



# MIAMI R-I SCHOOL DISTRICT

**2018-2019 ELEMENTARY SCHOOL PARENT-STUDENT  
HANDBOOK**

**Dr. Johnson, Superintendent  
Mrs. Wiley, Principal**

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## **PRINCIPAL'S MESSAGE**

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Dear Eagles,  
Welcome, or welcome back!

This handbook has been developed for the purpose of acquainting students, parents and patrons with the organization and practices of the elementary school. Please read it carefully and keep it as a reference.

Thank you so much for sharing the responsibility of educating your child with us. Let's work together to provide the best possible education for the young citizens of this community.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Sincerely,

Mrs. Angie Wiley  
Principal  
Miami Elementary School

## **CONTACT INFORMATION**

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## **GENERAL INFORMATION**

### **MIAMI R-I SCHOOLS MISSION STATEMENT**

*It is the mission of the Miami R-I School to educate all students to their highest potential, allowing them to apply knowledge to improve the quality of their lives, to recognize each child as a unique individual and to provide them the opportunity to reach their maximum level of achievement.*

### **GOALS AND OBJECTIVES**

The general goals and objectives of the Miami R-I School are:

1. To develop in each child an understanding and appreciation of the forces and ideals that are basic to the American way of life.
2. To develop in each child a sense of his / her personal opportunities and responsibilities as a citizen of his / her community, state, nation, and the world.
3. To develop in each child an understanding of the physical, social, and economic world in which he / she lives and to assist him / her in adjusting to his / her surroundings.
4. To encourage and stimulate children and youth to think clearly, logically, and independently.
5. To encourage children and youth to respect the integrity of work and deed, to appreciate the dignity of worth of every individual regardless of culture, race, gender or handicap, and to seek out and to accept their responsibilities and obligations as citizens, along with their rights and privileges.
6. To give each child, to the best of his / her abilities a sound mastery of the tools of learning and communication, such as reading, arithmetic, and the spoken language.
7. To provide flexibility in the curriculum so that the gifted, the typical and the handicapped may be prepared for effective citizenship and service, whether the child enters a vocation from secondary school or continues a school of higher learning.
8. To encourage each child to develop his / her full potential so that he / she may acquire a deep sense of personal worth.
9. To provide physical education and health services so that every child will have, as far as possible, robust health and the knowledge and desire to safeguard it

### **EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION**

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

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

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic

values, which are important for an effective and satisfying personal and social life.

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

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

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

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

It is, therefore, the responsibility of the Miami R-I School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

## **CONCERNS**

If a student or parent has a concern about a school policy or an employee, the following procedures should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the Principal.
3. If still unresolved, contact the Superintendent.
4. Finally, if unresolved, ask the Superintendent to place the complaint on the following month's board of education agenda for further discussion.

Individuals failing to follow this chain of command may be referred back to the appropriate personnel, as needed.

## **ADMISSION, ATTENDANCE, AND HOURS**

### **ENROLLMENT OF RESIDENT STUDENTS**

All resident students of the Miami R-I School District who are enrolling shall provide proof of residence as outlined below through presentation of appropriate

documentation, and shall complete all admission requirements as determined by Board policies, rules and regulations. School district personnel may require an affidavit specifying the individual who has legal guardianship of a child. Students must provide proof of residency. ("Residency" is defined as a person physically residing in a school district and is domiciled within that district; the domicile of a minor child shall be the domicile of the parent or guardian.) At least one of the following criteria shall be used in determining student residency:

- Parent or guardian resides within the boundaries of the Miami R-I School District.
- Student resides in the Miami R-I School District as an emancipated minor or an adult (18 years or older).
- Student lives with someone who has legal custody of the student, and who is a resident of the Miami R-I School District.
- The student is otherwise proven to be legally domiciled within the district.

Random residency checks, including but not limited to home visits, will occur throughout the school year, as needed.

\*Note: Any person who knowingly falsifies a statement of residence is guilty of a class A misdemeanor. In addition to any other penalties authorized by law, the district may file a civil action to recover from the parent, military guardian, or legal guardian of the pupil, the costs of school attendance for any pupil who was enrolled at a school in the district and whose parent, military guardian, or legal guardian filed false information to satisfy residency requirements.

### **MOVING OR WITHDRAWING FROM SCHOOL**

When a student is going to move or leave school, parents/guardians must check out and clear records with the office.

### **ARRIVAL TIME/SCHOOL HOURS**

School hours are from 8:00 A.M. - 3:45 P.M. The first day of school we will dismiss at the regular time of 3:45 PM, this year. When students arrive on school premises, they should go directly to the cafeteria for breakfast or to the gym. They may drop off backpacks and supplies inside their classrooms, if teachers are present, or line them up neatly in the hallway outside their classrooms, if no teachers are present. School personnel will be supervising the gym and students will be dismissed to their teacher at approximately 7:55 A.M. The kitchen serves breakfast from 7:40 until 7:55 am. In general, students should not arrive to school before 7:40 A.M. because the building is not open for students until that time. **There is NO supervision of students available before that time.**

### **BEFORE SCHOOL AND AFTER SCHOOL SUPERVISION**

Important: With the exception of scheduled field trips/events where advance notice has gone out, students should not arrive to school before 7:40 A.M. because the building is not open for students until that time. There is NO supervision before that time. In addition, no students are allowed to stay after school unless they, personally, have a practice or event occurring directly after school, or unless arrangements have been made with the supervising teacher. Teachers supervising their activity are not responsible for supervision of siblings of participants. Other arrangements will need



to be made by parents in regards to other children. The school is not responsible for supervision of any students not directly involved in after-school activities. Students should not arrive for activities earlier than the teacher specifies, and parents should be ready to pick students up after activities at the specified time. Students are to stay with their assigned coach/sponsor and not wander the building.

Students are to wait for their rides with the supervising teacher at after-school events. Students must have written permission from parents of other students who will be leaving with them. Students are NEVER to leave the premises without the supervising teacher knowing, and are NEVER to attempt to walk home. Students must not wait outside the building for rides.

Students with chronic drop-off or pick-up issues (being dropped off too early or being picked up too late) may be barred from attending special activities on a short-term or long-term basis.

### **DISMISSAL TIMES**

Elementary students are dismissed with their classes to either the buses or parents at approximately 3:40 pm. On early-out days, students are dismissed at approximately 12:20 pm.

### **EARLY DISMISSAL OF STUDENTS**

Students are dismissed through the school office. They are not allowed to wait in front of the building or to enter cars unless accompanied by a parent/guardian. These rules are necessary to ensure student safety. ***You must come to the office to sign your child out if you are picking them up early.***

For the safety of our students, you must send a note each time there will be a change in your child's dismissal time or procedure. **We will ask to see identification of any person we do not know, and will call you to gain permission if the person is not listed on the child's enrollment records as an authorized adult. We will follow the child's normal routine without a note from the parent.** If there are any legal restrictions about custody, you must provide the school a copy of documentation.

### **ATTENDANCE**

Regular and punctual attendance is necessary for the proper functioning of the entire school program. Students who have good attendance generally earn higher grades and enjoy school more. All residents of school age are required by law to attend school on a regular basis. Attendance improvement will be an area of focus for the District this school year. The primary responsibility for good attendance of elementary-age students rests with the parents. Parents are urged to schedule medical and other appointments outside of the regular school hours (such as on Mondays when school is not in session) to minimize lost class time, when possible. It is recognized at the elementary level that there are occasional family situations which take precedence over school attendance, and that elementary students are subject to childhood and other illnesses.

**1. THE DISTRICT ASKS THAT PARENTS NOTIFY THE SCHOOL WHEN IT IS NECESSARY TO KEEP STUDENTS OUT OF SCHOOL.** If a student is absent, the parent or guardian must call the school on the day or days of absence by 8:10 a.m., and state the reason for the absence.

2. When students are absent without notifying the school, we may call to verify reasons for absences.
3. Upon returning to school the student must verify absence by bringing a written note that includes the reason for the absence, date of absence(s) and parent or guardian signature.
4. For an absence to be excused, documentation must be provided as indicated:
  - A. Illness or injury of the student, with written excuse from parent.
  - B. Illness or injury of a member of the student's family, when the student's presence is necessary or expected, with written excuse from parent.
  - C. Medical appointments, with written appointment/visit confirmation by medical provider.
  - D. Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
  - E. Religious observances, with written excuse from parent.
  - F. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with documentation from the court, or college visits (see the handbook section).
  - G. Out-of-School Suspension.
  - H. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
5. All other absences and any absence for which required documentation is not provided are considered "unexcused".
6. Unexcused absences without the knowledge and consent of the parent/guardian are considered truant. Chronic absenteeism, even with parent/guardian knowledge, may also be considered truancy as well as educational abuse/neglect and will be subject to procedures outlined in Board of Education policy.
7. When a child has been absent for four consecutive days, a conference with parents may be requested.
8. Students will be allowed up to (4) full days of absences per semester with no action taken. The (4) days may be either excused or unexcused.
9. After (4) absences, the Attendance Committee will look at documentation presented to determine if there were extenuating circumstances for any/all of the absences and determine a course of action, if any.
10. Attendance letters will be mailed home after a student **misses four, six, eight, and ten days** of school within a semester.
- 11. If absences accumulate to ten (10) within a semester, the district will determine whether there is reason to suspect educational neglect through Attendance Committee Review. If so, authorities will be notified.**
12. Number of days absent will be combined with subject matter acquisition to determine if a student is a candidate for grade level retention.
13. A student must be in attendance for at least a ½ day on days of extracurricular participation (such as Quiz Bowl, GVVC Conference Spelling Bee). For activities that occur on the weekend (including Mondays when school is not in session), students must be in attendance for at least ½ of a day of school before the activity (generally a Friday). Failure to do so will eliminate the student from participation that day. Exceptions may be granted in special cases, but should be discussed with the administration in advance.

14. Students who leave school sick, even after attending for ½ the day, are not allowed to participate OR attend after-school events on the same day they leave.
15. Emergency situations will be addressed on a case-by-case basis.

### **TARDY POLICY**

A student is considered tardy any time after 8:00 A.M. Parents must come inside the building to sign children in, when tardy. A student will be counted absent after 8:15 am. All tardies will start over at the beginning of the semester. Every 4 tardies = 1 day of absence. Students with excessive tardiness are subject to disciplinary measures for tardiness/truancy/attendance violations, and law enforcement/Children’s Division may be contacted for assistance in resolving this matter.

### **POSSIBLE ATTENDANCE COMMITTEE ACTION(S)**

(The list below is not all inclusive and further action and/or a combination of interventions may be necessary to ensure regular attendance. All attendance referrals will be considered on a per-student basis and all applicable policies/procedures will be applied.)

- Request meeting with student, parent/guardian, teacher, and/or counselor.
- Recommendation to administration of detention, ISS, OSS, and/or Monday school.
- Referral to appropriate authorities (law enforcement for suspected truancy; Children’s Division for suspected educational abuse/neglect).
- Recommendation of “Denial of Credit” for semester.
- Recommendation of “Retention” in the current grade level.
- Notice to Board of Education for further action(s) needed.

## **CURRICULUM AND ASSESSMENT**

### **CURRICULUM / ACADEMICS**

The expectations of our students are that they will perform at a level that is equal to or surpasses their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring, and safe environment
- Research-based, student-focused instruction
- Information-driven decision-making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

The aim of curriculum and teaching is not simply to help students meet the demands of schooling, but to help them use what they learn to meet the demands of life.

### **CLASSROOM EXPECTATIONS**

Teachers and students work together to organize a safe, inviting learning environment in the classroom and school as a whole. While reminders may be needed to keep students attentive and on task, the expectation is that all students will be able to

follow classroom and school rules. For a few students, reminders may not be adequate in helping them be responsible, respectful, safe learners and participants in school activities.

## **GRADING SCALES**

### K-2 Grading Scale

90-100 E (Excellent)  
75-89 S (Satisfactory)  
74-60 NI (Needs Improvement)  
59 and below: U (Unsatisfactory)

### 3RD-6<sup>TH</sup> Grading Scale

93-100 A	80-82 B-	67-69 D+
90-92 A-	77-79 C+	63-66 D
87-89 B+	73-76 C	60-62 D-
83-86 B	70-72 C-	59 and below: F

### K-6 SPECIALS Grading Scale

70-100 P (Passing)  
60-69 NI (Needs Improvement)  
59 and below: F (Failing)

## **REPORT CARDS / FINAL EXAMS**

Report cards will be issued at the end of each quarter. Grades will be reported as letter grades only for grades 3-6. K-2 will have a progress report on key skills mastered. Only the semester averages in letter form will appear on the permanent record.

## **HOMEWORK**

The District believes that certain amounts of homework can be beneficial to the education of young students. “Homework assignments” need to be distinguished from “work not finished on school time.” Homework is a purposefully planned activity which is designated to apply the objective concept that has already been taught in class. “Homework” and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction. “Work brought home from school” is often identified as homework when, in fact, it is work that was assigned for completion at school. This work may have gone unfinished due to many factors, including a student’s poor time management, distractibility, or possibly special activities that interrupted the ability of all students to complete the work at school. The latter should be rare, as assignments for students to complete and turn in during class time are carefully planned and tailored to the time available to complete them. If your child seems to be bringing home large amounts of homework, please check with your child’s teacher.

## **MAKE-UP ASSIGNMENTS**

Make-up work is the responsibility of the student and may require work be sent home for completion in the interest of time. The general rule is one day will be allowed for each day missed. However, individual teachers may allow longer.

If a student is to be absent for an extended period of time, the office may be contacted to collect homework assignments from the teachers. If student work is requested early, every effort will be made to have work ready by the end of the day that the request is made. If the absence will require several weeks, a home-bound teacher may

be assigned with medical documentation, per parent request and administrative approval.

Students on class trips or leaving for activities must gather the day's work/homework before leaving. Students will have one day for each day missed due to school-sponsored activities/trips. Students may have alternative assignments given in lieu of receiving a zero for not being able to participate and make up any participation points assigned during their absence.

Teachers may assess a late penalty for each day assignments are not turned in. Late work will not be accepted after the quarter ends unless extenuating circumstances have been approved by administration.

Students on suspension will have the opportunity to make up missed work.

### **HONOR ROLL**

Each student who has earned all "A's" will be recognized on the "Superintendent's All A" honor roll.

Each student who has earned both "A's and B's" will be recognized on the "Principal's A and B" honor roll.

## **GENERAL**

### **VISITORS**

It is important to know that you are always welcome at school, and encouraged to visit; however the safety and integrity of the educational environment is our first priority. For safety, the school building will be locked during school hours. Please enter through the northeast (elementary) door. All visitors, including parents/guardians, need to report the office and get a visitor's pass. Individual guests of Miami students are NOT permitted. If you wish to schedule a conference with a teacher and/or the principal, please call the office to make an appointment, as teachers have limited availability for conferences during the regular school day, and every effort must be made to protect teachers' instructional time. Visitors dropping off items or a lunch box for students may leave it in the office and a staff member will ensure students receive the items. Miami maintains a closed lunch period except for certain special days throughout the school year, which will be advertised in advance. Please do not bring in restaurant food for students. Parents/guardians picking up students after school are asked to wait in the designated area for them to be released (by the elementary office). Students dismissed earlier in one school than the other (elementary vs. high school) are not permitted to be on the other side of the school without a parent/guardian.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers. Law enforcement will be utilized as necessary. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians

or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

In order to minimize potential harm to staff and students, persons listed on the sex offender list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal where the sex offender will be present.

### **LUNCH/BREAKFAST**

The District maintains a closed lunch hour. This means students may purchase a lunch from the cafeteria or bring their lunch from home, but no deliveries of food (aside from a forgotten lunch box) without permission will be allowed. Lunch visitors are not allowed except with special, prior office approval. All students, including those that bring their lunch shall report to the lunchroom during the student's scheduled lunch period. Law requires all students purchasing a school lunch to take a carton of milk. If your child is allergic to milk or any other food/drink item, they must have a written doctor's statement on file. Elementary students are not allowed to sit with junior high or high school students at breakfast. We encourage your child to pay in advance for the week or month for lunch and /or breakfast. Lunches must be paid for before or after school or in the lunch line. You may not purchase extras if you have not eaten or purchased a lunch. Students will not be permitted to charge lunches or seconds above \$10.00. Students owing outstanding lunch bills will not be allowed to purchase seconds. Students will be given a peanut butter sandwich and milk or an alternative when they are over the \$10.00 limit, or they may bring their lunch.

### **LUNCH/BREAKFAST PRICES**

#### **Regular K-12 Grade**

Lunch & Milk \$1.90  
Breakfast & Milk \$0.90  
Adult Breakfast \$1.15  
Adult/Visitor Lunch \$2.60

#### **Reduced**

Lunch & Milk \$.40  
Breakfast & Milk \$.30  
Extra Milk (All) \$.30

#### **Free**

Lunch & Milk (All) Free

### **CAFETERIA**

Each class is scheduled for approximately a 20-minute lunch period. Students who bring their lunch will eat in the cafeteria with their class. Students or parents should not bring in, or have delivered, restaurant/fast-food lunches. We expect all of our students to conduct themselves properly during lunch periods, practice good table manners, and abide by the school rules.

## **CARE OF SCHOOL PROPERTY / TEXTBOOKS**

It is the responsibility of each student to see that school property is kept in good condition. Pupils will be held responsible for all books, supplies, electronics, apparatus, and furniture furnished to them by the Board of Education. Pupils who deface school property shall be required to pay all the damages.

The school will furnish all textbooks. The student will be assigned a book and must keep it for the duration of the class. If there are damages, the student will be required to pay the amount to repair or replace the book. Lost books incur a 100% replacement cost.

## **TECHNOLOGY USER AGREEMENT**

In general, students at the elementary level are NOT allowed to take pictures or videos of other students/staff without their express permission, either on school-provided technology or students' personal electronic devices (tablets, phones, cameras, music players, etc.), not only during school time but also at any time while on school property or at school events, whether on or off campus. **No** technology items are allowed in restrooms. iPads and other school-provided technology will be used at the discretion of individual teachers, but at no time may headphones be used for the student to listen to music unless related to a class lesson/activity and teacher permission has been granted. Please refer to district technology user agreement for additional information. All students are required to pay a \$20.00 technology fee for technology equipment and services rendered. There is a maximum fee for families with multiple children; please check in the central office for information. Families needing assistance with paying the technology fee should contact the central office. Broken screens on laptops will incur a full replacement fee, separate from the required technology fee.

## **PERSONAL ELECTRONIC DEVICES**

Student electronic devices including any personal music players, cell phones, smart watches, electronic games are not to be used between the hours of 8:00 A.M. - 3:45 P.M. and should remain turned off and in backpacks. Students are not allowed to take pictures or videos outside of those reasons allowable in accordance with Board policy KKB, and only with teacher/principal approval. Students who have these devices out risk having them confiscated and turned in to the office. Staff may request that some items be left at home, period. A parent/guardian may retrieve confiscated electronic devices from the building principal and/or office staff. The District is not responsible for lost or stolen items.

## **TELEPHONES**

School phones are business phones. Students may use school phones only after securing permission from office staff and/or in emergencies situations. Classroom telephones are only for student use with teacher supervision to make phone calls home in regards to behavior.

## **MEDIA**

Several times throughout the year students' information such as name, grade, etc. and photos are taken to show case the great things happening at Miami Elementary. If you would like your child to NOT be included in any of the following: honor roll/yearbook

pictures, media pictures (such as local newspaper photos), photos used in student or parent newsletters, our school website, our school Facebook page, any private teacher/parent/student Facebook pages your child's teachers may maintain, or any other publications or presentations highlighting our students, please submit a letter to the office stating your preference for your child to NOT participate.

### **PERSONAL BELONGINGS**

Students are asked not to bring items of value or excessive amounts of money to school and are to keep items they value (watches, purses, billfolds, jewelry, etc.) on their persons at all times. If a large sum of money is brought to school to pay a bill/lunch balance, it should be immediately taken to the teacher/office. Students will not bring dangerous items such as knives, lighters, gun shells, firecrackers, etc. to school at any time. Lost articles found in and around the school will be turned in to the office where the owners may claim their property by identifying it. Every year students will bring iPods, cell phones, games, or other handheld electronics to school. These items are often lost or misplaced. It is time consuming for school officials to track these items down. Please understand that these items are discouraged and if students bring them to school, they do so at their own risk and liability. Electronics brought to school are to remain off and in backpacks at all times.

### **HEALTH SERVICES**

The school nurse supervises health services for the District. She is generally on campus two days per week, with a nurse assistant and/or school secretaries trained in basic health services available to assist students on days the nurse is not on campus. A hall pass from a teacher is needed when going to the nurse's office except in an emergency. The rest rooms are not adequately equipped to serve ill students and should not be so used. Injured students should be accompanied by a staff member. In the event of an emergency, notify the office immediately. The nurse's office maintains copies of student health forms required by the district. This includes a health update form that is distributed in registration packets and required for parent/guardian(s) to fill out annually. Medical history noted on the health update form may require further documentation. Physician documentation (including an emergency action plan) is required for all significant diagnoses such as: asthma, food allergy, seizure, diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless these health forms are filled out properly and returned.

### **IMMUNIZATIONS**

According to Missouri law regarding student immunizations, all students must provide satisfactory evidence of immunizations required by the Missouri Department of Health before or upon enrollment. Non-compliance will result in consequences mandated by Missouri law.

### **ILLNESS/CONTAGIOUS DISEASES**

If a student becomes ill or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the student will be called if a parent/guardian cannot be reached. Medical or other



information pertaining to the student and situation will be shared with emergency contacts as necessary. Please keep the school advised of any changes in phone number or emergency contacts.

Students contacting parents/guardians via cell phone in order to be checked out to go home, without office/nurse knowledge/permission, will receive a cell phone violation according to the Board-approved discipline policy/handbook. Students **must** be cleared through the nurse's office or high school office to receive permission to check out.

“It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (Missouri Statute 167.191).

Parents should keep students home from school if they have a temperature or other symptoms or illness. An ill student may not return to school until the student:

1. Has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
2. Has been free of vomiting or diarrhea for 24 hours after the last episode of such.
3. Is free of continuous coughing.

## MEDICATION

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures apply for dispensing prescription and non-prescription medications in the Miami R-I School District. If at all possible, please keep drugs to be dispensed at school to a minimum. These rules are intended to promote the well-being of all students. It is the responsibility of students' parent/guardian to provide appropriate medication for their children. No medication will be given unless/until these steps are followed.

### All Medications

- A. Parent/guardian or student must bring all medication to the office when he/she arrives.
- B. Prescription and/or non-prescription drugs (aspirin, cough drops, etc.) should be in a proper container, with the name of the medication, amount, and time it is to be administered.
- C. Consent form must be on file, signed by doctor (for prescription medications), and consent form on file signed by parent/guardian (for ALL types of medication). If these forms are not on file, parent/guardian must administer the medication to their own children.
- D. Medication is kept in the nurse's office at all times.
- E. No medication will be given past the expiration date on the container.

### Injectable Medications

- A. If a medical condition exists requiring injectable medication, whenever possible the student should self-administer the medication.
- B. If the nurse, nurse assistant, or secretaries are unavailable, the parent will be responsible for making other arrangements.

- C. If the injectable medication is required in an emergency and the nurse/assistant/secretary is unavailable, school personnel will call 911.
- D. A prescription label or written order from the prescribing physician and a signed medication authorization form is required for the administration of all injectable medication.

### Emergency Medication

Each school may be equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse/assistant/designee and 911 will be notified. The stock epinephrine will be available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine, when available, remains in the locked medication cabinets at all times.

### Emergency Medication for Field Trips

Students' personal emergency medications such as an epinephrine auto injector (Epi-Pen) must accompany the student on all scheduled field trips. This includes only those emergency medications that the Missouri State Board of Nursing has deemed allowable to delegate its administration by a non-health provider such as a teacher. The parent is responsible for providing emergency medications to the school. If the emergency medication has not been provided or is expired, the student may not attend the field trip.

### LIFE THREATENING ALLERGIES

The District must have on file any and all medical documentation pertaining to students' life-threatening allergies. Please contact the school nurse ASAP in regards to this issue.

### ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law. (Policy EBBA)

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal liability insurance.

### ACTIVITY RESTRICTIONS

If a student is unable to participate for a short time (generally a week or less) in physical education class/recess or if restrictions exist, a written note should be sent to the teacher/physical education teacher. The note should be dated and signed by a

parent or guardian and state the reason for exclusion and specify any restrictions. If the situation is long term, a physician's statement will be required. Responsibility for relaying restricted activity to school staff rests with the parent/guardian. Parents/guardians may be asked to provide a physician's statement at any time. The physician's statement must be updated at the beginning of each school year.

### HEAD LICE

1. Head lice screenings will be conducted as needed by the school nurse or other trained staff.
2. If nits or live lice are found, the parent/guardian of the student will be notified verbally and/or in writing.
3. Any student found with live lice will be sent home at that time.
4. Any student found with untreated nits will be sent home at that time.
5. Re-admittance occurs only after the student is treated with lice shampoo or another approved product, and all nits are removed by parent/guardian. This must be verified by the school nurse or another trained staff member before the child can return to class. Therefore, parent/guardian must accompany the student upon return to school each time a re-check is completed.
6. If head lice cases are not resolved and/or parent/guardian has not made considerable effort to get the student back in school in a timely manner, a hotline call may be made by the school based on possible educational neglect.
7. All absences for head lice are unexcused.

### **BACKPACK USE**

The use of backpacks, large purses, and/or items of a similar nature is not permitted during the regular school day. Students may store these items in a teacher-designated location in their classroom.

### **ELEMENTARY BAND**

Students in 6<sup>th</sup> grade are allowed to participate in band. Students beginning band will organize after the start of school. Parents will be contacted about purchasing instruments. Your child will be required to have an instrument before participating in band. Band is a privilege, and severe academic or behavioral insufficiencies may result in the loss of band privilege on a temporary or permanent basis.

### **CONCESSION STAND**

The concession stand being open in the morning is a privilege and not a right. Misuse by students, including leaving trash in areas other than trash cans, eating and drinking in prohibited areas, going to the concession stand without permission, or other acts that administration deems misuse of the concession stand will result in potential banning of students on an individual basis from patronage of the stand, closure of the concession stand before school, and/or other disciplinary measures, as deemed necessary and appropriate by administration. **Elementary students are not allowed to consume items purchased at the concession stand in the morning until the teacher designates a time to do so.**

The Smart Snacks in School regulation from the USDA applies to foods sold a la carte, in the school store (concession stand), vending machines, and any other venues where food is sold to students. Items sold at the concession stand before school and 30

minutes after school (until 4: 15 P.M.) must meet specific nutrition guidelines. Selection during this time will be limited.

### **EMERGENCY/EVACUATION PROCEDURES**

**FIRE or EXPLOSION:** Evacuation procedures and plans are posted in each room. When the building is evacuated for fire, all students should move to the designated area as quickly and quietly as possible. The teacher will then take roll and a report is made to the principal.

**STORM:** When threatening weather is in the vicinity, close observation of conditions as well as communication with local warning sources will be exercised. Should tornado warnings be received or a storm sighted, all students will be instructed to take shelter in their designated shelter areas and shelter procedures/plans will be posted in each room.

**INTRUDER:** Intruder protocols will be established by the School Safety Team. Drills will be conducted to ensure students are familiar with safety practices and procedures.

Teachers are responsible for making sure that all students in their respective classrooms understand the emergency/evacuation and shelter plans.

### **SCHOOL CLOSINGS/INCLEMENT WEATHER**

In case of inclement weather, SCHOOL-CLOSING announcements can be heard on the following stations:

KMAM 1530 & 92 FM Butler, MO  
WDAF TV Channel 4  
KCTV TV Channel 5  
KMBC TV Channel 9

\*School Reach (see the parent communication section for more information on this service) – Please update all contact information (phone numbers, email, and text numbers). This will help ensure that you receive school related messages in a timely manner.

### **LIBRARY REGULATIONS**

Two books may be checked out for one week. They may be renewed once, unless special permission is granted by the librarian. Students will incur library fines for overdue books. Reference books are to be used only in the library or checked out by classroom teachers for use in the classroom. Students are expected to maintain appropriate classroom behavior while in the library.

### **ELEMENTARY PARTY DAYS**

There will be 3 official parties each year. The parties include Halloween, Christmas, and Valentine’s Day. Your child may also bring a special treat to share on his/her birthday, or designated day for summer birthdays. Please consult with your child’s teacher regarding the number of treats, possible student allergies, and the best time to schedule the event.

**\*\*IMPORTANT: JUNIOR HIGH AND HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ATTEND ELEMENTARY PARTIES, EVEN IF THEY CHECK OUT FOR THE DAY. ELEMENTARY PARTIES ARE CLOSED TO ALL BUT STUDENTS, TEACHERS, FAMILY**

MEMBERS SUCH AS PARENTS/GRANDPARENTS, AND YOUNG SIBLINGS NOT YET IN SCHOOL. HIGH SCHOOL A+ PEER TUTORS MAY ATTEND IF THE PARTY FALLS AT THEIR NORMALLY SCHEDULED TUTORING TIME.\*\*

### **MIAMI R-1 TITLE I PARENTAL INVOLVEMENT POLICY**

Parental involvement is important for the academic, social, and emotional growth of each student in the Miami R-I School District. As educators and professionals, it is our duty to sustain and encourage the participation of parents within our community. When students have parents who have a vested interest in our school, they too will participate and become stronger students overall. For more information about the Miami Title I services or parental involvement policy, please consult the Title I instructor or principal.

### **STUDENT PERSONAL DATA**

Student personal data is kept in the Elementary Office. All students are required to have on file a current address, home phone, parent work numbers as well as the names, phone numbers, and addresses of two persons who the school can notify if contact cannot be made with parents. If your address or telephone changes during the year, please inform the office ASAP.

### **STUDENT DRESS CODE**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures are designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No staff member will impose dress and grooming rules based on gender, in violation of Title IX. Students' dress is expected to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Parents and guardians should check to see that their child is wearing acceptable clothing to school.

#### **For ALL students:**

1. We request pupils maintain a clean and neat appearance.
2. Students should wear clothes appropriate for the weather conditions and school day activities: No shorts for preschool/elementary students between the dates of October 31<sup>st</sup> and April 1<sup>st</sup>. Flip-flops, sandals, etc. should be avoided in cold weather.
3. Footwear appropriate for physical activity in gym and at recess is required in order to help prevent injury.

#### **Examples of unacceptable dress include:**

1. Clothing that is disruptive to the educational process (i.e. alcohol or tobacco advertisements, inappropriate language and/or suggestions, etc).
2. Costumes, except when pre-approved by teachers.

3. Bare/socked feet.
4. Clothing with inappropriate skin exposure including shirts with low necklines or ones allowing undergarments to show, such as: halter tops, mesh/see-through tops, camisoles as stand-alone tops, muscle shirts, t-shirts with arm holes/necklines cut out, open-backs, off-the-shoulder shirts as stand-alone garments, tube tops, and short skirts and shorts, sundresses, and short tops which expose the stomach. This includes clothing with excessive distressing/holes/rips.
5. Undergarments are not to show for any reason.
6. Writing on skin or clothing will not be permitted.
7. "Sagging" pants/shorts.
8. Spandex pants should be of sufficient thickness that undergarments do not show through.
9. Hats may not be worn inside the building during the school day or at after-school activities. This includes stocking caps, scarves, bandanas, headbands, hoods/hoodies up, and all other headwear except when pre-approved by teachers for special occasions.
10. Pajamas, slippers, robes, and other sleep wear are not allowed except when pre-approved by teachers for special occasions.

The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to good school climate. In the event of such a determination the student will be required to make modifications to his/her outfit. Students may be given alternate clothing from the nurse or parents may be called to bring appropriate school clothing.

### **STUDENT ID/LUNCH CARD**

Student picture ID's will be issued to be used for lunch and library purposes. Replacement cards (no picture) may be purchased through the library.

### **GOOD CITIZEN REQUIREMENT**

All students who participate in school-sponsored extracurricular activities and or class-related activities must be in good standing with the school. A student must not have been assigned to ISS, OSS, and/or a combination of the above behavioral consequences on the day of an activity. Students with excessive discipline infractions may not be allowed to attend special activities, both on school grounds and away. Any student who is not in good standing may not be allowed to attend activities as determined by administration. This includes class or club field trips.

### **FIELD TRIPS**

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Miami reserves the right to prohibit students from attending field trips because of disruptive behavior. Parent permission slips will be signed in advance. Students must travel by school vehicles. Students may be released during the course of the trip to parents or guardians only, and must sign out with the teacher. These releases should be arranged in advance by submitting a written request to the teacher or sponsor in

charge of the trip. We ask that you do not bring siblings on field trips. Parents are not allowed to ride District transportation.

## **PARENT INVOLVEMENT AND COMMUNICATION**

### **EMAIL**

School staff may periodically correspond via email with parents/guardians in regards to classroom happenings and other information. Teachers check email periodically throughout the day, but an instant response will not be available to protect instructional integrity.

### **FACEBOOK**

Please like our Facebook page, “Miami Eagles,” to see important updates, pictures from events, and event reminders.

### **NEWSLETTERS**

Your child’s teacher may send home a weekly or monthly newsletter. These may contain items of interest and a calendar of upcoming events. Please urge your child to bring these newsletters home.

### **PARENT PORTAL**

Attendance, lunch balances, academic progress, and discipline may be checked via the district website. To sign up, parents must complete the appropriate paperwork and return it to the office/teacher.

### **PARENT/TEACHER CONFERENCES**

Conferences are planned during the first quarter of school. Parents will be invited on a scheduled basis to come to school and review their student’s progress, grades, and behavior with their child's teacher. Parents are encouraged to call their child's teacher to arrange additional conferences as needed. Teachers may schedule individual conferences on an as-needed basis throughout the school year.

### **PARENT-TEACHER-STUDENT ORGANIZATION**

The Miami PTSO is an organization comprised of parents, teachers, administrators, students and other interested people who are working for the benefit of the children. Please contact the office if you are interested in joining this fun and dynamic organization.

### **SCHOOL REACH CALLING SERVICE**

Miami has an automatic system that will call, text, and/or email parents/guardians to inform them of school closings and other important information. This system will call home phones, mobile phones or any phone number that is designated. It will also leave a message on answering machines and voicemail.

## **WEBSITE**

The Miami R-I website can be accessed at [www.miamir1.net](http://www.miamir1.net). The website includes information regarding calendar events, menus, an online copy of the student handbook, and other important information. Please note: Every effort is made to keep the lunch and event calendars accurate; however, sometimes last minute changes may occur that are outside office control and may not be reflected right away on calendars.

## **STUDENT DISCIPLINE**

It is essential that we maintain a school and classroom environment that allows teacher to communicate effectively with all students in the class, and allows all students to learn. To assist district staff in maintaining the necessary classroom environment for optimal student learning, a Student Code of Conduct has been created that identifies behavioral expectations of students and addresses the consequences, including suspension or expulsion, that may result for students whose conduct is not conducive to good order and discipline in the school, or that impairs school or classroom morale or good conduct of other students. The goal of conduct guidelines is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. This is a general guide for behavior, not an all-inclusive rule book that disregards students' individual personalities or extenuating circumstances that need to be considered before corrective measures are taken. NOTE: The use of video surveillance equipment may be used in the investigation of violations of the Student Code of Conduct. Students may receive discipline as a result of what is recorded.

Our goal, as a district, is to help each child learn to make good choices and to take responsibility for his/her own actions. We strive for each child to develop a positive self-image, feelings of pride and worth, and a sense of being a valued member of a proud Eagle community, both within the school and outside these protective walls. Miami staff and faculty are committed to helping students achieve these goals to become the very best versions of themselves they can be. The Student Code of Conduct is designed to reinforce the mission of the Miami R-I School District. Behavioral expectations, limits, and appropriate consequences for violations of the Code of Conduct are provided here to give information and guidance to Miami staff, students, and their parents/guardians in relation to what is expected at school. The guidelines for behavior listed in this document are in effect for students during the school day, on school property, at any school-sponsored activity at home or away, on school-sponsored transportation to and from school and activities, and may also extend to a student's behavior outside the bounds of the school if such behavior disrupts the school environment or violates the rights of others. No code of conduct can list all possible infractions that may result in the use of disciplinary actions. This guide is not intended as a contract and should not be viewed as such. Unusual situations not covered in this policy will be handled as deemed appropriate by the principal, or referred to the superintendent for further actions. A student's prior history of discipline infractions, attitude, and length of time since the last infraction will be considered when determining consequences. All students will be subject to discipline at the discretion of building and/or district administrators.



Miami Elementary School strives to help teachers, administrators, parents, and students learn techniques to effect positive change and create a healthy learning environment for all. We accomplish this through grace and accountability. At Miami Elementary, general student code of conduct will be as follows, though individual classroom teachers may have additional rules, procedures, and consequences for their classes:

### **EAGLE EXPECTATIONS IN ALL SETTINGS—**

#### Be Kind:

1. Be respectful of everyone including visitors
2. Use positive statements
3. Take turns

#### Be Safe:

1. Keep your hands and feet to yourself
2. Maintain and respect personal space

#### Be Responsible:

1. Follow directions the first time you are asked
2. Accept consequences - take ownership of your decisions - without arguing or complaining
3. Respect personal AND school property

Students who do not follow the school and/or classroom code of conduct may have a variety of consequences before an office referral is made, including:

1. Separation from peers (in-class)—A student may be moved temporarily, or, in some instances, long-term, to a place in the classroom away from distractions and situations he/she is not yet equipped to handle. The student will remain in the classroom to benefit from instruction, but will have his/her environment restricted to extinguish inappropriate behavior(s).
2. Separation from peers (alternate class)—A student who remains unsuccessful after being separated from peers in-class may be sent to a different classroom until appropriate behavior is demonstrated.
3. Processing—A student separated from peers in-class or in an alternate location will be provided the opportunity to examine his/her behavior. An adult will spend time with the student, discussing the actions that led to separation from peers, and assist them in developing a plan to keep it from reoccurring by replacing the negative behavior with a more positive behavior.

### **AUTHORITY OF STAFF MEMBERS**

All staff members have the authority and responsibility to correct unacceptable behavior. Request of any staff member must be obeyed immediately, whether or not that person is a member of the high school, middle school, elementary faculty, or support staff.

## **SEARCHES BY SCHOOL PERSONNEL**

Per Board Policies JFG and JFCI:

1. Lockers, desks, computers, or other district-provided equipment or areas are provided for the convenience of students. Students have no expectation of privacy in regards to district-provided equipment or areas.
2. The District will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
3. The District uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars will occur in accordance with the law.
5. The District may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
6. The District utilizes random drug testing of students involved in some extracurricular activities, including student drivers, per policy JFCI.
7. During an examination, and if reasonable under the circumstances, school employees may require students to empty their pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose underwear.
8. Employees may also remove student clothing to investigate potential abuse or neglect of a student, to give medical attention to a student, to provide health services to a student, or to screen a student for medical conditions, under certain circumstances and following Board policy and procedures.

## **PLAYGROUND/RECESS EXPECTATIONS**

Common sense and safety are the general rules regarding student behavior on the playground.

1. Students are to show respect to the adult on duty and other students at all times.
2. Students shall not use obscene, vulgar or profane language or gestures.
3. Running is not permitted when entering or leaving the building.
4. All items brought from home must be checked with classroom teachers before they are allowed on the playground.
5. The throwing of stones, snowballs, dirt, mulch, etc. is never permitted.
6. There is to be no fighting or games that include tackling, pushing or shoving.
7. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
8. Students are not to retrieve balls or other items that go outside the playground.
9. Students are not to run through or otherwise disrupt someone else's game.
10. Jumping from the playground equipment is never permitted.
11. Students are never to re-enter the building or leave the playground without the permission of the person on duty.
12. Children are expected to participate in play activities unless excused for medical reasons.
13. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature, wind chill factor, and playground conditions. Shorter outside recess times are scheduled on very cold days.

14. ALL children are expected to go outdoors unless the weather is severe; then all students will remain indoors. Only students with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each day your child must remain inside for health reasons. Parents/guardians may be asked to provide a physician's statement.

## **BULLYING**

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying is defined as a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

In order to promote a safe learning environment for all students, the Miami R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. The district will report bullying incidents to law enforcement when required by law. Students who have been subjected to bullying are instructed to promptly report such incidents to a school official.

## **HAZING**

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements;

forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

In order to promote a safe learning environment for all students, the Miami R-I School District prohibits all forms of hazing. District staff, coaches, sponsors and volunteer will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

All persons riding in District vehicles (buses, vans) shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school transportation discipline procedures for student violations of the rules, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video surveillance may be in operation on school transportation.

1. The driver is in charge of students and the vehicle. Students must obey the driver at all times.
2. The driver can assign a seat for which a student will be held responsible for damages incurred.
3. Students must be on time. School buses and other transportation cannot wait for those who are tardy.
4. Never stand in the roadway while waiting on the vehicle.
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students must not throw waste paper or other rubbish on the floor of the vehicle.
8. Students must not at any time extend arms or head out windows.
9. Students must not try to get on or off the vehicle or move about within the vehicle while it is in motion.
10. Students in school vans must wear seatbelts at all times.
11. Students should keep hands, feet, and bodies to themselves at all times.
12. No eating or drinking in vehicles.
13. School vehicles are extensions of school; therefore, all rules apply to school vehicles as they apply at school.
14. Students must remain in their seats and facing forward when the vehicle is in motion.
15. Students must have a written note from a parent/guardian if they are not riding their regular bus route.

- 16.No preschoolers or siblings from other classes will be allowed to ride on the van/bus on field trips.
- 17.Use of tobacco or other school-prohibited substances is not permitted on school vehicles.
- 18.Elementary students are not to sit in the same seats as JH/HS students.

\*The bus driver/driver will report any disciplinary problems to the principal. Continued misbehavior will result in bus/school transportation suspension. Parents/guardians must know their child’s bus driver, phone number, and bus number. Drivers appreciate phone calls from parents/guardians if they will not need to stop due to illness/absence/etc.

\*The principal may remove a student from riding a bus/school transportation without written warning in circumstances where it is deemed necessary for student/driver safety. A severe incident (fighting, vandalism, possession of illegal or dangerous materials) may result in immediate suspension from one (1) day to the remainder of the school year after due process is completed.

\*All vandalism incidences will require restitution for the damaged property.

\*The principal maintains the ability to impose additional bus/school transportation restrictions as necessary for the safety and well-being of students and drivers.

\*Students with disabilities will be disciplined for school transportation infractions in accordance with the law.

**Students who are suspended off the bus for disciplinary actions are suspended off ALL school transportation. This includes athletic, academic, intra- and extra-curricular activities.**

## **DISCIPLINE OPTIONS**

*Principal-student conference:* The student and principal meet informally or formally to attempt to resolve a situation. Conferences may also include teachers, parents/guardians, the school counselor, and other school officials.

*Loss of privileges:* A student may lose, temporarily or permanently, computer privileges, recess privileges, cafeteria privileges, bus privileges or other privileges not listed here.

*Confiscation:* A piece of property is held by a school official. Depending on the infractions, the item may be returned to the student, the student’s parent/guardian, or turned over to the appropriate law enforcement authorities.

*Restitution:* Making good or compensating for loss, damage, or injury.

*Detention (includes Private Dining):* The student serves time in the detention room from 3:50 – 4:30 under the supervision of a school staff member. The student must bring school work or something to read during the detention. No talking is allowed without permission. If the student fails to work or causes a disruption during detention, the student has failed to meet the conditions of the detention and will be disciplined according to policy. “Private Dining” is a lunch detention the student will serve in the office or detention room during their regular lunch schedule. A tray will be brought to the student. No talking is allowed without permission.

*In-School Suspension (ISS):* The student attends school, but instead of attending class, he or she reports to their teacher, gathers their work, and then reports to the high school office. (The student may ride the bus to school.) From there, the student will remain in the ISS room or in the office, itself, where he/she will be expected to work quietly and complete assignments for credit for the duration of the ISS period. The student will be escorted to the cafeteria to get a tray or one will be brought to the student, and lunch will be eaten in the ISS room/office. The student will be provided with restroom and drink breaks throughout the day. ISS may range from a partial day to ten days in length. Daily assignments will be required during ISS. A student on ISS may receive full credit for work that is turned in no later than two days after the ISS period. So, a student who serves ISS on Wednesday needs to turn in work assigned during ISS no later than the end of the day on Friday. Students are not counted absent. Students at the elementary level will be allowed to practice on the same day an ISS is served and to attend events as spectators, but they will not be allowed to participate in games, contests, musical concerts, or other extracurricular activities until the ISS has been served. Students serving ISS on class party days will not be allowed to attend the party.

*Out-of-School Suspension (OSS):* OSS is used by the administration as an option when other, less restrictive options have failed to correct a misbehavior of the student, or as a first option for many “severe” misbehavior that occur. OSS assigned by the principal may range from a partial day to 10 days in length. An appeal of an OSS must be made to the superintendent. Building-level suspension appeals end with the superintendent. However, some types of misbehavior are automatically placed at various levels. OSS assigned by the superintendent may range from 1 to 180 days in length, and may be used at his/her discretion. Students in OSS are not eligible to practice, participate, or attend any district-sponsored activity, or to be on or near district property or the location where a district activity is held. OSS is not considered “served” until 8:00 am the morning after the last day of the OSS. Therefore, a student serving OSS on a Friday is not eligible to attend weekend/no-school Monday events. For violations of criminal and/or civil law, and where required by board policy or state law, appropriate law enforcement will be notified.

*Expulsion:* The student is prohibited from attending school for a determined amount of time, usually for more than 180 days.

## **CORPORAL PUNISHMENT**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Miami R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

## **DUE PROCESS**

In all cases where a student may be determined as involved in unacceptable behavior that must be corrected through the options and procedures outlined in the

Disciplinary Code, he/she will be given due process. In each case of unacceptable behavior, the student will:

1. Be informed of the offense/problem area.
2. Be allowed to respond to the charge.
3. Have a right to appeal and a hearing.
4. Be given a written statement of the charge, if requested. (In cases of suspension as options, the student will always be given written notice as to the offense and the disciplinary options to be used by the administration.)
5. The more serious the offense, the more detailed the hearing will be.
6. The teacher and/or principal will log all problems that tend to continue, even at minor levels of misbehavior, where a student may eventually need discipline at a higher level and option.

### **REPORTING TO LAW ENFORCEMENT**

It is the policy of the Miami R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian, or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed in the Behavior/Consequence Guide.

### **IMPACT ON GRADES**

As with any absence, absences due to an OSS may result in the student earning a lower grade in accordance with the district's policies on absences.

### **SPECIAL EDUCATION STUDENTS/STUDENTS WITH DISABILITIES**

State and federal regulations in relation to educational services for students with disabilities shall not be violated in the application of Student Discipline Code. Options used for discipline purposes for students with disabilities or those involved with special education services will be in accordance with all laws pertaining to them.

### **PARENT NOTIFICATION AND/OR CONFERENCE**

Parents will be notified by the office or classroom teacher of detentions, and by the office of ISS or OSS assignments. A parent/guardian conference may be required with student, parent, and principal in order to be readmitted into the regular school setting following an OSS assignment.

### **RIGHTS OF PRIVACY FOR STUDENTS AND PARENTS**

Students' and parents' privacy rights as described by law will be maintained in all areas and in all respects in relation to necessary disciplinary measures applicable to individual situations.



## **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	<b>Second Offense:</b> No credit for the work, grade reduction, course failure, or removal from extracurricular activities for the quarter or semester.

**Arson** - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	First Offense – Minimum 10 days OSS, restitution where appropriate.
Subsequent Offense:	Expulsion; restitution where appropriate.

**Assault** -

- 1. ASSAULT (3RD DEGREE)** – A person commits the offense of assault in the third degree if he or she knowingly causes physical injury to another person.

First Offense:	Minimum 5 days OSS.
Subsequent Offense:	1-180 days OSS, or expulsion.

**Bullying and Cyberbullying (see Board policy JFCF)** - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of

reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Verbal/written warning; 1-10 days ISS or 1-10 day OSS; <b>and/or</b> Social/Emotional/Character Education.
Second Offense:	Minimum 3-10 days ISS or 1-10 days OSS; <b>and/or</b> Social/Emotional/Character Education.
Subsequent Offense:	1-180 days OSS <b>and/or</b> Social/Emotional/Character Education; expulsion

**Bus or Transportation Misconduct (see Board policy JFCC)** - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges on ALL district transportation for all reasons may be suspended or revoked, as follows:

First Offense:	Warning
Second Offense:	1 day bus suspension
Subsequent Offense:	3 day bus suspension
Fourth Offense:	5 day bus suspension
Fifth Offense:	Student suspended from bus until principal, bus driver, and parents can conference.
Sixth Offense:	Suspended from bus remainder of year.

The principal reserves the right to escalate consequences for major offenses that endanger the safety of others.

**Dishonesty** - Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** - Verbal, written, pictorial or symbolic language or gesture that is directed at any person (teacher, staff member, administration, other students, etc.) that is in violation of district policy or is otherwise rude, vulgar, profane, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school

functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	1-3 detentions, 1-3 days ISS, and/or 1-3 days OSS
Subsequent Offense:	2-3 detentions, 1-10 days ISS, 1-180 days OSS, expulsion

**DEFIANCE/INSUBORDINATION –**

Displaying a lack of cooperation, willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee.

First Offense:	1-3 detentions, 1-10 days ISS, and/or OSS
Subsequent Offense:	2-3 detentions, 1-10 days ISS, and/or 1-180 days OSS

**DISRUPTION TO THE EDUCATIONAL PROCESS -**

Any act that materially or substantially distracts from or disrupts the educational process of the classroom, school activities, or school functions.

First Offense:	Minimum Principal/Student Conference/Detention
Second Offense:	Minimum 2 Detentions
Subsequent Offense:	Minimum 1 day of ISS
Fourth Offense:	Minimum 3 days ISS
Fifth Offense:	Minimum 5 days ISS and/or minimum 3 days OSS.

**Drugs/Alcohol (see Board policies JFCH and JHCD) -**

Use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	Minimum 5 days ISS and/or 1-180 days of OSS; Revocation of membership in service or honor societies for remainder of year
Subsequent Offense:	1-180 days of OSS or expulsion;

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Minimum 5 days OSS; Revocation of membership in service or honor societies for remainder of year.
Subsequent Offense:	10-180 days OSS; Expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion; Revocation of membership in service or honor societies for remainder of year;
Subsequent Offense:	Expulsion

**Extortion** - Threatening or intimidating any person for the purpose of obtaining money or anything of value. If combined with physical force is grounds for immediate OSS.

First Offense:	3 days ISS or 1-4 days OSS; Restitution
Subsequent Offense:	Minimum 5 days ISS, 1-180 days OSS, or expulsion; Restitution

**FAILURE TO APPEAR FOR DETENTION –**

Student fails to meet the conditions required for detentions, including Private Dining.

First Offense:	Student will make up the missed detention and serve one additional detention.
Second Offense:	Student will make up the missed detention and serve three additional detentions.
Third Offense:	Student will make up the missed detention and attend one Monday School.

Subsequent Offense:	Student will serve 1 day ISS and make up all missed detentions.
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**Failure to Care for or Return District Property** - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution; Detentions and/or 1-3 days ISS
Subsequent Offense:	Restitution; Detentions and/or 4-6 days ISS.

**Failure to Meet Conditions of Suspension, (INCLUDING ISS/MONDAY SCHOOL/SUMMER RECOVERY), Expulsion or Other Disciplinary Consequences** -

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held, during the term of a suspension or expulsion, and failure to appear for ISS/Monday School/Summer Recovery. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	1-5 days ISS or 1-10 days OSS.
Subsequent Offense:	6-10 days ISS, 10-180 days OSS, or expulsion.

**FOOD/BEVERAGE VIOLATIONS** – Eating/drinking anything but water from a disposable water bottle or a clear, refillable “squirt-style” water bottle during class is normally a prohibited activity, unless authorized by the teacher. Making/leaving a mess in the halls, lockers, cafeterias, gym, bathrooms, and other school facilities is always prohibited.

First Offense:	Confiscation, restitution/repair and/or cleanup, and 1-3 detentions.
Second Offense:	Confiscation, loss of privileges as determined by principal, restitution/repair and/or cleanup, and 3-5 detentions.
Subsequent Offense:	Confiscation, loss of privileges as determined by principal, restitution/repair and/or cleanup, and 3-10 days ISS.

**Gambling** - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Loss of privileges, 1-5 detentions, or ISS
Subsequent Offense:	Loss of privileges, 1-5 days ISS, or 1-10 days OSS

**Harassment, including Sexual Harassment (see Board policy AC) -**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Detention, 1-5 days ISS, 1-180 days OSS, or expulsion
Subsequent Offense:	5-10 days ISS, 1-180 days OSS, or expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Hazing (see Board policy JFCG)** - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	1-10 days ISS or OSS
Subsequent Offense:	1-180 days OSS or expulsion

**INAPPROPRIATE PHYSICAL ACTION –**

Any physical act by a student that is not appropriate for the classroom, lunch, or hallways but does not rise to the level of bullying, extortion, fighting, or assault. Examples: horseplay, throwing things, making a mess at lunch, etc.

First Offense:	1-3 detentions
Second Offense:	3-5 detentions
Subsequent Offense:	1-3 days ISS or OSS

**Incendiary Devices or Fireworks** - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation, detention, and/or 1-5 days ISS
Subsequent Offense:	Confiscation, ISS, or 1-10 days OSS

**Nuisance Items** - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation of items, 1-3 detentions, or 1 day ISS
Subsequent Offense:	Confiscation of items, 3-5 detentions, 1-3 days ISS, or 1-10 days OSS

**Public Display of Affection** - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. Staff may ask students to separate for any reason. Failure to comply will result in a defiance/insubordination referral, in addition to the following:

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	1-3 detentions, 1-5 days ISS, or 1-10 days OSS

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation, detention, or 1-10 days ISS
Subsequent Offense:	Confiscation, 1-10 days ISS, 1-180 days OSS, or expulsion

**Sexual Activity** - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	1-10 days ISS or 1-180 days OSS
Subsequent Offense:	1-180 days OSS or expulsion

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Technology misconduct includes but is not limited to all school wide activities and statewide assessments.

First Offense:	Restitution; Detentions or 1-5 days ISS; Loss of user privileges.
Subsequent Offense:	Restitution; 1-180 days OSS or expulsion; Loss of user privileges.

2. Cell Phones/Electronic Devices - Cell phones or other personal electronic device usage



is limited at school to passing periods and lunch time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the principal. Students are prohibited from taking videos or pictures with their personal devices not in accordance with BOE policy KKB. Use of cell phones or other personal electronic devices in the classroom is only at the discretion of the teacher. Failure of a student to meet the expectations of an individual classroom teacher can result in disciplinary measures, inside the classroom and/or through the office.

First Offense:	Confiscation of device; One (1) detention; Student must check in device to office at the beginning of the school day, each day until the detention is served OR parent/guardian may send a note saying device has been left at home.
Subsequent Offense:	Confiscation of device; Two (2) detentions; Student must check in device to office at the beginning of the school day, each day until both detentions are served OR parent/guardian may send a note saying device has been left at home each day.
Third Offense:	Confiscation of device; Three (3) detentions; Students must check in device to office at the beginning of the school day, each day until all detentions are served OR parent/guardian may send a note saying device has been left at home each day.
Subsequent Offenses:	Confiscation of device; One (1) day of ISS for each subsequent infraction. Students must check in device to office at the beginning of the school day, each day until all suspensions are served OR parent/guardian may send a note saying device has been left at home each day.

**Students with chronic cell phone violations will be required to check in their devices to the office at the beginning of each school day for a period of time to be determined by the administration, up to the remainder of the school year.**

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution, detention, 1-10 days ISS
Subsequent Offense:	Restitution, loss of user privileges, 1-10 days ISS, 1-180 days OSS.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension; loss of privilege to use school audio/visual equipment.
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5. **Technology Misuse** – Using school or personal technology when not appropriate for the educational activities or setting. Includes but not limited to: Browsing of the Internet, taking pictures/videos, playing games, visiting online forums or chats, streaming videos, streaming music, or any other inappropriate behavior not suitable for the educational environment. Depending on content and/or behavior of student, the discipline actions for technology use could fall under options 1-4 of Technology Misconduct Discipline Policies that are stated above; otherwise:

First Offense:	Warning/Detention
Subsequent Offense:	Detention; loss of tech privileges
Third Offense:	2 Detentions; loss of tech privileges
Fourth Offense:	1 day ISS; loss of tech privileges
Subsequent Offense:	Minimum of 2 days of ISS for each infraction over four (4), or 1-10 days OSS, long-term loss of tech privileges.

**Theft** - Theft, attempted theft or knowing possession of stolen property.

First Offense:	Minimum 5 days ISS, 1-3 days OSS, and/or return of property or restitution
Subsequent Offense:	1-180 days OSS or expulsion, return of property or restitution

**Threats or Verbal Assault** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Minimum 3 days ISS or 1 day OSS
Subsequent Offense:	3-10 days ISS, 1-180 days OSS, or expulsion

**Tobacco** -

1. Possession/use of any tobacco products, electronic cigarettes or other nicotine-delivery products (ex: "vaping" of any substance) on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation; detention or 1 day ISS (Possession); Confiscation; 3 days ISS or 1-3 days OSS (Use)
Subsequent Offense:	Confiscation; 3 days ISS or 1-10 days OSS (Possession) Confiscation, 4-10 days ISS or 1-10 days OSS (Use)

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** - Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district. Chronic tardiness will be considered truancy for discipline purposes.

First Offense:	Detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**In-School Truancy** - Absence from assigned or scheduled place within the school campus during the school day without the knowledge/consent of classroom teacher/administration; arriving after the expected time class begins, as determined by the district. Chronic tardiness will be considered truancy for discipline purposes.

First Offense:	1-3 detentions
Subsequent Offense:	3-5 detentions
Subsequent Offense:	Minimum 6 detentions or 1-3 days ISS

A natural consequence of truancy is loss of instructional time. Students with truancy infractions and/or excessive absences/tardies are in danger of failing to earn required credits. See the Attendance Policy for further information.

**Unauthorized Entry** - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)** - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution, detention, 1-5 days ISS, 1-180 days OSS, or expulsion.
Subsequent Offense:	Restitution; 5-10 days ISS, 1-180 days OSS, or expulsion.

**Weapons (see Board policy JFCJ)** - A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ‘ 921, 18 U.S.C. ‘ 930(g)(2) or ‘ 571.010, RSMo.

First Offense:	Minimum 5 days ISS 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 ys out-of-school suspension or expulsion.

2. Possession or use of ammunition or a component of a weapon.

First Offense:	1 day ISS, 1-180 days OSS, or expulsion
Subsequent Offense:	1-180 days OSS or expulsion

3. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in ‘ 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ‘ 930(g)(2).

First Offense:	Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified by the Board of Education on a case-by-case basis upon recommendation by the superintendent.
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Subsequent Offense:	Expulsion.
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3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

## **PUBLIC NOTICES**

### **DIRECTORY INFORMATION**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. See Policy JO for further information regarding directory and limited directory information.

### **General Directory Information**

The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and

secondary school students who are at least 18 that they may opt out of these disclosures.

### **Opting Out Procedure**

Parents or eligible students will have ten school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten-school-day period, the school district may disclose any of those items designated as directory information without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.

### **DRUG FREE SCHOOL ZONE**

Drug free school zones have been extended to 2000 feet from school property and/or any school bus. Violators of the drug free school zone will be reported to the proper authorities and prosecuted as allowable by law.

### **ELECTRONIC COMMUNICATION**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. Staff must maintain professional boundaries with students while using electronic communication. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. (See Board Policy GBH.)

### **EQUAL OPPORTUNITY**

The Miami R-I School District does not discriminate against any applicant, employee, or student on the basis of race, creed, national origin, marital status, disability, or sex.

### **HOMELESS, MIGRATORY, AND/OR ENGLISH LANGUAGE LEARNERS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact:

Mrs. Angie Wiley, Principal  
Miami R-I School District  
7638 NW State Route J  
Amoret MO 64722  
(660) 267-3484  
(660) 267-3630  
[awiley@miamik12.net](mailto:awiley@miamik12.net)

## **MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION NO CHILD LEFT BEHIND ACT OF 2001 (NCLB) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are Administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents</b>
<b>General Information</b> 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed?
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?
<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?

### **1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

### **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

## **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
2. The facts on which the statement is based and the specific requirement allegedly violated.

## **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. Record: A written record of the investigation will be kept.
2. Notification of LEA: The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA: The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA: Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification: Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal: The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## **8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

## **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.



## **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

<sup>1</sup> Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

<sup>2</sup> Revised 7/15 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

*Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.*

### **MO HEALTHNET FOR KIDS PROGRAM**

The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

### **TEACHER QUALIFICATIONS**

Parents/guardians of each student attending any school receiving Title I funds may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

### **PARTICIPATION IN STATEWIDE ASSESSMENTS**

The district's policy on student participation in statewide assessments is available in the districts' office for public viewing. Currently, state law does not allow students to opt out of statewide assessments (Policy IL).

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (*Notice of Nondiscrimination*)**

#### **General**

The Miami R-I Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Miami R-I School District is an equal opportunity employer.

**Facilities**

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

**School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

**Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability regardless of whether the child is currently enrolled in the Miami R-I School District is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

**Reporting**

The district's nondiscrimination policy and grievance forms are located on the district's website at [www.miamir1.net](http://www.miamir1.net), or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Dr. Daniel Johnson, Superintendent of Schools  
Miami R-I School District  
7638 NW State Route J  
Amoret, MO 64722  
(660) 267-3480  
(660) 267-3630  
[djohnson@miamik12.net](mailto:djohnson@miamik12.net)

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Mrs. Angie Wiley, Principal  
Miami R-I School District  
7638 NW State Route J  
Amoret MO 64722  
(660) 267-3484  
(660) 267-3630  
[awiley@miamik12.net](mailto:awiley@miamik12.net)

## **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

See Policies JHC, JHDA, KI

## **SPECIAL EDUCATION**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile

children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Miami R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Miami R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Miami R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/ guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Miami R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Miami R-I Central Office 7638 NW State Route J, Amoret, MO 64722, weekdays between 8:00 and 3:45. This notice will be provided in native languages as appropriate.

### **SUICIDE AWARENESS AND PREVENTION**

The District is committed to maintaining a safe environment to protect the health, safety and welfare of students. As such, the District's Suicide Awareness and Prevention policy and plan will be developed, and will include a Crisis Response Team trained to identify students at risk of suicide and those in a potential suicide crisis, and to develop a course of action including a response plan tailored to meet students' needs. For more information, see Policy JHDF.

### **TEACHING ABOUT HUMAN SEXUALITY**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state

law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall include general topics such as those related to abstinence, disease prevention, conflict management, personal responsibility, safe and responsible internet/phone usage related to sexuality, communicating with trusted and caring adults, identifying sexual predators, and legal aspects related to sexuality and sexual practices. Instruction will be age-appropriate. Parents may inspect instructional materials/curriculum in advance and opt-out students out of any/all aspects of sexuality education. (Policy IGAEB)

### **TRAUMA-INFORMED SCHOOLS INITIATIVE**

For more information regarding state efforts to assist schools in becoming trauma-informed, visit the following web site: <https://dese.mo.gov/traumainformed>

## **SPECIAL NOTICES**

1. Special Education Laws applicable to students with disabilities may apply. Please see the Special Services Director for additional information.
2. Students with ideas on how to make policies more equitable and/or conducive to the educational process are invited and encouraged to present their thoughts in an organized manner to the principal for future potential changes.
3. The Miami R-I School Board of Education reserves the right to make changes in the Miami Junior High and High School Student Handbook throughout the school year as deemed necessary. A handbook cannot cover all possible activities of a school. Items not covered are left to the discretion of the principal in consultation with the superintendent. The handbook is a part of the Miami R-I School Board of Education's policy and rules incorporated therein by reference. Full Board policy is available in the Central Office or on the District website.

# Handbook Acknowledgment Form

PLEASE SIGN AND RETURN TO SCHOOL WITHIN 5 DAYS.

**Failure to return this form within 5 days means agreement  
and/or acceptance of the policies stated.**

My child, \_\_\_\_\_, and I have received a copy of  
(Student's Name)  
the Miami Elementary School Student Handbook. I understand that  
the handbook contains information that my child and I may need  
during the school year and that all students will be held  
accountable for their behavior and will be subject to the disciplinary  
consequences outlined in the Student Code of Conduct.

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Signature of Parent or Guardian

Date

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Signature of Student

Date

# MIAMI R-I SCHOOL DISTRICT

## Miami Elementary School STUDENT - PARENT - SCHOOL

### LEARNING COMPACT

#### Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. To make sure my child arrives at school on time and attends regularly.
2. To make sure my child receives adequate sleep and has a healthy diet.
3. To provide a quiet place to do his/her homework.
4. To encourage my child to complete his/her homework and return it to school on time.
5. To read to/with my child at least three times per week.
6. To support my child and the teaching staff with a positive attitude and by communicating and working with teachers and school staff.

#### Student:

I know my education is very important. It will help me to become a better person. I agree to do the following:

1. To respect adults, other students, and myself.
2. To do my best, to be my best, and believe I can learn every day.
3. To complete and return my homework on time.
4. To take responsibility for my own behavior.
5. To obey school and bus rules.
6. Spend at least 15 minutes a day reading.

#### Teacher:

I understand the importance of the school experience to each student and my role as a teacher. I agree to carry out the following responsibilities:

1. To teach needed concepts to each child in a meaningful way.
2. To provide a safe, positive learning environment.
3. To know the individual needs of each child.
4. To communicate with the parents on a regular basis concerning your child's progress.
5. To evaluate the student's progress regularly with the students' other teachers.

Principal \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Caring Adult \_\_\_\_\_ Date \_\_\_\_\_  
Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Student \_\_\_\_\_ Date \_\_\_\_\_