



Miami Junior High School

2023-2024

STUDENT HANDBOOK

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Dear Student and Parents,

Miami Junior High School has long been educating responsible citizen-leaders for our community. Our school is rich in tradition and academic excellence. When you join the MJHS community, you are embarking on an opportunity to be a part of a transformative group with a growth mindset – academically, socially, and personally. This Handbook for Students and Parents/Guardians, is designed to familiarize you with the expectations of MJHS and the Miami Public School System. It contains information on the academic, social, and personal development opportunities available to you and the many resources to help you find advice and make good choices.

Life in Junior High can be confusing and feel overwhelming. Our students are our primary focus. Remember that there are many people available here to help you work through these moments. Our highly trained faculty and staff are here to help you think through your choices, both academic and otherwise.

We at MJHS also realize the importance of parental involvement. Your involvement in your students' life academically and socially is important for your child to help them achieve their fullest potential. We hope that you will read this Handbook carefully and use it to find the support you need.

Our students are asked to remember that respect, self-discipline, motivation and pride in their work and school will ultimately determine their success. It is with these values students will be able to develop and maintain the high standards that our previous students have attained. Respect, Self-Discipline, Motivation, and Pride are words that guide us to exemplify "The Wardog Way". It is our motto, our tradition, and it is the way we conduct ourselves daily.

This handbook was designed to help you better understand MJHS school policies, procedures, and expectations. Please go over it carefully and use it for reference.

We look forward to a great year!

*David Douthit* - 7/8th Principal  
*Pam Bevis* - 9/10th Principal  
Rusty Mercer- Dean of Students 7-12  
Amie Whitehill- Academic Principal 7-12

**MIAMI JUNIOR HIGH SCHOOL HANDBOOK  
2023-2024  
STUDENT AND PARENT ACKNOWLEDGEMENT**

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

If you would like a printed copy from the office, please contact at (918) 542-4421

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

I have received the electronic copy of the Miami Junior High School Handbook and have read its contents.

\_\_\_\_\_

Parent/Guardian Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Notice:

- All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Miami Board of Education, and the Oklahoma Secondary Activities Association.
- This handbook is prepared as a tool to assist students and parents in understanding the scope, mission, goals, and policies of Miami High School. Its contents are based on Miami Board of Education and State Department of Education policies and the laws of the state of Oklahoma. Any typographical errors or omissions are accidental and will not supersede the actual policy or law.

The AHERA Asbestos Management Plan for each site in the Miami Public Schools District is available for viewing at the school office. The management plan for the district is available for viewing in the office of the Superintendent, 601 16th NW. Should you have questions, please contact the Asbestos Manager, Martin Dow at (918) 542-2515.

## **PARENTS' BILL OF RIGHTS**

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

25 O.S. Section 2001

## **RESIDENCY REQUIREMENTS**

Documentation Required for Enrollment in the 2023-2024 School Year

(2 Proofs of Residency)

➤ A Current original Electric, Gas, or Water Bill reflecting your name and the service address.

AND,

One of the following: Current Mortgage Document, Current Lease Agreement, or Current Rent Receipt. Reflecting your name and property address.

\*\*\*The district will not accept driver's licenses, telephone bill, checks, or pieces of mail as proof of residence.\*\*\*

➤ Birth Certificate

PK-3 must be 3 years old by First day of school August 18, 2023

PK-4 must be 4 years old by August 18, 2023

Kindergarten must be 5 years old by August 18, 2023

First Grade must be 6 years old by August 18, 2023

➤ Up to date Immunization Record. (reference the back of this page)

➤ Student Tribal Membership and Certified Degree of Indian Blood (CDIB Card). If student does not have membership of their own, we need the Parent's Tribal Membership and Certified Degree of Indian Blood (CDIB Card) if applicable so we can count the student JOM.

➤ Parent/Guardian Current Photo ID.

➤ Court Ordered documentation regarding custody and or guardianship, if applicable.

Questions about enrollment:

Pre-K3, 4 and Kindergarten, Wilson Early Childhood Center (918) 542-8419

1st, 2nd, 3rd grade, Miami Public Schools C.O. (918) 542-8455 ext. 1

4th, 5th, 6th grade, Nichols Upper Elementary (918) 542-3309

7th, 8th, 9th grade, Miami Junior High School (918) 542-5588

10th, 11th, 12th grade, Miami High School (918) 542-4421

## **HATCH AMENDMENT**

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the United States Department of Education.

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

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

More information about student surveys can be found in Miami Board of Education Policy *EK-R1: Testing Program, Student Surveys, Regulation*. This policy can be found at [https://www.miami.k12.ok.us/district/board\\_of\\_education](https://www.miami.k12.ok.us/district/board_of_education)

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your students' education records. However, the district may disclose appropriately designated directory information without written consent, unless the district is advised to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your student education records and certain school publications. Examples include: a Playbill, showing your students role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity programs, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy. If released, can also be disclosed to outside organizations without parents' prior written consent. Outside organizations include but are not limited to, companies that manufacture class rings or publisher books. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the elementary and secondary Education Act of 1965 to provide military recruiters, upon request, with 3 directory information categories – names, addresses and telephone listings. Unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent.

The district has designated the following information as “directory information” and it will disclose that information without prior written consent:

- the student's name
- the names of student's parents
- the student's address
- the student's telephone listing
- the student's electronic mail address
- the student's date and place of birth
- the student's dates of attendance
- the student's grade level (ie. first grade, tenth grade, etc)
- the student's participation in officially recognized activities and sports
- the student's degrees, honors and awards received
- the student's weight and height, if a member of an athletic team
- the student's photograph
- the most recent educational agency or institution attended

More information about FERPA rights and directory information can be found in Miami Board of Education Policy *FL-R1: Compliance with Family Educational Rights and Privacy Act of 1974, Regulation*. This policy can be found at [https://www.miami.k12.ok.us/district/board\\_of\\_education](https://www.miami.k12.ok.us/district/board_of_education)



## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

### **CITATION: MIAMI BOARD OF EDUCATION POLICY EFBCA**

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

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

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

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

#### Personal Responsibility

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

#### Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked

to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

## Acceptable Uses

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

- b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - c. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - d. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
4. Cyber Bullying - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- a. Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - b. Spreading rumors about others through email, IM, or text messages.
  - c. Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
  - d. Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
  - e. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

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

#### Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Palo Alto for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.
  - a. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
  - b. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction thattaken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for

minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

#### Privacy

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

#### Failure To Follow Policy

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

#### Warranties/Indemnification

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

guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

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

**MISSION STATEMENT**

In partnership with parents and community, Miami Junior High School will prepare all students to be college, career, and citizen ready.

**BISS**

The BISS (Behavioral Intervention Service in Schools) Program is sponsored through GLMH (Grand Lake Mental Health) Services. This program provides classroom and school support to students with complex emotional/behavioral needs. Students and parents may be subject to interaction with a designated Behavioral Coach employed by GLMH.

## MIAMI JUNIOR HIGH AND HIGH SCHOOL FACULTY AND STAFF 2023-24

Director of Secondary Education  
(Academic Principal) Grades 7-12  
Amie Whitehill- [awhitehill@miamips.net](mailto:awhitehill@miamips.net)

11th & 12th Grade Principal  
(MHS Site Principal)  
Kyle Baldrige - [kbaldridge@miamips.net](mailto:kbaldridge@miamips.net)

9th & 10th Grade Principal  
Pam Bevis - [pbevis@miamips.net](mailto:pbevis@miamips.net)

7th & 8th Grade Principal  
(MJHS Site Principal)  
David Douthit - [ddouthit@miamips.net](mailto:ddouthit@miamips.net)

Dean of Students (7th to 12th)  
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# Miami Public Schools 2023-24 Calendar

New Teacher Cadre - Aug. 2-3  
 Flex Days - Aug. 7-10  
 Professional Days - Aug.11, 14,15  
 No School - Aug. 16  
 First Day of School - Aug. 17

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

PT Conferences - Feb. 8,12,15  
 No School - Feb. 16

Labor Day/No School - Sept. 4  
 Professional Day - Sept.18

SEPTEMBER 2023						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

End of 3rd Quarter - Mar. 8  
 Spring Break - Mar. 18-22  
 Virtual Day - Mar.29

PT Conferences - Oct. 2-3, 5  
 Virtual Day - Oct. 6  
 Fall Break - Oct. 9-13  
 End of 1st Quarter - Oct. 20

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Virtual Day -Nov. 1  
 Thanksgiving Break - Nov. 20-24

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Graduation - May 10  
 Last Day of School - May 14  
 End 4th Quarter - May 14  
 Work Day - May 15

No School/Work Day -Dec. 15  
 End of 2nd Quarter - Dec. 15  
 Holiday Break - Dec. 18-29

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Holiday Break - Jan. 1-2  
 Professional Day - Jan. 3  
 Students Return - Jan. 4  
 MLK Day/ No School - Jan. 15

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st Quarter: 40  
 2nd Quarter: 34  
 3rd Quarter: 45  
 4th Quarter: 42  
 Parent Conference Days: 2  
 Professional Days: 5

Total:161

Total:168

Board Meeting

Approved by the Board of Education on 2-13-23

## **MJHS Daily Schedule**

1st Period: 8:10 - 9:05 (55 min) announcements  
2nd Period: 9:10 – 10:00 (50 min)  
3rd Period: 10:05 – 10:55 (50 min)  
1st Lunch: 10:55–11:25  
4th Period Class: 11:25-12:20 (55 min)  
4th Period Class: 11:00-11:25 -- (25 min)  
2nd Lunch: 11:25 -11:55 (30 min)  
11:55-12:20 (25 min)  
4th Period Class: 11:00-11:55 (55 min)  
3rd Lunch: 11:55-12:25  
  
5th Period: 12:25 - 1:20 (55 min) HS announcements  
6th Period: 1:25 - 2:15 (50 min)  
7th Period: 2:20 - 3:10 (50 min)

*\*The bell doesn't dismiss students from class. The teacher dismisses the class.*

## **SCHOOL NUTRITION**

### **BREAKFAST PROGRAM**

Breakfast is served each morning from 7:40 a.m. until 8:10 a.m. The price of the breakfast tickets will be announced at the beginning of each school year.

### **LUNCH**

A student's lunch is determined by the student's 4th hour teacher. At the beginning of the year, the main office will publish the teacher lunch schedule. Students will go to 1st lunch, 2nd lunch, or 3rd lunch depending on what lunch their 4th hour teachers have. Students are allowed in the following areas ONLY during lunch:

1. Cafeteria
2. In the foyer or lobby area, but not past the office.
3. Library
4. Teacher's room for organizational meetings only.

*Breakfast and Lunch Menus can be located online and are also posted in the MJHS Cafeteria.*

	Breakfast	Lunch
Elementary	\$1.25	\$2.20
MJHS/MHS	\$1.35	\$2.45
Adult	\$2.30	\$4.84

### **ENCORE**

Encore is a set aside time during the school day to provide academic support for all students. Our target is for all students to increase their knowledge of content across all subject matters. The goal of Encore time is to provide support for the student to become academically successful. As a staff, we will give help to students to become organized, responsible, and to reach their academic potential. As a faculty and staff we also realize that it takes a team effort for a positive outcome.

## **THE TEAM EFFORT**

Educators should:

- Create a positive environment
- Assist students to develop thinking skills
- Encourage exploration of new ideas
- Present academic materials
- Know every student as an individual
- Be open-minded and respectful to others
- Communicate clearly
- Be patient and understanding

Parents should:

- Support their child
- Encourage their child to do his/her best
- Be involved in academics
- Ask questions when information is unclear
- Show an interest in their child's school
- Be open-minded and respectful to others
- Communicate clearly
- Be patient and understanding

Students should:

- Be willing to try
- Ask questions for which they want answers
- Assume responsibilities
- Be involved
- Be willing to take a risk
- Be open-minded and respectful of others
- Communicate clearly
- Be patient and understanding

## **ACADEMICS GRADING POLICY**

The grades A, B, C, D, F, I, and NG will be used to indicate the level of performance of all students in Miami Junior High. Along with scholarship, such factors as initiative, attitude, cooperation, attendance, and individual improvement may be taken into consideration when determining the student's final grade. Grading is cumulative by semester. Mid-term progress grades are given at the end of the first and third quarters; final semester grades are given at the end of each semester. No second or fourth quarter grades are given. The letter grades used will indicate the following degree of achievement.

<u>Percentage</u>	<u>Letter</u>	<u>Grade Description</u>
100-90	A	Excellent-superior quality of work
89-80	B	Above Average-good quality of work
79-70	C	Average-satisfactory quality of work
69-60	D	Below expected quality of work
59-below	F	Failure to meet a minimum quality of work.
	I	Incomplete-extended amount of time to complete course requirements.
	NG	No Grade-will not be averaged into GPA

## **EXTRA CREDIT POLICY**

If a teacher elects to allow extra credit assignments, they shall meet the following criteria:

1. Shall be subject area related.
2. Shall not exceed  $\frac{1}{3}$  letter grade value per eighteen (18) week grading period.
3. Shall not be allowed in lieu of required assignments.

## **LATE WORK POLICY**

The classroom teacher shall not accept class assignments that are determined outside of a specific teacher's late work policy.

## **HOMEWORK POLICY**

Assigned homework is any work (questions, problems, readings, projects, etc.) that is to be completed at a particular time and that will be graded and/or checked. Students should have the knowledge to complete such work. Long-range projects are sometimes assigned with progress expected and checked periodically. Late work assignments may be accepted but may be at a reduced credit per the specific teacher's late work policy.

## **MAKE UP WORK POLICY**

If you are absent, it is your responsibility to check with each teacher regarding work or assignments you may have missed. THIS IS NOT THE TEACHER'S RESPONSIBILITY, IT IS YOURS.

1. Make-up work will be expected of you, whether the absence was school sponsored or otherwise. WORK CAN BE MADE UP FOR UNEXCUSED ABSENCES, BUT CREDIT MAY NOT BE GIVEN.
2. Following a period of absences that are not school activities, you will be allowed a period of time equivalent to the number of days missed plus one day in order to complete any work missed.

3. For a period of absences that are school activities, assignments are due on the scheduled due date, regardless of a student's attendance at school on that date. Teachers have discretion on whether to extend due dates for student absences that are school activity related.
4. If a student is absent two or more days, he/she may request lesson assignments by contacting the front office. Parents should realize that it takes at least 24 hours for teachers to prepare assignments.
5. A grade of "0" will be given for all work not made up by the end of this period.
6. Extra credit may not exceed  $\frac{1}{3}$  grade point.

## **HONOR ROLL**

Principal's Honor Roll: Any student who has all "A's" or a 4.0 GPA in a grading period.

Faculty's Honor Roll: Any student who has a GPA of 3.0 – 3.99. Any student receiving a grade lower than a "C" may not be listed on the Honor Roll.

## **SCHOLASTIC ELIGIBILITY POLICY**

Miami Junior High School Prides itself on Academic Excellence. Therefore, eligibility requirements stated below must be met by all students in all courses regardless of a student's grade level or requirement for graduation. We at Miami Junior High School realize this exception goes above and beyond OSSAA eligibility.

### Section 1- Semester Grades (OSSAA required Eligibility)

1. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended 15 or more days.
2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.
4. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records from the school last attended.

### Section 2- Student Eligibility during a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during the semester. if a student is not passing all subjects enrolled in at the end of the week oh, he/she will be placed on probation for the next week.. If a student is still failing one or more classes at the end of their probationary week, they will be ineligible to participate during the next week.. The ineligible periods will begin on Monday and end on Sunday. Eligibility rules pertain to all school-sponsored activities (exemption possible with courses that have Performance Based grading and the event is Non-OSSAA recognized with principal approval).
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under rule 3 with the first class of the new 1 week period (Monday through Sunday).
4. "Passing grade" means work of such character that credit would be entered on the records during the semester closest to that time.
5. Any student who owes money for missing, damaged or lost textbooks, library

books, lunch fees, damaged school property, or school device or activities fees for clubs will be ineligible to participate in any extracurricular activities. The student will become eligible once the fees are paid or an agreed upon payment plan is put into place by the administration and the student.

Extracurricular activities are activities that are not part of the academic day such as but not limited to: dances, athletics, clubs, field days and any other activity that would not affect a student's academic standing.

## **GRADUATION REQUIREMENTS (APPLICABLE BEGINNING FRESHMAN YEAR)**

### **Core Diploma**

The first consideration that each student should give to enrollment is the graduation requirements of MIAMI HIGH SCHOOL. In order to graduate from MHS a student must complete his/her final 3 credits or final semester within the Miami School District.

Students must earn 24 credits in grades 9, 10, 11 and 12 including:

- English (Language Arts): 4 credits: one class each year.
- Social Studies: 3 credits: (including American History; 1 credit), Oklahoma history; .5 credit, Government; .5 credit, World History; 1 credit (which will also satisfy 1 Art Competency credit). \*\* The 2025-26 graduation class must pass the United States Naturalization Test.
- Math: 3 credits (must have Algebra I and choose two from Intermediate Algebra, Geometry, Algebra II, Math of Finance, or any other math offered above the rigors of Algebra I)
- Science: 3 credits (Must have Biology I)
- Practical Science: 1 credit. (.5 must be computer tech).
- Arts: 2 competency credits
- Personal Financial Literacy: (.5 credit; Requirement induction 2014).
- Electives: Must equal 24 credits over 4 school years.
- Students must take at least 3 core classes per year.

Parents/Guardians must have signed a college "opt out" form and must be on file in the counselor's office.

### **College Preparatory/Work Ready Diploma Curriculum for High School Graduation**

### **HONORS GRADUATION REQUIREMENTS**

To be an Honors Graduate, a student must maintain a 3.0 grade point average in grades 9,10,11 and 12. Students will complete 4 core classes every year. In addition a student that graduates with Honors or Distinction will have no more than TEN absences per year. These students will be identified on transcripts and diplomas as Honor Graduates.

\*\*College classes in which the student attends on MHS campus may be substituted for classes listed below only through application and approval by the principal.

\*\*\*Honors Graduates must have a Minimum of 3 AP classes from 3 different disciplines. (1 from English and two from the other core classes. For example 1 AP Lang, 1 AP History and 1 AP Science)

The student must meet all graduation requirements and successfully pass the following courses:

English: 4 credits: Must include one - AP Language or AP Literature

Social Studies: 3 Credits: Must include OK History (.5 credit), American History (1 credit), World History (1 credit), Government (.5 credit)  
Math: 4 credits: Algebra I, Geometry, Algebra II, Trig/Math Analysis, Algebra 3, or AP Calculus  
Science: 3 credits: Must include Physical Science, Biology I, and Chemistry or Physics. (A general science does not count toward the science requirement).  
Foreign Language: 2 credits of the same foreign language.  
Arts: 1 art credit  
Personal Finance Literacy: (.5 Credit)  
Electives: Must choose enough electives that equal 25 credits  
\*\* The 2025-26 graduation class must pass the United States Naturalization Test.

### **GRADUATE OF DISTINCTION**

The student must complete a minimum of 5 AP classes. One from each of the core subjects (English, Math, Science, History, plus 1 other) and no grade below a C during his/her Junior and Senior years. To graduate with Honors or Distinction, a student must not have more than TEN absences per year.

Requirements:

1. Meet Honor's Criteria
2. Math through Trig/Math Analysis

### **OKLAHOMA'S PROMISE**

Oklahoma Higher Learning Access program (OHLAP)

With Oklahoma's promise, the Oklahoma Higher Learning access program, 8th 9th 10th grade students whose family income is \$55,000 or less can earn FREE COLLEGE TUITION.

Who may apply?

To enroll in Oklahoma's Promise you must:

- Be an Oklahoma resident.
- Apply during your 8th, 9th or 10th grade year.
- Be the child of parents who earn \$55,000 or less per year at the time of application.
- Read and understand the requirements of the program

The Benefits

Once you've completed the program's High School requirements and meet the college requirements, Oklahoma's promise can help you pay your tuition at an Oklahoma public two-year college or four-year University.

Ways to apply and get more information

- Apply online at [www.okpromise.org](http://www.okpromise.org) or get an application from your counselor.
- Contact the Oklahoma State Regents for higher education by email at [okpromise@osrhe.edu](mailto:okpromise@osrhe.edu) or by phone at 1 – 800-858-1840.
- Get an application from your counselor.

### **OKLAHOMA PUBLIC COLLEGE AND UNIVERSITY ENTRANCE REQUIREMENTS**

\*\*See your guidance counselor for information regarding college entrance requirements.

### **DEPOSITS AND DUES**

There are deposits, dues, and materials required for Art, Tech Ed., Family and Consumer Science, and possibly other classes. The amount should be paid NO LATER THAN THE



## **FIRST PROGRESS REPORT**

If dues are not paid a student's schedule may be changed to an alternate class.

## **PARENT CONFERENCES**

Conferences for the school year will be announced at the start of school. We encourage all parents to attend these conferences or schedule an individual conference with your student's teachers through the office.

*Parental involvement is critical for student success.*

## **REPORT CARD**

A report card is issued at the end of each Semester. Progress reports are issued at the end of the 1st and 3rd quarter and can be picked up at parent-teacher conferences. Parents are encouraged to request a conference if they have any questions. Digital copies of Mid-term and semester report cards can also be obtained on PowerSchool. At the end of the school year, report cards should be picked up at the junior high school.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional.

*Policy FFD - Accident Insurance, Students  
Adopted by the B.O.E. 6/27/22, policy available at [miami.k12.ok.us](http://miami.k12.ok.us)*

## **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

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

## **DAILY ANNOUNCEMENTS**

Announcements of activities will be included in a daily bulletin issued from the principal's office. Announcements are read in all classrooms during Encore each day. Information to go in the announcements must be submitted to the office by 7:50 a.m. in the morning. Sponsors must sign announcements pertaining to clubs or organizations they sponsor.

## **ATHLETIC TEAMS**

Central to any successful middle level activities program is a commitment to offering a variety of programs that are open to all students. Participation in extracurricular activities is encouraged. Seventh and Eighth grade students may participate in 7th and 8th grade extracurricular programs. Students are pre-enrolled or may see their counselor for enrollment in the athletic program. Students who are continually ineligible the previous semester should not be enrolled in competitive athletics. 9th grade students that participate in extracurricular activities have the potential to transition to competitions sanctioned by OSSAA.

*Reminder: Students may miss any one class only ten (10) times for any activity/athletic absence.*

\*All students taking part in the Competitive Athletic program of MJHS must be academically eligible as prescribed by the Oklahoma Secondary School Activities Association (OSSAA) and abide by the regulations set forth by the OSSA, MJHS and Team

Coaches. The following criteria/forms must be completed before participating in MJHS Athletic Classes.

1. A physical examination, which includes a Physical and Release Form signed by a doctor and parent must be on file before participation.
2. All forms included in the Miami Public Schools Athletic participation packet. (Provided by MPS Athletic Dept.)

All students are required to dress out in appropriate athletic wear daily, regardless of in-season or off-season. Students that do not fully participate (w/o a physician or parent/guardian note) on more than three occasions may have their schedule changed and forfeit their opportunity to participate in athletics.

## **ORGANIZATIONS, CLUBS, AND SPONSORS**

We have several organizations and clubs at Miami Junior High School that students may join. It will be up to you to find out the requirements of each club before joining.

Organizations available and their sponsors are:

National Jr. Honor Society

Student Council

Native American Club

Drama Club (Wardog Thespians)

Food Club

Art Club

FFA

## **COUNSELORS**

The counseling staff is here to help you with personal and school problems. If you wish to see a counselor, make an appointment during passing time between classes. If the counselor is not in the office and you do not have an appointment, you should go to class.

Counselors:

Mrs. Emily Gardner                      7th/8th Counselor

Mrs. Madeline Highsmith              9th/10th Counselor

Students who have an emergency or crisis situation should report directly to the counseling or principal's office for assistance.

Counselors may be able to assist students who have concerns about:

Agency Referrals, Death, Friends, Scholarship/Financial Aid, Alcohol, Decision Making Frustrations, Self-Discipline, Behavior Patterns, Depression, Goal Setting, Self-Image, Careers, Divorce, Information, Social Skills, Class Selection, Drugs, Interpretation Tests, Study Habits, College, Failure, Loneliness, Test-Taking Skills, Communication, Feelings, Relationships, Transitions & Adjustments

## **LIBRARY**

The library is open from 8:15 a.m. to 3:20 p.m. daily. Books may be checked out before and after school, during lunchtime and during class time with a pass. English classes also schedule library times on a bi-weekly basis. Two books may be checked out for three weeks. If more time is needed for checkout, the books may be brought in by the due date for renewal. Books are maintained, kept clean, handled carefully and updated periodically for you.

## **SCHOOL VISITORS**

It is the policy of the Miami Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. All visitors may be required to provide valid photo ID and be given a photographed ID badge.

Staff personal visits, sales people, and siblings of students should not visit during school hours without the consent of the Principal or Superintendent.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administrator for a period of six months, in accordance with District Policy GJ - School Visitors. An individual as per District Policy GJ - School Visitors may file a grievance or an appeal with the Superintendent of Schools. See District Policy GJ-P - School Visitors, Grievance/Appeals Process for the specific steps to be completed. District Policies can be found at [miami.k12.ok.us](http://miami.k12.ok.us).

\*Does not include students, officers, or employees of the district.

## **PASS POLICY**

Students needing to leave a class should obtain permission from their teacher and have a teacher's pass. Leaving class without permission will be considered insubordination. Students are required to have a valid pass whenever they are in the halls during class time. Passes are to be visible at all times and shown upon request. Any student in the hall without a pass may be referred to the principal for disciplinary action. Any student who is given a hall pass is expected to report immediately to his/her destination using the most direct route.

## **BICYCLE AND MOTORCYCLE/SCOOTER PARKING**

A bicycle parking area is in front of the gym at the Miami Junior High School campus. Bicycles should not be ridden on school campuses. Do not remain in bicycle parking areas after parking the bicycle. Skateboards are not allowed on Miami Junior High School Campus.

The Motorcycle/Scooter parking area is located on the west side of the Miami Junior High School campus. All motorized bikes must park in this area. We must have a copy of the student's driver's permit and parental consent for any student to park on school campus. Do not remain in the cycle area after parking.

## **BUS REGULATIONS**

Riding the school bus is a privilege. Courtesy is important. Improper conduct on the bus will result in that privilege being denied.

1st infraction: Warning.

2nd infraction: 5 days denied transportation.

3<sup>rd</sup> infraction: 10 day denied transportation.

4<sup>th</sup> infraction: Denied transportation for semester.

(Transportation director reserves the right to deny transportation on a case-by-case basis.)

Only regularly scheduled bus students are to ride the school bus. Bus students are to go immediately to the cafeteria and remain there until all the buses have arrived at the loading hub. Students will be released to the northwest crosswalk to load the buses. Any Student who needs to ride a bus, to which he/she is NOT ASSIGNED, on occasion, in an urgent situation, must receive prior permissions: A parent must request in writing, the bus director must approve, and the principal must sign the note each time an alternate bus ride is

needed. The note is to be given to the bus driver if approved.

### **Car Drop Off/CAR PICKUP**

Those students who will be dropped off or picked up by car must do so in front of MJH.

### **CLOSED CAMPUS**

Miami Junior High School has a closed campus. You may not leave school from the time of arrival in the morning until school is dismissed at 3:25 p.m. Any parent or adult wishing to check a student out for any reason must do so through the office. Only those listed on the student's contact list will be allowed to check a student out of school. Changes to the contact list must be done in person and in writing (form available in the main office).

Leaving the school grounds without permission is considered truancy.

To help decrease classroom interruptions, students will not be notified when food is dropped off for them in the office during school hours.

### **LOSS OF BOOKS AND EQUIPMENT**

You will be required to pay for damage or loss of any textbook, library book, or article of equipment that is checked out to you. Failure to pay will make you ineligible for any extra-curricular activities (see Eligibility).

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. The students pay for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **ASSEMBLIES**

During assemblies, all students will act as mature, responsible students and will show consideration to speakers or performers by giving them their undivided attention. By doing so, students of MJHS display both self-respect and school pride. When each student demonstrates these qualities, the school spirit, the Wardog spirit, helps everyone accomplish more.

### **LOST AND FOUND**

Articles found in and around the school should be turned into the main office where the owner may claim their property by identifying it. Articles left over 30 days will be donated to a charitable organization. Students should come to the main office before or after school to seek items from the lost and found area.

### **ACCIDENTS / ILLNESS**

Should a student become ill or be seriously injured at school, office personnel will notify the parents. The student's correct address and telephone number where a parent may be reached should always be on file in the office. Students MUST CHECK OUT with the office before leaving school. If the student becomes too ill to stay in class, the student should go to the office or the school nurse's office.

### **GUM, FOOD, AND DRINK IN THE CLASSROOM**

In order to maintain our building, gum, food, and drinks in the classroom will be strictly monitored and allowed only upon approval by the classroom teacher and building

administration. Trash must be placed in trash containers and not left out for others to pick up. Each individual is responsible for helping keep the building and grounds clean.

### **FLORAL/GIFT DELIVERIES**

Students are NOT allowed to have flowers or gifts delivered to the school during recognized holidays (i.e. Valentine's Day). Deliveries will be turned away. This practice is disruptive to the educational process and does not enhance the academic surroundings.

### **CLASSROOM VISITATION (MIAMI BOARD of EDUCATION POLICY GJA)**

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Miami Board of Education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal is directed to establish appropriate procedures to ensure compliance with this policy. Such procedures will include posting notices at the entrance to the school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation, and the board of education declares its support of any decision made by a principal in denying visitation to any person.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

### **PROCEDURE FOR CLOSING SCHOOLS**

The decision whether to have school or not, will be made prior to 7:00 a.m. on the day in question. The Superintendent of Schools will make the decision after consulting with the Director of Transportation. The Director of Transportation will call the Superintendent before 7:00 a.m. when he is of the opinion that the buses would have difficulty in making their run. This input will be weighed with other factors. If the decision is made not to have school, the Superintendent will notify the following media services:

Channel 6 – Tulsa

Channel 8 – Tulsa

Channel 7 – Pittsburg

Channel 12– Joplin

Channel 16– Joplin

*Power School Announcement will also send out a notice about the cancellation of classes and it will be posted on the school website at [www.miami.k12.ok.us](http://www.miami.k12.ok.us)*

## **NEGLECT OR REFUSAL TO COMPEL CHILD TO ATTEND SCHOOL**

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

70 O.S. Section 10-105

### **MIAMI BOARD OF EDUCATION POLICY FDC-R1 ATTENDANCE POLICY (REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

The board recognizes, however, that the co curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

#### ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the

superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

#### School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

#### Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to 5 days of absences by arrangement per semester.
2. A student may make up for all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

4. Absences by arrangement will count against a student's exemption from semester tests.

#### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Ten unexcused absences will result in that student not receiving credit in that class for the semester.

#### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

#### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.
3. Each 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

#### Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

#### **TEN DAY RULE**

A student must be in attendance 90% of the time each semester to receive credit at Miami Junior High School. A student may not miss more than ten (10) days per semester period at Miami Junior High School and receive a passing grade. If he/she misses more than 10



days per semester period the grade will be an “NG” (No Grade). The student will remain in the class even if he/she has received an NG for the semester period.

### **ABSENCE RECOVERY PROGRAM**

The following procedure will be used to recover absences at Miami Junior High School: A student can recover up to 5 (five) absences per semester by attending one Saturday Session for each absence. Students needing to schedule Saturday Sessions will meet with Administration or Administration designee. It is the student’s responsibility to have each of his or her teachers assign make-up work to be completed during the assigned Saturday Session. A reminder notice during the week of the assigned Saturday Session will be issued to students.

### **INTERNAL REVIEW COMMITTEE**

The Miami Board of Education directs each attendance site to establish an Attendance Internal Review Committee made up of a minimum of three people. Students who do not meet the minimum attendance criteria and believe that they have extenuating circumstances may appeal to this committee. All requests must be made in writing to the site principal no later than five days after notification that no credit was earned. The committee must have a hearing within seven days of the parental/student request. The committee shall render a written decision within 24 hours of the hearing, which will be kept in the site attendance file for future reference. Any further appeal must be made to the Board of Education.

### **ATTENDANCE IN PERFORMING CLASSES**

Certain classes at Miami Junior High School, such as Dance Team, Band, Chorus, Athletics, Cheerleaders, Competitive Speech, Yearbook, etc., require students to attend after the school day. A part of the student’s grade could be affected by attendance or non-attendance at these activities. Each teacher will explain the grading procedure to students at the beginning of the year.

### **PROPER CHECK-OUT**

Students are required to sign -in the office upon arriving at school after 8:10 a.m. Students will be given either a tardy, truancy or an excused absence upon parent notification. Students leaving school before regular dismissal time must clear and sign-out through the office. Students will not be allowed to leave school grounds between the hours of 11:00-1:00. The only exceptions will be: doctor’s appt., court appearance, or if a parent chooses to come to the school and check his/her student out of school. Upon returning to school, the student must produce evidence of their doctor’s visit or their court appearance.

Parent contact with the office will be necessary before a student is cleared to sign out. If all efforts to contact a parent fail, an administrator may clear the sign out. After the parent calls the school, an early dismissal slip will be sent to the student. The student must bring this slip to the office to sign out. If the student does not sign out before leaving school, disciplinary action will be administered. If the student returns the same day they must check back in with the office. Students must remain in class until the last 10 minutes of that class hour in order to be counted present. If a student leaves before the last 10

minutes of the class, the student will be counted absent. The absence will be according to the reason for the early dismissal.

Green slips will not be issued to leave campus for lunch or personal errands.

*Failure to follow these guidelines will result in disciplinary action.*

### **RE-ENTRY AFTER AN ABSENCE (hourly/daily)**

1. Report to the office between 7:40-8:00 a.m. with a note from your parent/guardian. An Absence permit is made for the student when either a phone call or a note is received from the parent/guardian. This permits the student's re-entry to class.
2. Re-entry procedure MUST be completed by 8:00 a.m. or a tardy will be received.
3. Doctor's notes must be received at the time of re-entry to school.

### **TARDY POLICY**

All teachers will follow the following policy in an effort to create fairness to all students. A student is tardy based on each individual teacher's tardy policy. A student that is more than fifteen (15) minutes late for class will be counted absent for that class that day.

Teachers must take attendance every class period. Tardies/absences will be recorded in PowerSchool.

\*\*\*Tardy records will start over at the beginning of each Semester.

\*\*\*Any student more than 15 minutes late will be counted as absent for 1st period.

The office will contact a student when he/she has three tardies in one period or six total, whichever occurs first. At that time, the student will receive the first consequence, and will then receive consequences in order each time they receive another tardy. Administration and/or Dean of Students can discuss possibilities for tardy situations that are not in a consistent manner.

### **MJHS Tardy Policy**

Tardy # Consequence

3 - 1 Detention

4 - 2 Detentions

5 - 3 Detentions

6 - 1 Saturday Session

7 - 2 Saturday Sessions

8 - 1 Day ISS; Referred to Truancy

9 - 2 Days ISS

10 - Students will be dealt with on an individual basis.

### **TEN (10) DAY ACTIVITIES RULE**

#### **A. ORGANIZATION**

1. Pursuant to the State Attendance/Activities Regulations, established by the State Board of Education, September 27, 1984, the Miami Public Schools stipulates the following policy and format to closely adhere with the existing state regulations.

2. The maximum number of times a student shall be allowed to miss a class period for all contests, competitive events, festivals, etc., whether sponsored by the school or by an outside agency/organization, shall be ten (10) days per year. Excluded from this number is regional, State or national school sponsored contests for which the student has previously

earned the right to compete or attend.

3. Schools shall be required to establish an annual schedule for the year and all activity directors or sponsors shall be encouraged to plan cooperatively in order to permit students to participate to the maximum extent in various activities.

4. An Internal Activities Review Committee shall be established at the secondary schools composed of the principal or his assistant, one academic teacher and three activity sponsors, in order to determine the propriety of a progressive contest or activity or to recommend to the local board of education any deviations to the ten (10) class period limit. In granting an exception to the local policy on activities, the board of education shall be guided by the educational benefit or merit theory. The obvious benefits to the student of attending the contest must outweigh those of remaining in class or it must be deemed by the board that the student's participation is critical to the interest of a team or school group. It shall, however, be the responsibility of the board to maintain a very stringent adherence to both the restriction and the position that students must be in class if they are to succeed academically.

5. Schools shall be encouraged to enforce vigorously a policy of scheduling regular season sports events and other recurring contests so that starting time or travel time will not interfere with instructional time except under unusual circumstances.

6. The sponsor of each activity will keep a record on each individual student involved in their activity. The sponsor will submit this record to the principal at the end of each nine-week period. The principal's office will maintain a cumulative record so the student will not exceed the ten (10) day maximum in all of that student's activities. A student will be considered as absent for an extracurricular activity even if the local school is the host if a student has to miss class time

7. Schools shall be encouraged to enforce vigorously a policy of scheduling regular season sports events and other recurring contests so that starting time or travel time will not interfere with instructional time except under unusual circumstances.

8. The sponsor of each activity will keep a record on each individual student involved in their activity. The sponsor will submit this record to the principal at the end of each nine-week period. The principal's office will maintain a cumulative record so the student will not exceed the ten (10) day maximum in all of that student's activities.

9. A student will be considered as absent for an extracurricular activity even if the local school is the host if a student has to miss class time for an event.

#### B. PROCEDURE FOR FILING A COMPLAINT REGARDING VIOLATION

1. In the event that any teacher, parent, or student is of the opinion that a violation of the ten (10) day class period limit has occurred, he should first attempt to investigate the data to support his position. If the investigation indicates that a violation is suspected, a signed written complaint

must be filed with the principal who will submit the complaint to the IARC. The complaint must include a list of the students, dates, and classes missed which appear to exceed the policy limit.

#### C. PROCEDURE FOR FILING A COMPLAINT REGARDING VIOLATION

1. If the solution to the complaint cannot be reached the complaint will be presented to the Miami Board of Education.

2. If the complaint is not resolved by the Board of Education, then it will be filed with the Accreditation Department Section of the State Board of Education. Upon receipt of the

complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report with the State Board of Education.

3. It shall be the duty of the State Board of Education to conduct a hearing on the matter and determine appropriate penalties to be assessed.

#### D. NON-COMPETITIVE AND IN-SCHOOL ACTIVITIES

1. School activities of a non-competitive nature, which require a student to be out of class, shall be kept to a minimum.

2. Routine school business and club activities should be scheduled before school, during the lunch hour, and after school, or at a specifically scheduled time announced to the teachers in advance in order to prevent instructional time conflicts.

3. While the Board of Education feels that it is difficult to place any exact restriction on the number of times a student may miss a class period for in-house school activities, the Internal Activities Review Committee at each school shall be required to assess annually the number of times students are requested or allowed to miss a class period of instruction. Teachers shall furnish data to this committee on the times various students have missed class. The committee shall establish guidelines or control measures if in-house activities are requiring an excessive loss of the students' class time.

### **STUDENT APPEARANCE**

DRESS CODE 70 O.S. Section 6-114

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. Students are expected to keep themselves well-groomed and neatly dressed at all times. Dress and appearance must not present health and safety hazards, be indecent, disruptive, distracting, or inappropriate for the classroom.

Guidelines for appropriate dress at Miami Junior High School are as follows:

1. All students must wear shoes, boots, or other types of footwear. (No house slippers)
2. Spaghetti straps, halter tops, racer back, T-tops, and tank tops, as well as shirts or dresses that have thin shoulder straps or expose the chest, back, midriff, or underwear will not be permitted. All shirts must be able to be tucked in when the arms are extended above the head. No pajama bottoms or tops except for spirit days. (Students may wear uniforms on game/spirit days)
3. No excessively baggy, loose, or tight clothing will be allowed.
4. No blankets allowed.
5. No hats, hoods, or other head coverings are allowed within the building for boys or girls.
6. Dog collars, thick metal chains, choke chains, or wallet chains, will not be allowed.
7. Sunglasses or contacts that are unnatural in appearance cannot be worn in the building.
8. Torn or cutup clothing and unstrapped overalls are prohibited. Jeans may not have any holes 6 inches above the bend of the back of the knee cap (or the length of a dollar bill).
9. Jeans, slacks, pants, and shorts that are worn below the waistline are prohibited (No sagging). Underwear should not be exposed.
10. Any clothing or accessory that promotes tobacco, alcohol or drug usage or is found to reveal obscene or vulgar material will not be permitted.
11. Organizational sponsors and coaches have the final decision of what their students/athletes may not wear. The display of tattoos and/or piercings, and hair color will be left to the discretion of organizational sponsors and coaches when participating in organizational/athletic activities.

Appropriate personal grooming is conducive to a desired learning environment. Any practice judged distracting or disruptive will be dealt with on an individual basis. The final decision concerning questionable dress will be made by the administration. Any student that is in violation of the dress code will be required to change clothes or return to their home until the individual's dress is in compliance with the school policy. A student that will not change their violation of the dress code will be put in ISS until the violation is corrected. Any absence from class will be unexcused.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Students must refrain from PDA such as hugging, kissing or sitting on the lap of another student, or any other physical contact that is deemed inappropriate. Reports of PDA may result in consequences such as detentions and or points.

### **TELEPHONES**

Students will use the office telephone during class time for emergencies only. Students will be allowed to use the school phone before school, during lunch and after school with administrative approval. Parents should call for students only in emergency situations.

### **CELL PHONES/WIRELESS DEVICES**

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the district establishes the following rules for use of wireless telecommunication devices: cellular telephones, pagers, personal digital assistants (PDAs), etc.

Students are prohibited from using wireless devices in the school building. During school hours, wireless devices may be in a student's backpack but must remain turned off until after school hours and outside the building.. An exception may be made for students if attending an athletic or other activity or off-campus classes during the last class period of the day. Students who bring cell phones or other electronic devices to school are responsible for the safety and security of those devices. A student may NOT use the school network/wifi on their own device (computers/cell phones/etc) Miami Public Schools will not be responsible for lost, stolen or damaged personal electronic devices. A principal or administrator must approve exceptions to this policy. A violation of any part of this policy will result in the wireless devices being confiscated by the administration. The confiscated device must be picked up by the parent or guardian and will not be released to the student. In addition, the student will be subject to further discipline as it is in the discipline policy/handbook.

Consequences for possession of a cellular telephone will be the following:

- 1<sup>st</sup> time Disciplinary Points (5 points)
- 2<sup>nd</sup> time Before School detention (5 points)
- 3<sup>rd</sup> time Saturday School/Session (5 points)

### **ACTIVITIES PARTICIPATION/EXPECTED BEHAVIOR**

Students are encouraged to participate in curricular and extracurricular activities, but are reminded that in so doing they represent our school and community and, therefore, must abide by all rules and regulations set forth in this handbook as well as individual

sponsors/coaches rules. Representing Miami Junior High School is a privilege and students are expected to conduct themselves in an exemplary manner. When a student's behavior results in disciplinary action, he/she may lose participation rights or privileges in some or all school activities. Students in attendance 15 minutes after the end of an extracurricular event may lose the privilege to attend future extracurricular activities.

## **STUDENT BEHAVIOR/DISCIPLINE**

### **POSITIVE BEHAVIOR PLAN**

Positive behavior is an important aspect of Miami Junior High School (MJHS). The objective is to provide a learning environment that is safe, orderly and where everyone is treated with respect and students are provided the opportunity to reach their full potential intellectually, physically, and ethically.

In order to promote positive behavior, MJHS supports the learning environment by using a stringent, but consistent and fair behavior policy. All students are expected to be polite, prompt, prepared, and productive. If a rule is broken, students will be held accountable for their action(s) and consequences administered without exception. In order for rules to be effective they must be straight -forward, easily enforced, readily administered, and operate as effective deterrents.

MJHS has two main goals associated with discipline: (1) to ensure the safety of staff and students, and (2) to create an environment conducive to learning. In order to accomplish these goals students at MJHS will be afforded the following rights and responsibilities:

#### *Student Rights:*

- To attend a safe and orderly school
- To receive daily instructions that are competent, well-planned and geared to his/her individual needs
- To be treated with respect by other students and school personnel
- To receive ongoing progress assessments
- To receive academic and personal guidance as needed

#### *Student Responsibilities:*

- To abide by all rules of behavior established by MJHS
- To attend school on a regular basis and to arrive on time
- To treat other students and school personnel with respect and courtesy
- To make-up work missed during an absence
- To dress appropriately for school by following the dress code policy established by the Miami Board of Education
- To be prepared with class materials
- To walk in the hallways and keep hands, body and objects to themselves to avoid injury and disruption.

Administration will establish a discipline file/log for any student referred to the office and determine consequences based upon each respective situation. Upon referral the administrator will:

1. Counsel with the student
2. Provide a copy of the consequences to the student
3. Contact parent
4. Inform teacher and counselor

5. Administer consequences based on the following consequences determined by the administration:

- Detentions
- Saturday Discipline Session
- In-School Suspension
- Out-of-School Suspension (1-10 days)
- Long-term Suspension

## **DISCIPLINE PLAN**

The Miami Junior High and the Miami High School discipline committees have developed a plan that will align discipline for grades 7-12. In this plan we have created a point system that will align with each offense. Each offense will be handled separately and punishment will be issued per incident. The points a student receives for each offense will be banked and continue to add up during the semester. If a student accumulates 90 points during a semester, that student is subject to a suspension of up to 90 days. Point accumulation will start over each semester unless it is a level 8 offense or above. Those points will carry over for the remainder of the school year. Any points accumulated the last two weeks of a semester will carry over to the next semester or the next school year. An accumulation of 45 points will result in a 1-3 days out of school suspension unless a level 8 or greater offense has occurred. An accumulation of 75 points will result in a 3-5 day out of school suspension unless a level 8 or greater offense has occurred. If a student performs multiple offenses from different levels, then Administration has the right to stack the offenses and points together, as well as the punishment.

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

### **LEVEL ONE (1-4 POINTS)**

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

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

### **LEVEL TWO (5 POINTS)**

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

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

### **LEVEL THREE (6-10 POINTS)**

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

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

### **LEVEL FOUR (11-15 POINTS)**

**OFFENSE:** Academic dishonesty, false calls, forgery, plagiarism, falsifying records, computer use / internet misconduct, computer use without permission, falsification of non-academic issues

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

### **LEVEL FIVE (16-20 POINTS)**

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

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

### **LEVEL SIX (21-25 POINTS)**

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

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

### **LEVEL SEVEN (26-30 POINTS)**

**OFFENSE:** Bullying, harassment, intimidation, cursing at, or threatening behavior toward another student or staff. Possession/use of fireworks. Disruptive behavior at a school



event such as a game, concerts, graduation will not be tolerated etc.

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

### **LEVEL EIGHT (31-45 POINTS)**

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

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

### **LEVEL NINE (46-75 POINTS)**

**OFFENSE:** Weapons, drugs, or substances portrayed to be drugs or paraphernalia, under the influence of any illegal substances or inhalant, violation of prescription/non-prescription medication policy, distribution of an illegal substance, extortion, false fire alarms, possession of a caustic substance. Threat to school or general population. In possession of/under the influence of alcohol. Sexual harrassment, lewd proposals, taking, sending or showing nude photos, indecent exposure, recording sexual acts, or any other acts that are sexual in nature on school grounds or on a school bus. Accessing pornography on a school device at any time. Breaking or entering a school building or facility.

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

### **LEVEL TEN (76-90 POINTS)**

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

**CONSEQUENCE:** Maximum suspension Allowed by law is a full calendar year. Police intervention.

\*\*\* If a parent refuses the search of a student, the student will be deemed guilty to the fullest extent and the discipline policy will follow as written in the handbook. If the student is 18 and has not signed a FERPA, the same procedure will be followed.

## **DISCIPLINARY OPTIONS/DEFINITIONS**

### **A. DETENTIONS**

The detentions are assigned to students as the first step in the general discipline procedure. The detentions are served every morning (Tuesday-Friday) with the designated detention monitor 7:30 a.m. to 8:00 a.m. or designated ISS room. Failure to serve and assign detention the first time will result in a rescheduled detention.

The second skipped detention will result in two detentions. If a student fails to serve after this point, one day of ISS may be assigned.

#### B. SATURDAY DISCIPLINE SESSION

The session is conducted on a Saturday from 8 a.m. to 2:00 p.m. at the high school. Any student assigned to a Saturday Session for discipline MUST report by 8:00 a.m.

There will be a 30 minute lunch break and lunch is not provided. Students may bring lunch or leave campus for lunch. If the student does not return after the Lunch Period, they will forfeit the entire session.

Transportation to and from Saturday sessions is NOT provided by the school district. Students employed on Saturday mornings are NOT excused from Saturday session.

Failure to serve or refusing to serve means the student has voluntarily chosen to be placed in school suspension for 5 days plus serve the next available Saturday session.

High School administrators will determine when students must attend Saturday sessions.

#### C. IN-SCHOOL SUSPENSION (I.S.S)

The in-school suspension (ISS) is an alternative educational setting for students at risk of failing and / or unable to function in the regular school setting. The lab will be located in an assigned room and runs daily during the duration of the school day. Students must be in the lab by the tardy bell each day the student is assigned.

Each student must be prepared to work during the entire assigned time to the lab. The student must bring all books and appropriate supplies to the lab. The supplies and texts should be taken home the night before reporting to the left. The lab monitor will receive an assignment from the regular teachers and return completed work to them. Students are expected to work toward completion of all School assignments. The lab monitor will assist in completing their assignments. Students May report to tutoring sessions after school (3:15-4:00). Upon completion of all assignments, approved Leisure reading will be permitted. failure to follow instructions, remain on task or bring appropriate supplies will result in further disciplinary action.

Students will be given a morning and afternoon supervisor break. At this time, the student will be permitted to take a restroom break and have access to the drinking fountain. Students will be allowed to order lunch or bring a sack lunch. Students will not be allowed to chew gum, eat candy or have snacks or drinks in the lab. Students that attend the lab are not allowed to whisper, talk, or write notes unless approved by the lab monitor. Chromebooks should be used only for schoolwork. There should be no cell phones, wireless earbuds or other listening devices.

Non compliance with rules and regulations while in **In School Suspension** (ISS) the student will be placed in **Out of School Suspension** (OSS). When a student returns

from OSS, they will complete the originally assigned ISS.

If a student is checked out for any reason while in ISS, the ISS assigned will be completed upon return to school.

D. **SUSPENSION OR LONG-TERM SUSPENSION** (Miami Board of Education Policy FOD-R: Suspension of Students, Regulation)

When a student becomes a disruptive element or violates the regulations of the school, is found guilty of immorality or threatens the welfare of other students or staff, he / she may be issued a suspension or long-term suspension by School administration. A suspension may be issued for specific time, such as one (1) day to ten (10) days. A long-term suspension may be given for a semester. The maximum suspension of 160 school days may be given for major infractions such as repeated violations of school regulations. While on suspension, students are not allowed on school grounds or at any school activities.

During any out-of-school suspension the student will receive credit on any work turned in.

### **CONDUCT OFF SCHOOL PREMISES**

An attack on the person, family, animals, or property of school officials has a substantial direct and immediate negative effect on the discipline and effectiveness of a school. A student can be disciplined for disruptive or violent acts committed on campus or at a school-sponsored activities; the rationale for this rule is obvious. Students can effectively disrupt the school by off-campus attacks on school officials, their families, animals, or property. Students need to know that such attacks will result in disciplinary action. School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline or welfare of the school.

### **CONDUCT OF STUDENTS**

A student, whose conduct or character at school is under discipline or whose conduct or character outside school reflects discredit upon the school, she'll be ineligible until reinstated by the principal.

### **DANGEROUS WEAPONS AND DISTRACTING ITEMS**

No dangerous weapons will be permitted on school grounds or any school-sponsored function. This includes guns, knives, or other lethal instruments or any item, which might be used as a Lethal Weapon. No one may use any article as a weapon to threaten or injure another person. The school will fully comply with the consequences imposed by the gun free schools policy which is located in the board policy manual, policy for 5:05. A student will lose a minimum of one full calendar year suspension for the use of or possession of a firearm. A student will lose the remaining semester plus the following semester suspension for the use of or session of a weapon(s) other than firearms.

Students are instructed to bring to school only those articles, which they need to use in school. Pupils are not to bring articles to school, however innocuous, that might distract them from others from their school work. For example: water guns, firecrackers, cap pistols, etc.

## **DEFINITIONS**

### **DRUG/ALCOHOL**

Any chemical that in sufficient amounts will alter a person's function normally on a mental or physical task. Drugs include, but are not limited to: alcohol, controlled substances, hallucinatory drugs, marijuana, glue, paint, or materials expressly prohibited by federal, state or local laws.

### **POSSESSION**

Possession includes having the drug on the person or among the personal possessions (car, locker, etc.) of the individual.

### **ABUSIVE USE**

The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

### **STUDENT GUIDELINES FOR THE USE OF SOCIAL NETWORKING SITES**

As a public institution of high school education, Miami Public Schools support and encourage its students' rights to freedom of speech, expression and association, including the use of social networking sites. Nevertheless, as representatives of Miami High School, students are held to a high standard. Each student has the responsibility to portray himself/herself and Miami Public Schools in an appropriate manner, consistent with Federal and State Laws, team and extracurricular policies and regulations, and OSSAA rules and policies. Students will be held responsible for their actions when using forms of electronic communication including but not limited to; Youtube.com, Facebook.com, and other internet sites as well as Twitter, blogs, chat rooms, Instagram, and other such mediums. Ignorance of these regulations and policies does not excuse students from adhering to them.

In addition, students must keep in mind information that is posted can adversely impact personal safety, student status, and career advancement are easily accessible to reporters, potential employers, law enforcement officials, and college admissions. Students are expected to post only information and images that appropriately represent themselves, their families, the school, the athletic and extracurricular programs, and the community of Miami. Inappropriate posting during school hours and/or activities is in violation of the MHS Cell Phone Wireless Devices Use Agreement and is subject to discipline.

Everything posted online is public information – a text or photo placed online is completely out of an individual's control the moment it is placed online – even if account restrictions and privacy settings are in place. Information (including pictures, videos, comments and posters) may be accessible even after you remove it.

### **THESE GUIDELINES ARE PRESENTED AS EXPECTATIONS FOR STUDENTS TO FOLLOW:**

1. Students should not post any information, photos, comments, videos or other items online that would embarrass or reflect negatively on them, their families, athletic teams, school, extracurricular organizations, or Miami Public Schools.

2. For safety and privacy reasons, students should not post their home address, local address, phone numbers, date of birth, class schedule, team or extracurricular travel arrangements or schedules, or other personal information including personal whereabouts at any given time or place. This will minimize the potential of being stalked or becoming the victim of other criminal activity.
3. What students post online might affect their future. Many employers and College Admission Officers review social networking sites as part of their overall evaluation of an applicant. Students should carefully consider how they want to be perceived by those viewing the information posted online. This includes pictures, videos and audio clips, comments and posts.
4. Students should be mindful that the internet postings showing images or language reflecting sexual misconduct, nudity, pornography, underage drinking, violence, hazing, and/or use of illegal drugs or controlled substances may affect their status as a member of Miami Public Schools as well as athletic or other extracurricular programs.
5. Derogatory language or remarks about fellow students, teammates, teachers, coaches, or other staff members for Miami Public Schools or any other school is unacceptable. Disrespectful comments and/or content aimed toward any student, player, staff member, team, program, school district, etc. will not be tolerated.
6. Making demeaning statements, physical or emotional threats to another person(s), and engaging in any other behaviors that can be considered cyberbullying is unacceptable, illegal behavior subject to punishment as appropriate and available to the district. Students who engage in
7. Cyberbullying also risks civil and/or criminal charges, and/or lawsuits that may be filed by their victim(s) or families.

The school may review any internet sites during the investigation of social networking violations or complaints. If it is determined that a student has violated the expectations outlined above, they may be asked to remove content from the website and are subject to disciplinary actions as appropriate. Consequences may include but are not limited to:

- loss of cell phone privileges
- dismissal from athletic and/or other extracurricular activities/membership
- subject to legal ramifications
- disciplinary actions as stated in the MHS Student Handbook

### **OFF CAMPUS EVENTS**

Students at school sponsored off-campus events shall be governed by the school district rules and regulations and are subject to the authority of the school district officials.

\*\*\*A student who is suspended by Miami Junior High School will NOT be allowed to attend off campus events.

### **ASSAULT ON A SCHOOL EMPLOYEE OR VOLUNTEER**

(HB 1598 School Protection Act)

Any students grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that can reasonably cause bodily injury to any school employee or a person volunteering for school as prohibited pursuant to Section 8 of this act shall be suspended for a full calendar year, to be determined by the Board of Education

pursuant to the provisions of this section. The term of suspension may be modified by the district superintendent on a case-by-case basis.

### **PRE-PLANNED DISRUPTIVE ACTS**

Students directly involved in any organized pre-planned activity that may create problems to the school, such as attendance, destruction, or disruption, may be suspended for as long as one semester.

### **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

#### **MIAMI BOARD OF EDUCATION POLICY FNCD: BULLYING**

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

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

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these

alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

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

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

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

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and

6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

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

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

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

#### Statement of Board Purpose in Adopting Policy

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

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys,



money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

## Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

## 2. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

## 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another’s self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another’s group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or

intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Miami Public Schools.

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

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

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

2. Miami Public Schools' Safe School Committee

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

### Student Reporting

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

### Staff Reporting

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

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

### Parental Responsibilities

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

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract

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

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

#### Publication of Policy

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

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

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

## Definitions

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

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

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

## Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

The building principal shall make a determination as to whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

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

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

### **REINSTATEMENT OF SUSPENDED STUDENT**

A student will be reinstated under the following conditions:

1. Completion of the time requirements of suspension.
2. Probationary removal of the suspension by the principal after a parent conference.
3. Reversal of the suspension through the appeal process.



A student reinstated will report to the principal for administrative assignment to class. A student under suspension from another school may be denied enrollment in Miami public schools for the duration of such suspension.

## **RIGHT TO APPEAL**

Parents of suspended students will be notified by telephone and by mail. At the time of notification, the parent will be apprised of the appeal process with States:

1. First appeal is to the administrator who issued the suspension within TEN (10) days from the date of the infraction.
2. Second appeal is to the superintendent or his designated Appeal's Committee.
3. Third appeal is to the board of education at its next regular meeting. Appeal hearings may be conducted in executive session.

## **TOBACCO POLICY**

*MIAMI CITY ORDINANCE*

*MIAMI CODE SECTION 13-203*

*UNLAWFUL TO PURCHASE, ACCEPT OR POSSESS*

1. It is unlawful for a person who is under Twenty-one (21) years of age to purchase, accept receipt of, or have in their possession a tobacco product, or to present or offer to any person any purported proof of age which is false, fraudulent, or not actually his or her own, for the purpose of purchasing or receiving any tobacco product. Provided, however, that it shall not be unlawful for such a person to handle such tobacco products when required in the performance of such person's duties.
2. When a person violates subsection (1) above, the city may assess such a person a fine of twenty-five dollars (\$25) for the first offense within a one year period, and a fifty dollar (\$50) fine for a second or subsequent offense within a 1-year. Upon failure of the individual to pay such a fine within 90 days of such fine, the city shall notify the Department of Public Safety and the department shall suspend or not issue a driver's license to such individuals until proof of payment has been furnished to the Department of Public Safety.

Tobacco is banned from all government facilities including Miami Junior High School. Students are not allowed, at any age, to possess or use tobacco on school premises. This includes all school property and all school functions. Any student that uses or possesses tobacco will be subject to the following consequences

- The police will be contacted and students under twenty-one (21) years of age will be placed in police custody
- Any student in violation of the tobacco policy, using or possessing of, will receive no less than:
  - First offense: 3 Day Alternative Placement
  - Second offense: 10 Day Alternative Placement
  - Third offense: Long-Term Suspension

## **CONDUCT OFF SCHOOL PREMISES**

An attack on the person, family, animals, or property of school officials has a substantial direct and immediate negative effect on the discipline and effectiveness of a school. You are aware that you can be disciplined for disruptive or violent acts committed on campus

or at school sponsored activities. The rationale for this rule is obvious. Students can effectively disrupt the school by off-campus attacks on school officials, their families, animals, or property. You need to know that such attacks will result in disciplinary action. School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline or welfare of the school.

### **CONDUCT OF STUDENTS**

A student, whose conduct or character at school is under discipline or whose conduct or character outside school reflects discredit upon the school, shall be ineligible until reinstated by the principal.

### **DANGEROUS WEAPONS AND DISTRACTING ITEMS**

No dangerous weapons will be permitted on school grounds or any school sponsored function. This includes guns, knives, or other lethal instruments or any item, which might be used as a lethal weapon. No one may use any article as a weapon to threaten or injure another person. The school will fully comply with the consequences imposed by the 'GUN FREE SCHOOLS' policy, which is located in the Board Policy Manual, policy 4505. A student will lose a minimum of 1 full calendar year suspension for the use of or possession of a firearm. A student will lose the remaining semester plus the following semester suspension for the use of or possession of a weapon/s other than firearms.

Students are instructed to bring to school only those articles, which they need to use in school. Pupils are not to bring articles to school, however innocuous, that might distract them or others from their schoolwork. For example: water guns, firecrackers, cap pistols, etc.

### **INOCULATIONS POLICY**

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

- Three (3) DPT or TD shots
- Three (3) Polio vaccines
- Three (3) Hepatitis B
- Two (2) Measles
- Two (2) Hepatitis A
- One (1) Rubella
- One (1) Mumps

Exemptions:

1. Medical – a licensed physician signed certificate stating that a physical condition of the child is such that immunization would endanger the life or health of the student.
2. Religious – the parent or guardian must present a certificate of exemption to qualify for such an exemption.
3. Personal – the parent or guardian must present a certificate of exemption completed with a brief statement summarizing his/her objections to immunizations.

### **EXCLUSION FROM SCHOOL**

Students attending school under an immunization exemption may be excluded from

school for the duration of any outbreak of vaccine-preventable disease.

## **MENINGOCOCCAL DISEASE INFORMATION**

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and Oklahoma State Department of Health

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

What is meningococcal disease?

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

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

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

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the many types of meningococcal disease is imperative. Vaccines can prevent most but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria, the newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age)
- College freshmen who live in dormitories

- Other people at high risk 11- through 55- years-of-age

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

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

### Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff Neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purple black-red spots

How can meningococcal disease be prevented?

meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

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

Does the meningococcal vaccine work?

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

Does the meningococcal vaccine prevent all cases of meningitis?

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

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

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

As always during this time of year we are bombarded by a variety of viruses circulating in the schools. In order to prevent the spread of illness, here are a few guidelines for you and your students to follow:

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

Is this vaccine required to attend school in Oklahoma?

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

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Websites:

National Meningitis Association

Immunization Action Coalition

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health National Network for Immunization Information

## **MEDICATION POLICY**

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

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

1. Prescription medication must be in a container that indicates the following:
  - a. student's name,
  - b. name and strength of medication,
  - c. dosage and directions for administration,
  - d. name of physician or dentist,
  - e. date and name of pharmacy, and
  - f. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration

of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

Definitions:

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

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

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

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

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

## **DRUG TESTING POLICY**

### **MIAMI BOARD OF EDUCATION POLICY FNCFD: STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES**

The Miami Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Miami Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

#### Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Miami Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Miami Public School District regarding possession or use of illegal drugs.



Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Miami Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

#### Definitions

1. Student athlete or athlete means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. Extracurricular means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. Drug use test means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
4. Random tests are given weekly to participants from the pool.

5. Random selection basis means a mechanism for selecting students for drug testing that:
  - a. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
  - b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. Follow up tests can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. Illegal drugs means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. Performance-enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. Positive, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. Self-referral is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

## Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory

shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or per-

formance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

## Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and unappealable.

## Consequences

1. First positive test. The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Miami Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.
2. Second positive retest. The student will be suspended from participation in any extracurricular activity for the remainder of the semester.
3. Third positive retest. The student will be suspended from participation in any extracurricular activity for 180 school days.
4. Self Referral. A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. Refusal to submit to a drug test. If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

## **INTERROGATIONS AND SEARCHES-SEARCH AND SEIZURE OF STUDENTS**

### **MIAMI BOARD OF EDUCATION POLICY FNF: SEARCH OF STUDENTS**

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

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

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

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

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

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

**POLICY ON REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

**MIAMI BOARD OF EDUCATION POLICY FNCE**

It is the policy of the Miami Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally non intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher. Receipts shall be acknowledged in a form to be determined by the superintendent.

### **DUE PROCESS**

All policies and procedures in this handbook are subject to Due Process. The first step in due process would be a meeting with the principal. If further steps are needed, the assistant superintendent and/or other school personnel will be involved in any future due process meetings. The first step of due process requires that the complaint be submitted to the principal within ten 10 days from the date of infraction.

### **ASBESTOS STATEMENT**

The AHERA Asbestos Management plan for the Miami Junior High School is available for viewing during the normal working hours in the office of the principal. The management plan for the entire Miami Public School District is available for viewing during normal working hours in the office of the superintendent.

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

### **NONDISCRIMINATION**

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

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

#### **RIGHTS TO RECORDS - MIAMI BOARD OF EDUCATION POLICY FL-R1**

Parents and students are guaranteed the right to inspect, as well as seek addition to or deletion from, all records, which are kept or are required to be kept by the school concerning individual students. These records include the students transcript and any other recorded information, which is identified by the student's name.



Except for certain limited and specifically designated individuals, certain Court officers, Health officials, and authorized School Personnel, no individual or agency may have access to school records of a student without the specific informed written consent of the student and/or his/her parent or Guardian. This means that if a parent or student wishes transcripts or records forwarded to schools, colleges, or prospective employers, a written request must be signed by the student and/or his/her parent or guardian and delivered to the principal or appropriate custodian of the student school records.

### **PARENTS RIGHT-TO-KNOW**

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

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

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

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

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

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

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

### **REPRODUCTION OF COPYRIGHT MATERIALS**

It is the intent of the Board of Education to delineate, enforce and abide by the provisions of current copyright laws as they affect the District and its employees. Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets

"Fair Use" standards or unless written permission from the copyright holder has been received.

Congress has identified four criteria to be balanced in considering questions:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education purposes;
2. The nature of the copyright work;
3. The amount and substantiality of the portion used in relation to the copyright work as a whole; and
4. The effect of the use upon the potential market for or value of the copyright work.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of Board Policy; they do so at their own risk and assume all liability responsibility.

## **NONDISCRIMINATION POLICY**

### **MIAMI BOARD OF EDUCATION POLICY DAA - NONDISCRIMINATION**

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

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

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

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

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

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

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

