

# Miami Public Schools Upper Elementary Handbook

Nichols Upper Elementary, 4th-6th Grade

## 2025-2026



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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.

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

## **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**

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.

### **Personal Electronic Devices-Board Policy FNG**

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus

of a public school district from bell to bell.

Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
  - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
  - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

### **STUDENT TRANSFERS (FE)**

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year’s attendance based upon discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender,

income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting May 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's

website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

Grade Level	Capacity
Pre-K – Grade 3	No more than 20 students per teacher, excluding PE and Music classes.
Grade 4	No more than 165 students.
Grade 5	No more than 150 students.
Grade 6	No more than 160 students.
Grade 7	No more than 155 students.
Grade 8	No more than 125 students.
Grade 9	No more than 170 students.
Grade 10	No more than 170 students.
Grade 11	No more than 170 students.
Grade 12	No more than 140 students.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the

school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

## **TRANSFERS FOR SPECIAL EDUCATION STUDENTS (FEH)**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and

3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of [Section 18-201.1](#) of this title when calculating State Aid pursuant to the provisions of [Section 18-200.1](#) of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice. The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and

The name, address and telephone number of the legal representative, if applicable

Appeal process choice 1: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

Appeal process choice 2: During the appeal, the board of education will meet with the administration and parent or legal guardian of the student in executive session. While in executive session the administration will explain why the transfer was denied, and the members of the board will be able to ask questions of the administration. The board will then hear from the parent or legal guardian as to why the transfer should have been approved. The members of the board will be able to ask questions of the parent or legal guardian. The administration and the parent or legal guardian will be excused from the executive session while the board deliberates on the appeal. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting. within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The

superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

### **STUDENT ATTENDANCE- Board Policy FDC-RI**

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, Religious released-time programs, 4H activities, IEP-related services, 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. Nichols Elementary: 8:15 A.M-3:15 P.M. 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.
2. Tardiness is considered truancy and will be reported to the District Attorney's office.
3. 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 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. Children will not be permitted to leave school during a tornado warning alert in the immediate area. Parents will not be permitted to check children out during a warning in the immediate area. Please refer to Board Policy CKC-R2.

## **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 (4th and 5th Grade Only)**

Inappropriate behaviors fall into 4 categories or levels of offenses.

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

### **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 or classroom expectations Running in hallways Excessive talking Teasing/Name Calling	Inappropriate use of materials or technology Disrespect to students or staff Dress code violations

**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 Refusing to work Open defiance Cheating/lying	Throwing objects Rough/aggressive play Repeat Level 1 Offenses

**Level 3 Offenses**

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

Level 3 Offenses	
Fighting/Physical Aggression Inappropriate gestures/language/notes/images Inappropriate touching Damaging property/vandalism Violations at any school sponsored event Unacceptable use of technology (see Internet Acceptable Use Policy) Behavior that endangers self or others	Serious threats or intimidation Theft Sexual Harassment Racial Slurs Possession of matches or lighters Spitting at/on others Repeat Level 1 & 2 Offenses

Zero Tolerance
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Drugs/Tobacco/Vaping Products/Alcohol Weapons/knives (including toys) Leaving school without permission Bullying/Harassment Assault causing bodily harm Assault or physical aggression towards staff
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### **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)**

### **6th-Grade Point System**

The Miami Junior High and the Miami High School discipline committees have developed a plan that will align discipline for grades 6-12. In this plan, we have created a point system that will align with each offense. Each offense will be handled separately and punishment will be issued per incident. The points a student receives for each offense will be banked and continue to add up during the semester. If a student accumulates 90 points during a semester, that student is subject to a suspension of up to 90 days. Point accumulation will start over each semester unless it is a level 8 offense or above. Those

points will carry over for the remainder of the school year. Any points accumulated in the last two weeks of a semester will carry over to the next semester or the next school year. An accumulation of 45 points will result in a 1-3 days out-of-school suspension unless a level 8 or greater offense has occurred. An accumulation of 75 points will result in a 3-5 day out-of-school suspension unless a level 8 or greater offense has occurred. If a student performs multiple offenses from different levels, then the Administration has the right to stack the offenses and points together, as well as the punishment.

### **OFFENSE LEVELS AND POSSIBLE DISCIPLINARY OUTCOMES**

**LEVEL ONE (1-4 POINTS)** Offenses that are disruptive to the learning process: sleeping, lack of class materials, not doing assignments, dress code violation, caps, Heelys, hats, hoods, and head coverings, no Hall Pass, food or drink in the classroom, tardy. A referral to the office will occur after the teacher has exhausted all classroom management steps

**CONSEQUENCE:** Classroom management techniques: teacher/student conference, parent contact, detention, and other techniques. Detentions after school or during recess. Administrative action can be taken on dress code violations. \*Wearing a hat or hoodie in the building can result in an automatic detention.

**LEVEL TWO (5 POINTS) OFFENSE:** Failure to follow directions, disruption of school, class, halls, gym, or assemblies (anywhere in or out of the classroom), parking violations, inappropriate behavior such as (but not limited to) spitting, loitering, play fighting (horseplay, grabbing, etc), use of electronic devices such as cell phones that store music, videos, content, etc: games, radios, digital storage devices, unauthorized sales, public display of affection, bus/bus stop violations.

**CONSEQUENCE:** After classroom management techniques, a minimum of one (1) school detention. Detentions may be after school or during recess

**LEVEL THREE (6-10 POINTS) OFFENSE:** Disorderly conduct, repeated dress code violations, laser pen or pointer possession/use, repeated tardiness (more than two parentheses, failure to identify oneself to a school employee, inappropriate cafeteria Behavior, profanity, vulgarity, jeopardizing the safety of others, lying, misuse/waste of school materials, equipment, or property, repeated violation of school rules policies, missing detention.

**CONSEQUENCE:** One (1) to three (3) School detentions are assigned according to severity and/or the number of times the offense has been committed. Detentions may be after school, or during recess. Assignments to ISS (In-School Suspension), minimum assignments to ISS is three (3) days.

**LEVEL FOUR (11-15 POINTS) OFFENSE:** Academic dishonesty, false calls, forgery, plagiarism, falsifying records, computer use/internet misconduct, computer use without permission, falsification of non-academic issues

**CONSEQUENCE:** Maximum hours of school detention for each offense. Detentions may be after school or during recess. Assignment to ISS on a sliding scale depending on the severity and/or the number of times the offense has been committed. The student may obtain a 0 on the given assignment for academic dishonesty.

**LEVEL FIVE (16-20 POINTS) OFFENSE:** Defiance of authority/disrespect, filming/taking pictures of a fight; indecent material, skipping Saturday session, skipping class, defamation of a school building or school property. Minor theft or vandalism (with restitution). Minor refers to anything under \$50.00 in value.

**CONSEQUENCE:** Assignment to ISS or after-school detention on a sliding scale depending on the severity and/or the number of times the offense has been committed. Short-term suspension, three (3) to ten (10) days, depending on the severity and/or the number of times the offense has been committed.

**LEVEL SIX (21-25 POINTS) OFFENSE: ZERO TOLERANCE:** Possession or use of tobacco or other tobacco products, electronic cigarettes, vaporizers, matches, or lighters; Gross/inappropriate public behavior. Violation of student guidelines for the use of social networking sites. Grade tampering/changing of student grade, unauthorized use of staff computers. Leaving school grounds without permission. (Students that leave school grounds without permission, and return will be searched along with their property and vehicle.)

**CONSEQUENCE:** Assignment to (removed Saturday school) ISS is on a sliding scale depending on the severity and/or the number of times the offense has been committed. Short-term suspension, three (3) to ten (10) days, depending on the severity and/or the number of times the offense has been committed. Any tobacco/vape offense will result in a mandatory completion of an education or tobacco, nicotine, or vapor products cessation program approved by the State of Oklahoma. There will be a timeline for completion. Failure to do so may result in additional punishment.

**LEVEL SEVEN (26-30 POINTS) OFFENSE: ZERO TOLERANCE:** Bullying, harassment, intimidation, cursing at, or threatening behavior toward another student or staff. Possession/use of fireworks. Disruptive behavior at a school event such as a game, concerts, or graduation will not be tolerated, etc.

**CONSEQUENCE:** Assignment to ISS or Saturday School on a sliding scale depending on the severity and/or the number of times the offense has been committed. Short-term suspension, three (3) to ten (10) days, depending on the severity and/or the number of times the offense has been committed.

**LEVEL EIGHT (31-45 POINTS) OFFENSE: ZERO TOLERANCE:** Fighting, hitting, kicking, pushing, or any other physical act used to inflict pain or cause bodily injury, whether initiated or escalating/continuing the altercation. Student on any school grounds or at any school events while on out-of-school suspension. Riding a school bus while either suspended from school or suspended from the bus. Accessing pornography on a school device at any time. Major theft or vandalism (with restitution). Major theft is anything over \$50.00 in value.

**CONSEQUENCE:** Short-term suspension to long-term suspension. Long-term suspension is eleven (11) or more days. Possible law enforcement involvement.

**LEVEL NINE (46-75 POINTS) OFFENSE: ZERO TOLERANCE:** Weapons, drugs, or substances portrayed to be drugs or paraphernalia, under the influence of any illegal substances or inhalant, violation of prescription/non-prescription medication policy, distribution of an illegal substance, extortion, false fire alarms, possession of a caustic substance. Threat to school or the general population. In possession of/under the influence of alcohol. Sexual harassment, lewd proposals, taking, sending, or

showing nude photos, indecent exposure, recording sexual acts, or any other acts that are sexual in nature on school grounds or on a school bus. Accessing pornography on a school device at any time. Breaking or entering a school building or facility.

**CONSEQUENCE:** Long-term to maximum suspension allowed by law: the remainder of the semester plus the succeeding semester. Drug offenses: 45-90 days; 45 days for possession, 80 days under the influence, 90 days for distribution. Police intervention/citation will be issued.

**LEVEL TEN (76-90 POINTS) OFFENSE: ZERO TOLERANCE:** Guns, arson, bomb threat, physical battery, assault with intent to inflict bodily injury, harassment or threatening behavior towards School employees (written, verbal, text, pictures, social media, or physical) intention to inflict pain or great bodily injury against school personnel.

**CONSEQUENCE:** Maximum suspension allowed by law is a full calendar year. Police intervention. \*\*\* If a parent refuses the search of a student, the student will be deemed guilty to the fullest extent and the discipline policy will follow as written in the handbook

### **INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY-refer to EFBCA**

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.miamiwardogs.com](http://www.miamiwardogs.com) under the Students tab.

### **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](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.

### **SEARCH OF STUDENTS (FNF-R)**

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 alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, , 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, shoes, hand coverings, and head coverings, except religious head coverings, 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.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

## **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.)

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 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 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. Currently MPS operates under Provision 2- all students District-wide receive free breakfast and lunch.

### **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. THE FOLLOWING DOCUMENT IS FROM THE TRANSPORTATION DEPARTMENT:**

## **Transportation Conduct & Procedures**

Our priority is to transport students safely to and from their school campus. Good student behavior at all times will help to assure safe transportation, and it will allow the driver to have their full attention on the roadway. Transportation is a privilege and along with this come certain rules and responsibilities. If riders fail to properly conduct themselves, they may forfeit that privilege and services could be denied at any time during the referral process if the situation warrants. Buses are an extension of the classroom and handbook rules apply as well as the following reminders:

### **Bus Rules:**

1. Be respectful and obey the driver. Comply with all bus driver requests. Bus riders are expected to be courteous to all other riders and the driver, and comply with all instructions given. If a child is asked their name and will not comply or gives a false name this will result in an automatic removal from transportation.
2. Stay seated while bus is in motion and keep all body parts inside of the bus.
3. No littering inside or outside the bus
4. Loud talking, loud music on phones, Horseplay, fighting, weapons, obscene language, food, drink, tobacco, and illegal substances are prohibited.
5. No tampering with bus equipment or vandalism of any kind. Restitution will/must be paid for by the offender.
6. There will be no tolerance for being under the influence of prohibited substances.
7. No public displays of affection of any kind.
8. No bus hopping or going home with anyone will be allowed. Riders must ride their assigned bus. Bus is for Home to school and school to home only.

**Bus Referrals:** (parents will be notified if privileges have been denied) ● First Conduct Report: conference with the building principal / disciplinary action may be taken if necessary● Second Conduct Report: loss of transportation for 5 days. ● Third Conduct Report: loss of transportation for 10 days. ● Fourth Conduct Report: loss of transportation for the remainder of the semester with the possibility of yearly suspension from transportation if the situation warrants. **\*Transportation Director reserves the right to deny transportation at any time during this referral process on a case by case basis**

## **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 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 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 FL-R**

### **COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

#### **DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:

##### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

##### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

##### **Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's

parent or guardian.

### **Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

### **Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

## ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

### LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative Records	Last School of Enrollment	School Principal
Cumulative School Records	Last School of Enrollment	School Principal
Health Records	Cumulative Folder	School Principal
School Transportation Records	Bus Barn	Transportation
Speech Therapy Records	Central Office	Director of Operations
Psychological Records	Central Office	Director of Operations

## PROCEDURE TO INSPECT EDUCATION

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

## FEEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the

denial of copies. The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

### DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

**(NOTE: A district may designate all, some, or none of this information as directory information.)**

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:

- A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

- 1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
- 2. The information is necessary and needed to meet the emergency;
- 3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
- 4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

- 1. A specification of the records to be released;
- 2. The reasons for the disclosure;
- 3. The person, organization, or the class or organizations to whom the disclosure is to be made;
- 4. The parent's or eligible student's signature; and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

#### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made. The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the

eligible student or if the disclosure is authorized by such prior consent;

4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

#### PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

#### First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

#### Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the

- requester, which will include:
1. The school district's decision that the record is correct and the basis for the decision;
  2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
  3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory

site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

#### Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

## **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 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 door knobs, water faucets, handles, desks, pencil sharpeners, etc.

### **Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process- EGG, EGG-E**

#### **PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, ~~nor~~ any employee, nor an independent contractor of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in

the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A “course” shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates MPS Director of Safety & Security, Kyle Baldrige as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 918-542-8455 and via email to [kbaldrige@miamips.net](mailto:kbaldrige@miamips.net). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM  
AND COMPLAINT PROCESS COMPLAINT FORM (EGG-E)**

TO: \_\_\_\_\_,

This must be submitted in writing either in person or via email.

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex, (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

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**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:

Kyle Baldrige- Title IX Coordinator  
or  
Jana Kelley- 504/ADA Compliance Coordinator

Miami Public Schools  
601 16th Ave. NW  
Miami, OK 74354  
918-542-8455

## **DRUGS, ALCOHOL AND CONTRABAND SEARCHES (CKAE-R)**

In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

All lockers, vehicles, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel if it is determined that reasonable suspicion exists with regard to a named student. This search will be

of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which are forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student. Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (EFBCA)**

The Miami Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

#### Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

#### Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual

orientation.

- C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Miami Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's

computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**4. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**5. Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Palo Alto for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

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.miamiwardogs.com>

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.

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Parent/Guardian Name

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Parent/Guardian Signature

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Date

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Student Name

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Student Signature

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Date