witness:

- a. Name of student
- b. Date of destruction
- c. Time of destruction
- d. Name and quantity of medication destroyed
- e. Mode of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the principal if discontinuance of medication is appropriate and assist in informing the legal custodian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:

1. A legitimate lack of space or facility to adequately store specific medication
2. Lack of cooperation by the student, parent or guardian and/or prescribing doctor and the District
3. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood changes, allergic reaction, etc., considered to be deleterious to the health and well being of the student
4. Any apparent change in the medication's appearance, odor, or other characteristics that question the quality of the medication
5. The medication expiration date has passed.

**PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE- Policy 4620**

TO: Mrs. Courtney Billings, Principal

SCHOOL: Nichols Upper Elementary

I am the parent, guardian or legal custodian with legal custody of \_\_\_\_\_, a minor student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the principal or \_\_\_\_\_ (an employee of the School District designated by the principal and me) to administer:

\_\_\_\_\_ (name of drug), a non-prescription medication which I am hereby supplying you, in accordance with my written instructions or written instructions of a physician or prescribing health care provider which are attached hereto.

\_\_\_\_\_ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

\_\_\_\_\_ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician or prescribing health care provider, which is attached hereto.

\_\_\_\_\_ I hereby give my consent and authorize my child to self medicate under the School District's Policy on the Administration of Medicine to Students.

I understand that under state law the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized. I understand that under state law the School District, its agents, and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or use of specialized equipment. I also understand that the School District employees acting in accordance with the Diabetes Management in Schools Act, a state law, shall be immune from civil liability unless the employee's actions constitute reckless or intentional misconduct.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students. I understand that I may request a copy of this policy at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_  
Parent with Legal Custody or Guardian

**Miami Public Schools  
Authorization For Self-Carry/Administration of Medicine  
At School and After-School Activities**

School policy permits a responsible, trained student to carry and/or administer medication for asthma (wheezing), severe allergic reaction (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order from physician, parent request and principal approvals.

**Physician/ Prescribing Health Care Provider:** \_\_\_\_\_

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

Condition for which the medication is administered \_\_\_\_\_

Name of medication, dose, and method administered \_\_\_\_\_

Time or indication for administration \_\_\_\_\_

Is this a controlled drug? \_\_\_\_\_ Yes \_\_\_\_\_ No

Side effects to be noted/reported \_\_\_\_\_

Other recommendations \_\_\_\_\_

Duration (dates) of administration: From \_\_\_\_\_ to \_\_\_\_\_ (limit of one school year)

IN MY OPINION, THIS STUDENT SHOWS CAPABILITY TO CARRY AND SELF-ADMINISTER THE ABOVE MEDICATION.

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<b>Physician Signature</b>	Print Name	Phone	Date
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**PARENT/ GUARDIAN AUTHORIZATION**

I request that my child, named above, be permitted to: \_\_\_\_\_ carry \_\_\_\_\_ self-administer the above ordered medication. I take responsibility for this permission. I understand that the medication must be in the original pharmacy container, labeled with the name of student, prescribing health care provider, and medication; date of original prescription; strength and dose of medication; and directions for use. I understand that this medication will be destroyed unless picked up within one week after the end of the school year or the end of the medical order.

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Parent Signature	Date	Student Signature	Date
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We accept the parent request and physician or prescribing health care provider statement. We will permit the student to carry and/or self-administer the above ordered medication and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

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School Official Signature	Date	Principal Signature	Date
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## **MENINGOCOCCAL DISEASE INFORMATION**

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

This information was prepared with information obtained from the Oklahoma State Department of Education and the 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 vaccines. 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 12<sup>th</sup> 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 doorknobs, water faucets, handles, desks, pencil sharpeners, etc.

## **Appendix A**

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability regarding students or adults)

Jillian Douthit  
26 North Main  
Miami, Ok. 74354  
918-542-8455

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Keni Iverson- Assistant Superintendent  
26 North Main  
Miami, Ok. 74354  
918-542-8455

Title IX Coordinator (for questions or complaints based on sex)

Keni Iverson- Assistant Superintendent  
26 North Main  
Miami, Ok. 74354  
918-542-8455

Age Act Coordinator (for questions or complaints based on age)

Keni Iverson- Assistant Superintendent  
26 North Main  
Miami, Ok. 74354  
918-545-8455

Special Education

Jillian Douthit  
26 North Main  
Miami, Ok. 74354  
918-545-8455

**Miami Public Schools  
UPPER ELEMENTARY HANDBOOK  
2022-2023**

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 on 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 Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Name

\_\_\_\_\_

Grade