



MIAMI R-1

Dear Students and Families,

Welcome to Miami R-I School! We hope each of you have enjoyed your summer and are looking forward to starting an exciting school year. The mission of Miami R-1 School is to encourage students to seek lifelong learning and to display respect for themselves and others. Teachers come here every day to teach, and you must come to learn. We also support the idea of you building friendships, being involved in extra-curricular activities, and expect you to demonstrate good character. Miami R-I is not just a building, we are a community of learners! We will be learning from you how you learn best which will help us to help you!

Here are five guidelines that can help you become successful at school:

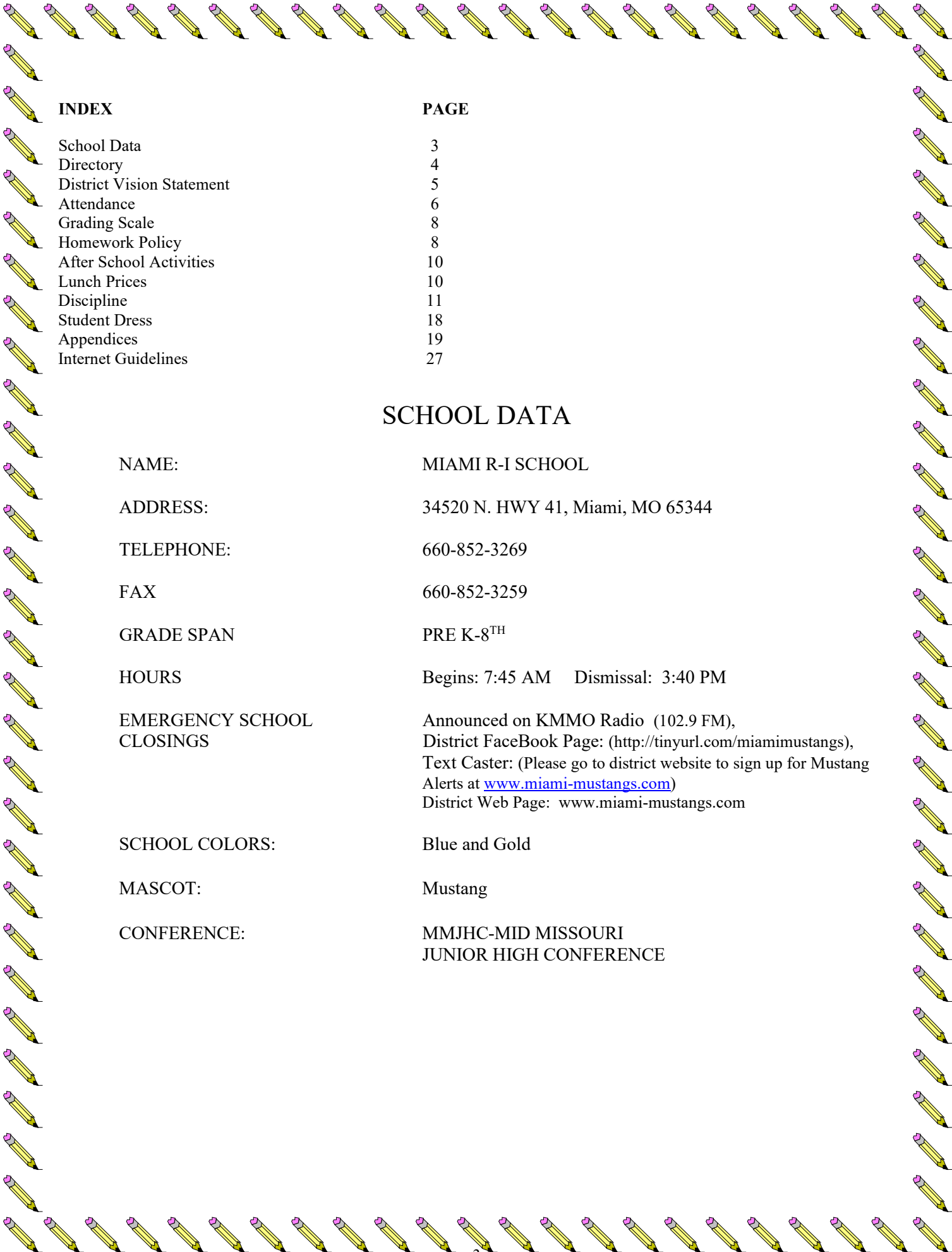
1. Attend school daily and study when you are here.
2. Be prepared and on time for classes.
3. Follow all of the rules.
4. Show respect towards yourself, your peers, adults, and your school.
5. Use manners at all times.

The student handbook is a vital part of our school information system. This handbook can help answer many of your questions. It will not contain every specific rule or regulation, but it does have all major policies and much general information to help students and their parents better understand our school. The intent of the policies in the handbook is to maintain a school environment that is safe, friendly, and one that provides the best possible learning atmosphere for students. Attached to the back of this handbook is a sheet that is to be returned to school after you and your parents have become familiar with the policies in the handbook.

The staff and I will be your biggest supporters in all that you do and we wish you a very successful school year!

Respectfully,

Mrs. Self
Principal/Superintendent



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SCHOOL DATA

NAME: MIAMI R-I SCHOOL

ADDRESS: 34520 N. HWY 41, Miami, MO 65344

TELEPHONE: 660-852-3269

FAX: 660-852-3259

GRADE SPAN: PRE K-8TH

HOURS: Begins: 7:45 AM Dismissal: 3:40 PM

EMERGENCY SCHOOL CLOSINGS: Announced on KMMO Radio (102.9 FM), District FaceBook Page: (<http://tinyurl.com/miamimustangs>), Text Caster: (Please go to district website to sign up for Mustang Alerts at www.miami-mustangs.com) District Web Page: www.miami-mustangs.com

SCHOOL COLORS: Blue and Gold

MASCOT: Mustang

CONFERENCE: MMJHC-MID MISSOURI JUNIOR HIGH CONFERENCE



2021-2022 MIAMI R-1 SCHOOL DIRECTORY

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Miami R-1 Township School District

Vision Statement

The Miami R-1 Township School District is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board will attempt to develop policies, guidelines and programs that motivate students to seek life-long learning that model respect for others, and that encourage community participation and that are in the best interest of its students.

Mission Statement

The mission of the Miami R-1 School is to encourage students to seek lifelong learning, and display respect for themselves and others.

Educational Values of the Professional Staff

- To promote the Mission and Educational Values of the Miami R-1 School.
- To fulfill the Teacher Expectations as set forth by Board Policy.

MIAMI R-1 SCHOOL MISSION STATEMENT

MISSION

The mission of Miami R-1 School is to encourage students to seek lifelong learning and display respect for themselves and others.

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural, socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff are committed to insure equal educational opportunities in course offerings, guidance, counseling, test procedures, extracurricular activities, discipline procedures and student support services.





ATTENDANCE

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss the material covered; they miss the opportunity to interact with the teacher as well as other students; and they miss the opportunity to pursue learning opportunities only available in the classroom interaction.

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. The absence will be recorded as **UNEXCUSED** if a note or telephone call is not received day of absence.

Excusable absences include, but are not limited to:

1. Illness of the student
2. Days of religious observance.
3. Death in the family.
4. Family emergencies, which necessitate absence from school. The school must be notified in advance when such absences are foreseen.

Students who are absent should follow the following procedures to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school (2 days will be allowed upon return for each academic day missed when the absence was unforeseen).
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences

Attendance patterns for all students will be monitored. The principal will investigate absences which are not clearly excusable, and appropriate action will be taken. You will receive a letter noting if your child has an extreme amount of missed days. **Juvenile authorities may be contacted if unexcused absences continue.**

Excessive Absences

Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. **We will take into consideration our uncertainty with the Covid-19 Outbreak.**

LATE STUDENT ARRIVAL (Tardies) AND EARLY DISMISSAL

1. **Late check in-** Students who are late to school must report to the office. Students must enter through northeast doors by the library.
2. **Check out-** Students who must leave school early will be called to the office when their parent/guardian arrives at the school to pick them up. Students cannot wait outside for rides or be dismissed from school property without parent/guardian supervision.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.



Phone Calls

1. Students shall not be permitted to receive personal phone calls except in case of emergencies when called by a parent/guardian.
2. Students shall be allowed to call a parent/guardian when permission has been granted by a staff member.

Parent Visitation and Volunteers- This is not an option with Covid-19 right now!

Parents are encouraged to visit their child's classroom; however, when planning a visitation, please check with the school office prior to the visit in order to avoid any conflict with special schedules. Observations by visitors, groups, parents and other individuals must be approved by the Superintendent/Principal. For the protection of the students if you need to give your child a message, medication, homework, lunch money, supplies, etc., all visitors including parents, should report to the office upon entering and leaving the building. Please do not go directly to the classroom. **Interrupting class hampers valuable instruction time.**

Special Request/Permission To Go Home With a Friend

If a student is to ride another bus home in place of his or her own or exit the bus at another stop with a friend, he/she must bring a note from home. Plans should be made ahead of time.

ACADEMICS

Reporting Student Academic Achievement

- **Progress Reports**
 - Sent home with student at mid-term of the quarter indicating their grades/progress for core areas.
- **Grade Reports**
 - Issued at the end of each nine-week period and sent home with student.
 - Grades K-2 will be by developmental checklist of skills and objectives.
 - Grades 3-8 by subject with letter grade.
- **Parent/Teacher Conferences**
 - Held at the end of the 1st quarter. A spring or other conference may be scheduled throughout the year as the need arises. The student, parent, teacher or administrator may request conferences.

Textbooks

- Textbooks are furnished without charge.
- Students are responsible for their return at the end of the year or upon withdrawal from the school district
- The student is liable for the cost of lost or damaged textbooks.

School Supplies

- All students PreK-8th grade will pay a \$30.00 registration fee which will be used to pay for the student's school supplies and activity fees. Students in the classrooms that have chromebooks and/or laptops will be provided with a mouse at the beginning of the year. All chromebooks and laptops are school property and will remain at school.

Grading Scale for 3rd – 8th Grade

<u>Letter Grade</u>	<u>Description</u>	<u>Percent Score</u>
A	Excellent-Doing Very Well	100-96%
A-		95-90%
B+	Above Average Success	89-87%
B		86-84%
B-		83-80%
C+	Average Success	79-77%
C		76-74%
C-		73-70%
D+	Below Average Success	69-67%
D		66-64%
D-		63-60%
F	Failing	59-0%



Academic Awards

- Will be given quarterly.
 - High Honor Roll requires an A average with only one B allowed. (Overall a 90% or better)
 - Honor Roll requires a B average with only one C allowed. (Overall an 80% or better)
- Will be given yearly.
 - High Honor Roll requires an A average (Overall of 90%) and placement on the A Honor Roll for 4 quarters.
 - Honor Roll requires a B average (Overall of 90%) and placement on A or B Honor Roll for 4 quarters.
- All of the student's letter grades will count towards Honor Roll (communication arts, mathematics, science, social studies, art, P.E., music).
-

Reading Circle Awards

An award is given annually to any student who reads the required number of books during the current academic year. Notes will be given out later with the number of books needed for each grade level.

Homework Policy

To help develop good work habits and organizational skills, the following Homework Policy was developed. This policy should help support students in completing homework assignments.

- **Third and Fourth Grade Policy**
 - The student must fill out their daily journal if the teacher uses them.
 - The teacher will check the journal for accuracy and assist the student if necessary.
 - The student will gather class items needed to complete assignments at home, returning them to school the next day.
 - The parent will sign the assignment guide after the homework is completed.
 - Missing Assignments- (if there are many)
 - The teacher will contact the parent/guardian. Together they will decide if the student should complete the assignments before school, during recess, or after school.
 - Any assignment not completed during that work time must then be completed as homework that night and returned the next day.
 - If assignment is turned in two days after the assignment was due, a 20% deduction of grade for the assignment will occur.
 - If assignment is turned in three days after the assignment was due, a 50% deduction of grade for the assignment will occur.

Grade to Eighth Grade Policy

- It is the expectation of all instructors that academic work will be completed in a timely manner as assigned by the instructor. Students will have the completed assignment with them to turn in to the teacher at the beginning of the class period when due.
- If a student fails to complete several assignments these steps will occur:
 1. The instructor will contact the parents and inform them of the missing assignments.
 2. Student will still be allowed and will be encouraged to make up that assignment
 - a. If assignment is turned in one day after the assignment was due, 10% will be deducted from the assignment.
 - b. If assignment is turned in two days after the assignment was due, 20% will be deducted from the assignment.
 - c. If assignment is turned in three days or later than the assignment was due, 50% will be deducted from the assignment.



Academic Field Trips

Field trips will be of an educational or cultural value and directly related to the curriculum. Transportation will be by school bus. The School Board must approve any exceptions. Students on field trips are to be well behaved. All district discipline policies apply to field trips. Signed permission slips for field trips from the parent/guardian should be on file in the office prior to the trip. Students not having the permission slip returned will not be able to attend.

Academic Policy for Participation in Student Activities

- A student will be declared academically ineligible to participate in or practice for any extra-curricular activity if the student:
 - Has an F grade in any subject at mid-term or quarter grade time.
 - Has two D grades at mid-term or quarter grade time
- No change can be made in a grade after it is issued unless an error in computing the grade has been made. If a student is declared ineligible at any grading period, they will remain ineligible for two weeks. At that time, their grade will be refigured. If they are still ineligible they will remain ineligible until the next grading period (mid-term or quarter).
- Incomplete grades at either mid-term or quarter grades will also make a student ineligible until the work has been completed and the grade reported.
- Students with an IEP will follow the accommodations in that document.
- 8th Grade Students must meet eligibility requirements, as mentioned above, in order to participate in the 8th grade trip.

Promotion and Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by Local and State Department of Education core subject objectives.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

There are state-mandated remediation and retention requirements for students in third grade, fourth grade, fifth and sixth grades who fall below certain reading requirements. These requirements require a reading improvement plan and hours of supplemental instruction outside of the regular classroom instruction hours and/or retention.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

After School Activities

A variety of activities will be offered to meet the needs of students. Students must have written permission from the parent or guardian to participate.

- Students must exhibit responsible behavior before, during and after all after school activities. All handbook policies must be followed. A spirit of good sportsmanship must be followed.
- Extra-curricular activities are a privilege of the students of the district and at any time can be revoked based on the discretion of the administration and board of education.

After School Tutoring

This program will commence at the discretion of the teacher providing the tutoring. Arrangements with the parents will be made by the teacher in order to set tutoring and pick up times. This must be approved with the Principal prior to the arrangements being made.



Basketball Participation

- Basketball Team Participation **This may be altered due to Covid-19 this year.**
 - “A” team for Boys and Girls will be limited to the 5th through the 8th grades.
 - “B” team will be limited to the 2nd through 6th grades.
 - “A” team ball will be played during October, November, and December. Practice will begin in late September, early October. A calendar will be sent home to all participants showing practices and games.
 - “B” team ball will be during the month of February with practice beginning in January.
- Team members must have a **physical examination** form completed and returned to the school office prior to joining practices or games.
- Team members are expected to be at every practice. If a student must miss, the parent must provide a note for the coach. Remember, your team mates are counting on you. Commitment is important. Consistent unexcused missed practices will affect playing time.
- Students who are absent from school more than ½ day (3.5 hours) will not be able to practice or play in a game that day. Absence because of a funeral or other excused, prearranged absences may be exempt.
- Students who receive in-school suspension may not participate in practice or games until the day following the last suspension day has been completed. (Example: If a student is in in-school suspension on Wednesday, he could return to practice on Thursday.)
- Students must be academically eligible to participate.
- Students must follow all rules set forth by the coach. Playing is a privilege, not a right.

****Parents must provide or arrange for the transportation to all practices and games for their students.****

STUDENT LUNCH

All students will remain at school during lunch period. Hot lunches will be served to all students who desire them. Some students may desire to carry lunch, if so, they will sit in the cafeteria with their class. For health and safety reasons, the sharing of food from the school lunches or food carried from home is not allowed. **We will not allow soda or juice in the classrooms. If your child brings these types of drinks in their lunch from home, they must finish them at lunch or during recess. They will not be allowed to bring them into the classroom without the classroom teacher’s permission.**

The school district is participating in the Provision 2 Federal Grant Program. This is where **ALL** students are eligible to receive breakfast and lunch for **FREE!**

Prices	Student’s Reduced	Student’s Full	Adult’s
Breakfast	\$.00	\$0.00	\$1.40
Lunch	\$.00	\$0.00	\$3.50
Milk	\$.25	\$.25	\$.25

Applications for free and reduced meals are given with the enrollment packet or may be requested at any time from the school office. (Applications will not be given during enrollment if school is participating in CEP or Provision 2 Federal Grant Program.) The information on these forms will be strictly confidential. Please consider filling out these forms if you qualify.

The numbers that qualify for these programs drive the funding for some of the federal programs and grants that serve the academic needs of your children.



STUDENT SAFETY & DISCIPLINE

Generally, there are two types of emergencies that could necessitate the closing of school. They are snowstorms and tornadoes or severe weather activity. Notice of closing will be broadcast over **KMMO Radio (1300 AM, 102.9 FM)**, **District FaceBook Page (<http://tinyurl.com/miamimustangs>)**, and **Text Caster**. (Please go to district website to sign up for Mustang Alerts at www.miami-mustangs.com)

During the school year, we prepare the children for emergency situations by practicing fire, tornado and intruder drills. We feel, as a school, we have procedures that will keep us as safe as possible if we would happen to experience any of the disasters mentioned. To help keep calm and organized in an emergency situation, we ask that you follow these guidelines.

Parents or legal guardians only will be allowed to take the children from school only after an all clear has been declared by the proper authorities. (**This means we will not allow a child to leave with a neighbor, friend, or sitter**).

1. Please do not call the school! (If we do have a line working, we may need that to call for assistance).
2. If buses are running after the all clear and your child normally rides the bus, your child will be placed on the appropriate bus and sent home.
3. All teachers and staff will remain with students until they have been picked up.

Please help us by following these simple rules in an emergency. Children usually stay relatively calm in these situations because we have prepared them well. Rest assured that all children will be taken care of until they can safely be released to you the parents.

STUDENT DISCIPLINE

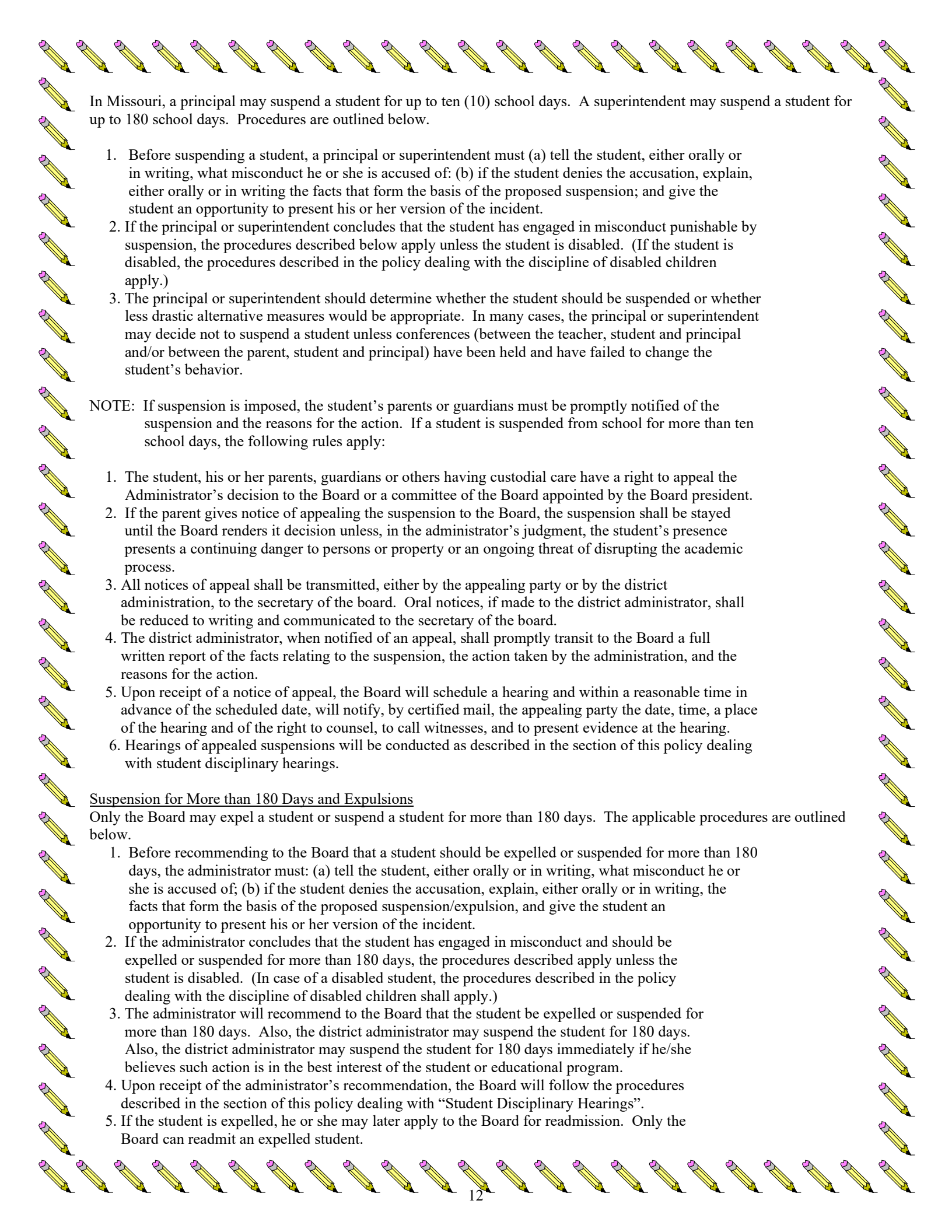
Student Code of Discipline -

It is the commitment of the Miami R-I Board of Education to create and maintain a school environment that allows our students to attain the best education possible. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in the school which is conducive to the learning process. The discipline code is the tool used by the school to prepare students for their responsibilities as adults in a democratic society. The quality of discipline in the school is a blend of values, attitudes and expectations by students, parents, teachers, school administrators and Board members. To accomplish this goal, there must be respect and mutual trust among parents, teachers and students. Therefore, the discipline code strives to facilitate the development of the student's self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the educational process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment. It is the right, responsibility and duty of every certified and non-certified member of the Miami R-I School staff to administer the discipline code. Students should be cognizant that non-certified staff has support of the local board and administration in handling of discipline.

This discipline code is built upon state statute laws and the values held by the community. If the students will remember the one rule "**Be kind, respectful and considerate to everyone they encounter**" they should experience few difficulties with other students or teachers. Students who interrupt the learning environment for themselves and others will begin to regain self-control through thinking time and developing a plan to re-enter the learning process.

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.



In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.

NOTE: If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action. If a student is suspended from school for more than ten school days, the following rules apply:

1. The student, his or her parents, guardians or others having custodial care have a right to appeal the Administrator's decision to the Board or a committee of the Board appointed by the Board president.
2. If the parent gives notice of appealing the suspension to the Board, the suspension shall be stayed until the Board renders its decision unless, in the administrator's judgment, the student's presence presents a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
3. All notices of appeal shall be transmitted, either by the appealing party or by the district administration, to the secretary of the board. Oral notices, if made to the district administrator, shall be reduced to writing and communicated to the secretary of the board.
4. The district administrator, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the administration, and the reasons for the action.
5. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party the date, time, a place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
6. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspension for More than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student should be expelled or suspended for more than 180 days, the administrator must: (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion, and give the student an opportunity to present his or her version of the incident.
2. If the administrator concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described apply unless the student is disabled. (In case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
3. The administrator will recommend to the Board that the student be expelled or suspended for more than 180 days. Also, the district administrator may suspend the student for 180 days. Also, the district administrator may suspend the student for 180 days immediately if he/she believes such action is in the best interest of the student or educational program.
4. Upon receipt of the administrator's recommendation, the Board will follow the procedures described in the section of this policy dealing with "Student Disciplinary Hearings".
5. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.



Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the district administrator. In such cases, the Board of Education will review the district administrator's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or his/her designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/ guardians will be advised of the charges against the student, their right to a Board Hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administrator and advised of the nature of the testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decided otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians, or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education will deliberate in Executive Session and render a decision to dismiss the charges; suspend the student for a specified period of time, or expel the student from the schools of the district. The administration or its counsel, by direction of the Board, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

Readmission Conference

Prior to readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy (i.e., Suspensions for More Than 180 Days and Expulsions), a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct which resulted in suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody, or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place an agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

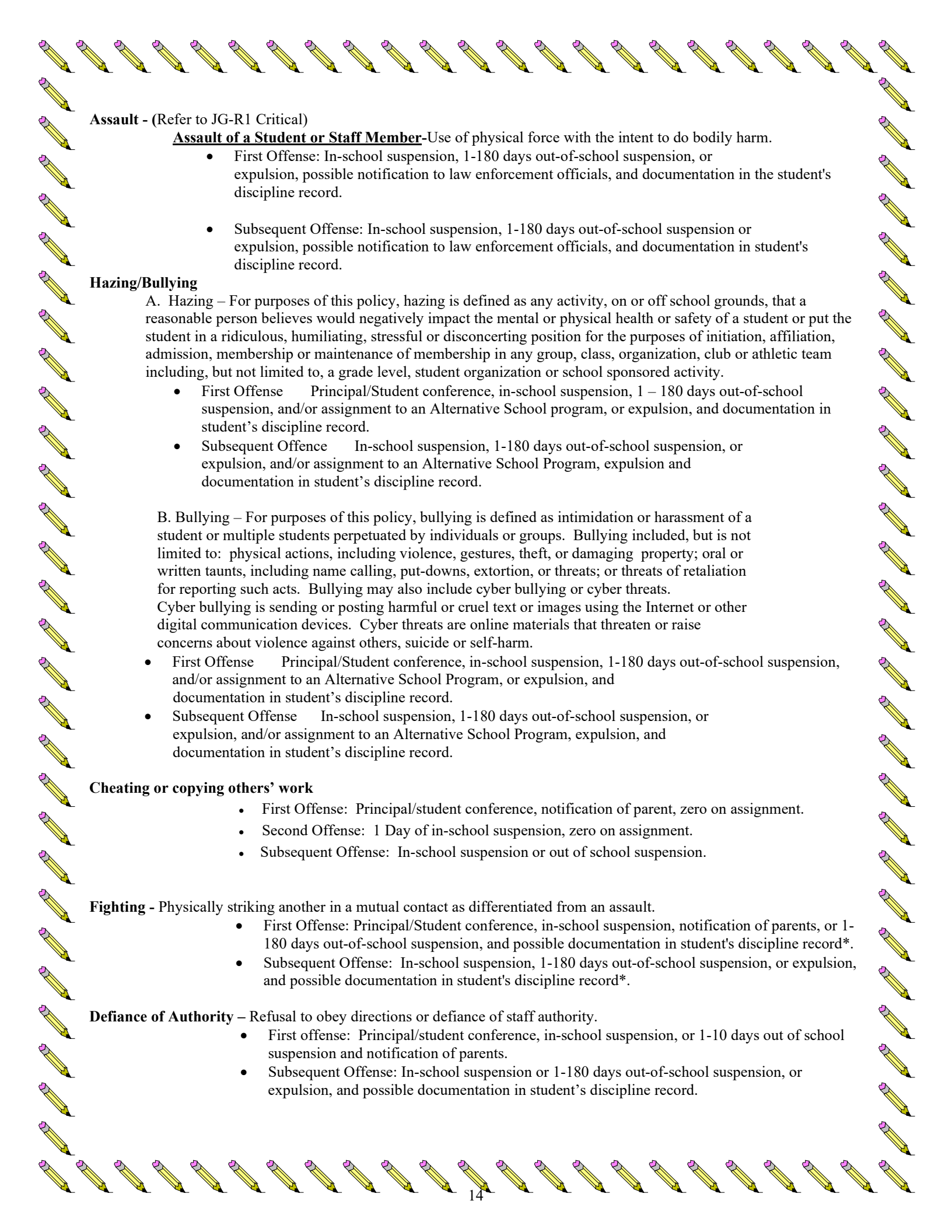
Board Policy in compliance with the Safe Schools Act

Alcohol - possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

- First Offense: 11 - 180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record. (May 06)
- Second Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Arson – intentionally causing or attempting to cause a fire or explosion.

- First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.



Assault - (Refer to JG-R1 Critical)

Assault of a Student or Staff Member-Use of physical force with the intent to do bodily harm.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Hazing/Bullying

A. Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity.

- First Offense Principal/Student conference, in-school suspension, 1 – 180 days out-of-school suspension, and/or assignment to an Alternative School program, or expulsion, and documentation in student's discipline record.
- Subsequent Offense In-school suspension, 1-180 days out-of-school suspension, or expulsion, and/or assignment to an Alternative School Program, expulsion and documentation in student's discipline record.

B. Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying included, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

- First Offense Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and/or assignment to an Alternative School Program, or expulsion, and documentation in student's discipline record.
- Subsequent Offense In-school suspension, 1-180 days out-of-school suspension, or expulsion, and/or assignment to an Alternative School Program, expulsion, and documentation in student's discipline record.

Cheating or copying others' work

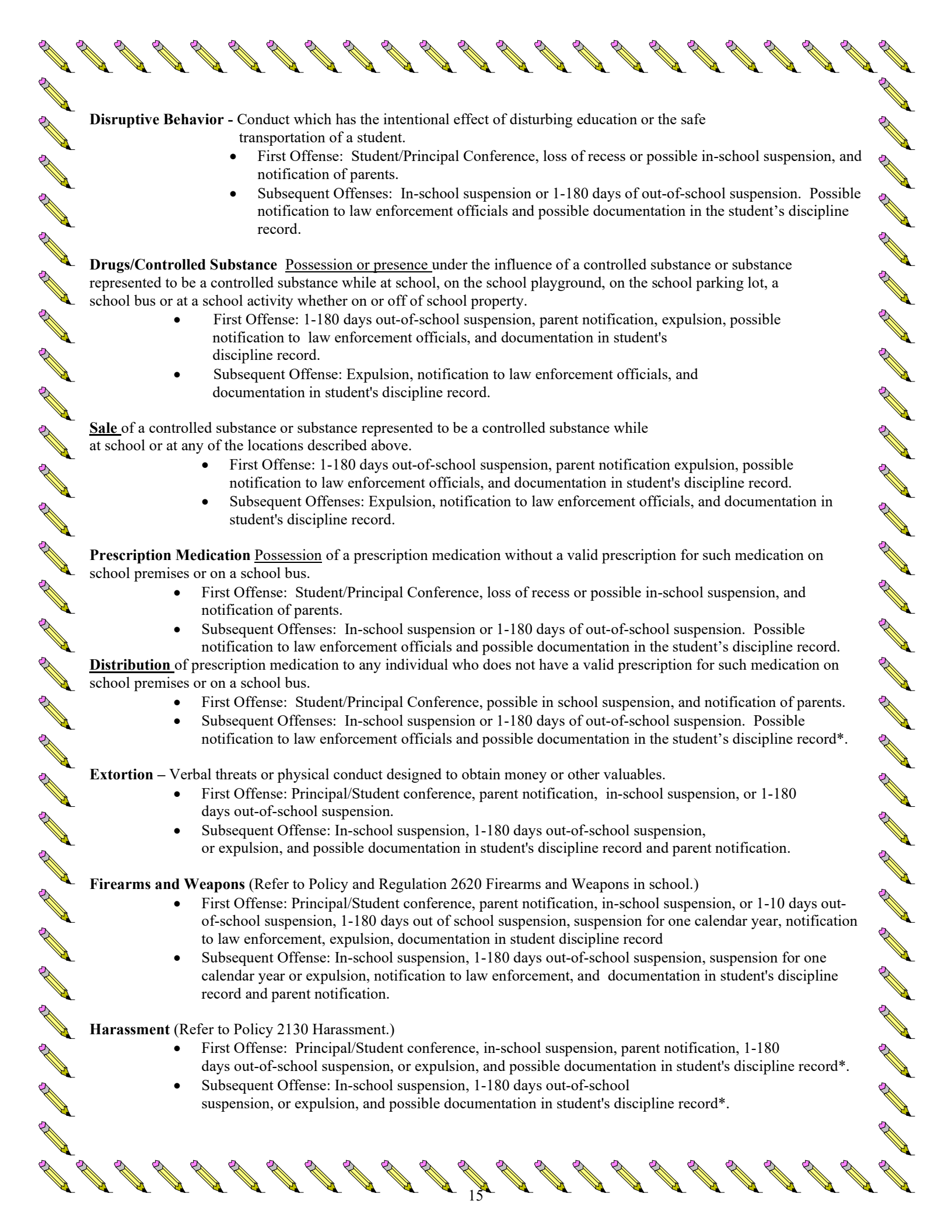
- First Offense: Principal/student conference, notification of parent, zero on assignment.
- Second Offense: 1 Day of in-school suspension, zero on assignment.
- Subsequent Offense: In-school suspension or out of school suspension.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

- First Offense: Principal/Student conference, in-school suspension, notification of parents, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Defiance of Authority – Refusal to obey directions or defiance of staff authority.

- First offense: Principal/student conference, in-school suspension, or 1-10 days out of school suspension and notification of parents.
- Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.



Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

- First Offense: Student/Principal Conference, loss of recess or possible in-school suspension, and notification of parents.
- Subsequent Offenses: In-school suspension or 1-180 days of out-of-school suspension. Possible notification to law enforcement officials and possible documentation in the student's discipline record.

Drugs/Controlled Substance Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

- First Offense: 1-180 days out-of-school suspension, parent notification, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

- First Offense: 1-180 days out-of-school suspension, parent notification, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Prescription Medication Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

- First Offense: Student/Principal Conference, loss of recess or possible in-school suspension, and notification of parents.
- Subsequent Offenses: In-school suspension or 1-180 days of out-of-school suspension. Possible notification to law enforcement officials and possible documentation in the student's discipline record.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

- First Offense: Student/Principal Conference, possible in school suspension, and notification of parents.
- Subsequent Offenses: In-school suspension or 1-180 days of out-of-school suspension. Possible notification to law enforcement officials and possible documentation in the student's discipline record*.

Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.

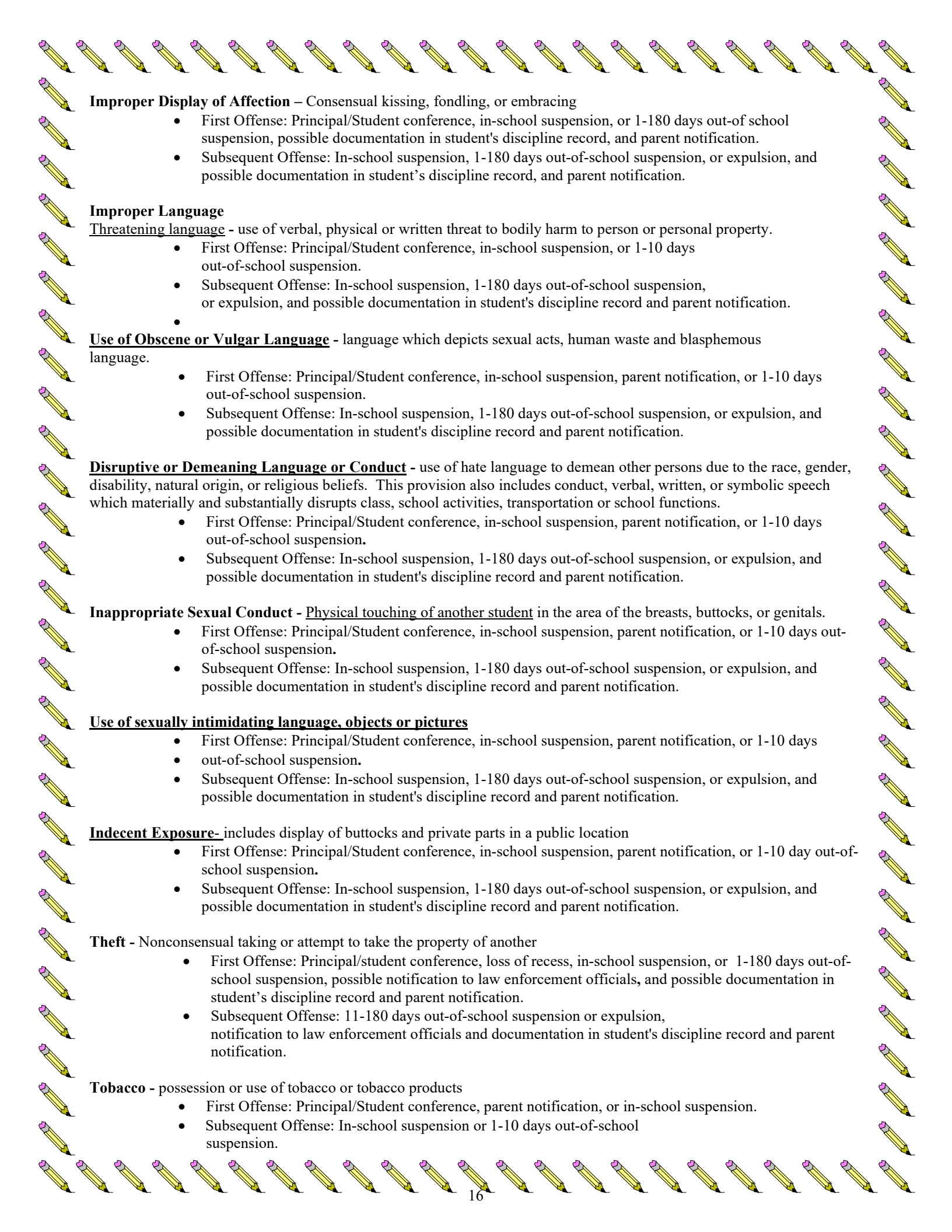
- First Offense: Principal/Student conference, parent notification, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.

Firearms and Weapons (Refer to Policy and Regulation 2620 Firearms and Weapons in school.)

- First Offense: Principal/Student conference, parent notification, in-school suspension, or 1-10 days out-of-school suspension, 1-180 days out of school suspension, suspension for one calendar year, notification to law enforcement, expulsion, documentation in student discipline record
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, suspension for one calendar year or expulsion, notification to law enforcement, and documentation in student's discipline record and parent notification.

Harassment (Refer to Policy 2130 Harassment.)

- First Offense: Principal/Student conference, in-school suspension, parent notification, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.



Improper Display of Affection – Consensual kissing, fondling, or embracing

- First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, possible documentation in student's discipline record, and parent notification.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record, and parent notification.

Improper Language

Threatening language - use of verbal, physical or written threat to bodily harm to person or personal property.

- First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.
-

Use of Obscene or Vulgar Language - language which depicts sexual acts, human waste and blasphemous language.

- First Offense: Principal/Student conference, in-school suspension, parent notification, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.

Disruptive or Demeaning Language or Conduct - use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation or school functions.

- First Offense: Principal/Student conference, in-school suspension, parent notification, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.

Inappropriate Sexual Conduct - Physical touching of another student in the area of the breasts, buttocks, or genitals.

- First Offense: Principal/Student conference, in-school suspension, parent notification, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.

Use of sexually intimidating language, objects or pictures

- First Offense: Principal/Student conference, in-school suspension, parent notification, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.

Indecent Exposure- includes display of buttocks and private parts in a public location

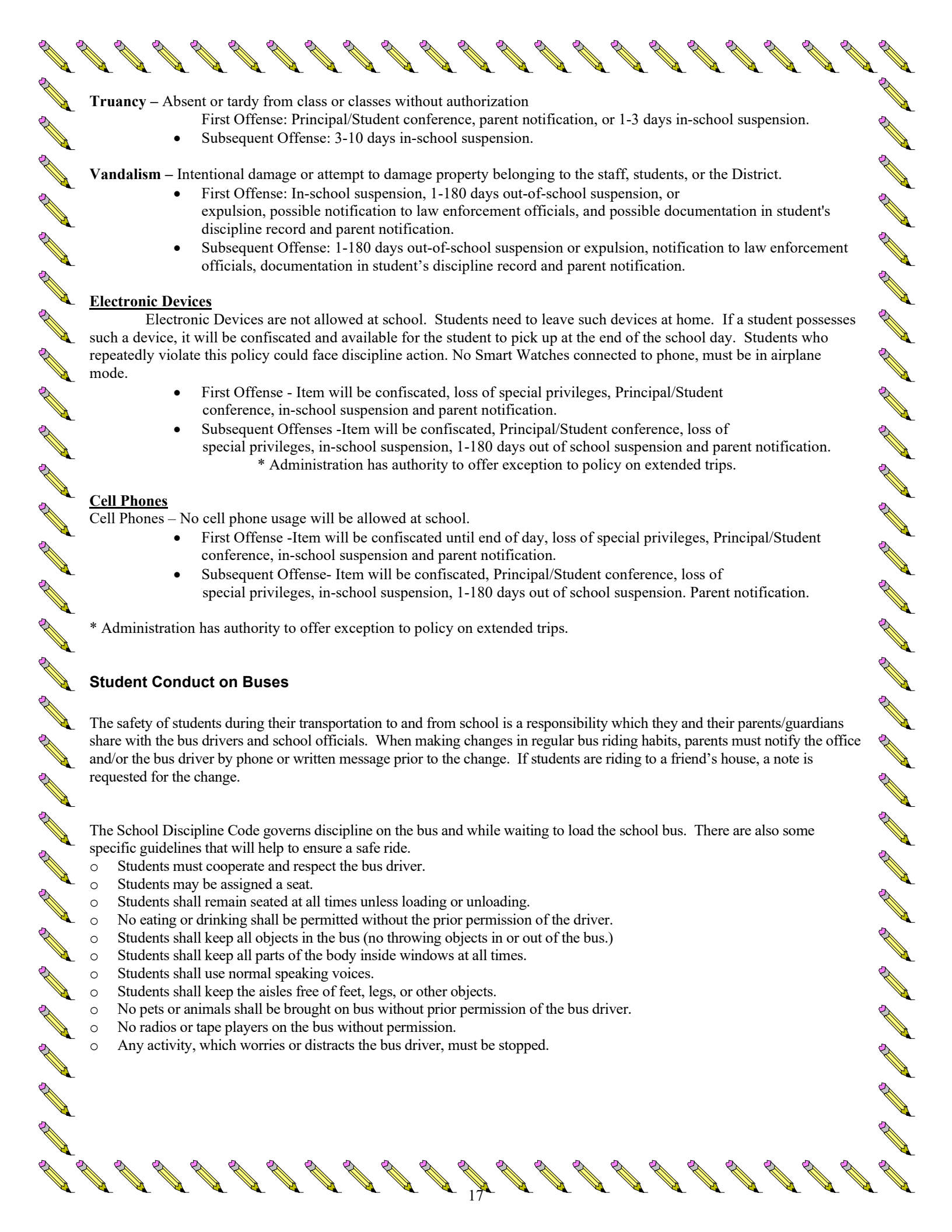
- First Offense: Principal/Student conference, in-school suspension, parent notification, or 1-10 day out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record and parent notification.

Theft - Nonconsensual taking or attempt to take the property of another

- First Offense: Principal/student conference, loss of recess, in-school suspension, or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record and parent notification.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record and parent notification.

Tobacco - possession or use of tobacco or tobacco products

- First Offense: Principal/Student conference, parent notification, or in-school suspension.
- Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.



Truancy – Absent or tardy from class or classes without authorization

First Offense: Principal/Student conference, parent notification, or 1-3 days in-school suspension.

- Subsequent Offense: 3-10 days in-school suspension.

Vandalism – Intentional damage or attempt to damage property belonging to the staff, students, or the District.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record and parent notification.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record and parent notification.

Electronic Devices

Electronic Devices are not allowed at school. Students need to leave such devices at home. If a student possesses such a device, it will be confiscated and available for the student to pick up at the end of the school day. Students who repeatedly violate this policy could face discipline action. No Smart Watches connected to phone, must be in airplane mode.

- First Offense - Item will be confiscated, loss of special privileges, Principal/Student conference, in-school suspension and parent notification.
- Subsequent Offenses -Item will be confiscated, Principal/Student conference, loss of special privileges, in-school suspension, 1-180 days out of school suspension and parent notification.
* Administration has authority to offer exception to policy on extended trips.

Cell Phones

Cell Phones – No cell phone usage will be allowed at school.

- First Offense -Item will be confiscated until end of day, loss of special privileges, Principal/Student conference, in-school suspension and parent notification.
- Subsequent Offense- Item will be confiscated, Principal/Student conference, loss of special privileges, in-school suspension, 1-180 days out of school suspension. Parent notification.

* Administration has authority to offer exception to policy on extended trips.

Student Conduct on Buses

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. When making changes in regular bus riding habits, parents must notify the office and/or the bus driver by phone or written message prior to the change. If students are riding to a friend's house, a note is requested for the change.

The School Discipline Code governs discipline on the bus and while waiting to load the school bus. There are also some specific guidelines that will help to ensure a safe ride.

- Students must cooperate and respect the bus driver.
- Students may be assigned a seat.
- Students shall remain seated at all times unless loading or unloading.
- No eating or drinking shall be permitted without the prior permission of the driver.
- Students shall keep all objects in the bus (no throwing objects in or out of the bus.)
- Students shall keep all parts of the body inside windows at all times.
- Students shall use normal speaking voices.
- Students shall keep the aisles free of feet, legs, or other objects.
- No pets or animals shall be brought on bus without prior permission of the bus driver.
- No radios or tape players on the bus without permission.
- Any activity, which worries or distracts the bus driver, must be stopped.



Bus Misconduct –

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition to the discipline guidelines under the student code of conduct section, bus-riding privileges may be suspended or revoked in the following manner:

- First Write-up: Conference with the principal and/or notification of parents. The student develops a plan for correction of the concern.
- Second Write-up: Conference with the principal and/or notification of parent. The student will develop a plan for correction of concern and possible 2 days loss of bus privilege.
- Third Write-up: Conference with the principal and/or notification of parents. Student will develop a plan for correction of concern and loss of bus privilege for 2 days and up to a possible 30-day loss of privileges.
- Fourth Write-up: Permanent suspension of bus privilege. Student must appeal to the Board of Education for reinstatement of privileges.
- Loss of bus privileges will include all intra and extracurricular bus riding privileges.

Student Dress

1. A school is frequently judged as much by the appearance of its students as it is by the caliber of its academic programs. Pupils are encouraged to maintain a neat appearance at all times. All students must wear shoes, boots, or other types of footwear. Students should avoid extremes in clothing. Dress and grooming will not disrupt the educational environment. Examples of dress that might disrupt the educational environment include:
 - Shirts or dresses that are backless, strapless or have only one strap. (All shirts must have straps that are at least one inch wide.)
 - Sagging pants or shorts.
 - Hats, headbands, and other head gear unless necessary for health, religious, or other valid reasons.
 - Extremely short shorts, skirts, or dresses. Shorts, skirts, or dresses must be no shorter than 6 inches above the knee.
 - Clothing that contains pictures, words, or symbols that are vulgar, sexually suggestive, or promote illegal activity.
 - Clothing that does not appropriately cover the body or that reveals underwear.

Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

When a student’s appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications.

Student Participation in Secret Organizations and Gangs

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or around school property or at any school activity:

- Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, insignia, or other things which are evidence of membership or affiliation in any gang.
- Shall commit any act or commission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in any gangs.
 - Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - Committing any other illegal act or other violation of School District policies.
 - Inciting other students to act with physical violence upon any other person.



STUDENT WELFARE AND STUDENT SAFETY

The district places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. In addition and pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that is committed on school premises will be offered transfer to another District school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The district will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.

The district is a smoke free campus and also prohibits the presence of firearms and weapons by students, staff and community members.

USE OF SCHOOL FACILITIES BY THE COMMUNITY

The District facilities are available for community use when facilities are not required for instructional or administrative purposes. Approval is subject to conditions established by the Board of Education as set forth in administrative regulations.

APPENDICES

Appendix A - Notices

- Notice of Designation of Directory Information
- Notification of Teacher Qualifications
- Notice of Nondiscrimination
- Sexual Harassment Prohibited Notice
- Notice of Discrimination & Harassment
- FERPA Educational Rights Annual Notification
- Notice of Free Appropriate Education for Students with Disabilities
- Asbestos Hazard Emergency Response Act Notice
- Every Student Succeeds Complaint Procedures

Appendix B - Policies & Regulations We follow Missouri School Board Association Policies and Procedures

These policies are available on line and are complete with the index. Here are just three of the policies we abide by:

- MSBA Policy JG and JG-R1
- Health Services
- MSBA Policy JGA

Appendix C - Agreements to Return to Office (Internet, Enrollment, Lunch forms, Handbook)

APPENDIX A -NOTICES

STUDENTS

Form 2400

Student Educational Records

FERPA Notice of Designation of Directory Information

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Miami R-1 School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Miami R-1 School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Miami R-1 School District to include this type of information from your child’s educational records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, 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 a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Miami R-1 School to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing by August 31, 2021. Miami R-1 School District has designated the following information as directory information:

Student’s name	Grade Level
Address	Participation in officially recognized activities and sports
Telephone listing	Weight and height of members of athletic teams
Photograph	Degrees, honors and awards received
Date and place of birth	Dates of attendance

Miami R-1 School District

GENERAL ADMINISTRATION

Form 1621

Private, State and Federal Programs Administration

Title I Parent Notification of Teacher Qualifications

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information:

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

In addition to the information that you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Miami R-1 Township School District



SEXUAL HARASSMENT PROHIBITED

NOTICE

**TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Miami R-I Township School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawings, pictures or gestures
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcome sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

<u>Rayetta Self</u>	<u>Principal/Superintendent</u>		
Name	Title		
<u>34520 N. Highway 41</u>	<u>MO</u>	<u>65344</u>	
Address	City	State	Zip
<u>660-852-3269</u>	Office Telephone Number		



STUDENTS

Form 2400.1

Student Educational Records

FERPA Educational Rights Annual Notification

Each year the Miami R-I School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Miami R-I School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Miami R-I School District in compliance with FERPA. A copy may be obtained in person or by mail from:

Miami R-I
Office of the Principal/Superintendent
34520 N. Hwy 41
Miami, MO 65344
(660) 852-3269



APPENDIX A-NOTICES

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Miami R-1 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Miami R-1 School assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Miami R-1 School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Miami R-1 School has developed a local compliance plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Miami R-1 School office Monday through Thursday between the hours of 8:00 am and 3:00 pm(unless closed for holiday or vacations).

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Rayetta Self at Miami R-1 School, 34520 N. Hwy 41, Miami, MO 65344 or call 660-382-3269. This notice will be provided in native languages as appropriate.

504 PUBLIC NOTICE

The Miami School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Miami School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Miami School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during regular school hours Monday-Friday.

This notice will be provided in native languages as appropriate.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

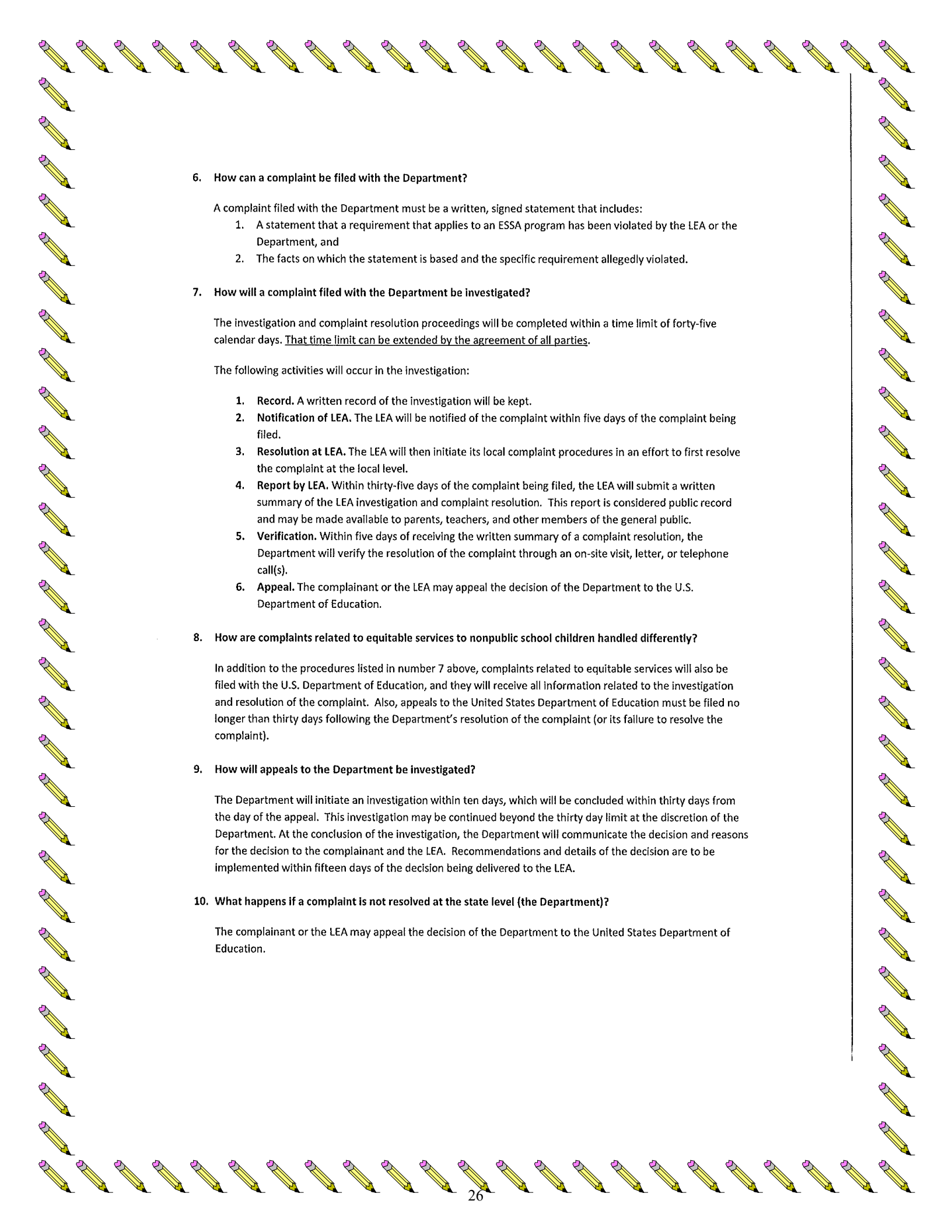
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VII- Part C. Sec. 8304(n)(3)(C)

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



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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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



APPENDIX B-POLICIES & REGULATIONS

STUDENTS

Policy JHC

Student Services
Health Services

The Board of Education believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for their child's medical treatment.

STUDENTS

Policy JGA
Discipline

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

Other board policies pertaining to students may be viewed upon request by asking in the office.

MIAMI R-I

NETWORK/INTERNET
Acceptable Use Policy Agreement

The mission of the Miami R-I School Network is to provide appropriate up-to-date technologies that will offer vast, diverse, and unique resources to students, teachers, and staff. We are pleased to offer access to the district computer network for project storage and the Internet. To gain individual access to the network, the district's technology resources and the Internet, all students must obtain parental permission and must sign and return this form to the school.

NETWORK/INTERNET GUIDELINES

Miami R-I School District's purpose in providing access to the Internet is to support research and education by providing access to unique resources. The use of the account must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

Along with access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. Adult supervision is required at all times for computer use and use Internet content filtering. However, on a global network it is impossible to control all materials. The Miami R- I School will teach students about responsible use and inform them of their rights and responsibilities as users of the district's network prior to gaining access to the network, either as an individual user or as a member of a class or group.

Users: Individual users of the Miami R- I School computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with district standards and will honor the agreements they have signed. The following guidelines are provided so everyone is aware of the responsibilities that come with using the Network and Internet. If a Miami R- I user violates any of these provisions, his or her account will be terminated and future access could be denied.

A. Student Users

No student will be given "privileged" access to the district's technology resources until the district receives an *Acceptable Use Policy agreement* signed by the student and the student's parent(s), guardian(s), or person standing in the place of a parent.

B. Employee Users

No employee will be given "privileged" access to the district's technology resources until the district receives an *Acceptable Use Policy agreement* signed by the employee.

C. External Users

Substitute teachers, consultants, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Coordinator, subject to completion of a *AUP agreement* and for the sole, limited purpose of conducting business with the school.

Damages: All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time may be charged to the user, as determined by district administrators.

1. **Using or sharing another person's user ID and/or password is prohibited.**
You have full responsibility for the use of your account. You will be held responsible for any violations of these rules that can be traced to your account.
1. **Students may not use computers unless there is adult supervision.**
2. **Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.**
3. **Do not print without permission.**
4. **No sound is allowed in LMC and Technology Labs without the use of headphones.**
5. **Students may not use music CD's in the computer CD ROM drives. Playing radio stations using the Internet is prohibited.**
6. **Do not vandalize computers, software, or network devices.**
7. **Do not change any settings on the computer (desktop, themes, icons, etc.).**
8. **Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws.**
9. **Do not download software.**
10. **Do not use the network for any illegal activities.**
Illegal activities include tampering with computer hardware or software, unauthorized entry into computers (hacking), or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
11. **Do not deliberately spread computer viruses.**
12. **Use appropriate language.**
Language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
13. **Avoid offensive or inflammatory speech.**
14. **Be aware that giving out personal information on the Internet can be dangerous.**
Users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals.
15. **Only teacher requested and supervised e-mail is permitted. Electronic mail, chat rooms and other forms of direct electronic communications are not allowed. Students may not check personal e-mail accounts at school (Hot Mail, Yahoo, etc.)**
16. **Users should assume that all communications and information is public when transmitted via the network and may be viewed by other users and network administrators.**
17. **Social networking sites, such as Facebook, My Space, etc., are not allowed at school. Access these sites AT HOME, not at school.**
18. **Do not use a school account to post anonymous or false information.**
19. **Do not intentionally search for, view, and/or distribute inappropriate materials.**
20. **Any attempt to secure a higher level of privilege on the technology resources without authorization are prohibited.**
21. **ACCESSING PROXY SERVERS TO BYPASS THE NETWORK'S SECURITY SYSTEM FOR ANY REASON IS PROHIBITED.** In the past, accessing proxy servers has allowed spyware and viruses to slip through the district firewall, causing severe, expensive damage to the network. Damages to the technology resources may be charged to the user.

VIOLATIONS OF THESE RULES MAY RESULT IN RESTRICTED ACCESS, LOSING ACCESS PRIVILEGE, DISCIPLINARY OR LEGAL ACTION. ADMINISTRATORS MAY DETERMINE THE LEVEL OF ACTION FOR EACH STUDENT AS NEEDED.

DICIPLINARY ACTION FOR STUDENTS IN VIOLATION OF AUP AGREEMENT

FIRST OFFENSE - Loss of access for 2 weeks

SECOND OFFENSE - Loss of access for 90 days

THIRD OFFENSE - Loss of access for remainder of the school year and a review by administration before account is reinstated.

Students may also face disciplinary actions as outlined in the district discipline polices.

Miami R-I School

**Network and Internet Access
Acceptable Use Agreement
School Year 2021-2022**

Please read the attached pages of information and sign and return this agreement to Miami R-I School.

User Name _____ (Student) Grade _____
PLEASE PRINT

USER AGREEMENT:

I understand that the use of school network services, including Internet access, is a privilege, not a right. After reading the Acceptable Use Policy and the Rules for the Network and Internet Use, **I understand and will abide by the Miami R- I School Network Guidelines.** I also understand that my failure to comply with the above guidelines can result in loss of my network privileges as well as more serious disciplinary and/or legal action.

User Signature _____ Date ____/____/____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Miami R-I School Network and Internet Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Miami R-I School to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Miami R-I School network, utilize Google Docs for assignments and certify that the information contained on this form is correct.

PARENT OR GUARDIAN: _____
PLEASE PRINT

PARENT/GUARDIAN Signature _____ **Date** ____/____/____

STUDENT INTERNET RESTRICTION:

I have read and understand the Miami R- I School Network and Internet Policy. I also understand that this access is designed for educational purposes and that school personnel will make every effort to properly supervise my child's use of network services. I understand that since it is technically impossible for the Miami R-I School to restrict access to **ALL** controversial materials, I will not hold them responsible for any materials acquired on the network and Internet. I understand that Miami R-I School believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of Miami R-I School.

Given this risk I would like for the above user to be restricted from access to **ALL** content not contained on the servers of the Miami R-I School Information Network.

I understand that this does **NOT** restrict the user from using the computers and **ONLY** restricts communication with the World Wide Web, Internet and other forms of communication with entities not contained with the Miami R-I School Information Network.

NOTE: signing this line will **RESTRICT ALL INTERNET ACCESS**

PARENT/GUARDIAN Signature _____ **Date** ____/____/____